

INTERNATIONAL STUDENT HANDBOOK 2025



WELCOME TO
ROSMINI COLLEGE!



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www.rosmini.school.nz

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INTRODUCTION

HEADMASTER'S MESSAGE

Rosmini College is a Year 7-13 Catholic boys' school in Takapuna. The school was founded to provide a secondary Catholic education for the boys of Auckland's North Shore.

At Rosmini College, we aim to ensure our International Students feel part of a kind and caring environment in the Rosminian tradition. We ensure our international students are given every opportunity to do well in all aspects of school life, and as a result enrolment at the college is highly sought after. In 2008 we introduced Japanese into our curriculum in response to parental requests.

We welcome you to be part of the Rosmini Community and to realise your fullest potential in academic, social, cultural, spiritual, and sporting activities. Our motto is – 'Charity Fulfils the Law', which means that the important virtue of kindness should be reflected in every school activity.



Mr Nixon Cooper
Rosmini College Headmaster



OUTSTANDING FACILITIES

The school is blessed with extensive grounds and buildings.

We have an 880-seat auditorium, two gymnasiums and many specialist classrooms in areas such as Science and Technology.

Outside the school has space for five football/rugby fields.



WELCOME

We are thrilled to welcome you to the Rosmini College community!

It is our priority to ensure that you receive the greatest possible value from your experience here, both in your academic pursuits and in student life outside the classroom.



We look forward to your contribution to the life of our school, and we are excited to see the insights and experiences you bring to our diverse community. As an international student, you are an important and integral part of our school. Whether you are here for a short-term cultural experience or working towards long-term academic qualifications, your presence enriches our community.

Adjusting to a new culture and education system in New Zealand can be challenging, but you are not alone. The first few weeks will be exciting but also overwhelming, so be patient with yourself. The International Team is here to support you every step of the way, helping you succeed inside and outside the classroom while ensuring your safety and well-being. Whether you have a problem, or just need to ask a question, our door is always open for you.

This handbook serves as a helpful guide, providing you with key information including contact details, dealing with problems, and school rules; plus services, facilities, and activities available to you as an international student. We hope it will provide guidance as well as inspiring you to work hard, engage in activities, wear our uniform with pride, and maintain a high standard of behaviour.

Congratulations on your decision to study abroad. We are excited to support you in your journey, and we look forward to getting to know you and your family better in the months to come.

We wish you every success at Rosmini College.

Warm regards,

The International Team
Rosmini College

SCHOOL INFORMATION

OUR HISTORY

Antonio Rosmini (born in Italy in 1797) is the founding father of the Rosminians and Rosmini schools worldwide.



Rosmini College is a Catholic Boys' School founded by the Rosminian order to provide a Catholic education to young men on Auckland's North Shore.

We aim to shape them into well-rounded young men ready to leave school who are able to make a positive contribution to society and are empowered to serve others by living out the founder's maxims.

MISSION, VISION, VALUES

OUR MISSION

Rosmini College supports and develops well-rounded young men while keeping true to the maxims of Antonio Rosmini. A holistic education in the Rosminian tradition that fosters a genuine encounter with Christ.

OUR VISION

Christ-centred young men who have the values, attitudes, knowledge and skills to fulfil their life and be empowered to serve others.

OUR VALUES

Dignity



Integrity



Fairness



Charity



Justice



In the classroom, around the college, at school events, on the sports field and in the community, we are a school of:

- Dignity - We respect ourselves, our Rosmini brothers, our staff, our school and our community.
- Integrity - We are honest and truthful in our interactions with our Rosmini brothers, our Rosmini staff, our family and our community. We do the right thing, even when no one is watching.

- Fairness - We show respect and tolerance for all people, their cultures and world views. We support each other's unique identity without discrimination.
- Justice - We act according to what is ethically and morally right and just. We stand for those who can't stand for themselves.
- Charity Fulfils the Law - We are charitable in everything we do. The ultimate act of charity is friendship.

TREATY OF WAITANGI

Rosmini College is committed to the principles of the Treaty of Waitangi and actively supports and encourages the achievement of its Maori pupils and fosters Maori culture.

SPECIAL CHARACTER

Rosmini College is a learning community that requires each student to pursue his fullest potential in spiritual, academic, social, cultural and co-curricular pursuits. The school will equip each student with the desire to keep the Law of Christ; "Love the Lord your God with your whole heart and your neighbour as yourself." There is an emphasis on practical Christianity – helping the disadvantaged in the immediate community as well as overseas. To this end, our pupils are involved in charitable acts that are 'Christianity in Action' to live out our school values and our motto.

MOTTO, CREST, THE BROTHERHOOD

OUR MOTTO

Our Motto: Charity fulfils the law.

CREST

Throughout the 1830s Antonio Rosmini wrote his two most famous works; 'Five Wounds of the Church' and 'The Maxims of Christian Perfection'.

These **six maxims** are represented by the 6 stars on our school crest;

1. To desire to please God that is to be just.
2. To delight with Jesus Christ and His Church.
3. To give wholly to God's providence.
4. To regard myself in little account.
5. To be guided in all things in a Spirit of wisdom.
6. To be faithful in everything we have to do and do it to our best.



Essential Christian values are emphasised at Rosmini, and we are committed to the philosophy of our founder: "Charity fulfils the Law". This is **represented on our crest with the Latin words: "Legis Plenitudo Caritas"**.

ROSMINI COLLEGE SCHOOL PRAYER

Lord,
Help us to be a school of dignity, integrity and fairness as we try to live out the maxims of Antonio Rosmini;
to desire only, without limits, to please God and to be just,
to direct our thoughts and actions to the glory of God's Church
to accept calmly what God wills for us through Christ our Lord,
Amen.

ROSMINI COLLEGE SCHOOL ANTHEM

Mighty Overseer, may we live within Your bounds
Lead us to victory,
Teach us how to love

Chorus

We are called to walk in the light
We are strengthened through Christ
We will stand for what is right
We are men
We are one
We are true Rosminians

Father, glory given,
Teach us to be true
Our talents and our strengths,
May we use to honour You

Chorus

God of pow'r and might,
May we go forth from this place
Filled with the Spirit,
As we build a world of faith

Chorus

We are men
We are one
We are true Rosminians.



POUTOKOMANAWA - SCHOOL HAKA

Words in BOLD - ALL say

<p>Kia Tu Kia Oho Kia Matāra Whakatōngia Te Mana- Hī!! Whakatōngia Te Kaha- Hī!! Whakatōngia Te Ihi Hī Aue Hī!!</p> <p>Mātou oho ake te wairua I roto i tāku ngākau Ko te puia pākai o Rangitoto I roto i tāku toto E mapumapu ana ko te moana o te Waitematā</p> <p>Ko Wai Mātou? Ko ngā rangatira mo apōpō Ko Wai Mātou? Ko te Poutokomanawa o Te Raki Paewhēnua</p> <p>AUE HI! AUE HĀ!</p>	<p>Stand up Wake up Get ready</p> <p>Plant the power within.</p> <p>Plant the strength within.</p> <p>Plant the passion within.</p> <p>Wake up your spirit within. In my heart is the exploding volcano of Rangitoto. In my blood is the flowing ocean of the Waitematā.</p> <p>Who are we? We are the leaders of tomorrow. Who are we? We are the strength of the North Shore</p>
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TERM DATES

Term 1 Starts:	29/01/25	Term 1 Finishes:	11/04/25	11 weeks
Term 2 Starts:	28/04/25	Term 2 Finishes:	27/06/25	9 weeks
Term 3 Starts:	14/07/25	Term 3 Finishes:	19/09/25	10 weeks
Term 4 Starts:	06/10/25	Term 4 Finishes:	05/12/25	9 weeks

SCHOOL & PUBLIC HOLIDAYS

Term 1

Public Holidays:

- 6 February – Waitangi Day
- 18 April - Good Friday
- 21 April - Easter Monday
- 22 April - Easter Tuesday (a school holiday)
- 25 April - Anzac Day

School Holidays:

- Saturday 12 April to Sunday 27 April 2025 (two weeks)

Term 2

Public Holidays:

- 2 June - King's Birthday
- 20 June - Matariki

School Holidays:

- Saturday 28 June to Sunday 13 July 2025 (two weeks)

Term 3

School Holidays:

- Saturday 20 September to Sunday 5 October 2025 (two weeks)

Term 4

Public Holidays:

- 27 October - Labour Day

Summer Holidays:

Saturday 6 December 2025 to Tuesday 27 January 2026 (six weeks)

SCHOOL I.T., STUDENT ID, USER ACCOUNTS

COMPUTER AND INTERNET USE

BYOD: Students in Years 9-13 must bring a computing device to school to be used for educational purposes. The device chosen is up to parents to decide, however, it should be purchased with your son's education in mind. For more information on device requirements, go to:

<https://www.rosmini.school.nz/academic/e-learning>



Our vision is to develop young men to prepare for a dynamic world by building confidence in their ability to use digital technologies in order to build curiosity and be active, connected, collaborative learners so that they are better prepared for the future.

