

# DI



**2024** JUNIOR HIGH SCHOOL  
& SENIOR SCHOOL  
HANDBOOK

Be more than you ever imagined

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## Principal's Welcome

Dear students and parents

Ngā mihi nui ki a koutou katoa - greetings to you all and a very warm welcome to the 2024 school year as you embark on a challenging and

rewarding exploration of learning. This handbook will help you understand how our school activities and events operate and who is involved in making them happen.

Effective relationships between the community, students, parents, and staff are very important to us and we hope that this information will support your regular contact with the school and awareness of what is happening during your time at Diocesan.

For information about current and future events, please take time to check DioConnect via our website. This provides you with very useful tiles to select information about your daughter's progress, achievement, attendance, timetable, and teacher contacts.

Once the school year begins, we also email parents the fortnightly newsletter - Dio Beat. It contains information including academic, arts, sporting, and cultural events. It is very important to browse through it as most announcements and information for parents is there to help everyone stay in contact.

One of the most important aspects of effective relationships for teaching and learning involves the provision of high-quality feedback to students in a supportive home and school partnership. We will always welcome your feedback and communication so that we can continue to provide the very best education for our girls. We want to use your feedback to keep improving.

If you have a problem or query that needs to be resolved your first point of contact is your daughter's teacher or Dean. Your daughter will receive feedback and feed forward throughout the year from teachers about her learning and you can track her progress and achievements as the year unfolds.

We hope you have a great year and take time to enjoy the many Diocesan events and the family atmosphere of our school.

Ngā manaakitanga - with very best wishes



Heather McRae  
Principal





## Welcome

A very warm welcome to the 2024 Academic year, and whether you are joining Diocesan or returning to school, I hope you get more than you ever imagined out of this year. In the pages of this handbook you will find a lot of detail about the school year that I hope will be of use to you. Please remember, however, that we are always here at the end of the phone or on email if you have a query to which you are unable to find the answer.

No matter what year your daughter is entered for in 2024, each new year brings the promise of a new beginning – fresh challenges, new subjects, new teachers, new opportunities to explore. Diocesan offers a myriad of activities across sports, arts, service and clubs that link to academic classes. It always feels like a wasted opportunity if girls do not make the most of them, and so I encourage your daughter to subscribe to at least a couple of them. The friendships forged in these co-curricular events are the ones that create the best memories that last long after she has left Diocesan.

In the Senior School we do expect girls to step up and take responsibility for their own learning – getting to class on time with the right resources, managing their own home learning and seeking support when they need it. Most of all we will be asking girls to be authentic – to know who they are and believe in themselves. And most importantly to ensure that the best version of themselves is posted online as well as in person. Please support us by not rescuing your daughter if she makes mistakes. We can work together to help her grow. Throughout the year we will explore the concept of Ko Tātou – the proactive way of being which enables our School to be a safe and welcoming place where everyone can be authentic, and feel they are valued and belong in our community – and to have the courage to challenge behaviours that do not fit with this expectation.

With warm wishes for a happy and successful year

Ngā mihi nui

Margaret van Meeuwen  
Head of Senior School

## **Important Dates for 2024**

### **First Week of School**

Wednesday 24 January

Thursday 25 January

Friday 26 January

Monday 29 January

Course Confirmation Yr 12 & 13

Teacher Only Day

Welcome Morning Tea for  
new Yr8-13 students and parents

Welcome BBQ for all Year 7  
students and parents

Auckland Anniversary Day - School Closed

### **Term Dates**

Tuesday 30 January

Tuesday 6 February

Friday 29th March

Monday 1 April

Tuesday 2 April

Friday 12 April

Monday 29 April

Friday 10 May

Monday 3 June

Friday 28 June

Friday 5 July

Monday 29 July

Monday 2 September

Friday 27 September

Monday 14 October

Monday 28 October

Monday 18 November

Tuesday 3 December Years 7 -10

Term 1 Begins

Waitangi Day Observed - School Closed

Good Friday

Easter Monday

Easter Holiday - School Closed

Term 1 Ends

Term 2 Begins

Teacher Only Day

King's Birthday - School Closed

Matariki Holiday - School Closed

Term 2 Ends

Term 3 Begins

Teacher Only Day

Term 3 Ends

Term 4 Begins

Labour Day - School Closed

Teacher Only Day

Term 4 Ends

Full details of term dates and events can be found on DioConnect under 'School Calendar'.

## Parent Evenings Years 7-13

Wednesday 31 January

Thursday 8 February

Thursday 15 February

Wednesday 21 February

Tuesday 5th March

Wednesday 20 March

Tuesday 9 April

Tuesday 30 July

Thursday 1 August

Sports Information Evening 5.00pm

Information evening for all Yr7 parents and tutors 6.00pm

Year 9 Parent Meet the Tutor evening 6.00pm

MYP Parents' Coffee Morning -  
"What is the MYP?" 8.30am

Yr13 Parents Careers Evening 6.00pm

MYP Year 10 Parent Meeting  
"What is the Community Project?" 6.00pm

Initial Progress Report Interviews as required 3-6.00pm

Parent Interviews A to K 1.45-6.00pm

Parent Interviews L to Z 1.45-6.00pm

## Reports Issued

Thursday 28 March

Friday 5 July

Friday 27th September

Friday 25th October

Friday 22 November

Friday 29 November

Friday 6 December

Initial Progress Reports Years 7-13

Full Reports Years 7 -13

Yr 13 IP Diploma Reports Issued

Yr 12 and 13 NCEA Reports Issued

Yr 11 Reports Issued

Yr 12 IB Diploma Reports Issued

Yr 7-10 Reports Issued

## School Examinations (Internal)

Monday 16 - Tuesday 24 September

Monday 16 - Tuesday 24 September

Tuesday 17 - Thursday 19 September

Tuesday 29 October - Tuesday 5 November

Year 13 Diploma Examinations

Year 12 & 13 NCEA Examinations

Year 11 Literacy and Numeracy Assessments

Year 10 & 11 & Yr 12 Diploma Examinations

## National Examinations (External)/Study Leave Dates & Year Ends

Tuesday 15th October	Study Leave begins for Year 13 Diploma students. (Students to attend on Monday & Tuesday)
Friday 18 October	IB Diploma External Examinations (Year 13) Begin
Friday 25 October	Study leave for Years 12 & 13 NCEA students
Monday 11 November	IB Diploma External Examinations End
Monday 5 November	NCEA and Scholarship External Examinations Begin
Friday 22 November	Year 11 Finish at School
Friday 29 November	NCEA and Scholarship Examinations End Final Full School Assembly for All Students Yr11-13 Final Day

## House Events

Friday 9 February	Swimming Finals for Years 7-13
Tuesday 20 February	Athletic Sports for Years 7-13
Friday 3 May	Cross Country Years 7-13
Thursday 4 July	All day - House Music

## House Chapel Services

In 2024 these Chapels will be held during the School Day in Term 3

## Year Level Chapel Services

Sunday 11 February	5.00pm - Year 7 Chapel Service
Tuesday 13 February	6.00pm - Year 13 Commissioning Service
Sunday 18 February	5.00pm - Year 9 Chapel Service
Sunday 24 November	5.00pm - Year 13 Leavers' Chapel Service



# Special Events

Friday 10 May	7.30pm - School Ball (Years 12 and 13)
Monday 27 May	Birthday Concert
Thursday 26 September	6.30pm - Arts Showcase and Senior Awards
Thursday 24 October	6.30pm - Sports Awards
Thursday 14 November	6.30 pm - Senior Prize Giving
Sunday 24 November	5.00pm Leavers Chapel 6.30pm - Year 13 Leavers' Dinner
Thursday 28 November	7.30pm - Carol Service (Years 7-13) Holy Trinity Cathedral
Friday 29 December	Final School Assembly (Years 7-13) Final Sign Out Day Years 11-13
Saturday 30 November	Graduation Ball (Year 13)
Tuesday 3 December	9.00am - Yr7 & 8 Prize Giving 12.00pm - Yr 9 & 10 Prize Giving Final Day Years 7 -10

# Diocesan Community Events

Monday 20th May (TBC)	7.00am - Father & Daughter Breakfast
A morning for fathers to spend with their daughters. Hosted by the Parents & Friends' Association, this event includes a breakfast and guest speaker.	
Saturday 2 November	Founders' Day Events Parents & Friends AGM
Tuesday 19 November	6.30pm - Parents & Friends' Cocktail Evening
All parents are invited to come and celebrate another wonderful year, hosted by Parents & Friends' Association.	

