



INTERNATIONAL STUDENT HANDBOOK

2026



WELCOME TO ROSMINI COLLEGE!

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🌐 www.rosmيني.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 Fulfills 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;

To desire to please God that is to be just.

To delight with Jesus Christ and His Church.

To give wholly to God's providence.

To regard myself in little account.

To be guided in all things in a Spirit of wisdom.

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

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

Term 1 Starts:	29/01/26*	Term 1 Finishes:	02/04/26 ^{THU}	10 weeks
Term 2 Starts:	20/04/26	Term 2 Finishes:	03/07/26	11 weeks
Term 3 Starts:	20/07/26	Term 3 Finishes:	25/09/26	10 weeks
Term 4 Starts:	12/10/26	Term 4 Finishes:	08/12/26 ^{TUE}	9 weeks

*New students start the year on 28/01/2026

SCHOOL & PUBLIC HOLIDAYS

Term 1

Public Holidays:

- 06 February – Waitangi Day
- 03 April – Good Friday
- 06 April – Easter Monday

School Holidays:

- Saturday 04 April to Sunday 19 April 2026 (two weeks)

Term 2

Public Holidays:

- 25 April – Anzac Day
- 01 June – King's Birthday
- 10 July – Matariki

School Holidays:

- Saturday 4 July to Sunday 19 July 2026 (two weeks)

Term 3

School Holidays:

- Saturday 26 September to Sunday 11 October 2026 (two weeks)

Term 4

Public Holidays:

- 26 October – Labour Day

Summer Holidays:

Wednesday 9 December 2026* to Wednesday 27 January 2027 (six weeks)

*NCEA Exams run between Tue 10 Nov and Fri 4 Dec. Senior student holidays will begin after their last exam.

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:

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

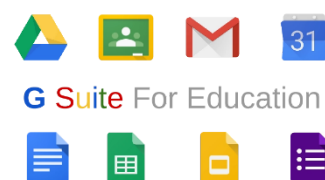
For existing students, they will already have these but need to be changed yearly on a school computer. This can be done on a lab computer or the computer by reception.

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: 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 it's a good idea to keep an eye on them.

Rosmini College Notices

[View web version](#)



ROSMINI
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NOTICES

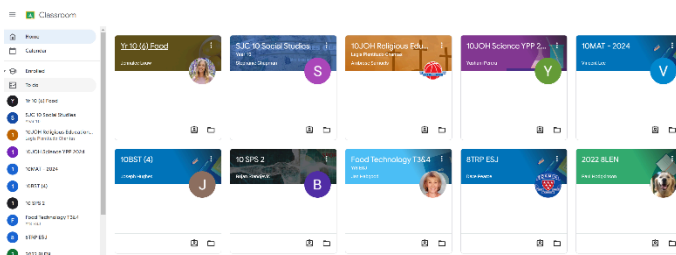
EMAIL

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



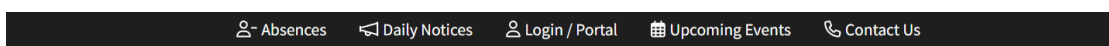
GOOGLE CLASSROOM

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](#)



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[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.

Rosmini College Notices

[View web version](#)



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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
Interval: 10.50-11.10am (20 mins)										
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
Lunch: 12.50-1.30pm (40 mins)										
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 codes are listed on page 19.

Subject code		Teacher code		Classroom			
Huang, Chris							
19210		Year 13		12NJK		Curran	
Term	Week						
1	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	9:10	
			FT	FT	FT	FT	
Period 1		9:10	9:10	9:10	9:10	9:30	
			13MAC	13PHY	13RED	Assembly	
Period 2		10:00	10:00	10:00	10:00	10:00	
			13JPN	13ENG	13ENG	13PHY	
Interval		10:50	10:50	10:50	10:50	10:50	
Period 3		11:10	11:10	11:10	11:10	11:10	
			13RED	13CHE	13MAC	13RED	
Period 4		12:00	12:00	12:00	12:00	12:00	
			13ENG	13HAU	13PED	13CHE	
Lunch		12:50	12:50	12:50	12:50	12:50	
Period 5		1:30	1:30	1:30	1:30	1:30	
			13PHY	13JPN	13PHY	13MAC	
Period 6		2:20	2:20	2:20	2:20	2:20	
			13PED	13MAC	13CHE	13JPN	
Afterschool		3:10	3:10	3:10	3:10	3:10	

UNIFORM

SCHOOL UNIFORM

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

The school does not hold stock or sell school uniforms, except for school hats, ties and scarves. All school uniform items need to be purchased from one of our suppliers (in store or online):

Jan Bells: Unit G, 4 Antares Pl, Rosedale | [Website](#)

Yarntons: 18-22 Mokoia Road, Birkenhead | [Website](#)

Yarntons: 77-79 Victoria Road, Devonport | [Website](#)



- **Year 7-11:** Navy blue shorts, royal blue polo with school emblem and navy jersey with school emblem. Year 11 may wear regulation long mid-grey trousers as an alternative to shorts.
- **Year 12 and 13:** Navy blue shorts, pale blue polo with school emblem and navy jersey with school emblem. Regulation long mid-grey trousers may be worn as an alternative to shorts. To ensure uniformity, we ask that trousers are also only purchased from our Rosmini uniform stockists.
- **Year 13:** Dress uniform is to be worn on Mondays, Fridays and special occasions – Rosmini blazer, tie, white shirt, long grey trousers, plain black lace-up shoes.
- **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

Y7 – 10 PE Uniform must be purchased online from our Rosmini Dynasty Store: 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.

Y11 – 13 aren't required to purchase the PE uniform.



SECOND HAND UNIFORMS

For more information on when and how to purchase second hand uniforms, go to: www.rosmini.school.nz/life-rosmini/uniform

ACADEMICS

SUBJECT OPTIONS

Please see the available subject option summary on page 20.

Years 7 and 8 (10 subjects) - All subjects are compulsory (RE, PE, EAP, Mathematics, Junior Social Science, Science, Health, LEN, (Rotation per term: Music / Art / Technologies / Languages).

Years 9 and 10 (9 subjects) - EAP, EAL, Mathematics, Junior Social Science, Science, RE, PE are compulsory. Select EAL + TWO additional subjects + a backup.

Year 11 (7 subjects) - EAP, EAL, Mathematics, RE, PE are compulsory. Select EAL + TWO additional subjects + a backup.

