RATHKEALE/ST MATTHEW'S SENIOR COLLEGE

SENIOR COLLEGE Staff

Mr Adam Gordon
(Acting Principal,
Rathkeale College)

Mrs Kiri Gill
(Principal, St Matthew's
Collegiate School)

Mrs Michelle Norris
Head of Senior College

Mr Shay O'Gorman
Year 13 Dean

Rev Wendy Smyth
Year 13 Dean

Mr Dale Walterhouse
Year 12 Dean

Ms Suzie Leckie
Year 12 Dean

SCHOOL CONTACT DETAILS

office@rathkeale.school.nz

06 370 0175

SENIOR COLLEGE INFORMATION 2026

RATHKEALE
NIL MORTALIBUS ARDUI EST
TRINITY SCHOOLS
RATHKEALE COLLEGE

ST MATTHEW'S C.S.
AD ASTRA PER ASPERA
TRINITY SCHOOLS
ST MATTHEW'S

Welcome to

Senior College

It is a great pleasure to extend a warm welcome to all new students, parents, caregivers and staff, and to all those returning to the Senior College this year.

I hope that your time in the Senior College is marked by wonderful opportunities for the advancement of learning and for the development of cultural, sporting and social skills.

The aims of the Senior College are to:

- Encourage all students to achieve their full potential in the classroom, on the sports field, and in cultural activities.
- Provide an autonomous course of study suited to individual abilities in preparation for tertiary study and the world of work.
- Create an environment in which young men and women can learn to live together and respect each other as individuals.

The Senior College operates in the following manner:

- There is a natural progression of students to the Senior College from St Matthew's and Rathkeale.
- Applications to enter the Senior College are welcomed from students in schools other than St Matthew's and Rathkeale.
- A carefully planned orientation ensures that all students are familiar with the Rathkeale campus facilities.
- The Senior College is accredited through Rathkeale College and St Matthew's Collegiate to assess Achievement and Unit Standards for NZQA Qualifications.

The courses available at the Senior College include:

- The possibility of multi-level courses which students may plan where appropriate.
- Specialist courses through outside providers such as UCOL, and Open Polytechnic which cater for individual needs.

All assessment will be by Achievement and Unit Standards towards NZQA qualifications.

Senior College Student Welfare:

- Deans have overall responsibility for both Year Groups in the Senior College.
- Students are divided into groups under a registrar who will carefully monitor their academic progress and general welfare. These groups meet regularly.
- Students are regarded as young adults who should take full responsibility for their progress and should exercise constructive self-discipline. Staff are always on hand to guide, monitor and encourage.

Mrs Michelle Norris
Head of Senior College

DEANS

Year 13

Rev W Smyth

Mr S O'Gorman

Year 12

Ms S Leckie

Mr D Walterhouse

SENIOR COLLEGE PHILOSOPHY AND HISTORY

St Matthew's was founded as an Anglican Parish school in 1913 under the leadership of Miss Ella Hampton. Rathkeale was founded in August of 1963 with Mr E J Norman as Headmaster.

Both colleges have strong affiliation to the Anglican Church but are not diocesan schools. Both have Anglican chaplains, and religious instruction is at the heart of the special character of both colleges and of the Senior College.

Girls and boys have been taught together on the Rathkeale site since 1967 when the Upper Sixth Consortium was created combining students from Rathkeale, St Joseph's (later Chanel College) and Solway. They were joined by students from St Matthew's and St Bride's in 1968 and later still welcomed students from Makoura and Wairarapa Colleges.

In time, pressure of numbers reduced the Colleges involved to just Rathkeale and St Matthew's and led to the establishment of the Trinity Senior College in 1988. Since then, changes to the name and to methods of operation and practice have ensured the ongoing success and enhanced reputation of the College.

On October 3, 1987, the Senior College was launched under the Deanship of Dr Liam O'Gorman and Mrs Arlene du Cann. It featured its own crest, uniform, separate facilities in School House, a mentor system and a strong rapport between staff and students. By 1989 its roll had exceeded 250.

Today the Senior College draws senior (Year 12 and 13) students from Rathkeale and St Matthew's along with a significant number of students from other colleges in New Zealand and overseas.

It is expected that students will enter the Senior College with the desire to advance their education in a collaborative, respectful and mature environment. They will be expected to be increasingly independent in their studies but

sensitively aware of the opinions and beliefs of others.

Small classes and an easy rapport between staff and students within the Senior College contribute to the special atmosphere.

The College curriculum is broad and is tailored to cater for most students' needs and to foster well-rounded individuals.

Senior College Teachers, Deans and Senior Management are expected to offer quality feedback to students, to recognise their success and to guide their progress. However, students are encouraged to be personally accountable for their own academic and social progress.