Please note occasionally dates and times may change. Please refer to DioConnect and *Dio Beat* for the latest information and full details of events

## Meet The Team

Principal	Ms Heather McRae	Level 1 School House
Head of Senior School	Mrs Margaret van Meeuwen	Level 1 Centennial Building
Deputy Principal	Mrs Dian Fisher	Level 1 Centennial Building
Deputy Principal	Mr Simon Walker	Level 1 Centennial Building
Assistant Principal	Mrs Kate Burkin	Level 1 Centennial Building
Director of Development	Mrs Angela Coe	Level 2 School House
Chaplain	Reverend Sandy Robertson	Office off Chapel Courtyard
Associate Chaplain	Reverend Bryan Haggitt	Office off Chapel Courtyard
Director of International Students	Mrs Simone Clark	Level 2 School House
Admissions Director	Mrs Kate Jones	Level 2 School House
Career Development Services Director	Ms Grace Birdsall	Level 2 Centennial Building
Director of Boarding	Mrs Caroline Agavale Isaia	Innes House
Guidance Counsellors	Ms Clare Norton	Level 2 Centennial Building
	Mrs Fiona Pritchard	Level 2 Centennial Building
	Ms Alison Chuang	Level 2 Centennial Building
School Nurse	Mrs Jessica Wight	Health Centre
	Mrs Rebecca Flanagan	Health Centre
Chief Financial Officer	Mr Scott Christie	Level 1 School House
Director of Sport	Ms Angie Winstanley-Smith	Level 1 Aquatic Centre
Performing Arts Director	Ms Shelagh Thomson	Arts Centre
ICT Director	Mr Rob McCrae	Level 2 Centennial Building
Wairoa Director	Mrs Jackie Taylor	Level 2 Centennial Building
Director of Leadership and Futures Thinking	Mr Chris Clay	
Ethics Centre Director	Mrs Rebecca Berry Eden	Level 4 Centennial Building
MYP Coordinator	Ms Helen Hopping	Level 2 Centennial Building
Diploma Coordinator	Mrs Susan Marriott	Level 1 Centennial Building

## Deans

Year 13	Mr Kit Bushell	Level 2 Senior Comm Building
Year 12	Mr Neil Cheetham	Level 2 Senior Comm Building
Year 11	Ms Jessica Thompson	Level 2 Senior Comm Building
Year 10	Ms Tracey Cusdin	Level 4 Centennial Building
Year 9	Ms Jordyn Hughes	Level 3 Centennial Building
Year 8	Ms Georgie Trivett	Level 2 Centennial Building
Year 7	Mr Josh Farrell	Level 1 Centennial Building

## Heads of Faculty

Arts	Mrs Zoe Visvanathan	Arts Centre
Creative Industries	Mr Matt Bennett	Level 2 Centennial Building
English	Ms Susy Carryer	Level 4 Patteson Building
Health and Physical Education	Mrs Jo Spencer	Dawn Jones Sports Centre
Languages	Mrs Susan Marriott	Level 1 Centennial Building
Mathematics	Mrs Susan Jackson	Level 3 Centennial Building
Science	Mr Bernard Potter	Level 1 Science Building
Social Sciences	Mrs Lisa Mavé	Level 4 Centennial Building
Religious Studies	Mr Dennis McLay	Level 4 Centennial Building

## Ko Tātou

Ko Tātou is a proactive way of being which enables our School to be a safe and welcoming place where everyone can be authentic, and feel they are valued and belong in our community. The culture, which enables Ko Tātou, fosters courage and confidence in being the best that we can be. This is underpinned by our Anglican identity and our responsibility to Te Tiriti o Waitangi. The values of honesty, integrity, respectfulness and empathy are central to our community's experience, growth and relationships.

The details of Ko Tātou will be shared in the form of an annual agreement with all students. (Please click [here](#) for a link to this document) Ko Tātou outlines the expectations and responsibilities of students as members of our Diocesan community for being socially and digitally responsible, and will be used to support further actions when necessary.

In 2024 we will be focusing on the key parts of Ko Tātou relating to being self compassionate and being an upstander, whilst revisiting being genuine. We will be sharing understanding of Ko Tātou throughout the school year both through our Year 13 Student leaders and through our learning and pastoral care network. Our goal is for this thinking to underpin the behaviours and actions of all in our community.



## Digital Responsibilities

All students from the start of the year will have full access to the internet.

Specific advice for parents on use of digital equipment is shared on DioConnect under the Online Safety tile:

<https://dioconnect.diocesan.school.nz/homepage/12771?readonly=1>

- Inappropriate use of digital equipment may result in confiscation. This could include acts of malice, invasion of privacy; harassment, hacking; altering the settings of any Digital device or equipment without authorisation; gaming; identity theft; spoofing; gambling and fraud and also attempted access to blocked sites or applications.
- Staff must report alleged misuse of Digital equipment to the Dean who will investigate and initiate disciplinary action as required.
- Students will use digital equipment during class time when permitted to do so by the class teacher. Use will be based on 'the right tool for the right task at the right time.'
- Students will not bring any Digital equipment to EOTC unless special permission has been granted. (See Teaching and Learning policies – EOTC.)
- For Years 0-10 cell phones and other personal electronic devices must be switched off and kept securely from 8.30 – 3.30 pm.
- For Years 11-13 cell phones and other electronic devices must be switched off during class, assembly and chapel times unless authorised by a staff member. Any devices used in these times (without permission) will be confiscated by a teacher who will inform the Dean. The confiscated device should be taken to and held by the School Office until the end of the school day. The student's name will be recorded by The School Office administrator.
- The School Office administrator will inform the relevant Dean of multiple confiscations. The Dean will inform the parent of inappropriate use of the device on a second instance of confiscation within one year and the device will be kept for five school days. If this is a phone, this will require the confiscated item to be handed in to the School Office daily at 8.30am and will be available for collection at 3.30pm for the confiscation period. Students may be asked to leave other devices at home for this period of five days in consultation with parents.
- Subsequent confiscations will incur a longer confiscation period. A member of the Senior Leadership team will become involved and meet with the student and be in contact with parents/guardians to discuss the behaviour and appropriate consequences.

## Communication for Parents

We welcome and actively encourage communication with parents/guardians regarding their daughter's learning and wellbeing at Diocesan School for Girls.

### Communication

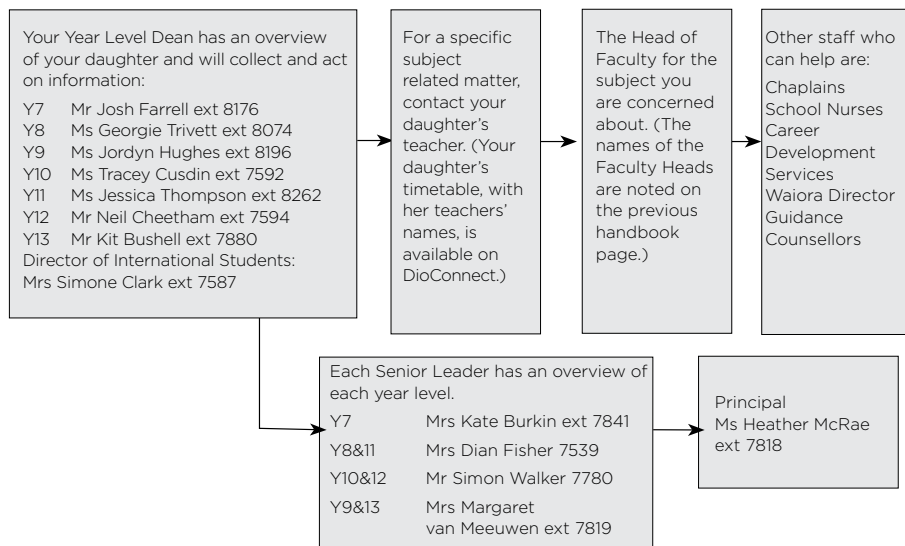
We welcome contact with parents at any time because we believe a school and family partnership enhances learning. We encourage parents to contact their daughter's Dean, Tutor or her teachers if they have any questions regarding their daughter's wellbeing and learning.

### Newsletters and How Parents are Informed

Our school newsletter, *Dio Beat*, is emailed to parents every fortnight during the school term and includes news and information relevant to all parents.

Most notices are communicated to our parents through Dio Beat and DioConnect but on occasion it is necessary for us to send special notices home with the students or email parents directly.

Parents are encouraged to contact the School at any time by email (first initial plus surname eg hmcrae@diocesan.school.nz), phoning (09) 520 0221, letter or personal appointment.



## Teaching and Learning

### Academic Qualifications

#### Junior High School (Years 7–10)

All students in Year 7-10 follow the International Baccalaureate (IB) Middle Years Programme (MYP). They take a number of core subjects and can choose from a range of options from the Arts, Language Acquisition and Creative Industries. In Year 10, some students may be placed in enrichment classes to meet their learning needs.

#### Senior School (Years 11–13)

After completing Year 11, we offer students the guided choice of studying either the NCEA or two-year IB Diploma so they can gain the most relevant qualifications to realise their future plans and ambitions.

(see Appendix 1).

The academic curriculum covers the core subjects of English, Mathematics and four other subjects in Years 11 and 12, and five in Year 13 for NCEA students (see Appendix 2). Diploma students take six subjects over their two year programme (see Appendix 3). Students can also enter NZQA Scholarship exams in Year 12 or 13. High achieving students have the opportunity to study University papers during Year 13.

### Senior Student Support for Junior High School Students

Years 7 and 9 are key transition years and we ensure that current students support new girls entering these year levels.