Year 12 (7 subjects) - EAP, EAL, RE, PE are compulsory. Select EAL + THREE additional subjects + a backup.

Year 13 (7 subjects) - EAP, RE and PE are compulsory. Select FOUR additional subjects + a backup

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

ENGLISH LANGUAGE CLASSES FOR INTERNATIONAL STUDENTS

International students in Years 9–12 will take two English classes: English as an Additional Language (EAL) and English for Academic Purposes (EAP). This program is designed to help you succeed in the New Zealand education system. These specialized classes replace one or two of your regular subject choices. Students in Years 7 and 8 will take only EAP.

The EAL classes focus on foundational English skills, such as grammar, vocabulary, listening, and speaking, to help you in your other subjects.

The EAP classes focus on academic skills. Here, you'll learn the reading and writing techniques needed for success in your NCEA subjects and assessments, including the Common Assessment Activities (CAAs).

If a student's English level is low, an additional English program may be required at an extra cost. We will consult with families individually if this applies.

The goal for many international students is to transition from these specialized classes to mainstream English. The Head of the EAL Department makes the final decision on this, and students should have successfully passed the CAA corequisite assessments to be considered.

UNDERSTANDING THE COMMON ASSESSMENT ACTIVITIES (CAAS)

To earn an NCEA qualification at any level, all students in New Zealand must demonstrate foundational reading, writing, and numeracy skills. This is done by passing three digital, national assessments known as the Common Assessment Activities (CAAs).

For international students, the EAL Department decides who is ready to sit these assessments. We consider factors like how long you have been in New Zealand, your performance in EAL/EAP classes, and the results of recent language tests. This decision is not taken lightly, and our goal is always to give you the best chance of success.

You can take the CAAs in Year 10 (Numeracy and Literacy) in September, or in Years 11–13 in both May and September. Many international students are ready to sit the numeracy assessment earlier than the literacy ones, as the English skills required for the reading and writing CAAs are often more challenging. Our EAL department will let you and your family know when you are ready to take each assessment.

In your EAP classes, you'll be taught the skills needed for these assessments. We want to ensure you are well-prepared before you attempt them. It's important to know that many international students, even with hard work, aren't ready to sit these assessments as soon as they arrive in New Zealand. This is because they haven't had enough time to acquire the specific language skills and cultural context needed to succeed. The national pass rates for these assessments can be challenging for all students, so we will only enter you when we are confident you have the best chance to achieve.

NCEA

NCEA stands for National Certificate of Educational Achievement. It 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:

www.rosmini.school.nz/academic/understanding-ncea

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

- Week 1 – 4 Normal Classes
- Week 5 – 8 NCEA External Examinations

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

Students must prioritize academic commitments. Assessment dates are set well in advance, and you are expected to plan travel and personal arrangements around them. Travel for reasons not related to your studies in New Zealand is not a valid excuse for missing an assessment. Please consult the Student MNA Handbook (sent to all seniors in Term 1) for correct procedures and consequences.

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 / start of Term 4
 - for Y7-10 is at the end of Term 4

ROSMINI COLLEGE INTERNATIONAL STUDENT HANDBOOK 2026

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 MEDIA STUDIES	ENGLISH EAL MEDIA STUDIES	ENGLISH EAL	ENGLISH EAL MEDIA STUDIES	ENGLISH ENGLISH VISUAL EAL
MATHS	MATHEMATICS	MATHEMATICS	MATHEMATICS	MATHEMATICS	MATHEMATICS	MATHEMATICS STATISTICS CALCULUS	MATHEMATICS STATISTICS CALCULUS GENERAL MATH
SCIENCE	SCIENCE	SCIENCE	SCIENCE	SCIENCE	SCIENCE PHYSICS/EARTH SPACE BIOLOGY CHEMISTRY	PHYSICS EARTH AND SPACE BIOLOGY CHEMISTRY	PHYSICS EARTH AND SPACE BIOLOGY CHEMISTRY
SOCIAL SCIENCES	JUNIOR SOCIAL SCIENCE	JUNIOR SOCIAL SCIENCE	JUNIOR SOCIAL SCIENCE	JUNIOR SOCIAL SCIENCE	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 RELIGIOUS ED	PHYSICAL ED RELIGIOUS ED	PHYSICAL ED RELIGIOUS ED	PHYSICAL ED RELIGIOUS ED	PHYSICAL ED RELIGIOUS ED	PHYSICAL ED RELIGIOUS ED	PHYSICAL ED RELIGIOUS ED	PHYSICAL ED RELIGIOUS ED
ACADEMIC PHYSICAL ED				SPORTS SCIENCE	ACADEMIC PE OUTDOOR ED	ACADEMIC PE OUTDOOR ED	ACADEMIC PE 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

SUBJECT CODES

Accounting	ACC
Academic PE	APD
Art Photography	APH
Art Paint	ARA
Art Design	ARD
Art	ART
Biology	BIO
Business Studies	BUS
Chemistry	CHE
Classical Studies	CLS
Commerce	COM
Drama	DRA
Digital Technology	DTE
Design & Visual Communication	DVC
Economics	ECO
English	ENG
English Visual	ENV
Foundation English	ENF
English as additional language	EAL
English for academic purposes	EAP
Earth and Space	ESS
French	FRE
Food Technology	FTE
Geography	GEO
Gateway	GTW

Hauora	HAU
History	HIS
Health	HLT
Japanese	JPN
Junior Social Science	JSS
Learning Enhancement	LEN
Calculus	MAC
General Math	MAG
Māori	MAO
Statistics	MAS
Mathematics	MAT
Media Studies	MES
Materials Technology	MTE
Music	MUS
Outdoor Education	OED
Physical Education	PED
Physics/Earth Space	PES
Physics	PHY
Religious Education	RED
Science	SCI
Sports Science	SPS
Mechanical Engineering	TME
The Resilience Project	TRP
Technology	TEC

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 via the School Bridge app, through the parent portal on the school website, www.rosmini.school.nz, or by emailing absentees@rosmini.school.nz.

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 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.



LUNCHTIME

Students must remain on campus during lunchtime and are not allowed to go off grounds to purchase or acquire lunch elsewhere.

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. Students going home sick should sign out at Student Services.

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.