The Senior College Centre is available for the use of all senior students and recognises their seniority. It is a place for social interaction, study and relaxation.

It is hoped that the holistic education available in the Senior College, and throughout the Trinity System, prepares our young people for the challenges and diversity of life.

SENIOR COLLEGE LEADERSHIP

SENIOR COLLEGE DEANS

Ms S Leckie and Mr D Walterhouse are Deans of Year 12.

Rev Wendy Smyth and Mr S O'Gorman are Deans of Year 13.

They share responsibility for the well-being and educational progress and performance of students in the Senior College. In addition, significant social events, the Year 12 Activity Day and Prefects Leadership training enjoy significant input and organisation from the Deans. (refer to Student Management).

SCHOOL PREFECTS

The School prefects from both St Matthew's and Rathkeale have shared responsibilities and duties within the Senior College.

In addition, staff with responsibilities at the two colleges e.g. Chaplains, Guidance Counsellors etc. have important roles within the Senior College. (Refer to Student Management).

STUDENT MANAGEMENT

PASTORAL CARE

CAREERS

The Careers Advisor, Mr Gaffney, is available for individual interviews and careers advice. Careers days are organised for senior students and University Liaison Officers are made available to senior students.

CHAPLAINS

Both the St Matthew's and Rathkeale Chaplains have a role to play in the spiritual life of all students and often offer additional support to the Counsellor and others at times of need. Senior College Chapel Services are held regularly.

The Rathkeale Chaplain's office is located in St Martin's Chapel.

DEANS

The Senior College Deans have wide ranging responsibilities in: -

- Academic progress of individuals within a year level.
- Academic and discipline issues, e.g. refusal to do prep, poor academic work ethics, unacceptable classroom behaviour.
- Following up on individual students, e.g. interim reports.
- Communication with Deputy Principals, regarding concerns about curriculum momentum, pastoral and disciplinary issues.
- Student course option advice and processing.
- Liaise with registrars as required.
- Conduct year level assemblies as necessary.

- Communicate regarding student progress, where appropriate with housemasters, parents, the guidance counsellor, registrars and senior staff.
- Organise and co-ordinate special events, e.g. camps, work experience, social events, parent/teacher interviews.
- Collate effort grades/exam results and promote student success.
- Liaise and communicate with Deputy Principal regarding the measurement of student academic success and value added.

GUIDANCE COUNSELLOR

Students have access to a counsellor on the Rathkeale site who is available to Senior College students for all manner of confidential issues. The Counsellor's office is conveniently located adjacent to the Senior College Centre and appointments can be made. The Guidance Counsellor is available for students who need assistance with health conditions such as mental health, sexual health and contraception, stress, relationship problems, smoking and other addictions.

LEARNING SUPPORT

Generally speaking, special learning needs will have been identified prior to a student entering the Senior College. Reader/Writers are available in accordance with NCEA regulations and may occur as required or requested.

VOCATIONAL PATHWAYS

Mr B Clausen has responsibility for the programmes which assist with skills training and access to workplace employment and/or placements.

ILLNESS AND ACCIDENTS

In the case of illness, the school office needs to be informed at the start of the school day on 06 370 0175 or email reception@rathkeale.school.nz or via the Rathkeale App.

Students who become ill during the school day must report in the first instance to the school office. This applies to both day and boarding students. A day room is available for girls who need a place to retire to.

Any accidents of a significant nature which occur on campus or involve students travelling to or from school should be reported via the office to senior management.

TRAUMATIC INCIDENT RESPONSE

The College maintains a TIRP (Traumatic Incident Response Plan) which outlines the procedures which need to be followed when a traumatic incident occurs within our community.

STUDENT EXPECTATIONS

BEHAVIOUR

In the Senior College students are seen to move from a dependent environment to a more independent one which offers intrinsic rewards.

Correct and appropriate attitude results in the retention of privileges: the Senior Common Room, Senior Uniform, the ability to have a car on campus, tutorials, social fixtures, study leave and the Leavers' Ball being examples. Privileges can be withdrawn if circumstances warrant.

Mutual respect and common courtesy underline the relationship between staff and students. Staff should be addressed appropriately using titles such as Sir, Ma'am, Mr, Mrs and Miss. Similarly, they should act appropriately towards their peers.

Behaviour and relationships which demonstrate a desire to make the most of all that the Senior College has to offer will be respected.

Behaviour which brings the College into disrepute will not be tolerated.