All Year 7 students are supported by Year 12 Circle Leaders. Circle Leaders convene and lead “Circles” with the junior girls in their House. The year 7 students have an opportunity to get to know one another better, to discuss themes around working together effectively, and discuss any general concerns. The Circles are convened in tutor time in the first term.

New students in Year 9 are supported by the Student Services Council with Orientation sessions in the first term. They meet with them in some tutor times and assist with their induction into the school. The new year 9 students are also assigned a Buddy from their Tutor Class.

New Students in 8-13 year groups, as well as students who join us throughout the year, are assigned a Buddy. The Buddy is another student from their Tutor Class and Academic Class who will support and guide the new student through the first few weeks in school while they settle in. The Year Level Deans and Tutor teachers oversee this transition.

## Career Development Centre

The Career Development Centre (CDC) provides guidance and career education to enable students to make informed decisions about their future pathways. Our aim is to ensure every girl makes an effective transition to the world of work and training.

The Career Development Centre provides students with a variety of resources, both online and print. The School also hosts guest speaker sessions with partners from industry, universities and past students.

Careers services include:

- Facilitating students' career decision-making through individual and group counselling.
- Providing career education programmes from yr7 -13 that give girls the knowledge and skills to self manage their careers throughout their lives.
- Supporting staff and curriculum areas by providing special opportunities and specialist speakers to provide links between academic courses and real life situations.
- Helping students with option choices as they progress through the schools.
- Co-ordinating trips and activities, such as visits to open days at tertiary institutions.
- Organising career opportunities for students, such as work experience and taster days
- Assisting students in making the transition from school to tertiary training, work or other options including CV and interview skills, university preparation and applications.
- Providing information about gap year experiences and exchanges.
- Assisting students applying for scholarships and overseas universities.
- Providing students and parents with timely information about upcoming events and deadlines through email, facebook, instagram and DioConnect.

People interested in supporting career development programmes by offering work experience opportunities or in providing other expertise are encouraged to contact the CDC.

Students and parents are welcome to contact the CDC at any time to discuss a student's future choices.



## **Centre for Ethics**

The Centre for Ethics aims to encourage careful reflection and debate about critical issues facing New Zealand and the world. By doing this, we seek to equip our students and the wider community with lifelong skills, knowledge and confidence to understand the theoretical and practical context of any ethical issue, to clarify their own and others' values and beliefs and provide opportunities for balanced review and consideration.

The Centre facilitates an annual programme of events focused on a range of ethical topics and situations, delivered by distinguished speakers. Speakers spend time in the classroom with students exploring ethical issues and practice in their areas of professional expertise, occasionally followed by an evening lecture delivered to the wider Diocesan community.

## **Chaplaincy**

As an Anglican school, we value having ordained priests as an everyday part of our school community. Our Chaplains seek to nurture faith and personal identity and encourage girls to engage in intellectual, moral, ethical and social issues, as they relate to their own lives.

The Chaplains provide a safe, confidential and professional Christian presence in the school where students, staff and members of the wider school community can find support. They work across the whole school community to ensure that we are living up to the Gospel principles of love, generosity, justice, peace, hope and service.

Our chapel services are Christian, in the Anglican tradition, but everyone can find the Chapel to be a place where they can find spiritual nourishment and refreshment regardless of personal faith and belief.

We worship in a variety of settings and styles: as year levels, Houses, whole School and staff during the School year. The strong network of Old Girls has a continuing association with the School through special services and community gatherings.

## **Counsellors**

We recognise that student wellbeing impacts on academic learning and offer confidential support. The School has a counselling team available for students and their families. Students may also be referred to outside agencies for more specific support.

## Education Outside the Classroom

As defined in the New Zealand Curriculum, Education Outside the Classroom (EOTC) is a generic term that is used extensively by schools in New Zealand to describe curriculum based learning that extends beyond the four walls of the classroom.

Out of the classroom learning experiences provide students with a range of contexts to develop the key competencies, explore their values and the values of others, and apply learning across the curriculum. (Abbott, 1990; Ministry of Education, 2002).

With this definition in mind, the EOTC programme at Diocesan aims to provide all our students with experiences that challenge them physically, mentally and spiritually. It also considers the school's heritage and school motto 'Ut Serviamus'. It provides opportunities for our students to explore new skills and activities as well as enhancing previously learned knowledge in real life situations.

Each year level programme, during EOTC week (camp week), has specific key competencies, values, aims and learning objectives that relate to the girls learning in school and reflects their current abilities and understandings about the world around them. EOTC curriculum trips held throughout the year enhance and support learning that is going on in the classroom with real life, relevant learning experiences.

EOTC is:

- Curriculum based teaching and learning that extends the four walls of the classroom
- Learning beyond the classroom and accessible to all students
- Learning which is consistent with the vision; principles; values; attitudes; key competencies and effective pedagogy statements in the National Curriculum.

## High Expectations of Student Behaviour

An important aspect of creating great schools is the need for consistently applied and clearly articulated expectations for student learning and behaviour. All teachers at Diocesan share responsibility for maintaining these standards and regularly clarify practices and consequences for inappropriate behaviour.

Students will be shown this format through school assemblies and in discussion with their teachers, and we would like parents to understand the expectations and support the School's efforts to optimise our high quality learning environment.

The philosophy behind our expectations is based on rights and responsibilities. Every student has the right to learn and every teacher has the right to teach. We all have responsibilities in our Diocesan learning community to be respectful:

- Respect learning
- Respect the School environment
- Respect others

Common issues have been categorised into ten key headings:

1. Lateness - lessons start on time and time lost must be made up.
2. Lack of equipment - teachers articulate requirements in advance and have routines. Students must take personal responsibility to come to class well prepared.
3. Work completed - students must complete work and detentions will be issued if this is not done.
4. Eating in class - only at the teacher's discretion.
5. Uniform issues - maintain high standards, confiscate non-regulation items and follow up to ensure improvement.
6. Leaving class - permission must be obtained in advance if a student wishes to leave class unless they are distressed in which instance a counsellor must be notified.
7. Electronic devices - used only with permission from the teacher or items will be confiscated. (Right Tool, right task, right time).
8. Harassment - this is not acceptable and the issue will be addressed immediately.
9. Defiance or distracting others - this is not acceptable.
10. Truancy - Students must be in class and unjustified absence will result in detentions.

We want all students to achieve their personal best and believe the quality of the learning environment is a significant factor for this. We expect students to take personal responsibility for their behaviour and to be prepared to learn. If students transgress they will be challenged respectfully, expectations will be consistent and consequences will be firm and fair. We use the Restorative Practices model to support our students' learning.

## **Information Technology**

Our curriculum is constantly evolving to ensure girls have the skills and experience to succeed in our fast-changing world. We strive to provide opportunities for students to explore the online world and develop their digital literacy.

Diocesan students use a range of information technologies to help them contemplate, collaborate, create and communicate - the 'Four C's' of 21st century learning. Students use iPads in the Junior School through to Year 8. Students from Year 9 to Year 13 work on their own laptops.

Students have high speed wireless access to school resources, especially our learning management system. In addition, direct connection to the Kiwi Advanced Research and Education Network (KAREN) provides high speed internet connectivity for all students and staff.

Parents can check their daughter's grades and learning resources and access a range of related information via DioConnect.

## Infinite - A futures thinking programme

The Infinite programme is a futures thinking initiative that provides you with the opportunity to learn how the future is shaped and how you can become more actively involved in its creation.

Whilst you'll explore the trends that have shaped today's world, you'll also get the opportunity to dream big and imagine a wide range of possibilities before stopping to think deeply about the future you want and how you can work with others to make this a reality.

### ***"The best way to predict the future is to create it"***

Dennis Gabor (winner of the Nobel Prize in Physics)

Education is a future-oriented endeavour where our actions in the present influence who we are and what we know in the future. However, as we work through our busy and full lives we often don't take the time to consider the vast range of possible futures we might experience.

Only when we engage in this kind of futures thinking can we begin to develop a more comprehensive awareness of the ways we can create the future. By thinking more carefully about the consequences of what we do today, we are able to make decisions that will lead change in ways that will serve both our own needs and those of our community.

The infinite programme will support your development in the following three interrelated areas:

#### Knowing myself and others

You will increasingly become more aware of yourself and how you perceive the world. By understanding ourselves we will also be able to contrast ourselves with others and increasingly be able to explore multiple perspectives on many local and global issues.

#### Systems thinking

You will increasingly become aware of the interdependence between the elements and agents in our universe and how they shape our experience. You will become more aware of the way's small changes in one area can lead to vast changes elsewhere. This will allow you to consider actions more wisely and with a greater awareness of the potential for unintended consequences.

#### Anticipatory awareness and leadership

Our students and our staff will increasingly become aware of how they might think about the future in different ways. This will involve learning how we can cope and thrive within increasingly unpredictable environments and become more resilient to constant change.

## Learning at Home

Parents and guardians actively supporting home learning forms an important part of our school/home partnership. Teachers may set activities that are to be undertaken at home. When home based activities are not set by teachers, girls are expected to be revisiting concepts, testing their own understanding and perhaps even explaining their understanding of ideas and concepts to others.