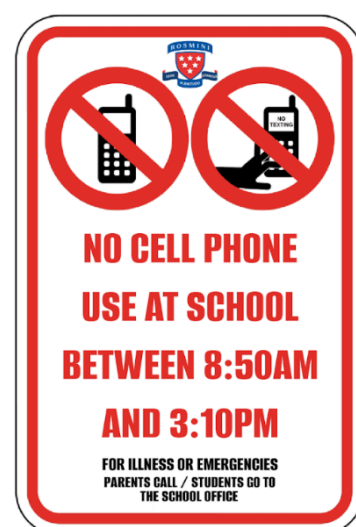
THEFT, BULLYING, FIGHTING

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. (This includes using smart watches for calls/txts)



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.

ROSMINI COLLEGE BEHAVIOURAL GUIDELINES

LEVEL		DISCIPLINE ISSUES		CONSEQUENCES	
1.	Positive Reinforcement	• Silly behaviour not warranting more • Mucking around in class	• Verbal warning • Move student - change seating • Email or phone home • Behaviour note on KAMAR	• Verbal warning • Move student - change seating • Email or phone home • Behaviour note on KAMAR	
	Low Level Disruption & Rule Breaking	• Not completing work to standard • Distracting others/off task • Failure to follow instructions • Foul language • Late to class • Not bringing learning material • Attendance • Outside of Learning Incident	Intervention/Praise: • Verbal/written/video apology Classroom/Duty Teacher Sanction: • 2 minute conversation • 20 minute Lunchtime detention Assistant Dean Detention: • 20 minute Lunchtime detention		
3.	Rules Sanction	• Incorrect uniform (including jewellery, shaving, and haircuts) • Late to school/class • Foul language/littering • Repeated confiscations/surrendering of device • Defiant behaviour	HOD: • 30 minute lunchtime detention (then escalate to) Deans: • 30 minute After School Detention	• After school sanction - Dean • Lunchtime detention(s) • Email or phone home • Behaviour note on KAMAR: Teacher/student evidence	
	Medium Level Disruption	• No show to classroom or Deans/HOD detention - sanction elevated • Repeated Truancy • Repeated defiance • Refusal to follow teacher instruction	Deans 30 minute or 60 minute Wednesday after school detention	• After school detention • Short term class replacement • Daily Dean's report • Reflective essay • Restorative meeting • Email or phone home • Behaviour note on KAMAR	
5.	Serious/Repeated Incidents	• No show Deans sanction • Bullying - continual abuse - physical/verbal • Extreme defiance to staff • Serious misbehaviour • Repeated misbehaviour • Fighting/Physical/Verbal - misconduct	Deputy Principal's 90 minute Friday After School detention	• Class replacement • Weekly DP's report • Meeting with parents • Truancy Agency • Whānau group conference • Email or phone home • Behaviour note on KAMAR	
	Harmful/Dangerous Incidents	• No show DP detention • Very serious misbehaviour • Fighting/Physical/Verbal - Gross misconduct • Continual disobedience • Illegal activity	Issued by Headmaster: • Stand Down • Suspension	• Restorative conference • Whānau group conference • External agency support • Board involvement • Police • Crisis Team intervention • Email or phone home • Behaviour note on KAMAR	
6.		Continual Disobedience			

Straightforward:

TEACHER

ASSISTANT DEAN

LEARNING
SUPPORT

On Going /
Challenging:


TIC



HOD



DEAN



SLT

Extreme



SLT



BOT

SCHOOL SERVICES

GENERAL SERVICES

TUCKSHOP (FOOD!)

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: See the [school website](#).

BUS TRAVEL

Students may travel by school buses or public buses.

School Buses

- School rules apply at all times; bus monitors manage behaviour.
- Travel on school buses is a privilege and may be withdrawn.
- Routes and timetables (including a school bus PDF) are available:
 - www.rosmini.school.nz/life-rosmini/bus-timetable
 - AT Mobile App



School buses use the same payment methods and concessions as public buses.

Paying for Buses

- No cash accepted
- Pay with:
 - AT HOP card (recommended), or
 - Contactless payment (Debit/Credit Card, Apple/Google Pay)
- Always tag on and tag off

Student Concessions

- Ages 5–15: Child concession
- Ages 16–19: Secondary student concession
- Provides 40% off travel when using a registered AT HOP card
- Students aged 16–19 must carry their school ID
- International students can ask the International Team for their student ID card and National Student Number (NSN)

AT HOP Cards

- Buy and register at:
<https://at.govt.nz/athop>
- Top up online, at AT Customer Service Centres, or retail agents
- Use the AT Mobile App to plan trips and check timetables



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 counsellor is 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 Mrs McCondach.

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 career appointment, please email Mr. Latch at rlatch@rosmini.school.nz.

STUDENT SERVICES

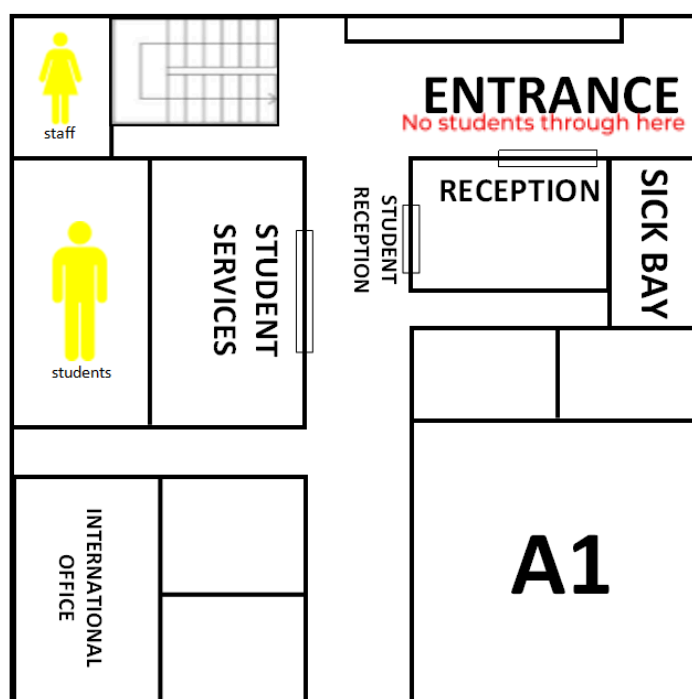
Student Services is located inside the main building opposite reception. Here you will find Mrs Pryde who can help you with:

- 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, volunteering, 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 the International Student Coordinator, **Mrs Ozana Pinter** 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 Hannah Williams**, 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).

ITINERANT MUSIC TUITION & PRIVATE LESSONS

Rosmini College Music offers tuition in a wide range of instruments.