MANNERS

A high standard of courtesy should be maintained at all times. Guidelines and reminders are frequently given, but it is expected that courtesy will apply to all areas of activity and relationships. It should especially apply towards visitors to the school and when visiting outside the school; towards adults and staff, both teaching and non-teaching; towards one another, both male and female. An important focus is the Dining Hall

where behaviour at tables, courtesy to staff, queuing for food, and clearing of tables all afford an excellent opportunity to promote good manners.

- In town a high standard of dress and behaviour is expected from students at all times, and students should not eat or drink in the streets.
- Students should always be prepared to initiate a conversation, look directly at other people and speak clearly.
- Students should open doors for adults and staff and, without prompting, offer to carry books and heavy loads.
- If visitors to the school ask for directions, students should be prepared to take them to their destination.
- When an outsider or visiting speaker gives his/her time to help, students should make sure that one of the group writes and/or makes a speech of thanks.
- When students are billeted with other people on away games or in the holidays, they should always write a letter of thanks immediately on returning home. Presentation of a small gift is often appropriate.
- When students are invited to attend any social function, they should always reply in good time in correct formal terms.

ATTENDANCE

All students are required to attend school on the prescribed term dates.

- Punctuality is expected on all occasions.
- If a student is late for school, s/he must bring a note from home to explain the lateness and check into the school office on arrival.
- If a day student is to be absent from school for the day for sickness/emergency situation, a parent or guardian should ring the school office between 8.00am and 8.30am or leave a message on the answer phone or send an absence message via the Rathkeale App. A message can be left with either school. This should happen on each day that a student is absent.
- Absence for reasons other than sickness/emergency situations should be requested in advance by contacting the Principal via mail, fax or email.
- Appointments for dentist, driving lessons etc should not normally be made during the school day. When this is necessary, students must sign out at the school office on leaving and sign in on return.

DAILY / WEEKLY SCHEDULE

The College follows a 10-day timetable and cycle of activities. Timetables are distributed to all students at the commencement of the school year. Replacements may be obtained from the school office.

Registration occurs on Monday, Tuesday, Thursday and Friday mornings for boys at 8.20am. Registration is taken in Period 1 on Wednesday morning.

Mon, Tues, Wed and Fri schedule:

9.00 - 9.55am	Period 1
9.55 -10.50	Period 2
10.50 -11.10	Break
11.10 -12.05pm	Period 3
12.05 -1.00	Period 4
1.00 – 2.00	Lunch
2.00 – 3.00	Period 5

Thurs schedule:

8.30am – 9.25	Period 1
9.25 – 10.20	Period 2
10.20 – 10.40	Break
10.40 – 11.35	Period 3
11.35 – 12.30pm	Period 4
12.30 - Girls depart to St.	Matthews
12.30 – 1.20	Lunch for boys
1.20pm	Registration
1.30pm – 3pm	Assembly/Activities/Hauora

Calendared events can impact on timetables from time to time.

LATENESS

Punctuality is to be encouraged and it is discourteous to arrive late to class, practices etc. If a student is late for no valid reason, lateness will be recorded and followed up.

LEAVE

Permission to leave the College during the school day should be sought from the Dean and the Office needs to record all comings and goings. It is the student's responsibility to do this. Applications for longer periods of leave should be directed by email to one of the Co-Principals.

PROPERTY

Senior College students, as young adults, are responsible for their own property. It is not advisable to bring valuables and large amounts of money to school. Uniform, books and other personal items should be named and secured in locked lockers. Prevention of loss in the first instance is advisable as the recovery of stolen items is often unlikely. As members of the College community, students are expected to respect College grounds and property.

FOOD AND DRINK

The College maintains a healthy food policy. Food may be purchased from the Tuckshop. Food from the Dining Hall should be consumed in the Dining Hall area.

Food should not normally be eaten in classrooms, assemblies or Chapel. Students in uniform are asked not to wander around town eating.

VEHICLES

Clear guidelines exist concerning students' use of a motor vehicle.

Because of the location of the College, it is increasingly necessary for senior students to have the use of motor vehicles. Any student bringing a car to school needs to do so in accordance with national law and school rules.

The following points need to be noted:

- To have a vehicle at school on a regular basis, requires both a NZ Drivers' Licence and a school licence.
- Other than in exceptional circumstances, only students in Year 13 will be permitted to drive to school in Terms 1 – 3.
- School licenses are available to seniors only and boys require parent and Housemaster (boarders) and Dean (dayboys) permission. Forms are available from the Office.
- No student may drive another student without the appropriate parental permission from both the driver's and the passenger's family. This is coordinated by Mrs Norris.
- School licenses should be displayed on vehicle dashboards
- Speeds – School campus 15km and Willow Park Drive 60km

Breaches of the above, and of school licence provisions, will result in a cancellation of the school licence for up to one term.