Families engaging in conversations about learning have a significant effect on student achievement. Asking 'how' and 'what' questions that are open-ended will more likely result in a conversation, as opposed to a 'yes' or 'no'. Having adults role modeling learning helps our students gain confidence and shows learning to be a lifelong process.

## Mātauranga Māori

Mātauranga Māori can be defined as 'the knowledge, comprehension, or understanding of everything visible and invisible existing in the universe' and is often used synonymously with wisdom. In the contemporary world, the definition is usually extended to include present-day,

historic, local, and traditional knowledge; systems of knowledge transfer and storage; and the goals, aspirations and issues from an indigenous perspective.

Mātauranga Māori is something that helps explain and enlighten us about different aspects of the world around us from a Māori perspective. This is a point of difference for all of our young people in New Zealand and one that will help them compare, contrast and be informed about how knowledge is constructed across cultures globally, and especially within their own country.

Mātauranga Māori begins in the Junior School and the core values are mapped and are evidenced in each inquiry planner. Learning experiences are thoughtfully planned to explore these perspectives. Mātauranga Māori will be a core subject in Year 7 to Year 10, with a focus on teaching an indigenous worldview and its underlying values (whanaungatanga, manaakitanga, kaitiakitanga). Mātauranga Māori is also incorporated into our curriculum design at all year levels from Foundation to Year 13.

## Reports

We regularly share information regarding our students' progress and achievement. Parents receive written reports, have parent interview opportunities and can check on their daughter's progress through DioConnect

## **Parent Teacher Interviews**

Parent interviews provide parents with the opportunity to discuss their daughter's progress with her subject teachers. Appointments are made via the online bookings system on DioConnect.

To book an appointment Log into DioConnect then select the "Parent Meetings" tile, from here you can book your appointments with the teacher/s you wish to see.

If you require assistance with your bookings please phone +64 9 550 2845 or email [bim@diocesan.school.nz](mailto:bim@diocesan.school.nz).

For any technical issues or problems associated with logging on to DioConnect please contact the School's ISS Helpdesk on +649 520 9230 or by emailing [helpdesk@diocesan.school.nz](mailto:helpdesk@diocesan.school.nz). The Helpdesk is open Monday to Friday between 7:30am and 4.30pm, except on public holidays.

## **Waiora- Student Enrichment**

Our learning area for all learners 'to gather strength.' This department supports all learners by offering a variety of pathways to support our neurodiverse students; students needing extra support for recovery; students wishing to extend their learning and for our gifted students. Students may self-refer, or be referred by parents or by teachers. It is a place to find the best strategies; bolster confidence and develop the skills for lifelong learning.

Support is offered in a number of ways. Firstly in a timetabled Learning Support Class. Students drop a subject and attend our small classes of less than ten students. They learn study techniques, time management and organisation, as well as having time to revise, work on their homework or have class lessons reviewed. Students may also choose to book in see a Waiora teacher once a cycle for any of the above reasons.

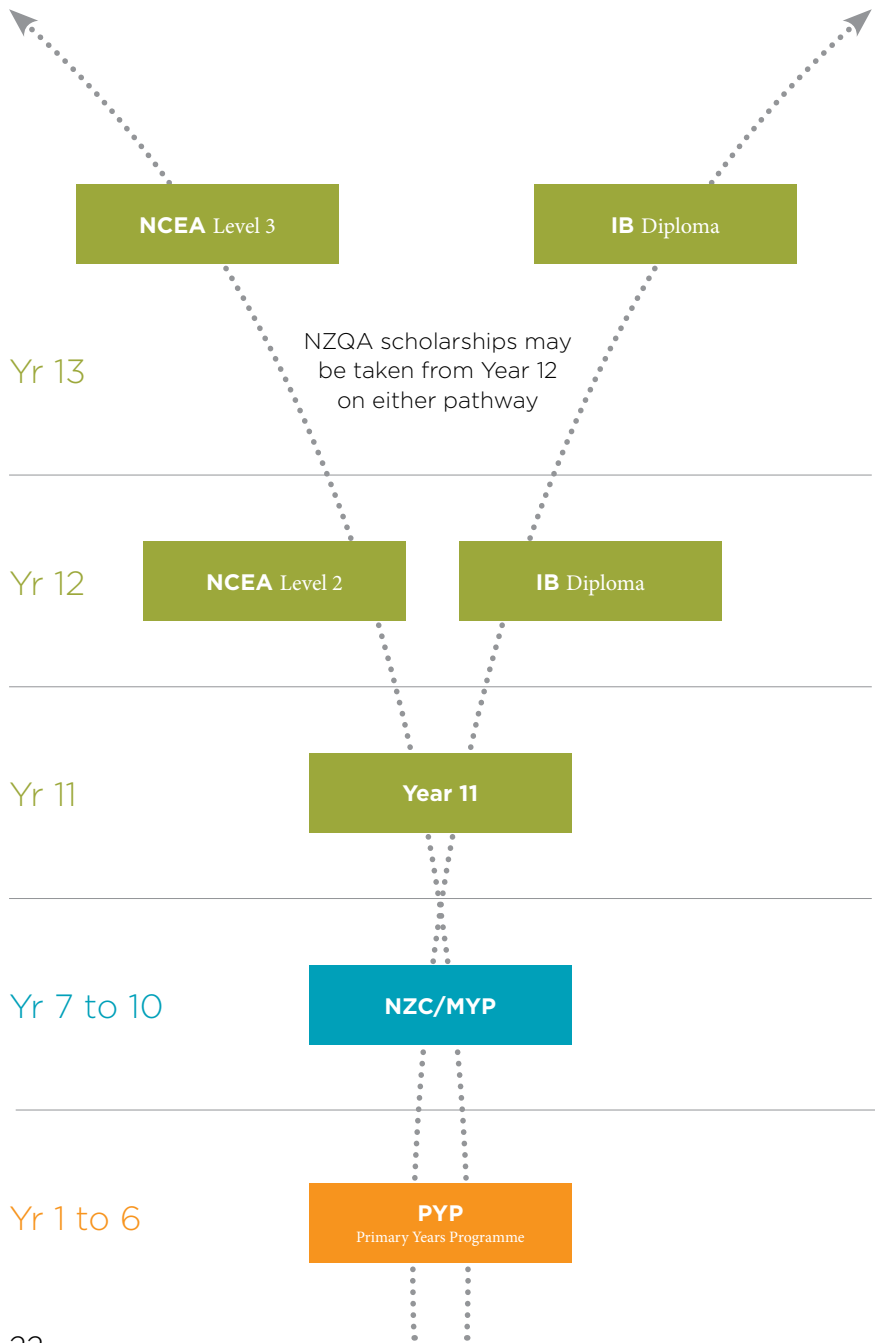
## **Gifted and Talented Education (GaTE)**

The Waiora department offers several opportunities to further extend gifted learners through the Huarahi Programme in the Senior School and the Copernicus programme in the Junior School. These programmes include withdrawal enrichment modules in Philosophy for Junior High School students and mentoring for Senior students. We also offer acceleration opportunities for selected students to work at higher levels in subjects in which they excel.

Future Problem Solving is an extra-curricular extension opportunity run by the Waiora Department. It is available to all students interested in applying creative and critical thinking, communication and collaborative skills to future scenarios. This programme is run in the Junior School as part of the Copernicus programme and also is available to students from years 7-13. For more general information about Future Problem Solving, see [www.fpsnz.co.nz](http://www.fpsnz.co.nz).

There is a wide range of co-curricular and extra-curricular extension opportunities throughout the school. Students can contact the Waiora department for help with identifying and accessing these opportunities.

Appendix 1: Educational Structure Dual Pathway



# International Baccalaureate Pathway

Years 9-11	Year 12 & 13
English Literature (Group 1)	English Literature Chinese Literature
Languages Language B (Group 2)	Chinese
	English
	French
	German
	Japanese
	Spanish
	French Ab Initio
	Classical Language: Latin
Social Sciences (Group 3)	Economics
	Geography
	History
	Psychology
Creative Industries (Group 3)	Information Technology in a Global Society
Science (Group 4)	Biology
	Chemistry
	Physics
Mathematics (Group 5)	Mathematics
Arts (Group 6)	Film
	Music
	Theatre Studies
	Visual Arts