The main purposes of this programme are as follows:

- To provide students with the best educational tools and information available.
- To prepare students for working in a collaborative and connected world.
- To do the above while following best practice, and in a safe and healthy manner.

Although technology is a great educational tool, it is by no means the silver bullet of learning. As such we don't foresee students using technology all day, everyday but rather only as and when it truly supports and enhances learning.

E POLICY

All students and their parents/caregivers must sign the Rosmini College Computer Use - Terms and Conditions document that details the colleges expectations around acceptable use of devices and the internet, login Id's, netiquette, E-mail, school IT hardware, use of personal hardware and student photos and work.

MOBILE PHONES

The following rules apply to all students with cell phones. These rules will apply each day from 8:50 am to 3:10 pm.

Phones Away for the Day

- From 8:50 am to 3:10 pm student's cell phones must be in their bag and on silent.
 - Students will not use their cell phone in form time.
 - Students will not use their cell phone in a classroom.
 - Students will not use their cell phone between lessons.
 - Students will not use their cell phone at morning tea time or lunchtime.
 - Students will not use their cell phone to contact parents if they feel unwell (go to Reception).

USER ACCOUNTS

All new students on their first day will be issued with:

- Student ID number (is also your username)
- Student email address (your student ID number @rosmini.school.nz)
- Password

For existing students, they will already have these, but need to be changed yearly on a school computer. This can be done on a lab computer or the computer by reception.

Wifi

Your son's wifi password is your school account password.

Google Suite

Rosmini uses the Google Suite platform, which offers us a range of options including: Google Classroom (the main platform teachers use with students), Gmail, Google Docs, Google Sheets, Google Slides, Google Sites, Google Meet/Hangouts and other Google applications to support student learning.



Microsoft Office

Many boys also like to use Microsoft Word applications too. Go to the “Frequently Asked Questions” at: <https://www.rosmini.school.nz/academic/e-learning> for instructions to install Microsoft Office. This will work on almost all devices.



Adobe Creative Cloud Apps

Getting the Creative apps has a yearly fee of \$25, which is worth it, as there are many apps available. Most commonly known apps are: Photoshop, Illustrator and Premiere Pro. To get these apps you will need to have a reasonably good computer as these apps require good performance. To pay for these apps you need to transfer \$25 directly to the school bank account, which is 02-0272-0330978-00 (BNZ Takapuna). You must label your payment with your name and “Adobe”. Alternatively, you can pay \$25 by eftpos at the Student Services office with Mrs Pryde.



SCHOOL COMMUNICATIONS

DAILY NOTICES

These are read out in Form Period every day. They are also available to be emailed to students, are on our website, and are posted on the noticeboard next to reception. This is the main communication for signing up for clubs, sports, music etc, so its a good idea to keep an eye on them.

Rosmini College Notices

[View web version](#)



NOTICES

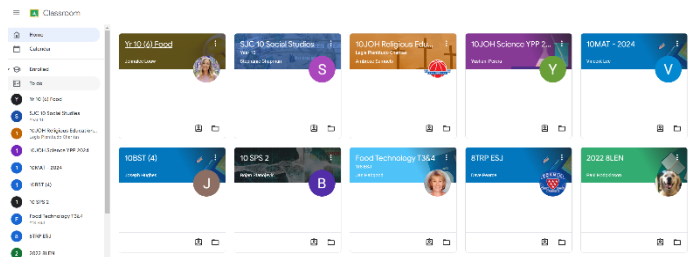
EMAIL

All Rosmini students have a Gmail email account. Please ensure you check it regularly. (your student ID number@rosmini.school.nz)



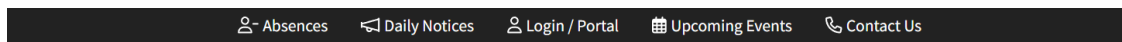
GOOGLE CLASSROOM

You will have most of your classes set up on Google Classroom. Many teachers use this platform to assign homework and assignments. Any tasks allocated through Google Classroom will automatically send an email to your Gmail account.



WEBSITE

There is a large amount of information and resources available on our website. Check it out: www.rosmini.school.nz



Home About Rosmini Life at Rosmini



ROSMINI COLLEGE

Enrolment Academic Community

NEWSLETTERS

Every two weeks, the school publishes a newsletter with lots of interesting articles and reports. This is emailed to all students and parents. The newsletter articles are also available on the News page of our website.

Rosmini College Notices

[View web version](#)



NEWS

SCHOOL HOUSE SYSTEM

Every student will be assigned a School House to represent in House Competitions and Events throughout their time at Rosmini. International students are assigned their house based on the year level they start at.

Curran House (Blue) - *International Students starting in Year 10*

Curran House is named after Father Bill Curran, a foundation teacher at Rosmini College.

Emery House (Green) - *International Students starting in Year 9 & Year 13*

Emery house is named after Father Cuthbert Emery, the English Provincial of the Rosminian Order at the time of the school's foundation.

Kelly House (Yellow) - *International Students starting in Year 8 & Year 12*

Kelly House is named after Monsignor Kelly, the Parish Priest of Takapuna when the school was founded.

Liston House (Red) - *International Students starting in Year 7 & Year 11*

Liston House is named after Archbishop Liston who was the Bishop of Auckland when the school was founded.



TIMETABLE & BELL TIMES

Our school operates a 6-period day, two-week timetable. Timetable weeks are indicated Week A and Week B. and bell times are as follows:

	Monday		Tuesday		Wednesday		Thursday		Friday	
	8.50am Bell		8.50am Bell		8.50am Bell		8.50am Bell		9:05am Bell	
FT	8.55-9.10am	15	8.55-9.10am	15	8.55-9.10am	15	8.55-9.10am	15	FT 9.10-9.25am	15
P1	9.10-10am	50	9.10-10am	50	9.10-10am	50	9.10-10am	50	Ass 9.30-10am	40
P2	10-10.50am	50	10-10.50am	50	10-10.50am	50	10-10.50am	50	10-10.50am	50
<i>Interval: 10.50-11.10am (20 mins)</i>										
P3	11.10-12.00pm	50	11.10-12.00pm	50	11.10-12.00pm	50	11.10-12.00pm	50	11.10-12.00pm	50
P4	12.00-12.50pm	50	12.00-12.50pm	50	12.00-12.50pm	50	12.00-12.50pm	50	12.00-12.50pm	50
<i>Lunch: 12.50-1.30pm (40 mins)</i>										
P5	1.30pm-2.20pm	50	1.30pm-2.20pm	50	1.30pm-2.20pm	50	1.30pm-2.20pm	50	1.30pm-2.20pm	50
P6	2.20pm-3.10pm	50	2.20pm-3.10pm	50	2.20pm-3.10pm	50	2.20pm-3.10pm	50	2.20pm-3.10pm	50

HOW TO READ YOUR TIMETABLE

There are three codes to understand on your timetable:

Subject code Teacher code Classroom

Huang, Chris						
19210	Year 13		12NJK		Curran	
Term 1	Week 1	Mon, 27 Jan	Tue, 28 Jan	Wed, 29 Jan	Thu, 30 Jan	Fri, 31 Jan
Form	8:55	8:55	8:55	8:55	8:55	9:10
Period 1	9:10	FT 13MAC	FT 13PHY	FT 13RED	FT 13RED	FT Assembly
Period 2	10:00	13JPN	13ENG	13ENG	13ENG	13PHY
Interval	10:50	10:50	10:50	10:50	10:50	10:50
Period 3	11:10	13RED	13CHE	13CHE	13MAC	13RED
Period 4	12:00	13ENG	13HAU	13HAU	13PED	13CHE
Lunch	12:50	12:50	12:50	12:50	12:50	12:50
Period 5	1:30	13PHY	13JPN	13JPN	13PHY	13MAC
Period 6	2:20	13PED	13MAC	13MAC	13CHE	13JPN
Afterschool	3:10	3:10	3:10	3:10	3:10	3:10

UNIFORM

All pupils at Rosmini are required to wear correct uniform at school, while travelling to and from school and when attending school functions.