UNIFORM AND GROOMING (BOYS)

APPEARANCE

A high standard of appearance is expected at all times. The chewing of gum, hands in pockets, dirty and untidy dress are all unacceptable. Boys are not to wear jewellery other than a watch. Earrings and other studs are not to be worn whilst boys are under the control of the College. (NB this includes time after 3.00pm)

HAIR

Un-natural looking or obviously dyed hair is unacceptable. Extreme cuts (i.e. less than number 3, severely undercut or "mullet") are also unacceptable. Use of hair gel, wax etc. is not permitted. Parents will be billed for hairdressing costs should these standards be breached. Shaving must occur as required, sideburns must not be below the ear and no beards or moustaches are permitted.

- Students must present themselves appropriately at the beginning of each new term and can expect to be inspected on day one.

In instances of hair dyed/extreme haircuts:

- Immediate referral to Dean/Senior Management who will take immediate action.
- Possible action taken:

(a) Immediate transfer to town for remedial action.
(b) Parent phoned.
(c) Appointment made to re-dye hair to an appropriate colour
(d) Removed from class until hair colour is remedied.
(e) For extreme haircuts, a consequence could be gating until hair grows back.

TATTOOS
Only tattoos that have deep religious or cultural significance should be visible while at school or while a student is under the authority of the school.

UNIFORM
General:

(a) Long grey trousers may be worn during the winter terms for school wear by those who are in Year 11 and above.
(b) Shirts are to be worn at all times around the school grounds, except when working on manual tasks or at the swimming pool.
(c) Footwear should be worn within the central school area at all times.
(d) If t-shirts or thermal underwear are worn, they must not be visible with an open neck shirt. If it is, a tie must be worn to hide it.
(e) Ties are to be worn with winter shirts.
(f) Scarves and hats are not to be worn indoors.

Boarders:
Blazers and ties are to be worn on special occasions, at the beginning and end of term, to and from exeats, when on buses and public transport and when on town leave.

Dayboys:

(a) Must wear ties, blazers and either trousers or grey shorts with long socks and shoes to and from school. This includes those on buses as well as those in cars.
(b) Dayboys are to wear formal uniform when they come in at the beginning of the year.
(c) Regulation shoes are to be worn to and from school, but dayboys may change into sandals within the school grounds.
(d) During hot weather permission may be granted to wear sandals to and from school.

INCORRECT UNIFORM:
Should have a School Permission Slip (PLUM) from SM/Office/Housemaster.

UNIFORM AND GROOMING (GIRLS)

MAKE UP
Makeup should be natural looking and not excessive. Eye makeup and heavy foundation are not appropriate.

NAIL VARNISH
Is not permitted.

HAIR
Strongly contrasting highlights are not permitted.

Hair should be clean, tidy and of a natural colour. Dramatic colour change is not appropriate. Hair below the collar should be tied back off the face with green, brown or black hair ties. Black hair bands and dark green ribbons are permitted.

JEWELLERY
No jewellery is permitted other than a wristwatch and a single pair of stud earrings in the ear lobes. Jewellery of cultural significance may be worn. A letter to the principal outlining this request is required.

The earrings should be small. Only gold and silver studs or white pearls are permitted.

COLD/WET WEATHER GEAR
Black coats are permitted but not in chapel, assembly or in the classroom. School scarves and

gloves are not to be worn in the classrooms, Dining Hall, Chapel or assembly.

SHOES
Regulation shoes and sandals should be clean.

NON-UNIFORM GUIDELINES
The guidelines given below are to be followed on both the St Matthew's site and at Senior College. We would appreciate parental/caregiver support on these issues because we believe that our standards are worth upholding. Dress must be appropriate to being worn in a school situation.

Tops may be sleeveless but low-cut tops which are revealing of cleavage or shoestring type tops may not be worn.
No bare midriffs or exposed stomachs/backs.

Shorts or skirts should be a reasonable length.

No torn jeans or trousers regardless of whether they were bought as such.

In addition to the above – for technical subjects, Laboratories, Design Technology, Technology, Art Department etc. hair must be tied back. Dangly earrings which may get caught in equipment should not be worn. Covered shoes should be worn.

Appropriate dress for field trips/camps is also required but variations to the code may be allowed by the teachers in charge.
PE gear is still required for PE/Sports activities on mufti days.

SMOKING AND VAPING

The School is, by law, a smoke free zone.

- Smoking is prohibited, as is the possession of tobacco, lighters, matches and vaping paraphernalia.
- It is an offence to be in the company of smokers.