## Appendix 2: Years 7–13 Curriculum

### NCEA Pathway

Year 9	Year 10	Year 11	Level 2	Level 3
<b>Arts</b>			Art History	Art History
Dance	Dance	Dance	Dance	Dance
Drama	Drama	Drama	Drama	Drama
Music	Music	Music	Music	Music
Visual Arts	Visual Arts	Visual Creative Arts	Visual Arts Design	Visual Arts Design
			Visual Arts Paint	Visual Arts Paint
			Visual Arts Print	Visual Arts Print
			Visual Arts Photography	Visual Arts Photography
<b>Creative Industries</b>				
	Design and Visual Communication	Design and Visual Communication	Design and Visual Communication	Design and Visual Communication
Digital Technologies	Digital Technologies	Digital Technologies	Digital Technologies	Digital Technologies
Digital Media Design	Digital Media Design	Media Studies	Media Studies	Media Studies
Food Design Technology	Food Design Technology	Food Design Technology	Food Design Technology	Food Design Technology
Material Design Technology	Material Design Technology	Material Design Technology	Material Design Technology	Material Design Technology
<b>English and English Language (formerly ESOL)</b>				
English	English	English	English	English Written Language
English Language	English Language	English Language		English Visual/Oral Language
Language Supported English	Language Supported English	Language Supported English	Language Supported English	Language Supported English
			English Max	English Max
<b>Health and Physical Education</b>				
Health and Physical Education (compulsory)	Health and Physical Education (compulsory)	Health and Physical Education (compulsory)	Life Skills/Careers (compulsory)	
		Health Science & Psychology	Health Science & Psychology	Health Science & Psychology
		Sport and Exercise Science	Sport and Exercise Science	Sport and Exercise Science
<b>Religious Studies</b>				
Religious Studies	Religious Studies	Religious Studies	Philosophy, Religion and Ethics	Philosophy, Religion and Ethics
			Option Religious Studies	Option Religious Studies

Year 9	Year 10	Year 11	Level 2	Level 3
<b>Languages</b>				
Chinese	Chinese	Chinese	Chinese	Chinese
French	French	French	French	French
German	German	German	German	German
Japanese	Japanese	Japanese	Japanese	Japanese
Latin	Latin (From 2025)	Latin (From 2026)	Latin	Latin
Spanish	Spanish	Spanish	Spanish	Spanish

## Mathematics

Mathematics	Mathematics	Mathematics	Mathematics	Mathematics
		Mathematics towards Calculus	Calculus	Calculus
		Mathematics towards Statistics	Statistics	Statistics
	Advanced Mathematics	Advanced Mathematics	Advanced Mathematics	Advanced Mathematics

## Science

Science	Science	Applied Science	Biology	Biology
		General Science (Core)	Chemistry	Chemistry
		Physical Science	Earth and Space Science	Earth and Space Science
	Advanced Science (Level 1)		Physics	Physics

## Social Sciences

Social Studies	Social Studies	Accounting	Accounting	Accounting
		Business Studies	Business Studies	Business Studies
		Economics	Economics	Economics
	Classical Studies (Level 1)	Classical Studies	Classical Studies	Classical Studies
	Geography (Level 1)	Geography	Geography	Geography
	History (Level 1)	History	History	History
			Tourism (Unit Standard Course)	Tourism (Unit Standard Course)

## TeWhare Huia

Mātauranga Māori	Mātauranga Māori			
Ta Reo Māori	Ta Reo Māori	Ta Reo Māori	Ta Reo Māori	Ta Reo Māori

## Appendix 3: International Baccalaureate Diploma Subjects 2024

### Group 1

English Literature A  
Chinese Literature A

### Group 2

Chinese B  
English B  
French B  
German B  
Japanese B  
Latin B  
Spanish B  
French *ab initio*

### Group 3

Economics  
Geography  
History  
Digital Society  
Psychology

### Group 4

Biology  
Chemistry  
Physics



### Group 6

Film  
Music  
Theatre Studies  
Visual Arts

### Group 5

Mathematics

## Appendix 4: Education Outside the Classroom

EOTC is:

- Curriculum-based teaching and learning that extends the four walls of the classroom
- Learning beyond the classroom and accessible to all students.
- Learning that is consistent with the vision, principles, values, attitudes, key competencies and effective pedagogy statements in the National Curriculum.

To lessen the cost we plan EOTC Week so that every alternate year there is a school based programme with only a minimal cost involved. This programme cycle enables parents to plan ahead and budget for EOTC Week.

EOTC Themes/Outcomes Based on NZC for EOTC Week 5.

Year Level	Overarching Theme	Learning Intentions Students will:
7	Getting to Know and Having a Go	<ul style="list-style-type: none"><li>• Participate in a range of outdoor sports and activities with energy and enthusiasm</li><li>• Be challenged to work in teams and develop strategies to include everyone</li><li>• Develop awareness of others' needs</li><li>• Form new friendships</li></ul>
8	Stepping outside your comfort zone  (William Pike Challenge)	<ul style="list-style-type: none"><li>• Build confidence, life skills and development of personality and character</li><li>• Discover strengths and passions by trying new skills</li><li>• Build an awareness of the environment and sustainability</li><li>• To be active participants in the community</li></ul>
9	Stretching our capabilities to contribute to the team	<ul style="list-style-type: none"><li>• Show determination when facing a challenge</li><li>• Support their peers to overcome their challenges, showing compassion and empathy</li><li>• Be inclusive of others, recognising the strengths they can bring to a team</li><li>• Make new friends in the year group and strengthen the year level bond.</li></ul>

Year Level	Overarching Theme	Learning intentions Students will:
10	Knowing me and Knowing You	<ul style="list-style-type: none"> <li>• Recognise their own strengths to enable them to make a positive difference for others</li> <li>• Communicate effectively in group situations</li> <li>• Build resilience when faced with a challenge</li> <li>• Recognise your own skills and how they contribute to participating in a team</li> <li>• Develop positive relationships which enable effective teamwork.</li> </ul>
11	Exploring and discovering possibilities beyond my realm	<ul style="list-style-type: none"> <li>• Have the confidence to participate in activities and go beyond their comfort zone</li> <li>• Develop a greater sense of year level community by participating with enthusiasm in every aspect of the camp</li> <li>• Persevere and show resilience when facing challenges.</li> </ul>
12	Adding to My Story	<ul style="list-style-type: none"> <li>• Relate well to others</li> <li>• Be Compassionate members of communities</li> <li>• Be positive in their own identity and are motivated and reliable</li> <li>• Show resilience</li> <li>• Take personal responsibility to live a meaningful life and contribute by living their personal values</li> <li>• Embrace others' differences</li> </ul>
13	Thinking and moving beyond boundaries	<ul style="list-style-type: none"> <li>• Reflect and be challenged to explore the contribution they can make to the future</li> <li>• Act with integrity, showing honesty, responsibility and accountability through ethical decision making</li> <li>• Adopt an attitude which enables them to embrace learning, and new experiences</li> </ul>

## Our School Day

### Bell Times

Warning bell	8.25am
Period 1	8.30am
Period 2	9.25am
Either Interval, Chapel, Assembly or Tutor Time	10.20am
Either Interval, Chapel or Assembly	10.45am
DAY 2 Full School Assembly	10.45am
Warning Bell	11.05am
Period 3 (No Bell will ring)	11.10am
Period 4	12.05pm
Lunch	12.55pm
Warning Bell	1.45pm
Period 5 (No Bell will ring)	1.50pm
Period 6	2.40pm
End of the day	3.30pm

We generate a seven day (cycle) timetable with six periods  
(as noted above) per day.

### Assembly/Chapel/Tutor Group Timetable for Years 7-13

Day	Time	Year Level						
		7	8	9	10	11	12	13
1	10.20am	C	Int		A	Int		
1	10.45am		C			A		
2	10.40am	Full School Assembly						
3	10.20am			C	Int		A	Int
3	10.45am				C			A
4	10.20am	Tutor Time						
5	10.20am	A				C	Int	
5	10.45am		A				C	
6	10.20am	Tutor Time						
7	10.20am			A				C

Full School Assembly is Day 2 after interval, starting at 10.45am. All year levels have a Dean's Assembly and a Year Level Chapel once per cycle. On Days 1, 3 and 5, 'Int' means the year level has interval at 10.20am and then goes to Assembly or Chapel at 10.45am. On Days 4 and 6 all years have Tutor Time (replaced by House Meetings when required).

## **Absence, Lateness and Leave**

Our Attendance Supervisor (Years 7 to 13) Mrs Lorraine Carpentier-Jones is located in Level 1 Centennial Building. All students are expected to be in their Period 1 teaching room by 8.30am and remain in school until 3.30 pm (including all study periods) unless on a notified school activity.

If a student arrives later than 8.30 am, they must sign in with our Attendance Supervisor. If a student leaves school at any time during the day, it must be with parent notification or via our Nurse through the Health Centre. Either way, the student must sign out either at the Attendance Office (level 1 Centennial) or the Health Centre and if returning to school, sign in on return.

- Notification of absence or lateness by a parent/caregiver, owing to illness or any other reason, must be done by 8.00 am on the day of the absence/lateness.
- Personal appointments should be made outside of school hours. Notification of an appointment during the school day must be given by a parent/caregiver prior to the appointment and by 8.00 am on the day of the appointment.
- If a student feels ill, they must not leave school without first seeing the School Nurse in the Health Centre. The School Nurse will assess and care for the student and if necessary contact parents/caregivers. If the student is required to go home, they will sign out from the Health Centre.
- Students are asked not to leave class unless their teacher can see a reason (notification) for them to do so in our attendance system.
- Our students are aware that if they know they will not be in class for any reason in advance, that they inform the teacher for that period.