There are different uniform items at various year levels. For more information on the correct uniform according to your year level, go to: www.rosmini.school.nz/life-rosmini/uniform

SCHOOL UNIFORM

The school does not hold stock or sell school uniforms, with the exception of school hats, ties and scarves. All school uniform items need to be purchased from one of our suppliers:

- *Jan Bells, Unit G, 4 Antares Pl, Rosedale*
- *Yarntons, 18-22 Mokoia Road, Birkenhead*
- *Yarntons, 77-79 Victoria Road, Devonport*



FOOTWEAR

Black leather sandals with a heel strap or black leather lace-up shoes. Trainers, sports shoes, or canvas shoes are not part of the school uniform. School shoes should be worn with navy school socks.

PE UNIFORM

Your PE Uniform must be purchased online from our Rosmini Dynasty Store: <https://www.dynastysport.co.nz/collections/rosmini-college>. All PE uniforms ordered will be delivered to your home address. The uniform consists of:

- a reversible P.E shirt – please purchase a **shirt in your school House colour**.
- P.E shorts – which are also used for various junior sports teams and zone days.

SECOND HAND UNIFORMS

Working together with Kindo, Rosmini College PTFA offers you a simple and quick way to purchase second hand uniform items. For more information on when and how to purchase, go to: www.rosmini.school.nz/life-rosmini/uniform

ACADEMICS

SUBJECT OPTIONS

Please see available subject option summary on page 19.

Years 7 and 8

- All subjects are compulsory (RE, PE, English, Mathematics, Social Studies, Science, Health, LEN, (Rotation per term: Music / Art / Technologies / Languages)

Years 9 and 10

- RE, PE, English, Mathematics, Social Studies and Science are compulsory
- Select TWO additional subjects plus one backup subject

Year 11

- RE, PE, English and Mathematics are compulsory
- Select TWO additional subjects plus one backup subject

Year 12

- RE, PE and English are compulsory
- Select THREE additional subjects plus one backup subject

Year 13

- RE and PE are compulsory
- Select FOUR additional subjects plus one backup subject

**Note: Majority of International students will be required to take two English classes (EAL, EAP) depending on their English test results, and therefore have one less subject option than Domestic students.*

For information on subjects, please see the Subject Selection booklets on our website: <https://www.rosmini.school.nz/enrolment/international-students/international-subjects-available>

NCEA

NCEA stands for National Certificate of Educational Achievement. NCEA is a qualification for New Zealand schools set through NZQA (New Zealand Qualifications Authority).

NCEA has three levels:

Level 1 Certificate – students in Year 11

Level 2 Certificate – students in Year 12

Level 3 Certificate – students in Year 13

Assessments are graded as:

- Not Achieved - The student has not met the minimum requirements for the assessment.
- Achieved - The student has passed the assessment at the require level.
- Merit - The student has passed the assessment at a high level.
- Excellence - The student has passed the assessment at the highest level.

For more information, please see the NCEA Information on our website: <https://www.rosmini.school.nz/academic/understanding-ncea>

Term 4 for Senior (Y11-13) students consists of:

- Week 1 – 3 Normal Classes
- Week 4 – 8 NCEA External Examinations

Results: Assessment and test results can be found on your KAMAR account.

ACADEMIC PRIZES & SCHOOL AWARDS

Academic Prizegivings are held in Term 4. The Senior Prizegiving is held in week 3 before the boys go on study leave. The Junior and Intermediate Prizegivings are held on their respective last days of school early December.

There are many academic prizes awarded, and they include:

- Commitment to Learning certificates
- Academic Excellence certificates (top 10% of year level for each subject)
- Academic Trophies
- Service Awards
- Special Awards



There are other awards presented throughout the year, such as:

- Gold Cards (Y7-10) (commitment to learning for a term)
- Service Badges (Student Volunteer Army hours)
- Academic Badges (Y11-13) (50 credits Excellence or more in previous year) achieved over
- 100 Club Badges & Ties (Y11-13) (100 Excellence credits or more)

PROGRESS & REPORTING

WEEKLY CARDS – YEAR 7-10

Weekly Cards are issued to Year 7-10 students and provide feedback as to how well you have worked/behaved/engaged in your learning in each subject over the past week. Teachers will indicate your level of work/behaviour/engagement in class with either a tick, a dot or a cross.

- To receive a tick, you will have worked/behaved/engaged in your learning above your usual level of effort.
- A dot means that you have worked/behaved/engaged in your learning at your usual level of effort.
- A cross indicates that there has been an issue with your level of work/behaviour/engagement.

Teacher indications are collated and summarised on a weekly card. You will be given your card by your form teacher on Friday morning. Your card will also be emailed home.

Weekly Cards come in three colours.

- Blue Card - Mostly ticks. Allowed up to two dots and no crosses.
- White Card - More than two dots and he may have up to one cross.
- Red Card - Two or more crosses. The red card will need to be signed by your parent/caregiver and returned to your form teacher on Monday. You can expect your subject teacher, form teacher and maybe your Dean to catch up with you about your red card.



A Blue Card is difficult to get and should be celebrated. A Red Card is no reason to be too upset, in fact, getting feedback on a weakness can be seen as a positive. Should there be continued red cards, your dean, class teachers and parents will most likely be working together to support you.

All students will receive two Progress Reports per year:

- The first is at the end of Term 1
- The second for Y11-13 is issued end of Term 3, and Y7-10 is at the end of Term 4.

Compulsory subjects are in yellow.

SUBJECT	YEAR 7	YEAR 8	YEAR 9	YEAR 10	YEAR 11	YEAR 12	YEAR 13
ENGLISH	ENGLISH EAL	ENGLISH EAL	ENGLISH EAL	ENGLISH EAL	ENGLISH EAL	ENGLISH EAL	ENGLISH ENGLISH VISUAL EAL
MATHS	MATHEMATICS	MATHEMATICS	MEDIA STUDIES MATHEMATICS	MEDIA STUDIES MATHEMATICS	MATHEMATICS	MATHEMATICS STATISTICS CALCULUS	MATHEMATICS STATISTICS CALCULUS GENERAL MATH
SCIENCE	SCIENCE	SCIENCE	SCIENCE	SCIENCE	SCIENCE/EARTH SPACE BIOLOGY CHEMISTRY	PHYSICS EARTH AND SPACE BIOLOGY CHEMISTRY	PHYSICS EARTH AND SPACE BIOLOGY CHEMISTRY
SOCIAL SCIENCES	SOCIAL STUDIES	SOCIAL STUDIES	SOCIAL STUDIES	SOCIAL STUDIES	HISTORY GEOGRAPHY	HISTORY GEOGRAPHY CLASSICAL STUDIES	HISTORY GEOGRAPHY CLASSICAL STUDIES
LANGUAGES			MAORI FRENCH JAPANESE	MAORI FRENCH JAPANESE	MAORI FRENCH JAPANESE	MAORI FRENCH JAPANESE	MAORI FRENCH JAPANESE
COMMERCE				BUSINESS STUDIES	COMMERCE	ECONOMICS ACCOUNTING	ECONOMICS ACCOUNTING BUSINESS STUDIES
DESIGN & VISUAL COMMUNICATION	DESIGN & VISUAL COMMUNICATION	DESIGN & VISUAL COMMUNICATION	DESIGN & VISUAL COMMUNICATION	DESIGN & VISUAL COMMUNICATION	DESIGN & VISUAL COMMUNICATION	DESIGN & VISUAL COMMUNICATION	DESIGN & VISUAL COMMUNICATION
DIGITAL TECHNOLOGY	DIGITAL TECHNOLOGY	DIGITAL TECHNOLOGY	DIGITAL TECHNOLOGY	DIGITAL TECHNOLOGY	DIGITAL TECHNOLOGY	DIGITAL TECHNOLOGY	DIGITAL TECHNOLOGY
TECHNOLOGY	MATERIALS TECHNOLOGY	MATERIALS TECHNOLOGY	MATERIALS TECHNOLOGY	MATERIALS TECHNOLOGY	MATERIALS TECHNOLOGY MECHANICAL ENGINEERING	MATERIALS TECHNOLOGY MECHANICAL ENGINEERING	MATERIALS TECHNOLOGY MECHANICAL ENGINEERING
HOSPITALITY	FOOD TECHNOLOGY	FOOD TECHNOLOGY	FOOD TECHNOLOGY	FOOD TECHNOLOGY	FOOD TECHNOLOGY	FOOD TECHNOLOGY	FOOD TECHNOLOGY
MUSIC	MUSIC	MUSIC	MUSIC	MUSIC	MUSIC	MUSIC	MUSIC
PHYSICAL ED	PHYSICAL ED	PHYSICAL ED	PHYSICAL ED	PHYSICAL ED	PHYSICAL ED	PHYSICAL ED	PHYSICAL ED
RELIGIOUS ED	RELIGIOUS ED	RELIGIOUS ED	RELIGIOUS ED	RELIGIOUS ED	RELIGIOUS ED	RELIGIOUS ED	RELIGIOUS ED
ACADEMIC			SPORTS SCIENCE		ACADEMIC PE	ACADEMIC PE	ACADEMIC PE
PHYSICAL ED					OUTDOOR ED	OUTDOOR ED	OUTDOOR ED
ART	ART	ART	ART	ART	ART	ART	ART
DRAMA			DRAMA	DRAMA	DRAMA	DRAMA	DRAMA
LEARNING ENHANCEMENT	ROTATION OF LANGUAGES, LITERACY NUMERACY, SCIENCE					GATEWAY	GATEWAY

SCHOOL RULES

This is a community where people are expected to show respect for themselves and others at all times.