ALCOHOL

The consumption, acquisition or distribution of alcohol on school property by students is prohibited. It is emphasised that the school sees itself as having a prime responsibility with regard to enforcing the law of the land on the purchase and consumption of alcohol. Similarly, in order that students are aware of the health implication, an education programme beginning with the Year 9 & Year 10 Health Education course is included in the school curriculum.

ILLEGAL DRUGS

(a) No student shall consume, sell, purchase, supply, have in his/her possession or be under the influence of alcohol, tobacco, (or look alike tobacco products such as, but not limited to, e-cigarettes/vaping), illegal drugs, synthetic drugs, R18 legal drugs or party pills, whether or not lawful under the law of New Zealand, while on the School's property or under the authority of the College.
(b) No student is permitted to have in their possession any drug or alcohol paraphernalia while under the authority of the College.
(c) A disciplinary committee of the Board of Trustees is authorised, in its sole discretion, to determine, in any particular case before it, whether a drug, pill or substance is prohibited by Rule (a) above.

NOTE: "While under the authority of the College" is taken to be on the school premises, travelling to and from the College, while in school uniform, and while on any school-sanctioned activity.

CELL PHONES /COMPUTERS

The College acknowledges the role cell phones play in personal security. However, clear guidelines pertain to their use and to that of computers: -

- Cell phones are not to be used or in evidence during the school day.
- After school hours, offensive texting and inappropriate use of cell phones will be viewed seriously.
- If confiscated it will be for two weeks in the first instance and until the end of term for a second offence.
- Computers must be used appropriately at all times.
- Respect and do not interfere with staff computers.
- Access computers using your own password only.

Digital Technology Centre:

- Any questions regarding the use of the DTC should be directed to Mr Blackie
- Do not consume food or drink in the DTC.
- Ensure that your hands are clean before entering the room.
- No attempts are to be made to access the files of other users.
- All equipment to be treated with care and respect at all times.
- Keyboards, mouse and mouse pads to be left neat and tidy.
- No changes to be made to monitor set up.
- No programmes to be loaded onto computers by students.
- All bags to be placed tidily so as not to cause a hazard.
- Chairs to be left tidily under the workbench.

DISCIPLINE

All Senior College students should be able to enjoy the opportunities available to them. Any behaviour by an individual that impedes or prejudices the right of other students is unacceptable and will have consequences.

Students will be expected to abide by expectations and rules designed to facilitate the aims of the Senior College. We want students to be responsible for their own behaviour and aware of the rights of others. In particular, students will not:

- Disrupt any teaching, study, cultural activity or meeting.
- Misuse, damage, litter or steal any property of the College or of its staff, students or visitors.
- Indulge in hurtful, abusive or insulting language, bullying or sexual harassment.
- Fail to comply with any of the College regulations as set out in this Handbook.

From the start of the year, Senior College students will be treated as responsible young adults. Those who are unable to comply with College regulations will be warned about their behaviour.

For those who continue to offend, Rathkeale College and St. Matthew's Collegiate School procedures will apply. These may include sanctions such as class withdrawals, loss of tutorial time, loss of vehicle licence, daily report, banned from attending Senior College functions, stand down and/or suspension.

Most students enjoy Senior College without ever having to be punished. This is our hope for every student. However, students must understand that when their behaviour falls short of our high expectations, they and their parents can expect the College to take appropriate action.

ACADEMIC INTRODUCTION

At Senior College, students are encouraged to accept academic challenges in a mature manner. It is the desire of the College that all students will strive to achieve their potential and to maintain a high level of academic achievement. It is also our desire to equip students for the diverse challenges outside our gates whether it be in the workforce, at a tertiary learning institution or during an OE/gap year. No matter what the destination, the quality of a student's qualifications/credits is a foremost concern.

The College offers a relatively wide choice of subject options. Choices need to be made carefully and option interviews at Year 11 and Year 12 will be important. Discussions with Teachers, Deans and the Careers advisor will also prove advantageous. Similarly, it is important to be aware of the important role liaison officers play in preparing students for university enrolment.

Refer to the College's Curriculum Booklet for detailed information on subjects and courses.

RECOGNITION

During the course of a year, academic prowess is celebrated in a variety of ways:

- Presentation of excellence certificates.
- Academic competitions
- 100 Club
- Scholarships
- Academic prizes
- Academic colours
- Proxime Accessit
- Dux

Colours may be secured within the Senior College (e.g. Academic, Drama and Music) but are usually presented at assemblies at Rathkeale or St Matthew's.