Itinerant Tuition (groups of up to 4)

- Strings: Violin, Viola, Cello, Double Bass
- Brass: French Horn, Trumpet, Trombone, Tuba
- Woodwind: Flute, Clarinet, Oboe, Alto Saxophone, Tenor Saxophone, Bassoon
- Voice / Vocal / Singing: classical, pop and contemporary
- Drums
- Guitar, Bass Guitar

These lessons are scheduled once a week for 30 minutes

Private Individual Tuition

Piano, Drums, Guitar and Bass Guitar.

There is the option to learn these instruments privately (individually) at school during school hours. Fees are invoiced and payable directly to individual tutors. These lessons are 30 minutes long.

For more details, please email the Music Administrator:

musicadmin@rosmini.school.nz

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 - Mrs Karyn Parle** (Sports Director), or just keep an eye out in the Daily Notices.

SPORT	YEAR LEVEL	WHEN
Archery	9-13	Season (T1)
Athletics <i>(Teams are chosen from school Sports Day results)</i>	7-8, 9-13	One Day Events
Badminton	7-8, 9-13	Season
Basketball	7-8 9-13	Season (T1-T4) Season (T2-T3)
Cricket	7-8 9-13	One Day Event Season (T1 & T4)
Distance Running	7-8, 9-13	One Day Events
Football (Soccer)	7-8 9-13	One Day Events Season (T2-T3)
Futsal (Indoor Soccer)	7-8, 9-13	One Day Events
Golf	9-13	One Day Event
Hockey	7-8, 9-13	Season (T2-T3)
Lacrosse	9-13	Season (T2-T3)
Orienteering	7-8, 9-13	One Day
Rugby Union	7-8 9-13	One Day Events Season (T2-T3)
Snow Sports	7-8, 9-13	One Day Events
Surfing	9-13	One Day Event
Swimming <i>(Teams are chosen from school trials)</i>	7-8, 9-13	One Day Events
Table Tennis	7-8, 9-13	Season (T2-T3)
Tennis	7-8 9-13	One Day Event Season (T1 & T4)
Touch Rugby	7-10 11-13	Season (T4) Season (T1 & T4)
Triathlon	7-8, 9-13	One Day Events
Volleyball (& Beach Volleyball)	7-8 9-10 11-13	One Day Events Season (T3-T4) Season (T1)
Water Polo	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	YEAR LEVEL	WHEN
Badminton Club Open to any Rosmini students. Just turn up!	7-8 9-13	Thu 3:15pm, Old Gym Wed 3:15pm, Old Gym
Athlete Development	7-13	Mon & Weds after school
Running Club Open to any Rosmini students. Just turn up!	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!



GROUP OR CLUB	
Art Club	Lego Club
AV Club	One Foot in the Clouds Satellite building / model aircraft / rockets
Chef for Compassion	Pasifika Group Pacific Island Student Activities
Chess Club	Physics Enhancement Build electronic & robotic projects
Coding Club	RAD Club (Recycle a Device)
Debating	Renewal in the Roots (Theology)
Dungeons & Dragons	SANZ (The South African-NZ Connection)
Envirogroup	TOTCUS (The Ocean That Connects US)
Junior Maths Scholarship (Y9&10)	Virtual Merienda (Filipino Group)
Kapa Haka Roopu (Maori Performance)	Woodwork for Humans
Korean Club	

VOLUNTEERING

Rosmini College promotes charity and volunteering through its core Catholic values, with students actively involved in initiatives like the Rosmini Volunteer Army (RVA) and the Young Vinnies group.

Rosmini participates in the nationwide Student Volunteer Army (SVA) Service Awards Programme. Here are just some of the volunteering activities our students can be a part of.

Academic Lunchtime Support

Altar Serving

Caritas Challenge

Chefs For Compassion

Class Superstars

Creative Service

Eddie's Meals

Events Held At Rosmini

Intermediate Administrators

Junior Vinnies (Y7-10)

Kick Start Breakfast

Marian Grotto

Op Shops

Second-Hand Uniform Distribution

Sports Coaching

Student Librarians

Tutoring

Young Vinnies (Youth Arm of the St Vincent De Paul Society)



ROSMINI PROGRAMMES

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





ONE FOOT IN THE CLOUDS

Our hands-on approach to STEM engages students through elite projects like model rocketry and the construction of a flight-certified Savannah aircraft. As the first club of its kind in Oceania, we are now expanding our reach by partnering with the University of Auckland to build a satellite in 2026. These world-class opportunities have led to Prime Minister's Awards and national engineering titles, with many graduates successfully launching careers as commercial pilots and aerospace engineers.




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 Fulfills 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 of 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!



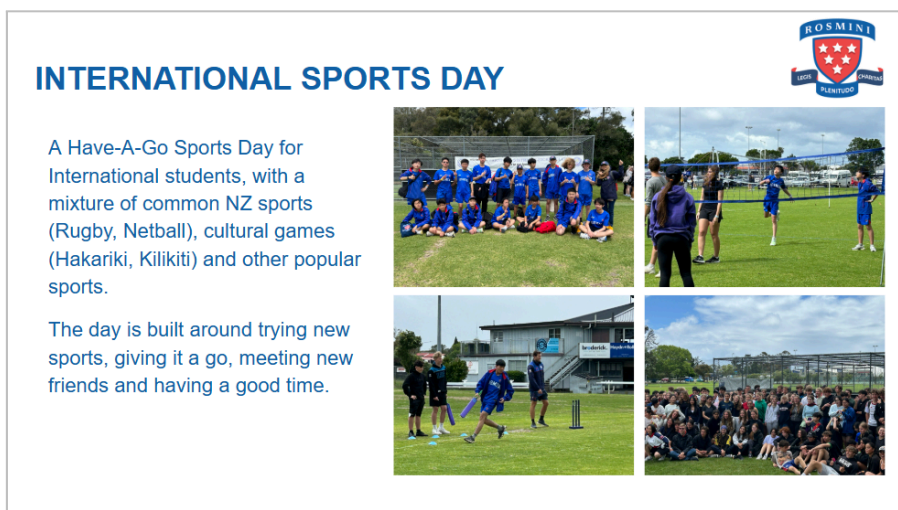
BEACH DAY!