Notifications can be done in the following ways:

- Via the DioConnect App, Absentee Tile by completing the details required. You will receive receipt of this notification
- By contacting our Attendance Supervisor directly either:  
By email: [studentabsent@diocesan.school.nz](mailto:studentabsent@diocesan.school.nz) or  
By leaving a voice message: 09 520 9343

Any details which would be helpful to be shared regarding a student's absenteeism may be shared directly with your daughter's year level Dean or via our Attendance Supervisor.

Please note:

- If students are absent from class without a valid reason entered in our system, a text will be sent to the first named parent/guardian on their record.
- If a student calls home asking to leave owing to health issues, please ask them to go to our Health Centre so that they can be cared for by our nurse.

## **Self Interest or Representative Leave**

For Years 7-13, leave for two or more days requires written permission which must be sought from the Year level Senior Line Manager and the appropriate leave form to be completed.

## **Boarding**

Innes House provides full and weekly boarding from Year 9 upwards and provides a warm family boarding environment. At Innes House each girl plays her part in the day to day community life of the House and is encouraged to reach her potential in the academic, sporting, cultural and spiritual life of Diocesan School. The girls enjoy a happy, friendly environment under the care of the Senior House Dean and two Assistant House Deans with two tutors supporting during busy times.

## **Cars**

Year 12 and Year 13 students may bring a car to school. Students will need to complete the Student Vehicle Registration Form. There is limited street parking and strictly NO parking on the school grounds (unless disabled with the appropriate permit displayed). Diocesan is not responsible for cars parked on the street and traffic laws will apply. Girls may not use vehicles at lunchtimes and may not transport other students unless they have a full driver's licence and the written permission of the passengers' parents.

## **Cell Phones and Other Electronic Devices**

Cell phones and other electronic devices must be switched off and kept in bags at all times, unless directed by a teacher. This includes break times for years 7-10. Any devices used in these times will be confiscated by a teacher who will inform the Dean. The confiscated device used will be held by the School Office until the end of the school day, and the student's name recorded. The Dean will inform the parent of inappropriate use of the device on a second instance of confiscation and the device will be kept for five school days. If this is a phone, this will require the confiscated item to be handed in to the School Office daily at 8.30am and will be available for collection at 3.30pm for the confiscation period. Subsequent confiscations will incur a longer confiscation period.



## Co-Curricular Opportunities

For full information on all the available co-curricular options for both Performing Arts and Sports, see DioConnect. Notices will be put in Dio Beat.

### Arts

Dio leads the way in Performing Arts for young women. Our programmes are a great platform for building confidence, nurturing creativity and encouraging curiosity in our girls. From Music and Drama to Movement and Dance, performing is an important part of school life and our community. Our Performing Arts Director and exceptional teaching staff make sure all our girls have the opportunity to experience the power of performance first-hand, through specialist teaching in Music, Singing, Speech, Dance and Drama.

### Sport

Dio is recognised both nationally and internationally, for our sporting success. It's a big part of who we are. We offer an impressive range of sports so there's something to suit every student, at every level. Whichever sport your daughter chooses, we have the team and the resources to make sure she can get out there and achieve her personal best. Our Director of Sport alongside specialist coaches and staff, play key roles in maintaining exceptional sporting standards. Nearly every student is involved in sport, whether that is at participation, competition or high performance levels.

## DioConnect

Parents are issued with login credentials that gain them entry to the School intranet, DioConnect. To gain access, parents should click the 'DioConnect Login' button on the School website and enter their registered email address and password (not their daughter's details).

DioConnect serves three key purposes:

- To provide an effective conduit for constantly changing and detailed internal communication,
- To enable parents to access confidential information about their daughters,
- To facilitate a move from paper to electronic communication.

If any technical difficulties are encountered our ISS Helpdesk can be reached on +649 520 9230 or by emailing [helpdesk@diocesan.school.nz](mailto:helpdesk@diocesan.school.nz). The Helpdesk is open Monday to Friday between 7:30am and 4.30pm, except on public holidays.

For any help navigating DioConnect you can contact Meg Tyre [mtyre@diocesan.school.nz](mailto:mtyre@diocesan.school.nz) or +6495772778 during school hours.

## Health Centre

There is a registered nurse on duty between 8.00am and 3.30pm, Monday to Friday. If any student is unwell she should see the nurse. If the School Nurse decides that the student is not well enough to remain at school, her parent/guardian will be contacted to collect her from the Health Centre, which is situated at the end of School House. Students are not permitted to ring parents directly and ask to be collected - they must see the nurse first.

For the safety of our students, it is essential that the nurse is informed of any particular medical problem, or if a student is receiving any special treatment or medication. Students are not permitted to carry medication with them apart from Inhalers, Anakits or Epipens. Parents may supply medication with written details to be safely kept and dispensed by the nurse. Parents are encouraged to contact the nurse to discuss concerns they may have in regard to their daughter's health. All information regarding health must be stored and updated on DioConnect.

## Physiotherapist

An accredited Physiotherapy service is also available onsite for all students and staff of the school to use.

The Physio Fix clinic operates out of the Aquatic Centre, on the Ground floor next to the main entrance. Initial appointment bookings are booked directly with Physio Fix by parents or by students who are over 16 years of age. For all bookings please call 09 520 2819 or email [info@physiofix.co.nz](mailto:info@physiofix.co.nz).

## Houses

Much of the spirit of the School is derived from the history of each House and the long standing rivalry between them. Each student is placed in a House which is the basis of her Tutor Group. The Houses have been named in recognition of people connected with the School. The Houses are: Cochrane, Mary Pulling, Mitchelson, Neligan, Cowie, Eliza Edwards, Robertson and Selwyn. To maintain family tradition, if a student has a sister, mother or grandmother belonging to a particular House, they will also be placed in that House. Houses compete against each other in numerous activities for various trophies. At the end of the year the House gaining the highest overall points is awarded the Stark Cup.

Each House has a badge, which is issued to all new students. Replacements may be purchased from the Dio Shop.

Cochrane	Red and White
Cowie	Green and White
Eliza Edwards	Green and Gold
Mary Pulling	Blue and Yellow
Mitchelson	Red and Black
Neligan	Red and Purple
Robertson	Black and White
Selwyn	Green and Purple

## ISS Helpdesk

Information Systems Support staff are available to assist students with any issues relating to their iPads, laptops and ICT equipment. This includes software, network or configuration issues and hardware faults and damage. Our staff will either fix the problem, arrange repair or advise how to resolve the issue.

For hardware repairs, equipment is fixed by accredited service agents either on-site or collected from school, repaired and returned to school. Alternatively, once diagnosed, equipment may be returned to the student to take back to the place of purchase or a service agent for repair. Short term loan laptops are available while equipment is in for repair or while awaiting delivery of a laptop order.

Parents are also welcome to contact the Helpdesk to discuss any issues relating to their daughter's device, for iPad and laptop purchase recommendations, help with logging into DioConnect or advice on school ICT matters.

Location: Room C1.29 on the ground floor of the Centennial Building

Open: Monday–Friday between 8.00am and 4.30pm including during the school holidays.  
(excluding the Christmas/New year period)

Phone: 09 520 9230

DioConnect: [IT Helpdesk Request Form](#)

Email: [helpdesk@diocesan.school.nz](mailto:helpdesk@diocesan.school.nz)

## Library

The library in the Centennial Building on Level 2 is always staffed by an adult librarian. Parents can collect students studying in the library after school from the Whanau Area Level 2, the entrance from the courtyard or after hours from the Whanau Area Level 1.

A direct line is available if a parent needs to contact their daughter while she is working in the library. The telephone number is 09 520 9342.

Library hours are: Monday – Thursday, 7.30am–5.00pm  
Friday, 7.30am–4.00pm

## Lockers

Students in Years 7–10 are allocated a locker. Students must provide their own combination padlock, (these are available for purchase at the Dio shop) and their locker must be kept locked at all times. Years 11–13 students have allocated lockers in their Common Room areas. Combination locks are required for lockers. Students should use their lockers and are advised not to carry heavy bags around the School or leave their possessions in classroom or Common Room areas.

## Lost Property

All articles brought to School must be clearly named including items such as watches, shoes and sports equipment. If you have to bring a large sum of money to school for any reason we suggest that it be handed into School Office for safe-keeping during the day. If you have brought special gear to School your Dean may look after it during the day. If anything valuable goes missing, you are encouraged to look carefully for it and, if necessary, report the loss to your Dean.

Who is responsible for your belongings? YOU ARE. Always store belongings safely in your locker and do not leave belongings unattended.

All your belongings should be covered by your parents' Personal Contents Insurance policy while you are at school. The school is not liable for loss of personal property.

Articles found around the School may be claimed by the owner, if named, from the office. A School sale to clear unnamed uniform items is held twice a year. All unsold non uniform items are placed in the Senior School Caring Shed to be donated to the Monte Cecilia Housing Trust.