TEACHING AND LEARNING EXPECTATIONS

The following expectations should be applied consistently by all staff:

1. Expectation – Class teacher arrival in a classroom as practicable:

- Both student and staff arrival to be punctual
- Teacher arrival signals the start of learning
- Next instruction given by the teacher after above has occurred
- Learning objective/outcome for that lesson to be made known at the start of the lesson- displayed on whiteboard where possible.
- All students are to stand, as practicable, whenever an adult enters the classroom.

2. Expectation – Student equipment:

It is expected that all students will have the correct equipment for every lesson, including: Textbook and/or workbook, notes folder and/or exercise book, equipment needed for learning in that subject such as biro, ruler, calculator, coloured pencils.

3. Expectation – End of lesson:

Classes are to be dismissed by the teacher after the bell has rung. Classrooms should be left tidily with chairs in/lifted off floor, whiteboards clean and rubbish placed in bin.

4. Expectation – Learning environment:

Every student has the right to learn in an appropriate learning environment

- Every teacher has the right to teach in an appropriate learning environment
- Student behaviour that has a negative influence on the learning environment is to be regarded as serious.
- Examples of student behaviour that have a negative influence are uninvited comments, harassment, bullying, unacceptable language, disrespect, belligerence to staff.

5 Expectation – respect when talking with/to students:

When students talk to any member of the College staff our expectation is that they:

- Address staff by Sir, Mr, Mrs, Ms.
- Listen
- Do not raise their voice and do not refer to another staff member by their Christian/nickname.

NCEA

Students are promoted from Year 9-13 based on age. However, there are prerequisites for studying individual subjects at each level. Students at Year 11-13 level may take subjects at any of the following levels, subject to meeting appropriate standards and prerequisites. All students at Year 11 & 12 levels will study six subjects. In some cases, a special course will be designed for students with special needs and this will replace one subject. Students at Year 13 level will normally study five subjects but occasionally may request to study a sixth subject.

NCEA (LEVEL 1, 2, 3) & SCHOLARSHIP

A separate handbook concerning NZQA internal assessment has been issued to all students taking Year 11/12/13 courses. Students usually study for NCEA Level 1 in Year 11, Level 2 in Year 12, and Level 3 in Year 13.

Each subject at each level is assessed through a number of standards. These may be Unit Standards or Achievement Standards, or a mixture of both. Each standard is worth a number of credits on the NZQA framework. Achievement Standards and some Unit Standards can be awarded at Merit or Excellence Level as well as Achieved Level.

There are specific requirements to gain a National Certificate at each level. These are listed below. All NCEA Certificates can be endorsed with Merit or Excellence. For Excellence the student must have gained 50 or more credits with Excellence at the level of the certificate or at a higher level. For Merit the student must have gained 50 or more credits with Merit or Excellence at the level of the certificate or at a higher level.

Students can also earn Course Endorsements in each subject they study if they gain 14 or more credits at Merit (merit or excellence course endorsement) or 14 or more credits at Excellence (excellence endorsement) including at least 3 credits from the external examinations.

NCEA LEVEL 1
Minimum of 60 credits at Level 1 or above including a minimum of 10 credits in literacy and 10 credits in numeracy.

NCEA LEVEL 2
A minimum of 60 credits, plus the literacy and numeracy requirement.

NCEA LEVEL 3
A minimum of 60 credits, plus the literacy and numeracy requirement.

UNIVERSITY ENTRANCE
The University Entrance requirements are:

- NCEA Level 3 (see above)
- need14 credits in each of their three approved subjects
- 10 credits, in Literacy; 5 in reading, 5 in writing at Level 2 or above
- 10 credits in Numeracy at Level 1 or above

Note that these are minimum requirements and will not guarantee entry to all University courses. Universities are introducing a grading system for entry. Details will be given to students as they become available.

SCHOLARSHIP
Monetary awards will be given to the student who is the top scholar in any subject nationwide. Students must specifically enter for Scholarship and sit an extra exam. Individual students will be counselled by staff concerning entry to Scholarship level. If you have any questions about academic qualifications, please do not hesitate to telephone Mrs Norris, or email michelle.norris@trinityschools.nz

REPORTING

Senior College seeks to keep students, parents and caregivers well informed about student performance, progress and attainment.

To that end, the following strategies are in place:-

- Parent/Teacher interviews. These are calendared and take place for all students twice during the year. Additional meetings with staff may be requested.

- All results gained in class are published in real time on the portal, along with a short comment from the teacher.
- Effort Grades are produced regularly during the year
- Derived Grade Examination results are published on the portal following exams.
- Special Daily Reports are completed as needs arise.
- A full Record of Achievement is produced at the end of Year 13.

ACADEMIC MENTORING AND MONITORING

Deans, Heads of Faculty and subject teachers maintain systems designed to track and illustrate students work, attainment and progress.