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 Ellen Jung, Mrs Sara Prendergast, as well as the School Counsellor, Mr Caruana 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 Ellen Jung 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 Accommodation & Welfare Coordinator **Mrs Ellen Jung**, the International Student Coordinator, **Mrs Ozana Pinter**, the International Director, **Mrs Misook Rylev**, or the School Counsellor, **Mrs McCondach**. 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 Ellen Jung, Mrs Ozana Pinter** 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 Ellen Jung or Mrs Ozana Pinter. After a few days, if you do not think the problem has been solved by your classroom teacher or by Mrs Ellen Jung or Mrs Ozana Pinter, 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 Ellen Jung, Mrs Ozana Pinter, 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, and the international student or their family want to take their concerns further with the NZQA, please visit

www2.nzqa.govt.nz/about-us/contact-us/complaint/education-provider/other-organisations/

You may also be able to take your complaint to www.studycomplaints.org.nz/ – a dispute resolution provider specialising in supporting international students in resolving disputes with their schools.

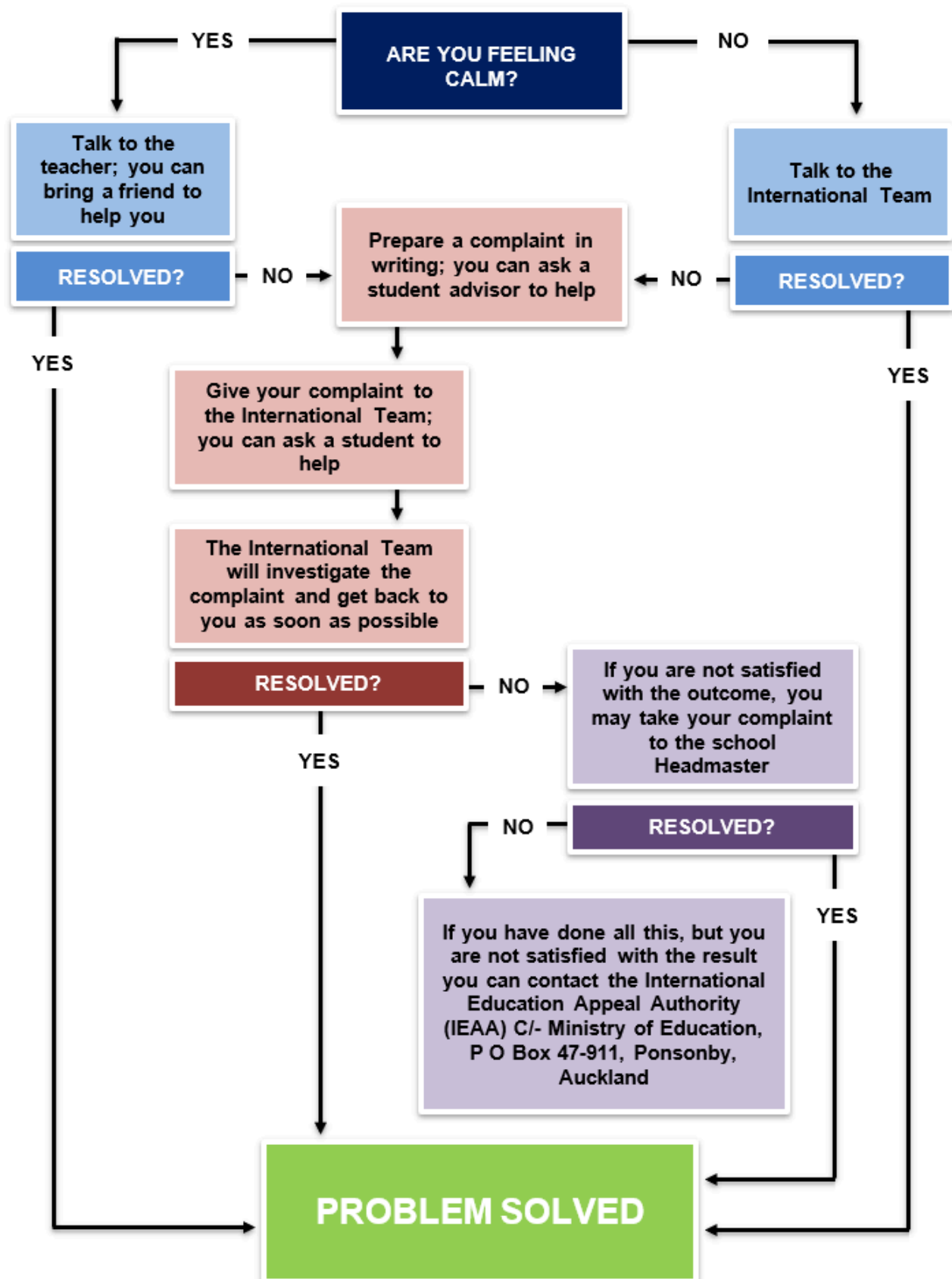
You must be able to show them that you have tried to get the school to act before you contact them. They will consult the school to see if anything can be done to help you.

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

HOMESTAYS AND CONTACT DETAILS

Mrs Ellen Jung 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 Ellen Jung. 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 Ellen Jung if you are travelling outside Auckland during the holidays.

SLEEP

As a student, you are here to study not to spend all night on the internet. If you do not get good rest, you will be too tired at school the next day. You should have lights out at **11:00pm at the latest**.

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 Ozana Pinter.



BANK ACCOUNT

In New Zealand, most shops are "cashless," so you will need a local bank account and an EFTPOS (debit) card. Most banks offer fee-free accounts for students.

How to Apply

1. Book an Appointment: Visit a local branch (ANZ, ASB, BNZ, or Westpac).
2. Bring Your Documents: To verify your identity, you must bring:
 - Passport (with your valid Student Visa).
 - Proof of Enrolment & Address: Please see the School International Office for a Verification Letter. This single letter confirms both your student status and your NZ residential address, which the bank requires.
 - Tax Number: Your Tax Identification Number (TIN) from your home country.

Pro-Tip

Once your account is open, download the bank's app on your phone. It is the easiest way to track your spending and move money instantly.

WORKING IN NEW ZEALAND

From Year 12, you may apply for work rights on your visa if you have parental and school permission and maintain high grades.

- Hours: You can work a maximum of 25 hours per week during term time.
- Contracts: You must sign a written agreement before starting. It should outline your pay, hours, duties, and termination process.
- Your Rights: All workers are protected by NZ law. You must be paid at least the legal minimum wage and are entitled to fair treatment regarding misconduct or disputes.

For current wage rates and employment rights, visit employment.govt.nz or naumainz.studywithnewzealand.govt.nz. Please speak to the International Staff to begin the application process.

CURFEWS

A curfew is a set time to be home each evening. It's in place to help keep you safe and well-rested.