APPEARANCE

- Correct school uniforms must be worn to school. (Must have separate clothes for Physical Education)
- Must be clean and tidy.
- Hair and Facial Hair: Only conventional haircuts are acceptable, and the style should not be extreme. Hair colour should be the student's own natural colour. All students must be clean-shaven.
- Jewellery: Wristwatches, Medic-Alert bracelets and religious emblems in keeping with the Catholic Character of the college may be worn. St Christophers, crosses and taonga can be worn but under uniform and out of sight. No anklets, bracelets, rings or earrings are allowed.

ATTENDANCE AND ABSENCES

Students must attend school every day unless there is a genuine reason for absence. Students should arrive at school on time.

ABSENT

Parents/caregivers are asked to notify the college by 8:30am if their son is going to be absent - stating the reason for the absence and for what period of time (if known). Notification can be by emailing absentees@rosmini.school.nz or through the parent portal on the school website. - <https://www.rosmini.school.nz>, or via School Bridge.

LATE

The school day starts at 8:55 am. If a student is late to school, they must sign in at Student Services before attending form time or class.

APPOINTMENT DURING SCHOOL TIME

If a student needs to leave during the school day, parents/caregivers are asked to email absentees@rosmini.school.nz explaining the absence, or through the parent portal on the school website <https://www.rosmini.school.nz> All students should sign out at Student Services. If returning to school after an appointment, students must sign in before going to class.

SICKNESS/INJURY DURING SCHOOL TIME

If students feel ill whilst at school, they should report to the receptionist.

They should not go home without permission. The receptionist will admit the student to the Sick Bay and will assess them. Caregivers will be telephoned if students need to return home or need urgent medical attention.

EXTENDED LEAVE DURING TERM TIME

Parents/caregivers are required by law to contact the Headmaster for approval of extended leave. Please email international@rosmini.school.nz in the first instance, and they will forward your request.

BEHAVIOUR

CATHOLIC CHARACTER

Students are expected to support the Catholic character of the college. They are expected to participate in liturgies, prayers, Religious Education lessons, retreats and charitable activities of the school life.

SMOKING, VAPING, DRUGS, ALCOHOL

No student shall consume, sell, purchase, supply, have in his possession or be under the influence of smoking, vaping, drugs or alcohol whilst at school.

THEFT, BULLYING, FIGHTING

No student shall steal, bully, harass, assault, fight with or intimidate another student or staff member. No student shall be in possession of, or use, knives or other weapons.

PERSONAL DEVICES

Personal devices are not allowed in lessons unless permission is granted by the teacher. The school will not accept responsibility for their loss or damage.

Cell phones are not permitted to be used during school hours. Please see the full rules under the IT section of this handbook on page 10.

MORNING BREAK AND LUNCHTIME AREAS AND BEHAVIOUR

At the beginning of the year, areas will be allocated to various year groups to use during morning break and lunchtimes. No tackling, fighting or wrestling is permitted.

SCHOOL BOUNDARY

Students must not leave the school grounds during school hours without permission from a Dean. The boundaries of the college are defined by: the fence line along the top field, the fence line separating the college from the houses on Dominion Street, the fence

line separating the college from St Joseph's School, the tree line running from the bottom field cricket nets and the embankment separating the college from the Lake House Cafe. Beyond these boundaries is considered out of bounds and no student is allowed there without permission.

INSIDE SCHOOL

Students are not permitted inside before school, during morning break or at lunchtime without a teacher's permission.

No food should be consumed in the corridors at any time.

No student should use the main entrance or be in the school foyer unless seeing the Headmaster or attending a meeting.

HARASSMENT

The Rosmini College environment should be a place where everyone feels safe and comfortable, able to work free from offensive behaviour.

Harassment occurs when you are receiving unwelcome behaviour which affects your wellbeing. This could be verbal, physical, electronic or racial.

If you feel you are being harassed, then you must immediately contact one of the following:

- Class teacher
- Form teacher
- International Dean
- Any member of the EAL Department
- Any of the Assistant Principals

For information on what to do if you have a problem, if there's been an incident, or how to report a grievance, go to the 'Dealing with Problems' section of this handbook.

SCHOOL SERVICES

GENERAL SERVICES

TUCKSHOP

A tuckshop is what we call a food canteen. You can buy a variety of meals and snacks at morning tea, lunchtime and after school. It is located on the outside of the main building, opposite the top field.

LIBRARY

The library is an important part of our school community, supporting the needs of the school curriculum, helping to promote information literacy, a love of reading and lifelong learning.

The library also provides a good alternative learning space.

Hours of opening: Monday to Friday, 8am-4pm.

BUSES

School rules apply on buses. Bus monitors will manage student behaviour on school buses. Travel on school buses is a privilege and at the discretion of the teacher in charge of buses, supported by the senior leadership team. The bus routes can be found online at <https://at.govt.nz/bus-train-ferry/timetables/school-timetables/rosmini-college/>

SICK BAY

If students feel ill whilst at school, they should report to student reception.

They should not go home without permission. The receptionist will admit the student to the Sick Bay and will assess them. Caregivers will be telephoned if students need to return home or need urgent medical attention.

GUIDANCE COUNSELLOR

Whether your concerns are big or small, don't wait until they become a crisis. If you're feeling unsure or troubled by something, come and talk to us. Our counsellors are here to support you. We offer a safe, confidential space for students, with the aim of helping them reach their full potential. Go to Student Services to book a time to see our Counsellor Mr Caruana.

CAREERS ADVISOR

The Careers team is available to assist students in exploring their interests, strengths, and aspirations, helping them align these with potential career options. This support can be for short-term goals (such as selecting subjects) or to understand prerequisites for university pathways and applications.

Our Careers Advisor can also provide guidance on employment opportunities (including full and part-time positions), trades training, student allowances, and access to Pathways courses.

To schedule a careers appointment, please email Mr. Latch at rlatch@rosmini.school.nz.

STUDENT SERVICES

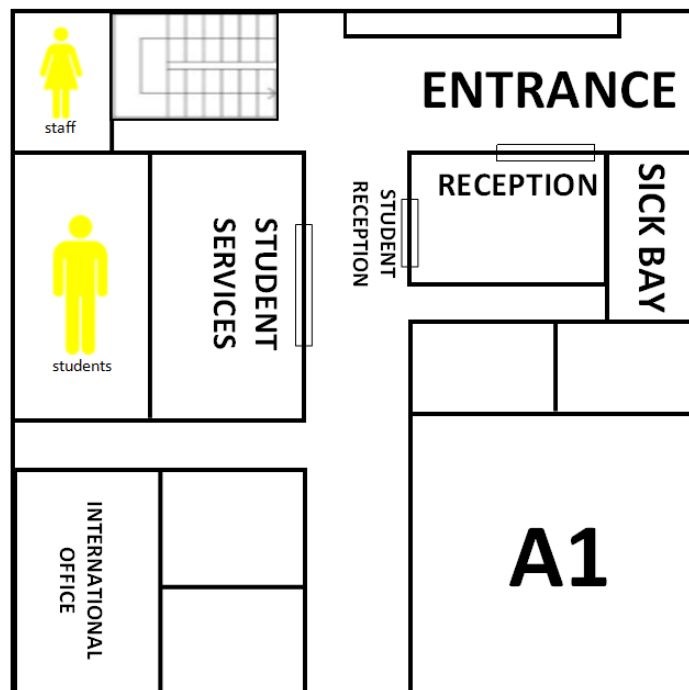
Student Services is located inside the main building opposite reception. Here you will find Mrs Pryde who can help you with:

- signing in and out of school for appointments or when late
- lost property
- top up & specialist stationery
- purchase school hats, school ties, school scarves
- any general queries
- making payments

STUDENT RECEPTION (MAIN OFFICE)

Student Reception is located inside the main building, and is part of main reception. Here you will find Mrs Riley who can help you with:

- topping up printing (your papercut account)
- resetting your password
- medical assistance (eg plasters, admission to sick bay, medicine)



ACTIVITIES

There are many activities, clubs and special interest groups in the college - from music groups choir, school productions, cultural activities, debating, envirogroup, Young Vinnies, RAD Club, to a variety of sports. It is important to listen to the **school notices** for opportunities to register and take part. Talk to your **EAL Teacher** or the International Student Coordinator, **Mrs Sara Prendergast** about what groups you can join.