Regular reporting, Effort Grades and Parent/Teacher interviews are designed to keep parents/caregivers informed of an individual's progress.

Parents/caregivers are welcome to discuss academic progress with individual teachers, Deans or Senior Management at any time.

HOMEWORK

Homework is a requirement of all academic programmes and some options. It is a student's responsibility to see that all course requirements are met. As a guideline, it is expected that Year 12 students will complete a minimum of 10 hours of independent study over a seven-day week and Year 13 students 12 hours over a seven-day week.

Parents have a responsibility to ensure that homework is done, and students are free from distractions. Parents should communicate with the Dean if the amount of homework appears excessive or inadequate.

During the College week (Monday to Friday) students' evening study is their first responsibility and only under exceptional circumstances should they consider neglecting it for another engagement. If no homework is set for a subject, time should be spent on revision or recommended reading to widen the student's background knowledge.

LEARNING ATTITUDE

- Students should view learning as an opportunity rather than a chore.
- Do not give in to peer pressure against being conscientious.
- If you are unsure about a section of your class work, or whether you are doing something correctly, ask for help.

APPROACH

- Have long-term goals (e.g. career), intermediate goals (e.g. get in the top six for Maths) and short-term goals (e.g. get better than Achieved equivalent for this section or piece of work).
- Be clear about the purpose of a task. Check that what you are doing is the best way to complete it successfully. If not, do something about it.
- Be active rather than passive. Do not expect merely to "soak it up".
- Read thoughtfully. Effective reading is more than merely word recognition. The mind follows the development of what is written, checks statements against one another and thinks of other examples.
- Adapt your strategies. Do not have one basic, inflexible way of learning such as reading over and over material for all tests. Different sorts of tests – essays, projects, reading, listening – need different plans of attack.
- Know your strengths and weaknesses as a learner. Are you better at visual representations (graphs, diagrams, charts) than verbal ones?
- Follow good models. What do good learners you know seem to do? Will it work for you?

ACTION

- Transfer your skills and knowledge. Do not keep what is learned in Maths to Maths, or Art to Art only, but use what you know wherever you can.
- Put together whole strategies to do the job. For example, when learning a new skill,
- carefully observe the fine details of how it is done, break it into stages to make it
-

manageable and practise each stage carefully. Put them all together, and have your work checked by somebody familiar with the skill.

- Translate difficult ideas into your own terms so that you get your own grasp of them and "own" that knowledge.
- Practise what you have just learned. Do it again and get it right the second time. Get it right often enough to "fix" it in your mind so that it will not be lost.
- Check yourself frequently. Find out whether or not you understand, whether or not you have got it right, whether the tactics you are using are going to do the job required or whether you need to change your strategy.
- Change ineffective methods for ones that have a better chance of working and be open to new insights and possibilities for doing it better as you work. Always look for a better way- never be satisfied.

INTERNATIONAL STUDENTS

A number of international students attend the Senior College. Their presence contributes significantly to all aspects of College culture. Mr McIntosh has overall responsibility for International Students whilst Ms Moore is also closely involved through her role as ESOL teacher. Activities for International Students are organised throughout the year.

CAREERS COUNSELLING

Mr Gaffney, the Careers Advisor, provides up-to- date resources and information about a wide range of tertiary education and employment opportunities. Representatives from a range of institutions visit the College during the year and these visits are advertised in the Term Calendar, Bulletins and for year group assemblies.
Any student requiring specific information, advice or assistance should contact Mr Gaffney personally.

LEARNING SUPPORT

Mrs Jonas co-ordinates the Learning Support and Development programme which works with individuals and small groups who need learning support. Teacher aides assist as required.

VOCATIONAL PATHWAYS

Mr Clausen is responsible for Vocational Pathways and for programmes which help students develop the skills necessary for transition to the workplace.

SENIOR COLLEGE – AN HOLISTIC EDUCATION

The Senior College seeks to further the holistic education fostered at Rathkeale and St Matthew's. It is our belief that the greater the involvement in school life the greater the students gain.

Performance opportunities are a strength in the College. Many students pursue music tuition on a range of instruments and drama in various forms has drawn acclaim.

Major Production: Mamma Mia - 2024

LEADERSHIP

With adulthood comes a raft of responsibilities. There is an increasing expectation that students in The Senior College will manage their own affairs develop skills of leadership, citizenship, service, organisation and management.

Opportunities which enhance these skills include: Prefectship, Forum, Peer Support, House Leaders/Captains and Sports Captains, amongst others.

PREFECTS

To become a prefect, a student will need to be seen as a positive role model and as a supporter of the College's special character. Regular meetings enable events to be planned, concerns to be shared and ideas to be discussed.

