



# Rosmini College Reliever Manual – Essentials

**Welcome to Rosmini College!** This manual provides essential information to ensure your day runs smoothly. For a full list of policies and procedures, please refer to the comprehensive 2026 Reliever Handbook.

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# Before the School Day

## Daily Briefing

Staff briefings are held in the Staff Room (you are welcome to join them) on:

- Monday & Wednesday: 8:30 a.m.
- Friday: 8:45 a.m. (following Professional Learning)

## Relief Cover Work

Your relief pack, containing instructions and work for the day, will be available in the Relief Manager's office, opposite D2 on the bottom corridor of the main block. Please endeavour to follow the instructions given for relief work as closely as possible and have the students complete the work set by the regular subject teacher.

If no relief has been provided, please get in touch with the Head of Department.

## The School Timetable

Rosmini College operates on a 10-day timetable (Week A and Week B).

	<b>Monday - Thursday</b>	<b>Friday</b>
<b>Staff Briefing (M/W/F)</b>	8.30am – 8.50 am	8.00 - 8.45am ( <b>PLD</b> ) 8.45 am - staff briefing
<b>Form Period</b>	8.55 am – 9.10 am	9.10 - 9.25am
<b>Period 1</b>	9.10 – 10.00 am	9.25am -10.00am <b>ASSEMBLY</b>
<b>Period 2</b>	10.00 – 10.50 am	10.00 – 10.50 am
<b>Break</b>	(10.50-11.10am)	(10.50-11.10am)
<b>Period 3</b>	11.10 – 12.00 pm	11.10 – 12.00 pm
<b>Period 4</b>	12.00 – 12.50 pm	12.00 – 12.50 pm
<b>Lunch</b>	12.50 – 1.30 pm	12.50 – 1.30 pm
<b>Period 5</b>	1.30 – 2.20 pm	1.30 – 2.20 pm
<b>Period 6</b>	2.20 – 3.10 pm	2.20 – 3.10 pm

# Catholic Character

As a Catholic school, all staff are expected to uphold the Catholic character. You may be asked to lead your class in a daily prayer, usually during the start of form time. You can ask a student to lead in prayer.

**2026 Theme: "Do unto others as you would have them do unto you." (Luke 6:31)**

## 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

# Classroom Expectations

## Core Expectations

- **Entering the Classroom:** Students should be prepared for the lesson and ready to begin the starter activity.
- **Introducing Yourself:** Relievers are expected to introduce themselves to the class at the start of each lesson. (Write it on the whiteboard).
- **Leaving the Classroom:** Dismiss students at the end of the lesson, **but** not before the bell rings. Ensure students push in their chairs and leave the classroom tidy.
- **Phones:** Students' phones and handheld devices must be in their bags and on silent between 8:50 a.m. and 3:10 p.m., under any circumstances. (see page 3/8).
- **Eating & Drinking:** No eating is allowed in class. Water bottles are permitted, but use your judgment regarding refills.
- **Toilets:** Use your judgment for toilet breaks during class time.
- **Homework:** Homework is set by the regular subject teacher and can be found on Google Classroom.

## Attendance & Rolls

- **CRITICAL (New 2026 Law):** Under the Education (School Attendance) Amendment Regulations 2025, you must mark the electronic register within the first 10 minutes of every lesson. This is a mandatory legal requirement to support the new STAR intervention framework.
- If you do not have digital access, mark the paper roll immediately and send a student to Student Services with it.
- Use a clear tick '✓' for present and an 'A' for absent.
- At the bottom of the roll, write the number of students present out of the total (e.g., 16/19 present).
- Send a student to drop the roll off at Student Services **at the end of each lesson**.
- If no paper roll is provided, ask a student to get one from Reception. Do not allow students to write their

names on a piece of paper.

- Do not allow students to leave class before the bell **unless** instructed otherwise by the attendance officer, Dena Pryde.
- Students who are **late to school** must sign in at student reception and will have a slip to show you. If a student is late to your class, mark them with 'L' for late.
- Students leaving early must have a note from the Dean to show you.

## Classroom Doors

If possible, always lock the classroom when you leave. Ask a teacher nearby for assistance. Do not let students into the classroom unless you are staying with them, whether during morning tea, lunchtime, or between classes.