ROSMINI'S INTERNATIONAL STUDENT CURFEWS

Students must abide by the following set curfew and rules.

AGE	SUNDAY-THURSDAY	FRIDAY-SATURDAY
10 – 13 years old	6:00pm*	6:00pm*
14 – 15 years old	6:00pm*	8:00pm*
16 – 19 years old	6:00pm*	10:00pm*

*Note: These times **can be negotiated** with your caregiver for specific events (not for everyday occasions).

Please note that your curfew does not apply when you have an official extracurricular activity. This includes things like sports training or matches, and music practice or performances.

GOING BEYOND THE LOCAL AREA:

Any travel that takes a student outside of their immediate homestay suburb (e.g., Takapuna, Devonport, Albany) must be discussed and approved in advance with the student's caregiver.

For trips to more distant areas, particularly the Auckland CBD or major shopping/entertainment centres (e.g., Newmarket, Sylvia Park, Westgate), the following rules apply:

- **10 – 13 year old Students** must be accompanied by the student's caregiver, or another approved adult.
- **14 – 19 year old Students** may go with friends, but must always have their caregiver's permission first. Please ensure you discuss your plans in detail (the specific address or destination, who you are with, your planned transport, and a clear time that you'll be home).

OVERNIGHT STAYS

If a student is wanting to stay overnight with a friend, the caregiver must contact Rosmini's International Student Director for consent. The caregiver must check that a responsible, properly vetted adult is supervising.

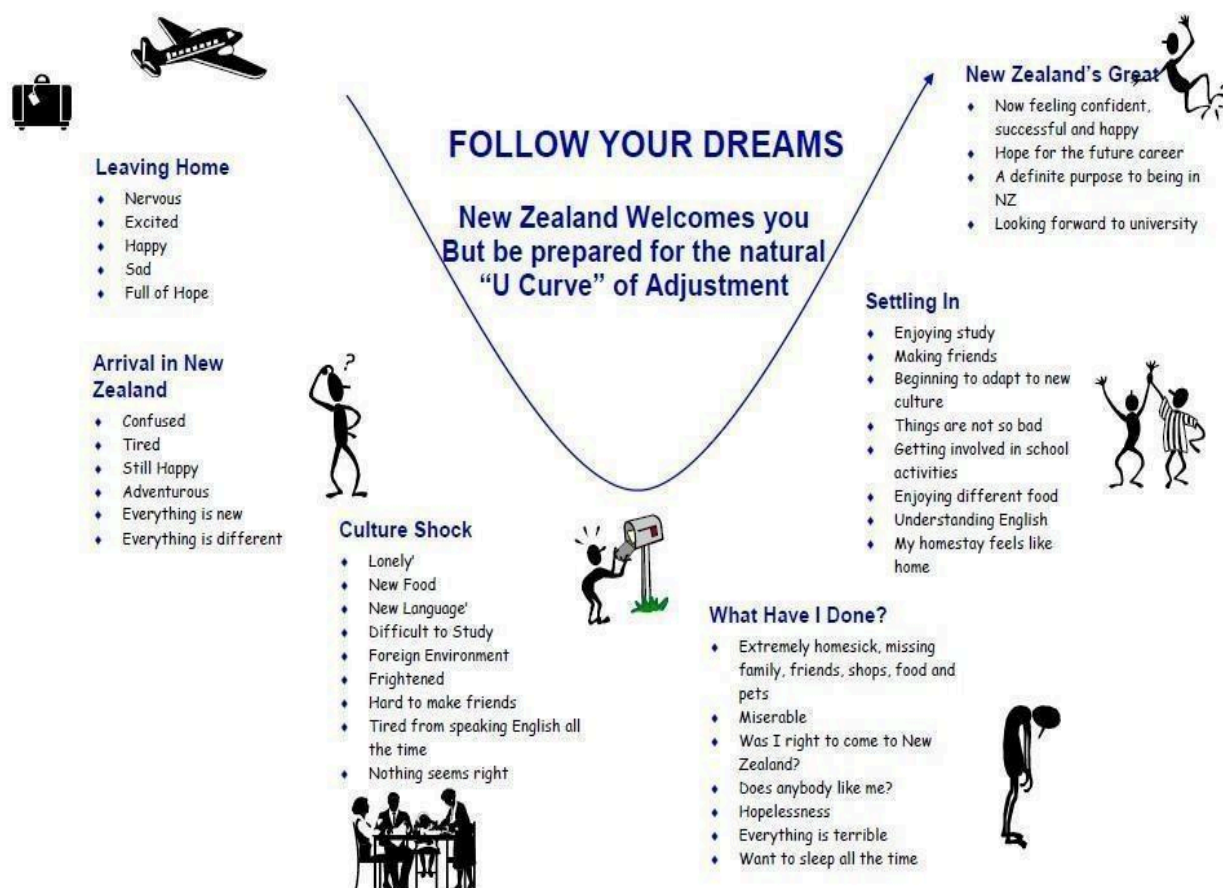
SMOKING, VAPING, DRUGS AND ALCOHOL

International Student Rules: All international students - including those aged 18 and over - are prohibited from smoking, vaping, consuming alcohol, or using drugs at any time whilst studying at Rosmini College.

U-CURVE OF ADJUSTMENT

This can come in many different forms, for example you may have a loss of appetite or seem to be constantly eating, or you may have bouts of prolonged sleep. If you are upset, talk to your caregiver about how you're feeling. It is natural to experience some culture shock but if you are really struggling, please come and see the International staff at school. Please see the U-Curve of Adjustment below, which shows the typical phases of adjustment.

Ask your caregivers to create a weekly planner of the family's activities and routines and put it up on the wall of your bedroom. This will allow you to see and learn what happens at particular times on particular days and will help you to settle in.



COMMUNICATION WITH CAREGIVERS

Students must seek permission from their caregivers before making any plans that take them away from home.

Once permission is granted, students are required to:

- Inform their caregivers of their location at all times.
- Contact their caregivers immediately if they will be later than expected.
- Provide their caregivers with a phone number where they can be reached anytime while away from home.

CODE OF PRACTICE

Rosmini College has agreed to observe and to follow “The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021” published by NZQA. A summary of the code is below, and an outline of grievance procedures for the College are on page 34 of this Handbook. A full copy of the code and further information can be obtained from the NZQA website at:

www2.nzqa.govt.nz/international/study-nz-quals/code-international-students/

SUMMARY CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS

INTRODUCTION

The "Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021" is a supplementary edition published by NZQA in December 2021 to assist the sector in implementing the Code. This Code officially came into force on 1 January 2022 and revokes the previous 2016 Code.