Prefects have a significant role to play in the success of the Senior College.

Senior College Prefects organise the annual Dessert Dance in Term 1

HEALTH AND LIFE SKILLS

The College acknowledges the importance of parents and guardians as the primary and most influential teachers of health and life skills.

At the Senior College, we provide support by teaching and fostering mature and responsible attitudes towards drugs and alcohol, sexual behaviour and relationships.

HOUSES

All students belong to competition houses either at St Matthew's or Rathkeale and all students are a member of one of the four Senior College Houses. Within these exist a range of opportunities for leadership in both Cultural and Sporting activities

As boarding schools, both St Matthew's and Rathkeale operate structures which call for leadership from within the ranks of boarding students.

PEER SUPPORT

Many students from the Senior College train as Peer Support Leaders. These skills are utilised during the first term of a new year with new students.

CHAPEL

The cornerstone of the special character of Senior College is the religious dimension. Once again, this offers diverse opportunities for leadership and service both in our community and beyond.

SERVICE

Reaching out and assisting those in need is an important aspect of the special character of our schools.
Chapel, Own Clothes days, World Vision collection and a variety of service tasks are all ways in which service is made possible and where leadership opportunities exist.

SENIOR COLLEGE FACILITIES

STUDENT FACILITIES

We are very proud of the campus at Rathkeale /Senior College and pleased with the steady improvement of the facilities we all enjoy.

Senior College students, as young adults, are expected to respect and take care of all school property. This includes locker rooms and the Senior College Centre, a facility intended for the use of all students in the Senior College. It must be maintained in a tidy state at all times and should be seen as a privilege.

Students utilise the Senior College Centre for private study.

COMMUNICATION

In a community such as ours, effective communication is essential. To achieve this the College publishes the following: -

PUBLICATIONS

- Parents' Handbooks – designated for new families and contains essential information for the start of a new year.
- Term Calendars – published by St Matthew's and Rathkeale prior to each new term with key events and routines listed.
- Weekly Bulletin – displayed on boards at Rathkeale, listing all events for the upcoming week.
- Weekly newsletter – published each week by both schools.
- Daily Bulletin – contains an outline of the day ahead and with important messages, music lessons etc.
- Website – for Senior College go to the Rathkeale College website and click Senior College.
- Senior College Curriculum Handbook contains comprehensive subject information for Levels 1, 2 and 3 courses.
- Trinity Review – Full coverage of the year for all in the Trinity System.

STUDENT COMMUNICATION

- Student notices should be read every day on the Rathkeale College App. Please download this if you do not already have it.
- A hard copy of the daily notices (pink sheet) is put up daily in the Senior College Centre and in the girls' Lecture Theatre Locker Room.
- A hard copy of the Weekly Bulletin (Green) is posted in the Senior College Centre and in the Lecture Theatre Locker room. This outlines events for the week ahead.

PARENT TEACHER EVENINGS

These are calendared during the year and are of significant importance. Teachers appreciate the chance to meet with parents and encourage students to attend (in school uniform).

Bookings for interviews are made online and details about the interviews are notified in advance.

Interviews are usually held in the Dining Hall. Senior College is proud of the dedication and commitment shown by the staff. Many go far beyond what is reasonably expected to support the College and its students.

Parents and students are encouraged to communicate freely with teachers who will be happy to meet with parents/students.

Heads of Faculty and Senior College Deans are also available to discuss matters of concern.

Effort Grades, subject reports and daily reports should provide an indication of progress, attitude and performance in a teacher's class.

DEANS

The Senior College Deans are important in the lives of Senior College students. They will closely monitor a student's progress and well-being and can be expected to have a reasonable knowledge of each student in the College.

ASSEMBLIES

Meetings/Assemblies are an important form of Senior College communication. The following are regularly held:

- Senior College Assembly - presided over by the Head of Senior College.
- Deans Assemblies – presided over by the Deans with a focus on administrative matters.
- Registration

PRIZEGIVING

Students in the Senior College are expected to attend two Prizegivings a year.
The Senior College Prizegiving is held prior to commencement of NCEA external examinations and focuses on Senior College achievement. It is COMPULSORY for all students and signals the completion of the Academic year.
Parents/caregivers and family are encouraged to attend.

Charles Lynn, Dux and Francesca Wells, Proxime Accessit of Senior College 2025

DEPARTURE

TESTIMONIALS

Testimonials are not automatically produced by the College. Upon request and when required, staff may write one. A student may approach a relevant and informed staff member and request a testimonial. Once again, these are not obligatory, and a student should be appreciative of the time and thought the testimonials represent.