# Student Management

## General Principles

Rosmini College values Dignity, Integrity, Fairness, and Justice.

- Uphold the Catholic character of the school.
- Act in a professional manner towards students.
- Provide a positive role model.
- Do not hesitate to ask other teachers for assistance if students are misbehaving. They are expected to treat you with the same respect as any other staff member.

## Physical Restraint (Strict 2026 Rules):

- **Last Resort:** Restraint is **ONLY** permitted to prevent "serious and imminent risk" to safety.
- **PROHIBITED:** You must **NEVER** use prone (face-down) restraint, pressure on the chest/neck, or any hold that restricts breathing or communication.
- **Reporting:** Any use of restraint must be reported to the Headmaster immediately.

## Room Changes

If you are required to move to a different classroom or location during the day, or choosing to do so of your own accord, please inform Dena Pryde, the Attendance Officer, of the change. Also, leave a note on the door, in case a dean or someone else is trying to locate the class.

## Weekly Card System (Years 7-10)

Teachers provide weekly feedback on student behavior and engagement using a card system. You may be asked to mark a card for the period or the teacher you covered might ask for feedback on their class.

- A tick means a student has worked, behaved, and engaged above their usual level of effort.
- A dot means a student has performed at their usual level of effort.
- A cross means there has been an issue with the student's level of work, behavior, or engagement.

## Handling Incidents

If you encounter behavioural issues:

- Identify the issue with the student and connect it to the school's values.
- Explain the effect of their behavior on you and others.
- If necessary, use the incident report form available in the Relief Manager's office to inform the teacher, Head of Department, or Dean.
- The completed form should be returned to the Relief Manager's office or Reception at the end of the day to ensure the incident is logged in KAMAR.

## Mobile Phone Policy

### If a student has their mobile phone out in class or it disrupts your lesson:

1. Ask the student to surrender the device to you.
2. Take the surrendered phone to Reception at your earliest convenience.
3. Please put a separate sticky note on each phone with the following:
  - a. Student name.
  - b. Name of teacher who has confiscated the phone.
  - c. Period or break time the phone was taken from the student so we can record a pattern.
4. Do not ask another student to take the phone to reception for you.
5. Place the phone in the white box in reception rather than on the desk. There is less opportunity for it to go missing.
6. Mrs. Wendy Riley at Reception (at the entrance of the school) will handle the incident from there, including logging it in KAMAR.

### If a student refuses to surrender their phone:

1. Inform them that refusal will lead to the Dean or Senior Leadership Team (SLT) becoming involved.
2. If they still refuse, do not escalate verbally. **Email** the relevant Dean and SLT member immediately and continue with your lesson.
3. Do not attempt to physically take the phone.

**Note:** If you are unable to take the phone to reception before the end of the day (because it is period 5 or it is already period 6), hold onto it and instruct the student to collect it from your classroom after 3:10 p.m. Inform the student of where you will be located so they can find you and get their phone.

## Campus & Procedures

### Duties

As a day reliever, you are not expected to perform duties.

### School Keys

- Keys can be obtained from the reception and signed out for the day. Remember to return them at the end of the day.
- Do not lend your keys to students under any circumstances (including but not limited to opening locked toilets in E block).
- If you are borrowing keys from another teacher, do not use a student to return them.

## Sick Bay

- Students who feel unwell can be sent to the sick bay with a note from you.
- A student returning to class from the sick bay should have a note from Mrs. Dena Pryde (on the bottom corridor of the main block) stating the time they left.
- Injuries on school grounds must be reported to the Duty Dean immediately.

## Emergency Drills

- Emergency drills are held at least once every six months.
- In the event of an alarm (continuous ringing of the bell and an announcement), students should be assembled on the top field of the school.
- Take your class roll with you, and give it to the Dean of your year level (or report to the person with the yellow jacket) once you've accounted for all students.
- **Evacuation (Continuous Alarm):** Evacuate immediately to the **Top Field**. Take your form class roll if you were given one.
- **Lock Down (Intermittent Alarm):** Go inside, lock doors and windows, turn off lights, and keep students on the floor away from sight. Wait for the "All Clear" from SLT.