WHAT IS THE CODE?

This Code specifies the role of education providers in ensuring the organised and formal provision of practices to support the wellbeing and safety of learners. It mandates a "whole-of-provider approach" to maintain a strategic and transparent learner wellbeing and safety system that is responsive to the diverse needs of learners. The Code's practices, which are policies and processes implemented by institutions, are designed to achieve the outcomes outlined within it. Furthermore, the Code aims to contribute to an education system that honours Te Tiriti o Waitangi and supports Māori-Crown relationships. It is important to note that this Code does not override the responsibilities of education and accommodation providers under the Privacy Act 2020 or the Health Information Privacy Code.

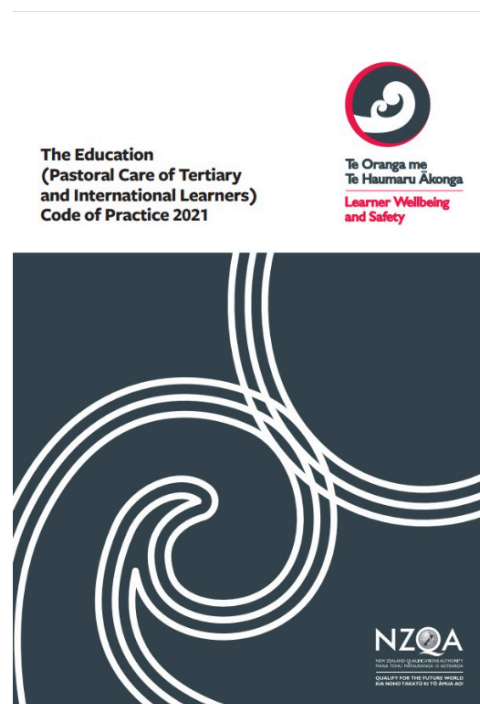
WHEN DOES THE CODE APPLY?

The Code applies from 1 January 2022.

For tertiary providers, it applies to activities they provide or organise for domestic and international tertiary learners enrolled with them, whether these learners are in New Zealand or offshore [13a]. It also applies to student accommodation that is exempt under section 5B of the Residential Tenancies Act 1986, including arrangements where there is a written agreement between the tertiary provider and the accommodation provider [13b].

For school signatories, the Code applies to activities provided or organised for international school learners, whether they are in New Zealand or offshore.

The code administrator may grant exemptions for specific processes in certain cases, such as for school learners changing from domestic to international status, or for domestic tertiary learners or international learners (tertiary or school) with due consideration for their wellbeing and safety and approval from the Minister of Education.



WHO DOES THE CODE APPLY TO?

The Code applies to a broad range of learners and providers:

All tertiary learners generally [12a].

Tertiary learners residing in student accommodation [12b].

International tertiary learners [12c].

International school learners [12d].

WHAT IS AN INTERNATIONAL STUDENT?

Within the Code, the term "learner" is comprehensively defined to include a domestic tertiary student, an international student (either a tertiary or school student), or an industry trainee or apprentice enrolled with a tertiary provider. The Code further distinguishes between requirements for "international tertiary learners" in Part 6 and "international school learners" in Part 7.

HOW CAN I GET A COPY OF THE CODE?

The supplementary edition of the Code was published by NZQA in December 2021.

The official text of this Code is available online at:

www.education.govt.nz/further-education/information-for-tertiary-students/code-of-practice-pastoral-care-domestic-tertiary/.

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

A "signatory" is a provider approved by the code administrator to enrol international learners under this Code. While the sources do not explicitly state a public registry to check signatory status, they indicate that:

Providers are required to make their strategic goals and strategic plans for supporting learner wellbeing and safety readily available in accessible formats to learners, staff, and the general public, including on their websites.

For international learners, signatories must include information about their quality assurance evaluations in their marketing and promotion materials.

The code administrator is responsible for publicising the Code to providers and learners, including publishing guidelines for providers.

WHAT DO I DO IF SOMETHING GOES WRONG AND WHO DO I CONTACT?

If you have a problem, the first step is to use your education provider's internal complaints process. All providers are required to have a clear, accessible, and timely process for handling complaints. You can have a support person help you through this, and providers must address any barriers you might face, such as language issues.

What if I'm not happy with the outcome?

If you are not satisfied with your provider's response, or if they won't accept your complaint, you can escalate the matter to an external organization. Your provider should inform you of these options.

You may be able to contact:

- The Code Administrator: For complaints that relate to your provider failing to meet the Code of Practice.
- The Dispute Resolution Scheme: For contractual or financial disputes.
- The Disputes Tribunal: For resolving a wide range of disputes.
- The Human Rights Commission: For issues related to human rights.
- The Ombudsman: For complaints about government agencies.

What does the Code Administrator do?

The Code Administrator is responsible for overseeing compliance with the Code of Practice. They can receive complaints, decide if an investigation is necessary, and assist you through the process. They have the authority to investigate providers, request information, and interview staff or students to ensure the provider is following the Code. The Code Administrator also works with other agencies to address any major issues and ensure providers are held accountable.



LIFE IN NEW ZEALAND

The New Zealand way of life may be quite different from what you might feel unfamiliar at first. However, the more time you spend here, the more you will adapt. New Zealanders are typically very friendly and enjoy meeting new people and learning about different cultures. You may already have some knowledge of life in New Zealand, but as you prepare to spend time here, there are a few important things you should know.



MEDICAL ISSUES AND EMERGENCIES

New Zealand has a mix of a public and private health system. If you are feeling unwell or have some small concerns, you go to see a GP (General practitioner/generalist). Most NZ's have a family GP that they go to regularly. Visits to you doctor costs money unless you are a child or a visitor to NZ such as International students.

If you have a non-urgent health problem, then you will need to see a GP clinic. Your caregiver or the International staff can help you to find a GP that speaks your language and make an appointment for you.

If you have an urgent problem such as a bad cut, broken bone or life threatening condition then you can go the emergency clinic (A&E , 24 hour clinic) or the hospital. These visits are free for NZ's but not for visitors and you will need to pay. If you have an accident and hurt yourself, you can seek medical help that is subsidised by our health system call ACC (accident corporation). You may need to pay for some of none of this care but will need to complete a form lodging the accident.