## Lunches and Cafeteria

The School Cafeteria is run by the Parents & Friends Association and is where food and drink is available for breakfast, morning tea, lunch and after school meals. You can order your daughter's lunches online via the My Monitor system. The Cafeteria is open for breakfast from 7.45am-8.30am and after school for approximately 20 minutes. Parents & Friends welcome assistance from any parent who can help in the Cafeteria - usually once a term for four to five hours. Interested parents can assist by contacting the School Office on 09 520 0221 or alternatively by contacting the Cafeteria on 09 520 0221 ext 7871. or email: [diocafe@diocesan.school.nz](mailto:diocafe@diocesan.school.nz)

## My Monitor Debit Card System

My Monitor is a web based application, accessed from DioConnect, that enables parents to load funds on to their daughter's school ID card. Girls can then use their ID card as a debit card to make purchases at school.

This service provides an alternative to carrying cash on campus.

Using My Monitor

Login in to DioConnect using your registered email address and password (not your daughter's details). If you have forgotten your password just click "reset your password".

Click on the My Monitor icon.


If prompted, select the Parent option box.



The first time you login you will be prompted to accept the terms and conditions, then click the Create Account button.

Once signed in, your daughter(s) account details will load on the screen. You will see there are several categories to which you can load and manage funds, including print/copy, café and Dio shop.

Note that each student is given a printing allowance at the beginning of each year. This appears as a Quota balance and is not transferable to other accounts.

To add funds to your daughter's My Monitor account: Click the  button to the right of the screen next to the relevant account (e.g. café) for your daughter who is to receive the funds and follow the prompts. You will receive an email confirming any deposits you make. These funds are available for immediate use.

There are also options to set up an auto top up (if your daughter will be regularly using the café for example), set low balance warning emails, transfer funds between accounts and view statements.

If your daughter loses her card, she should report this to ISS so a stop can be put on the account. Replacement cards can be ordered through the school office.

If you need any assistance please contact the ISS Helpdesk on +649 520 9230 between 7.30am and 4.30pm (Monday to Friday), submit a request via DioConnect or email [helpdesk@diocesan.school.nz](mailto:helpdesk@diocesan.school.nz)

## Newsletters and Publications

The school newsletter, *Dio Beat*, is emailed to parents every fortnight during the school term and includes news and information relevant to all parents. The newsletter is also available on DioConnect.

The School also produces a school magazine, *Dio Today*. The magazine features news about all aspects of school life as well as reports from Community Groups. *Dio Today* is distributed to all members of the Diocesan School family, including parents who reside overseas, as well as Old Girls resident in New Zealand.

## Parking on Campus

There is a one-way drive through system at School, with cars entering on Clyde Street and departing onto Margot Street. Please be aware of pedestrians as you leave, and please also respect the 5km speed restriction.

There is allocated visitor parking on the left-hand side of the driveway adjacent to the sports field, including provision for disabled parking for cars with a disabled permit displayed on the vehicle's dashboard.

Parking underneath the Hockey Turf is available to parents and visitors FROM 4.00pm–10.00pm Monday–Friday and at weekends for sport, Chapel services and school functions. Entry and exit to the carpark is on Clyde Street and you may also exit onto the drive through system and out onto Margot Street. The car park closes at 10.00pm (except for School functions), and also includes disabled parking spaces. Parking is strictly at the owner's risk. Please DO NOT park or wait in your car for students before school starts and up to 4pm as this is reserved for staff.

Please be respectful of our neighbours, it is illegal and impolite to park across driveways, to stop/park on dotted yellow lines, 1 metre from a vehicle entrance or within 6 metres of an intersection and on the pedestrian crossing. It is also illegal to park on the footpath, double park, park within half a metre of a fire hydrant and within 6 metres of an unmarked bus stop (Clyde Street and Margot Street Bus Bays). Also note that it is illegal to back your car into the angled car parks on Margot Street.

Please note that parking wardens are vigilant at all times. Parking restrictions are clearly marked and we ask that you please respect these.

## **Personal Information (The Privacy Act 2020)**

Personal details are requested each year of students and their parents or guardians to facilitate the delivery of education curriculum, pastoral care and general operations of the school, and so we can stay in contact with parents or guardians.

A link and instructions will be sent through EdSmart to you at the commencement of the year for you to review and update your daughters medical records and all contact information. It is important that these details remain up to date to ensure the health and safety of our students, and the School is notified of any changes whether permanent or temporary. This includes contact information if your daughter is staying with friends or relatives while you are out of the country.

There are various update options:

Option 1: Portal	By logging onto DioConnect Click on 'Update my details'
Option 2: Dean	Student to deliver to their Dean
Option 3: Email	dataadmin@diocesan.school.nz
Option 4: Mail	Student Database Administrator Diocesan School for Girls Clyde St, Epsom, Auckland 1051

This information will only be accessed by a small group of staff on an as needs basis.

## **School Office and Reception**

The School Office is open between 8.00am and 4.00pm. The Business Reception, located in School House, is staffed from 8.00am-4.30pm and an automatic reception is available at all other times for phone calls.

## **Stationery**

In December, the following year's stationery lists can be downloaded from DioConnect. Stationery can be purchased by using the Office Max website, [www.myschool.co.nz](http://www.myschool.co.nz) or going to a stationery retailer of your choice. The Diocesan Shop carries basic stationery items. All other school stationery can be purchased at the Diocesan Shop.

Please note that the stationery lists consist of basic requirements; workbooks and other items may be distributed to your daughter(s) in class through the course of the year and charged to your account.

## **Student Drop off and Pick up Area**

With over 1500 students at Diocesan, it's fair to say our drive through can be a pretty busy place before and after school. So, we have put together some handy tips to help minimize the congestion and would appreciate your help in putting them into action.

In the mornings, please drive all the way to the drop off point by the Aquatic Centre. Please do not stop anywhere down the driveway, or in the Loading zone outside School House.

In the afternoons, our Years 0-2 students are first to finish at 2.45pm and you are free to enter our drive through from 2.30pm and park on the left-hand side to wait for your daughter(s).

Our students in Years 3 and 4 finish at 3pm. Please wait until this time to enter drive through.

Years 5 and 6 finish their school day at 3.15pm. If you could please enter drive through on the right-hand side and line up behind the first pedestrian crossing by the hockey Turf to wait for your daughter to be brought out.

Our Years 7-13 students are last to finish at 3.30pm and we request that you only enter the drive through from 3.30pm for pick up.

### **Rules of Drive- through**

Please respect the 5km rule in drive through at all times as we have little students who are learning road awareness.

Please do not stop and park on the way down the drive, or on the decorative tiles leading up to the Arts Centre. Do not park in the loading zone outside School House or on the dotted lines. This creates a bottleneck, is dangerous for students on the pedestrian crossings and causes frustration for other drivers.

Please encourage your daughter to get into the car at the pick-up point by the Aquatic Centre. Please remind your daughter to enter the car on the left-hand side.

Please be mindful of those behind you and leave the drive through as safely and promptly as you can.

If you have students across various year groups, we suggest you pick up at the time your eldest child finishes. Younger children are supervised to wait at the pick-up point by the Aquatic Centre

Lastly, drive through is not a parking bay. If your child is not ready to be picked up when you arrive, we ask that you do not wait and do another loop of the drive through. This keeps everyone moving.

## **Student Identity Cards**

All students in Years 7-13 are issued with a Student Identity Card. These ID cards can be used on public transport and for any other purpose in which student discounts are available. The card has a photograph of the student and is supplied through the School at a charge. Students must use their ID cards to release print jobs at the printers, to catch the Diocesan school buses and as a debit card within school to make purchases from the café or Dio shop. (balances managed through My Monitor) . They therefore must carry them with them at all times. If the cards are lost a replacement can be ordered and the cost involved with this will be charged to the school account.

## **Sunsmart**

At Diocesan we encourage Sunsmart procedures to increase student and staff awareness of skin cancer and practical means of protection.

Students should cover up during morning tea and lunchtime, Physical Education, outdoor sports matches and practices by:

- Wearing a hat, sunglasses and applying a broad spectrum SPF sunscreen
- Sitting in shady areas

## **Transport to and from School**

Diocesan has a vision to provide efficient, environmentally friendly transport solutions to and from School, which increases student independence and reduces our carbon footprint. We encourage the use of school buses, trains, walking buses, cycling and carpooling.

Diocesan partners with Coachways NZ and Devonport Tours to provide private school buses which operate across Auckland. The routes and pricing can be found on our website <https://www.diocesan.school.nz/transport>. All Coachways buses have GPS tracking devices on board.

Alternatively, Auckland Transport operates some school buses, public buses and trains. AT HOP cards are required to travel and can be purchased from various outlets as advertised on the AT Website <https://at.govt.nz/bus-train-ferry/timetables/school-timetables/diocesan-school-for-girls/>.



## Uniform

Students are required to maintain a high standard of dress and grooming in school, when travelling to and from school and when representing the School at any function.

The Diocesan Shop is the exclusive stockist of the Diocesan School uniform. The Heritage Foundation in conjunction with the Old Girls League do operate a second hand uniform Garage Sale in the carpark at the start of each season.

The shop is located within the multi-purpose sports turf/car-park complex, adjacent to the Aquatic Centre. Visitor parking is available on the left of the drive-through, at the Clyde Street entrance to the school. The shop stocks all items of the School Uniform for all Year levels from Foundation Class to Year 13.