## Out-of-Bounds Areas

The following areas are out of bounds for students without teacher supervision during break times:

- Inside any school building.
- The Auditorium or Pavilion.
- The Main Entrance or school foyer.
- Areas beyond the school boundaries, including the fence lines and the embankment separating the school from the Lake House Cafe.

## Important Contacts & Support

Person	Role	Contact
Eric Elgoyhen	Assistant Headmaster, Relief Manager	Phone: 027 278 0008 <a href="mailto:eelgoyhen@rosmini.school.nz">eelgoyhen@rosmini.school.nz</a>
Dena Pryde	Attendance Officer, Student Services	<a href="mailto:absentees@rosmini.school.nz">absentees@rosmini.school.nz</a>
Wendy Riley	Reception, Admin	<a href="mailto:reception@rosmini.school.nz">reception@rosmini.school.nz</a>
Chris Caruana	Guidance Counselor	<a href="mailto:ccaruana@rosmini.school.nz">ccaruana@rosmini.school.nz</a>
Deans	Pastoral responsibilities	<b>Year 7:</b> Clare Letting - <a href="mailto:cletting@rosmini.school.nz">cletting@rosmini.school.nz</a> <b>Year 8:</b> Emmalene Umar - <a href="mailto:eumar@rosmini.school.nz">eumar@rosmini.school.nz</a> <b>Year 9:</b> Peter Keeling - <a href="mailto:pkeeling@rosmini.school.nz">pkeeling@rosmini.school.nz</a> <b>Year 10:</b> Lennard John- <a href="mailto:ljohn@rosmini.school.nz">ljohn@rosmini.school.nz</a> <b>Year 11:</b> Joe Hughes - <a href="mailto:jhughes@rosmini.school.nz">jhughes@rosmini.school.nz</a> <b>Year 12:</b> Emilio Torres - <a href="mailto:etorres@rosmini.school.nz">etorres@rosmini.school.nz</a> <b>Year 13:</b> Justin Manuel - <a href="mailto:jmanuel@rosmini.school.nz">jmanuel@rosmini.school.nz</a>
Heads of Department	In charge of Departments	<b>Art:</b> Justin Manuel <a href="mailto:jmanuel@rosmini.school.nz">jmanuel@rosmini.school.nz</a> <b>Drama:</b> Hannah Williams <a href="mailto:hwilliams@rosmini.school.nz">hwilliams@rosmini.school.nz</a> <b>Economics:</b> Navin Kumar <a href="mailto:nkumar@rosmini.school.nz">nkumar@rosmini.school.nz</a> <b>English:</b> Joelle Tait <a href="mailto:jtait@rosmini.school.nz">jtait@rosmini.school.nz</a> <b>Japanese:</b> Kuniko Crosby <a href="mailto:kcrosby@rosmini.school.nz">kcrosby@rosmini.school.nz</a> <b>Maori:</b> Kane Wilson <a href="mailto:kwilson@rosmini.school.nz">kwilson@rosmini.school.nz</a> <b>Maths:</b> David Amrein <a href="mailto:damrein@rosmini.school.nz">damrein@rosmini.school.nz</a> <b>Music:</b> Vanessa Kay <a href="mailto:vkay@rosmini.school.nz">vkay@rosmini.school.nz</a> <b>PE:</b> James McEntyre <a href="mailto:jmcentyre@rosmini.school.nz">jmcentyre@rosmini.school.nz</a> <b>RE:</b> Olivia Fernandes <a href="mailto:ofernandes@rosmini.school.nz">ofernandes@rosmini.school.nz</a> <b>Science:</b> Yushani Perera <a href="mailto:yperera@rosmini.school.nz">yperera@rosmini.school.nz</a> <b>Social Sciences:</b> Alexandra Wilton <a href="mailto:awilton@rosmini.school.nz">awilton@rosmini.school.nz</a> <b>Technology:</b> Carl Manwairing <a href="mailto:cmanwairing@rosmini.school.nz">cmanwairing@rosmini.school.nz</a>

## IT Support

For IT issues (e.g., printing, audio), you can send a support ticket via email to [helpdesk@rosmini.school.nz](mailto:helpdesk@rosmini.school.nz). Include a short, concise description in the subject line. If the issue is urgent, you can visit the on-site technician.