PERFORMING ARTS PROGRAMME

The Performing Arts Department at Rosmini College comprises Music, Art and Drama. Students build on their performance skills in Music and Drama to create confident and expressive students. Rosmini's Music Department offers a range of music ensembles for students eg Junior Choir, Chamber Choir, Orchestra and Jazz Bands, and a number of rock bands who perform at school events. We also have instrumental and vocal tuition, with tutors who are leading musicians and expertly share their knowledge with our students who have a passion for music. The Arts programmes encourage and foster the creative mind. Some other groups students can be involved in are: Art Club, Theatre Sports, Rosmini Academy of Performing Arts (RAPA).

Contact the **Music Department** – Mrs Vanessa Kay, or for **Performing Arts** – Mrs Beth Kayes, or keep an eye out in the Daily Notices.



**AWARD-WINNING
DRAMA AND MUSIC
GROUPS**

Rosmini offers a range of ensembles for students to be involved in.

- Choirs for all levels and abilities.
- Orchestra and Jazz Bands.
- Rock Bands who perform at school events.
- Theatre Sports, and the Rosmini Academy of Performing Arts (RAPA).

SPORTS PROGRAMME

International students are welcome to participate in the Rosmini Sports Programme. All ability levels are welcome, from recreational beginners to highly competitive players. However, students must be aware that being a member of a team is a privilege and carries with it some obligations or responsibilities. For example, all members of a team must attend and participate in all scheduled practices and games.





QUALITY SPORTING PROGRAMMES

We offer over 20 sports for all abilities, from beginners to elite. This includes sports such as: Athletics, Badminton, Basketball, Cricket, Distance Running, Football, Golf, Hockey, Lacrosse, Orienteering, Rugby, Swimming, Table Tennis, Tennis, Touch, Volleyball, Water Polo

We have won titles in Basketball, Cricket, Football, Hockey and Rugby



YEARS 7 & 8 STUDENTS

Students can play Water Polo and Basketball all year round for Rosmini teams, and Touch, Volleyball, Hockey, Badminton in selected terms. For other sports such as Football, Rugby, Cricket, in years 7 & 8 students usually join a Club outside of school.

We also select Rosmini teams to represent their school at North Shore Schools Sports Zone Days. Teams for the Zone Days may have trials for selection, and although an effort is made to give all students a chance, Rosmini always tries to present competitive teams.

YEARS 9 - 13 STUDENTS

Students have a wider selection of sports. You need to check daily notices (read in class or at assembly) or read the notice board announcements and attend meetings and/or trials. Teams are organised based on experience, competitiveness and numbers. It is important to attend all these meetings/trials and to make sure that practice and game times do not clash with other school activities.

Contact the Sports Department - Mr Rhys Edwards (Sport's Director), Mrs Karyn Parle (Sports Coordinator), or the individual Teachers in Charge of each sports code; or just keep an eye out in the Daily Notices.

SPORT	PERSON IN CHARGE	YEAR LEVEL	WHEN
Archery	Mr Brits	9-13	Season (T1)
Athletics (Track and Field) <i>(Teams are chosen from school Sports Day results)</i>	Sports Dept	7-8, 9-13	One Day Events
Badminton	Mr Hodgkinson	7-8, 9-13	Season
Basketball	Mr Samuels	7-8 9-13	Season (T1-T4) Season (T2-T3)
Cricket	Mr Edwards	7-8 9-13	One Day Event Season (T1 & T4)
Distance Running	TBC	7-8, 9-13	One Day Events
Football (Soccer)	Mr Dale	7-8 9-13	One Day Events Season (T2-T3)
Futsal (Indoor Soccer)	Mr Edwards	7-8, 9-13	One Day Events
Golf	Sports Dept	9-13	One Day Event
Hockey	Mr Edwards	7-8, 9-13	Season (T2-T3)
Lacrosse	Mr Wood	9-13	Season (T2-T3)
Orienteering	Mrs van der Spuy	7-8, 9-13	One Day
Rugby Union	Mr Rakena Mr O'Reilly	7-8 9-13	One Day Events Season (T2-T3)
Snow Sports	TBC	7-8, 9-13	One Day Events
Surfing	TBC	9-13	One Day Event
Swimming <i>(Teams are chosen from school trials)</i>	Sports Dept	7-8, 9-13	One Day Events
Table Tennis	Sports Dept	7-8, 9-13	Season (T2-T3)
Tennis	Mrs Gibbs	7-8 9-13	One Day Event Season (T1 & T4)
Touch Rugby	Mr Manuel	7-10 11-13	Season (T4) Season (T1 & T4)
Triathlon	Sports Dept	7-8, 9-13	One Day Events
Volleyball (& Beach Volleyball)	Mr Latch	7-8 9-10 11-13	One Day Events Season (T3-T4) Season (T1)
Water Polo	Mrs Peak	7-10 11-13	Season (T1-T4) Season (T1)


The below Activities are Rosmini Clubs that do not compete in local competitions. These are participation Clubs.


SPORT	PERSON IN CHARGE	YEAR LEVEL	WHEN
Badminton Club Open to any Rosmini students. Just turn up!	Mr Pham	7-8 9-13	Thu 3:15pm, Old Gym Wed 3:15pm, Old Gym
High Performance Institute	Mr Torres / Ms Walling		
Running Club Open to any Rosmini students. Just turn up!	Mr Payne	7-13	Tue/Thu 7am; Meet Aud TeamReach code: ROSMINI7AMRUNCLUB



GROUPS AND CLUBS

There is something for everyone at Rosmini, with our wide range of groups and clubs. They provide an opportunity to learn something new, show leadership and initiative, and to connect with peers, staff and the wider community. We also encourage students to initiate new activities if they feel there is a need that has not been met.






A RANGE OF CLUBS & GROUPS

There is something for everyone at Rosmini, with our wide range of groups and clubs. They provide an opportunity to learn something new, show leadership and initiative, and to connect with peers, staff and the wider community.

Twenty-five options from Art Club & AV Club, to Debating & Envirogroup; Coding Club & Librarians, to the Student Volunteer Army. So many choices!



Contact the individual Teachers in Charge of each Group or Club or keep an eye out in the Daily Notices.

GROUP OR CLUB	PERSON IN CHARGE	WHEN/WHERE
Art Club	Miss Rudden	Friday Lunchtime, Art Room
AV Club	Mr M Kim	
Chef for Compassion	Mrs van der Spuy	
Chess Club	Mr M Kim	Friday Lunchtime, M1
Coding Club	Mr John	Friday Lunchtime, B1
Debating	Mrs Letting	
Dungeons & Dragons	Mr Pygott	
Envirogroup	Mrs Snowsill	
High Performance Institute	TBC	
Junior Maths Scholarship (Y9&10)	Mr Payne	
Junior Vinnies (Y7-10)	Ms Dias	

Kapa Haka Roopu	Mr Manuel / Mr Wilson	Wed/Fri 8am, Māori Room
Korean Club	Mr Wood	Thu lunch, R6
Lego Club	Ms Dias	
One Foot in the Clouds Plane building / model aircraft / rockets	Mr Smith	Thu afterschool / Sat mornings
Pasifika Fono Pacific Island Student Breakfasts	Ms van der Spuy / Mr Lui Poe	Fortnightly, 7:30am
Physics Enhancement Build electronic & robotic projects.	Mr Mistry	Wed 730am, S5
RAD Club (Recycle a Device)	Mr John	
Renewal in the Roots (Theology)	Mr Torres	
SANZ (The South African-New Zealand Connection) Group of Rosmini students who connect with a group of students with disabilities located in rural South Africa.	Mrs van Wyk / Mr Wood	Wed evenings
Student Librarians Selected at the start of each year.	Mrs McMonagle	-
Student Volunteer Army	Mrs van Wyk	Various Join Google Classroom Code ikso55w
TOTCUS (The Ocean That Connects US) Connects teams of Rosmini students with a team of students in Asia, Oceania, Europe, North America and Latin America to collaborate examining an aspect of climate change.	Mr Wood	Various
Virtual Merienda (Filipino Group) Gathering of the Filipino students and their friends.	Student Led (R6)	Fri interval, R6
Woodwork for Humans	Mr H Kim	T7
Young Vinnies	Mrs van Wyk	


ROSMINI PROGRAMMES

Here are some examples of other unique programmes offered at Rosmini College.