Please see the Dio Shop Tile on DioConnect for all information relating to uniform. <https://shop.diocesan.school.nz/>

You will be informed of the transition period between summer and winter uniform towards the end of Terms 1 and 3.

Please note that jumpers are not to be worn as an outer garment at any time outside of the School grounds. With summer uniform therefore, students will either have their dress or shirt sleeves or be wearing their blazer. Jerseys may not be worn with the summer uniform for Years 7-10.

NB: Special uniform sizes should be ordered as early as possible to ensure availability by the beginning of the school year.

## Diocesan Community

There are many talented and dedicated volunteers who help make Diocesan a wonderful family environment. Volunteering has a meaningful and positive impact on the School and the time and talent that our volunteers generously give is deeply appreciated. Volunteering provides an opportunity to explore new interests, make new friends and to form a stronger connection to the School and our community.

## Parents & Friends' Association

Dio Parents and Friends (P&F) is an incorporated society established to help foster a strong sense of community between parents; support the school in its many endeavours; and provide opportunities to enhance the experience all our daughters have while at Dio. P&F embraces the School's future development, its progress and commitment to excellence.



Joining is a great way to meet other parents and get involved in social events and fundraising activities. The committee works extremely hard to bring the very best to Dio families. Email: [pfa@diocesan.school.nz](mailto:pfa@diocesan.school.nz)

Membership of P&F is automatic to all Dio School families. An annual subscription fee (currently \$35) is payable through your school account.

## **Alumnae Association**

The Diocesan School Alumnae Association was founded in 1911 to encourage fellowship among Old Girls of the School and to foster their continued association with Diocesan. It has almost 11,000 members both in New Zealand and throughout the world.



The Association primarily operates as a friend raising organisation but also contributes financially to the school in various ways. On average this amounts to approximately \$60-70,000 per annum.

Old Girls are represented and enthusiastically contribute to every part of the school family, including the board, the staff, and the parents.

If you have any queries regarding the Alumnae Association, please contact the Association via email at [dioalumnae@diocesan.school.nz](mailto:dioalumnae@diocesan.school.nz).

## **Performing Arts at Dio**

The Arts at Dio are vital and offer girls throughout the school top opportunities to engage in both performing (music, drama, dance) and visual arts, whether in the classroom via the Junior School curriculum and through the Arts Faculty, or in our many extra-curricular activities. IF you wish to volunteer in the performing arts area please contact Shelagh Thomson, the Director of Performing Arts. Email: [sthomson@diocesan.school.nz](mailto:sthomson@diocesan.school.nz)

## **Sport at Dio**

Sport is an integral part of School life at Diocesan and we encourage all girls to participate, enjoy and excel in sports and physical activity. Our sports programme is supported by volunteers e.g., the Rowing Club, Cycling Club, and keen parent supporters. If you wish to offer your support please contact Angie Winstanley-Smith, the Director of Sport.

Email: [awinstanley-smith@diocesan.school.nz](mailto:awinstanley-smith@diocesan.school.nz)

## **Other volunteer opportunities**

If you have a skill or some time that you would like to contribute, we encourage you to talk to Angela Coe, Director of Development, about one of the many opportunities we have for taking an active part in the School community. Get in touch by emailing [acoe@diocesan.school.nz](mailto:acoe@diocesan.school.nz) or calling 520 9378.

It is the contribution of time and energy to the School by parents and friends of the School that help us make it the wonderful family environment it continues to be.

## Heritage Foundation

The Heritage Foundation was established as a charitable trust in 2001 to advance education by

charitable means to provide financial and other assistance for the benefit of the school.

Our tasks can loosely be divided into fundraising, stewardship of funds entrusted to the Foundation and the application of funds to achieve the Foundation's objectives.

Fundraising and encouraging philanthropy is a key task of the Foundation.

Our long-term goal is to ensure that the school has the means to maintain its independence and to continue providing the very best opportunity for every girl to achieve her personal best. As independent school rolls increase, static government funding effectively continues to decline on a per student basis. Tuition fees cover the operating budget of the school but many of the opportunities offered at Diocesan rely on the vision and generous support of past generations. Our ability to continue to offer these opportunities requires a similar commitment from our present generation.

If you have any inquiries, please contact Angela Coe, Director of Development, by emailing [acoe@diocesan.school.nz](mailto:acoe@diocesan.school.nz) or by calling 520 9378.



## School Facilities

### School House

In 1903 the School purchased the colonial homestead known as 'St Johns Wood', along with some six hectares of land, from the Hesketh family. In the School's earliest years this gracious building was home to almost all aspects of school life. Teaching, boarding, assemblies and Chapel all took place here. As the School facilities grew, School House was used increasingly to accommodate boarding pupils, house staff and teaching staff, and it continued in this way until the closure of boarding on the School site. At present, it is home to some of the School's administration, meeting facilities, School Reception and the Principal's Office. School House has seen a number of alterations and renovations over the years yet still retains much of its Victorian elegance and dignity.

### Aquatic Centre

Our world-class indoor Aquatic Centre has a purpose built fitness centre, separate learner pool and 400-seat spectator gallery. A moveable floor in the main 25 x 20 metre pool can be lowered for deep water sports codes like water polo and raised for learn-to-swim classes.

## **Swim School**

Our Swim School teaches both boys and girls from 3 years old to fitness squads throughout the year. Programmes are run after School and during the holidays. To learn more about the Swim School, contact Michelle White on 520 9373 or email [mwhite@diocesan.school.nz](mailto:mwhite@diocesan.school.nz)

## **Dawn Jones Sports Centre**

The Dawn Jones Sports Centre enables on-site coaching of several sports codes as well as full school assemblies and services, prize-givings and concerts.

## **Chapel**

The Chapel has been built in several stages, and is really two Chapels in one. The earliest part of the complex, the St Barnabas Chapel, was built of kauri in 1864 at Bishopscourt, Bishop Selwyn's residence in Parnell, where it served as his private Chapel. In 1909, it was decided to relocate this building and in 1910 it was moved to the School. In 1922 the Chapel of Our Glorified Lord was added and in 1927 the Chancel was dedicated to commemorate the work of Miss M E Pulling, the first Headmistress. The porch was built in 1979 to commemorate the life and work of our third Headmistress, Miss Eliza Edwards. The Chapel is very much the heart of the School and is open to all.

## **Professional Centre**

The Professional Centre opened in 1993 and serves as a staffroom and workroom for staff. It also houses offices for administrative staff.

## **The Hall**

Designed by Miss Mary Pulling, the Hall was built in 1905 and enlarged in 1909. While it is many years since the Hall was big enough to house the entire School, its special character ensures that its crests, photographs and painted texts, celebrate our links with the schools in Great Britain that pioneered secondary education for young women, and the School's Anglican heritage.

## **L Block**

The present Science Block was opened in 1999 and replaces an earlier Science building which opened in 1967. This building contains specialist science facilities with Chemistry, Physics and Biology laboratories and additional general purpose and research laboratories.

## **S Block**

The Shrewsbury Building opened in September 1991 and has been extended and contains the Visual Arts and some of the Creative Industries learning areas. The specialist facilities allow for quality teaching in these subject areas.

## **P Block**

Patteson Block was opened in 1979 and was built to commemorate the 75th Jubilee of the founding of the School. When Centennial Building was constructed, Patteson Block underwent total refurbishment and now links seamlessly to the newer building. Predominantly home to the English Department, it has eight classrooms, two large resource areas and a 50-seat theatre.

## **Junior School**

Set within the main campus, our purpose-built Junior School has a hall, library, music room, music suites, arts facilities and dedicated spaces for specialist teaching for both individual and group programmes.

## **Centennial Building**

Centennial Building is a four-storey block, opened in November 2003. It houses teaching classrooms and facilities for the Faculties of Languages, Mathematics, Religious Studies, Social Studies, and Creative Industries with their digital design focus. Also the Library, the Careers Department and the Centre for the Enhancement of Learning.

The School Office is located on Level 1 as well as offices for a number of academic and administrative staff and Information Systems Support.

## **Common Rooms**

Catering for our senior students, a new Common Room Building housing Years 11, 12 and 13 was opened in February 2007. This provides our senior students with their own area for relaxation and study. Deans for these year levels are also located in this building. This block includes specialist Dance and Drama teaching spaces, including purpose-built sprung floors, mirrors, barres, and lighting equipment.

## **Multisport Turf Complex**

This facility encompasses a full competition hockey turf, netball and tennis courts and associated facilities. The complex also features a new home for the Diocesan Shop (for all your school needs) and our historic treasures in the School Archives.

## **Arts Centre**

The Arts Centre has been designed specifically to ensure the best teaching and learning opportunities and a first-rate Performing and Visual Arts programme.

Stage 1 opened in February 2017. Within these new walls, the heartbeat will continue to be our innovative programmes that challenge the girls to take risks with their creativity, adapt quickly, be curious, understand what moves them, and see where the journey takes them.

Stage 2 which includes: an auditorium, a foyer and gallery for the community to gather was officially opened in June 2021.