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
Rosmini College Phone Email	(64 9) 489 5417 mrylev@rosmini.school.nz
Emergency Contacts 24/7 Mrs Misook Rylev Fire (Emergency) Police (Emergency) Ambulance (Emergency) North Shore Hospital Taxi	Mobile: 027 542 6890 School: 09 489 5417 ext 280 DDI: 09 488 3754 111 111 111 09 486 1491 09 479 1300
Information and Help New Zealand Immigration Service Ministry of Education Counselling Services (Inc) International Student Services Centre (ISS) Level 12, 155 Queen Street Auckland City Monday-Friday; 10:30 am – 3:30 pm	www.immigration.govt.nz www.minedu.govt.nz/goto/international 09 522 2999 (24 hours) lifeline@lifeline.org.nz 09 309 3478 cab.iss@xtra.co.nz

ROSMINI KEY PERSONNEL

INTERNATIONAL TEAM

	Mrs Misook Rylev International Student Director mrylev@rosmini.school.nz Located in International Office
	Mrs Ozana Pinter International Student Coordinator opinter@rosmini.school.nz Located in International Office
	Mrs Ellen Jung International Accommodation & Welfare Coordinator ejung@rosmini.school.nz Located in International Office
	Mrs Elizabeth Jeong International Student Academic Mentor ajeong@rosmini.school.nz Located in Classroom S7
	Mrs Siân Waite Head of EAL (Responsible for Teaching) swaite@rosmini.school.nz Located in Classroom D1
	Mr Richard Byun University Admissions Officer (Korea & USA) rbyun@rosmini.school.nz Remote

SENIOR LEADERSHIP TEAM

The Senior Leadership Team (SLT) takes care of the daily management of our school and includes the Headmaster as well as assistant and deputy heads.

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 Éric Elgoyhen
Director of Religious Studies	Mrs Lynne van Wyk

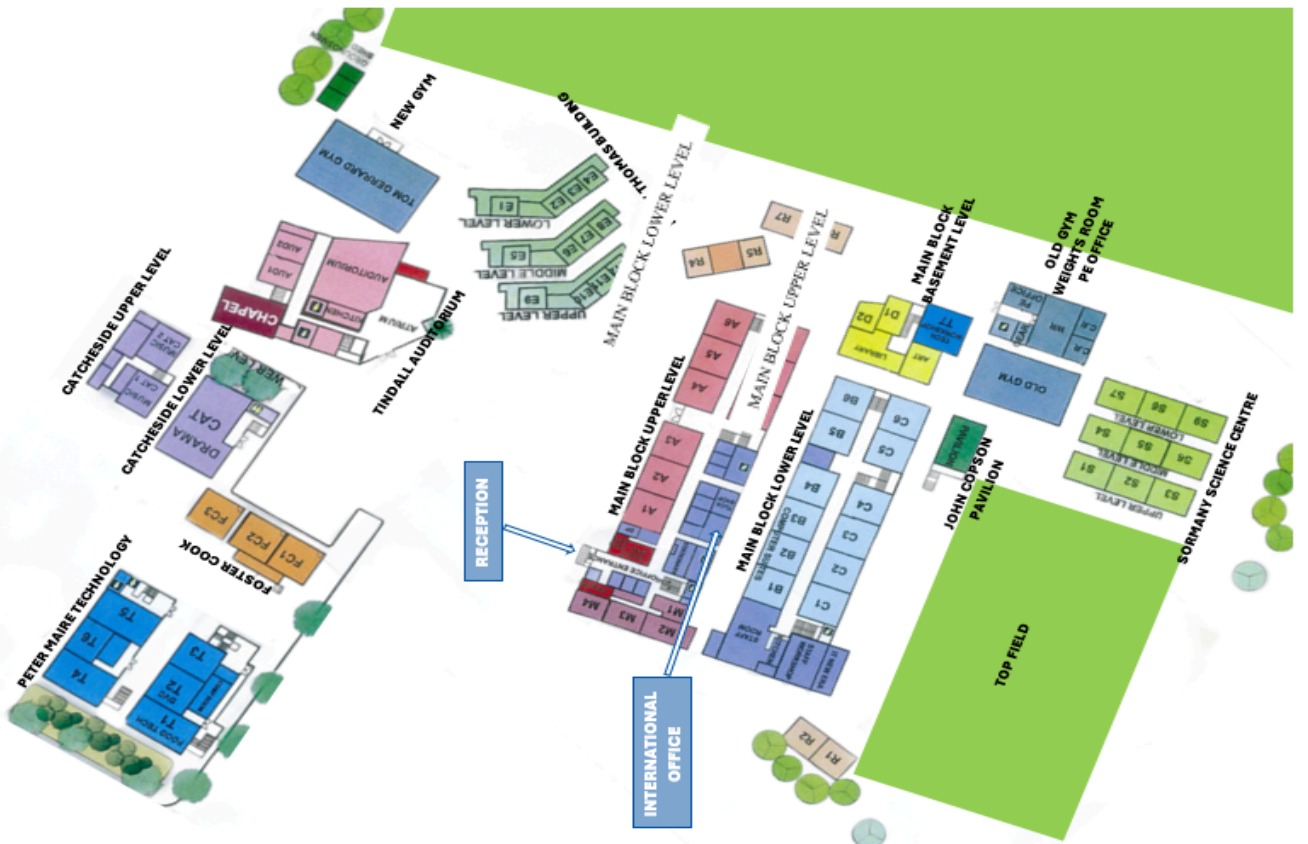
DEANS

Your Dean is a teacher responsible for a specific year level, providing academic, pastoral, and well-being support to students.

Year 7	Mrs Clare Letting cletting@rosmيني.school.nz (Assistant Dean: Ms Emma Walling)
Year 8	Mrs Emmalene Umar eumar@rosmيني.school.nz (Assistant Dean: Ms Emma Walling)
Year 9	Mr Peter Keeling pkeeling@rosmيني.school.nz (Assistant Dean: Mr Arana Rakena)
Year 10	Mr Lennard John ljohn@rosmيني.school.nz (Assistant Dean: Mr Arana Rakena)
Year 11	Mr Joseph Hughes jhughes@rosmيني.school.nz (Assistant Dean: Ms Elizabeth Jeong)
Year 12	Mr Emilio Torres etorres@rosmيني.school.nz (Assistant Dean: Ms Elizabeth Jeong)
Year 13	Mr Justin Manuel jmanuel@rosmيني.school.nz (Assistant Dean: Joelle Tait)

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ROSMINI COLLEGE FLOORPLANS



MAP OF ROSMINI COLLEGE