ONE FOOT IN THE CLOUDS



A Rosmini led project to increase students' engagement in technical and theoretical subject content: Two Prime Minister's awards for Trade Training, Aero Space engineering. Three of young students won a national engineering competition, Internships in launching spacecraft.

OVER THE BACK FENCE

Since 2004, this program has been a cornerstone of our global citizenship education.

The Over the Back Fence project connects Rosmini students with students across the globe to help build global competencies, confidence and understanding.


INTERNATIONAL STUDENT DONATION PROJECT

Unique experience-Global citizenship education. " Charity Fulfils the Law"

Kato Gerald said: "If I am successful, I aspire to establish something back home in Uganda to assist those in need."

Meng Zheng said: "I would like to engage in volunteer work to contribute as much as possible. As I grow up, I want to continue helping people in need."



INTERNATIONAL STUDENT ACTIVITIES

Below are images a few of the fun activities organised for our International students throughout the year. In the past we have gone to All Blacks and Breakers Basketball games, climbed Rangitoto Island, had a Hangi experience, Easter egg hunt, Birthday celebrations plus much more!



BEACH DAY!

Rosmini College fun day at the beach with one of our sister schools



INTERNATIONAL PARTY!



A fun social occasion for our International students to mix and mingle with other International students from other brother and sister schools around Auckland.



INTERNATIONAL SPORTS DAY



A Have-A-Go Sports Day for International students, with a mixture of common NZ sports (Rugby, Netball), cultural games (Hakariki, Kilikiti) and other popular sports.

The day is built around trying new sports, giving it a go, meeting new friends and having a good time.



DEALING WITH PROBLEMS

WHO TO GO TO?

There are several people you can go to. Who you choose will depend on the type of problem or just who you feel comfortable talking to. Friends may be able to help, or you may speak with Mrs Sara Prendergast, as well as the School Counsellor, Mr Hughes or Mrs Misook Rylev, the International Student Director.



CLASS WORK OR HOMEWORK

The first person to ask is your subject teacher. If you are still not happy, talk to your EAL Teacher so that we can help solve the problem.

SUBJECT OR CAREER CHOICES

If you are worried about which options or subjects to choose or think you have chosen the wrong ones, email or talk to Mr Pearce. He will also help you sort out any timetable problems.

Regarding career choices, Mr Latch, the Careers Advisor, is the man to see.

CURRICULUM, NCEA & ASSESSMENT

A booklet explaining the English language curriculum, all subject course outlines and how NCEA works is handed to all students at the beginning of Years 11, 12 and 13.

In addition, students receive a detailed booklet explaining academic procedures, including internal assessment, grading, assignments and examinations. If you have any questions about NCEA or subject choices, please contact the International Student Director, Mrs Misook Rylev.

HOMESTAY

Mrs Sara Prendergast will be speaking with you regularly, and you may make an appointment to see her about any problems with your homestay situation.

UNHAPPY?

If you are feeling sad or angry about how you are being treated by anyone at the school, you can speak with your **EAL Teacher**, the International Student Coordinator, **Mrs Sara Prendergast**, the **International Director**, **Mrs Misook Rylev**, or the **School Counsellor**, **Mr Caruana**. Your problem may be that you are unhappy with your course, that you are feeling homesick or that you do not like the way that someone is treating you. Bullying is treated very seriously in this school.



If your complaint is a serious one and you do not feel that it is resolved, you can take your grievance to **Mrs Sara Prendergast** or **Mrs Misook Rylev**. There are systems in place to protect International Students in schools, and if you have a really serious complaint, it can be taken to the **International Education Appeal Authority**. See the chart in this booklet, which gives you the grievance procedure.

Talking about problems early on can stop small problems from becoming BIG problems.

WHAT DO YOU DO IF YOU HAVE A GRIEVANCE?

We want you to be happy at Rosmini College. There are times, however, when things do not go as smoothly or as well as we may like. Here are some ideas of what you can do about it.

PROBLEMS WITH A TEACHER

Make time to talk to your classroom teacher about your concerns. If your concern is the classroom teacher, make time to talk to Mrs Sara Prendergast. After a few days, if you do not think the problem has been solved by your classroom teacher or by Mrs Sara Prendergast, talk to Mrs Misook Rylev. If, after a few days, after you have spoken to Mrs Misook Rylev and the problem is still there, talk to the Headmaster, Mr Cooper.

PROBLEMS WITH OTHER STUDENTS

Take the time to talk to your class teacher quietly about your concerns. You can also speak with Mrs Sara Prendergast, Mrs Misook Rylev or your form teacher. They can be very helpful, especially with broken friendships.

If there has been an incident of harassment (receiving unwelcomed behaviour affecting your wellbeing eg verbal, physical, electronic or racial), you need to report it to the International team or your Dean, and you'll be asked to complete an 'Incident Report'. The incident will then be investigated by the Dean, and you will be informed of the outcome of that investigation.

PROBLEMS WITH YOUR HOMESTAY OR CAREGIVER

Make time to talk to Mrs Misook Rylev. She will discuss the concerns with you and do her best to sort things out. If necessary, she will contact the Headmaster on the matter and/or your parents.

At all the above meetings, notes will be taken of your concerns and of the solutions put in place.

If, after all the above have been tried, it is felt that your problem has not been resolved, then the student/parents may contact the International Education Appeal Authority, whose address is:

International Education Appeal Authority C/- Ministry of Education Private Bag 92644 Symonds Street Auckland New Zealand	Phone: (64 9) 632 9513 Fax: (64 9) 632 9456 Email: info.ieaa@minedu.govt.nz
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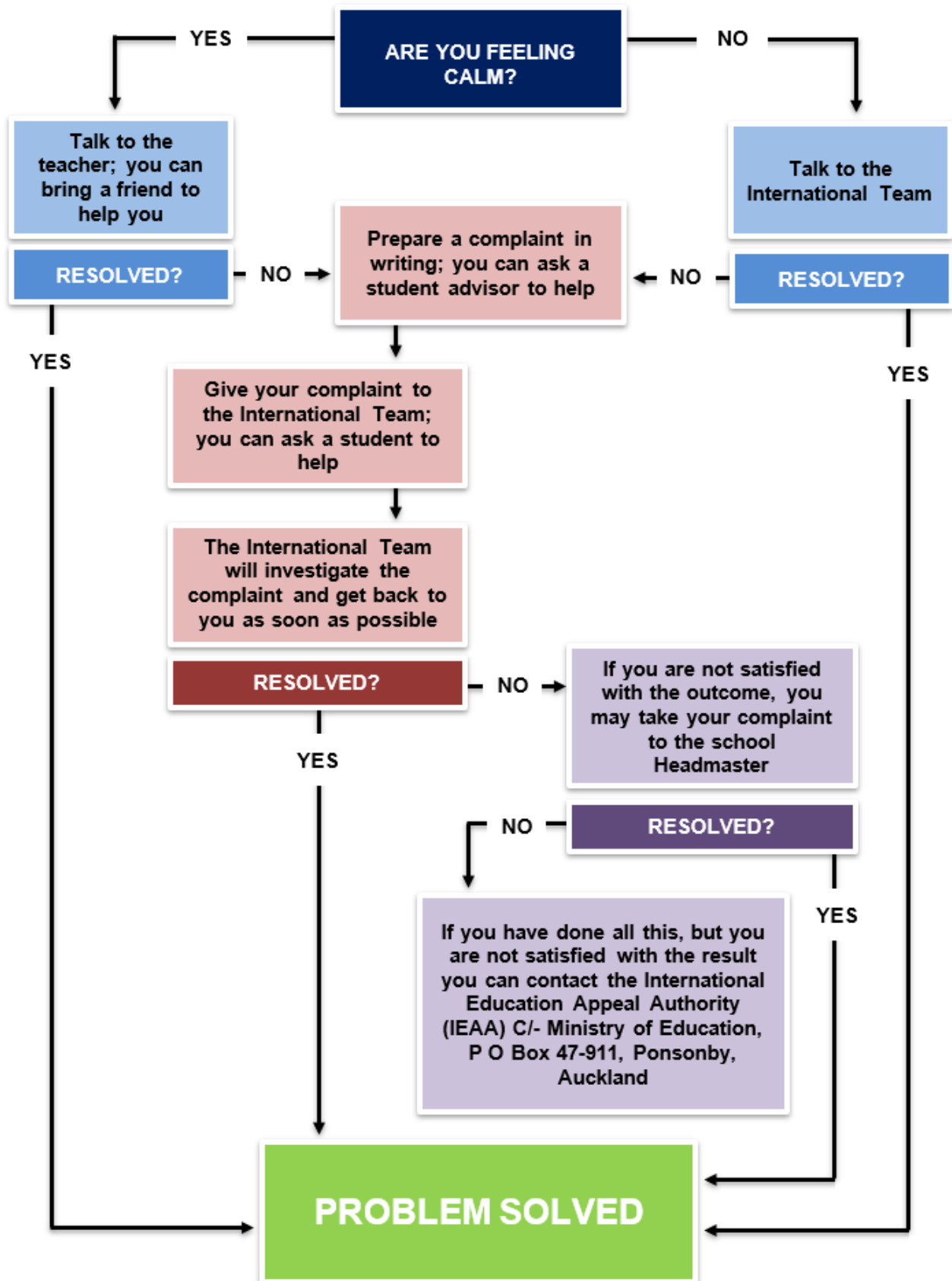
You must be able to show them that you have tried to get the school to act before you contact them. They will consult the school to see if anything can be done to help you.