## Parking Information

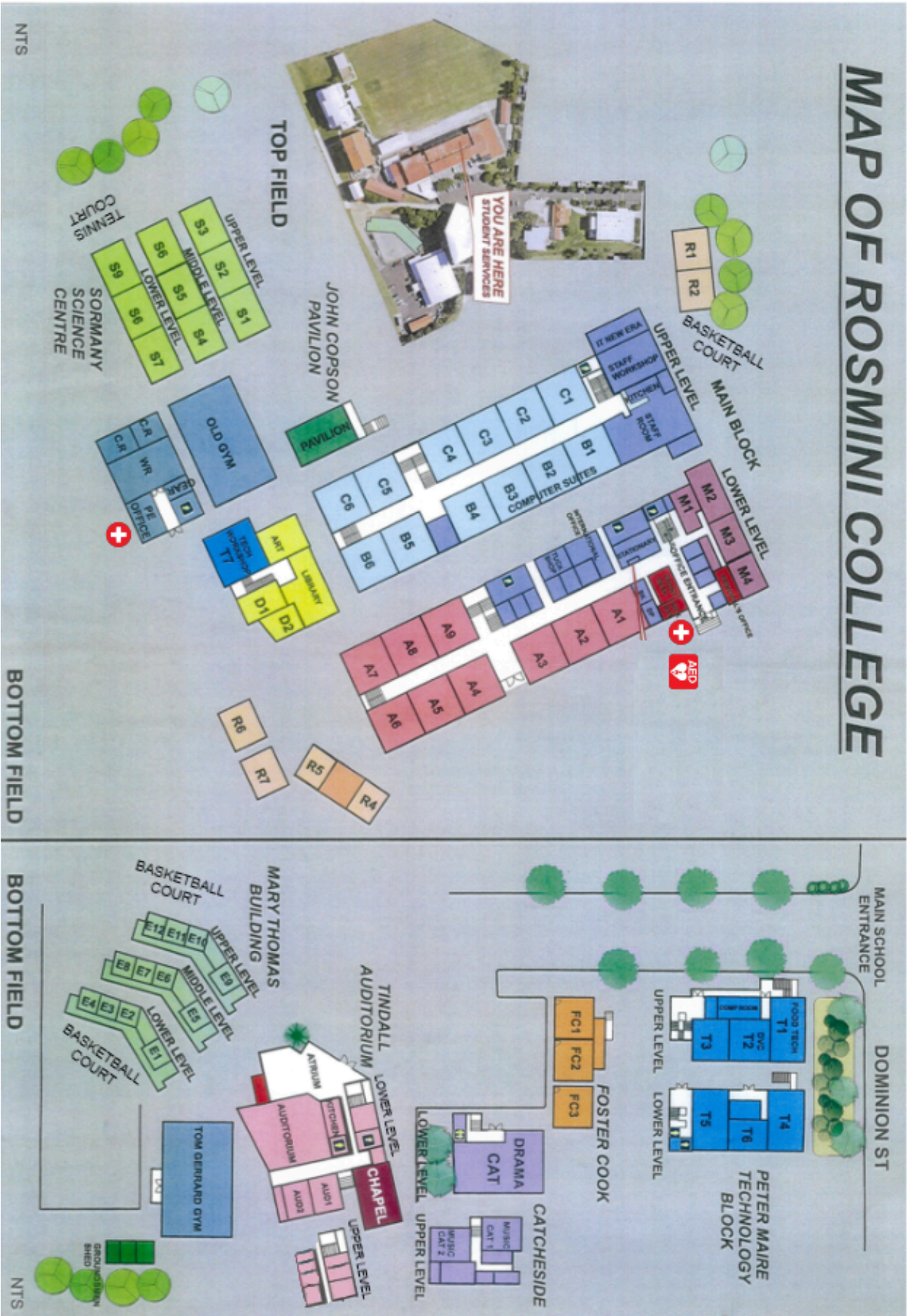
Please note that parking in the visitor car park (yellow marked) is not permitted for relievers. Designated parking is available near the new gym at the bottom of the school.

## Photocopying

Photocopiers are located in the Staff Workroom. You can access them using your school login.

**This document is a summary. For more details, please see the current Reliever Handbook or the Reminder to ALL relievers at Rosmini document.**

# MAP OF ROSMINI COLLEGE



# ROSMINI E-BLOCK LAYOUT