If you do have a problem, please ask for help while it is still a little problem. Do not wait for it to become a big problem. If you are not confident that your English is good enough, you can always bring a friend who has better English.

We hope your stay at Rosmini is a happy one.

Please Note: There might be staff changes from time to time. We will inform you as soon as any changes occur.

Dealing With Problems



INTERNATIONAL INFORMATION

ALCOHOL AND TOBACCO LAWS

It is illegal for students under the age of 18 to buy alcohol or tobacco. Alcohol, cigarettes and vapes are not allowed on the school grounds or to be used by students in school uniform. Rosmini College is a smoke-free college and there should be no smoking by any person within the school grounds.



HOMESTAYS AND CONTACT DETAILS

Mrs Sara Prendergast will visit your home and speak with you regularly about your home situation. She will help you sort out any problems or confusion. You can speak with her about homestay problems.

You mustn't make any changes to your living situation without talking to Mrs Sara Prendergast. The school must approve of where you are living and be kept up to date with the contact details of your family. You also need to inform Mrs Sara Prendergast if you are travelling outside Auckland during the holidays.

CARS AND DRIVING

Rosmini International students are not allowed to drive while they are studying at Rosmini College.



MEDICAL AND TRAVEL INSURANCE

This is compulsory. All International students must have medical and travel insurance while studying in New Zealand.

IMMIGRATION

Full details of visa and permit requirements are available through the New Zealand Immigration Service and can be viewed on their website at: www.immigration.govt.nz
If you have any concerns over visas, you can see Mrs Misook Rylev or Mrs Sara Prendergast.



CODE OF PRACTICE

Rosmini College has agreed to observe and to follow the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education. A summary of the code is below, and an outline of grievance procedures for the College are on page 34. A full copy of the code and further information can be obtained from the Ministry of Education website at: <https://www.education.govt.nz/international-students/>

SUMMARY CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS

INTRODUCTION

When students from other countries come to study in New Zealand, it is important that those students are well-informed, safe and properly cared for. New Zealand educational providers have an important responsibility for international students' welfare.

This provides an overview of the "Code of Practice for the Pastoral Care of International Students" (the Code) and provides a procedure that students can follow if they have concerns about their treatment by a New Zealand educational provider or agent of the provider.

WHAT IS THE CODE?

The Code is a document that provides a framework for service delivery by educational providers and their agents to international students. The Code sets out the minimum standards of advice and care that are expected of educational providers with respect to international students. The Code applies to pastoral care and provision of information only, and not to academic standards.

WHEN DOES THE CODE APPLY?

The Code commenced on 31 March 2002. Educational providers then had six months to sign the Code between 31 March and 30 September 2002. You will need to check with the Ministry of Education if your provider is a signatory to the Code.

WHO DOES THE CODE APPLY TO?

The Code applies to all educational providers in New Zealand with students enrolled on international study permits. The Code is mandatory to these providers and must be signed by them.

WHAT IS AN "INTERNATIONAL STUDENT"?

An international student is a foreign student studying in New Zealand on a student permit from the New Zealand Immigration Service.

HOW CAN I GET A COPY OF THE CODE?

You can request a copy of the Code from your New Zealand education provider. The Code is also available online from www.minedu.govt.nz/toto/international.

HOW DO I KNOW IF AN EDUCATIONAL PROVIDER HAS SIGNED THE CODE?

The New Zealand Ministry of Education will maintain a register of all signatories to the Code. This list will be available from www.minedu.govt.nz/goto/international. If the educational provider that you are seeking to enrol with is not a signatory to the Code, you will not be granted a permit from the New Zealand Immigration Service and you will not be able to study at that institution.

WHAT DO I DO IF SOMETHING GOES WRONG?

If you have concerns about your treatment by your educational provider, or by an agent of the provider, the first thing you must do is contact the Headmaster, the international student director, or another person who has been identified to you as someone that you can approach about complaints at your institution. The Code requires all institutions to have fair and equitable internal grievance procedures for students and you need to go through these internal processes before you can take the complaint any further. If your concerns are not resolved by the internal grievance procedures, you can contact the International Education Appeal Authority (IEAA).

The Code sets standards for educational providers to ensure that:

- high professional standards are maintained the recruitment of international students is undertaken in an ethical and responsible manner information supplied to international students is comprehensive, accurate and up-to-date
- students are provided with information prior to entering into any commitments contractual dealings with international students are conducted in an ethical and responsible manner the particular needs of international students are recognised
- International students under the age of 18 are in safe accommodation all providers have fair and equitable internal procedures for the resolution of international student grievances

Full details of what is covered can be found in the Code itself.

The Code also establishes the IEAA and the Review Panel to receive and adjudicate on student complaints.

WHAT WILL THE IEAA DO?

The purpose of the IEAA is to adjudicate complaints from international students. The IEAA will investigate complaints and determine if there has been a breach of the Code. The IEAA has the power to impose sanctions on educational providers who have committed a breach of the Code that is not a serious breach. These sanctions include an order for restitution, publication of the breach, and/ or requiring that remedial action be undertaken. The IEAA will refer complaints that are not about pastoral care to another regulatory body if appropriate.

The educational provider will be given a reasonable time to remedy the breach. If the breach is not remedied within that time, the IEAA may refer the complaint to the Review Panel. The IEAA can determine if it considers that a breach of the Code is a serious breach. If the breach is a serious breach, the IEAA will refer the complaint to the Review Panel.

WHAT CAN THE REVIEW PANEL DO?

The Review Panel can remove or suspend an educational provider as a signatory to the Code, meaning the provider would be prevented from taking any more international students. Only the IEAA can refer complaints to the Review Panel.

WHAT IS THE INTERNATIONAL EDUCATION APPEAL AUTHORITY (IEAA)?

The IEAA is an independent body established to deal with complaints from international students about pastoral care aspects of advice and services received from their educational provider or the provider's agents. The IEAA enforces the standards in the Code of Practice.

HOW CAN I CONTACT THE IEAA?

You can write to the IEAA at:

The International Education Appeal Authority

P O Box 12083 | Wellington | New Zealand

Email: info.ieaa@minedu.govt.nz

USING ENGLISH 24/7

Try to use English as much as possible by listening to local radio, watching local TV channels, and reading newspapers and English books. This will help improve your English skills more quickly and support your studies.

Don't worry about making mistakes - Kiwis are understanding and won't make fun of you for trying. If you're unsure how to say something, don't hesitate to ask for help. It's also a good idea to keep a vocabulary book where you can write down unfamiliar words to expand your knowledge.

Don't forget to use your manners – please, thank you, I'm sorry, excuse me.



KIWI WORDS AND PHRASES

Here are some common everyday Kiwi words/phrases you may hear:

- Ta – Short version of 'Thanks'. Kiwis will say and expect to hear thank you when receiving something. It is seen as being rude if you don't.
- Eh – (ay), Can mean either 'pardon/what do you mean?' or 'don't you agree?'
- Dairy – A small convenience store or corner shop.
- Lolly – This is a kiwi word for candy or sweets.
- Togs – This is a bathing suit.
- Yeah...Na – This technically means No.
- Mate – this means friend.
- Bro – A close friend, like "mate."
- Cuz – Short for cousin, but can be used for a close friend.
- Jumper – Sweater or pullover
- Knackered – this means really tired.
- All good – That's ok, never mind.
- Sweet as – That's great, awesome, or cool.
- Bring a plate – Bring some food to share at a party or gathering
- Jandals – Flip-flops or sandals.
- Tiki tour – A scenic detour or taking a longer route for sightseeing.
- Chur – Thanks, or thank you.
- Heaps – A lot, plenty (e.g., "I've got heaps of homework").
- Hard case – Funny or someone with a good sense of humor.
- Bach – A holiday home or beach house.
- Kiwi – A term for New Zealanders, or the native bird.
- Munted – Broken, damaged, or in bad condition.
- Suss – Figure out, or understand something (e.g., "I'll suss it out").

MAORI CULTURE AND WORDS

Here are some important Māori words and concepts you may hear:

- Kia ora (Key-or-a) - Hello, thanks, good to hear
- Haere Mai - (high-reh-my) Welcome
- Haere Ra - (high-reh-rah) Goodbye
- Whanau - Family
- Kai - Food
- Ka Pai - Good work
- Mana - Respect
- Kia Kaha - Stay strong
- Morena/ Ata Mārie: Good morning
- Marae: Māori meeting house
- Mahi: Work (physical or academic)
- Haka: A traditional Maori group dance/action that can be used as a challenge / welcome to visitors or as a celebration of something that has happened. It carries a lot of significance and can feel very emotional.
- Waiata: Song or singing
- Karakia: A traditional Māori blessing or prayer
- Whakatau: an informal welcome ceremony (similar to a pōwhiri, but less formal and more flexible).







USEFUL INFORMATION & LINKS

CONTACT	PHONE NUMBER/ADDRESS
<p>Rosmini College</p> <p style="text-align: right;">Phone</p> <p style="text-align: right;">Email</p>	<p>(64 9) 489 5417</p> <p>mrylev@rosmini.school.nz</p>
<p>Emergency Contacts 24/7</p> <p style="text-align: right;">Mrs Misook Rylev</p> <p style="text-align: right;">Fire (Emergency)</p> <p style="text-align: right;">Police (Emergency)</p> <p style="text-align: right;">Ambulance (Emergency)</p> <p style="text-align: right;">North Shore Hospital</p> <p style="text-align: right;">Taxi</p>	<p>Mobile: 021 542 6890</p> <p>School: 09 489 5417 ext 280</p> <p>DDI: 09 488 3754</p> <p>111</p> <p>111</p> <p>111</p> <p>09 486 1491</p> <p>09 479 1300</p>
<p>Information and Help</p> <p style="text-align: right;">New Zealand Immigration Service</p> <p style="text-align: right;">Ministry of Education</p> <p style="text-align: right;">Counselling Services (Inc)</p>	<p>www.immigration.govt.nz</p> <p>www.minedu.govt.nz/goto/international</p> <p>09 522 2999 (24 hours)</p> <p>lifeline@lifeline.org.nz</p>
<p>International Student Services Centre (ISS)</p> <p style="text-align: right;">Level 12, 155 Queen Street</p> <p style="text-align: right;">Auckland City</p> <p style="text-align: right;">Monday-Friday; 10:30 am – 3:30 pm</p>	<p>09 309 3478</p> <p>cab.iss@xtra.co.nz</p>
	<p>https://at.govt.nz/</p>

ROSMINI KEY PERSONNEL

INTERNATIONAL TEAM

	<p>Mrs Misook Rylev International Student Director mrylev@rosmini.school.nz Located in International Office</p>
	<p>Mrs Siân Waite Head of EAL (Responsible for Teaching) swaite@rosmini.school.nz Located in Classroom D1</p>
	<p>Mrs Sara Prendergast International Student Coordinator sprendergast@rosmini.school.nz Located in International Office</p>
	<p>Mr Kane Wilson International Student Dean kwilson@rosmini.school.nz Located in Main Office</p>

SENIOR LEADERSHIP TEAM

Headmaster	Mr Nixon Cooper
Deputy Headmaster	Mr Jon Dale
Head of Intermediate	Mr Paul Hodgkinson
Deputy Headmaster	Mrs Rachel Peak
Deputy Headmaster	Mr David Pearce
Deputy Headmaster	Mr Kane Wilson
Assistant Headmaster	Mr Eric Elgoyhen
Director of Religious Studies	Mrs Lynne van Wyk

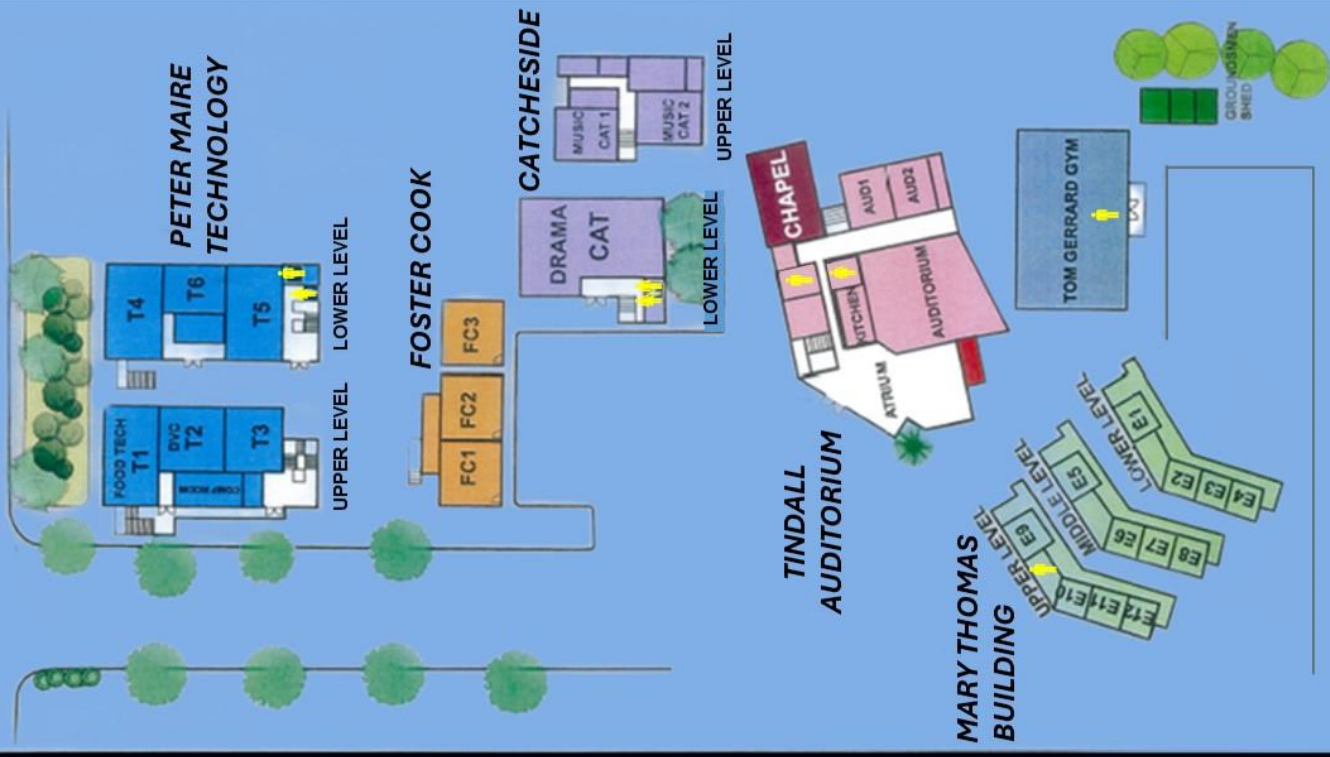
DEANS

Year 7	Ms Dee Knight dknight@rosmini.school.nz (Assistant Dean: Ms Clare Letting (T1) Emma Walling (T2,3,4))
Year 8	Mrs Emmalene Umar eumar@rosmini.school.nz (Assistant Dean: Ms Clare Letting (T1) Emma Walling (T2,3,4))
Year 9	Mr Peter Keeling pkeeling@rosmini.school.nz (Assistant Dean: Mr Lennard John)
Year 10	Mr Justin Manuel jmanuel@rosmini.school.nz (Assistant Dean: Mr Lennard John)
Year 11	Mr Joseph Hughes jhughes@rosmini.school.nz (Assistant Dean: Eric Elgoyhen)
Year 12	Mr Emilio Torres etorres@rosmini.school.nz (Assistant Dean: Eric Elgoyhen)
Year 13	Mr Jon Dale jdale@rosmini.school.nz (Assistant Dean: Joelle Tait)

MAP OF ROSMINI COLLEGE



BOTTOM FIELD



BOTTOM FIELD