



**Columba  
College**

# International Department Orientation Handbook

## Welcome to Columba College

We are happy to have you here. We hope you will be happy too!

As an International student you will take part in an Orientation Programme when you first arrive at Columba.

The Orientation Programme will include:

Tick when Completed

- |   |  |
|---|--|
| • a tour of the College, including Library, Sports Centre, Careers Department, Computer Rooms, Canteen and location of IT staff | <input type="checkbox"/>   |
| • meeting the Principal and key staff, such as the Year Level Dean, Form Teacher, School Librarian and Office staff             | <input type="checkbox"/>   |
| • course selection  | <input type="checkbox"/>   |
| • timetable completion  | <input type="checkbox"/>   |
| • going through the School's Orientation Handbook for International students  | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
| • assistance with stationery, if required, obtaining a school e-mail address, explanation of the School's Cybersafety Agreement | <input type="checkbox"/><br><input type="checkbox"/>                             |
| • explanation of the School's private tutor system for Music and Speech and Drama   | <input type="checkbox"/><br><input type="checkbox"/>                             |
| • going through the Columba College Student Handbook of School Rules and Guidelines for Behaviour, highlighting key points      | <input type="checkbox"/><br><input type="checkbox"/>                             |
| • explanation of the Complaints procedure   | <input type="checkbox"/><br><input type="checkbox"/>                             |
| • practice of earthquake and fire alarm procedures  | <input type="checkbox"/><br><input type="checkbox"/>                             |

## PEOPLE YOU NEED TO KNOW

You will meet many people during your first few days at the College. Here are some of the people you may meet early on. Remember – they are there to help you.

### **Mrs Medary (Contact: 0274 802 803)**

International Director

### **Ms Bercinkas (Contact: 021 1466 893)**

ESOL Teacher

### **Mrs Wright (Contact: 03 470 3711 Work)**

Director of Boarding



## Deans

Year 7	Mrs Cheyne	Room 8	Hall Block
Year 8	Mrs Walker	Room 5	Hall Block
Year 9	Mrs Sinclair	Rose Room, SPC	Sports Centre
Year 10	Mrs Riepl	Room 9	Girton
Year 11	Ms Andrew	Art Room	Braemar
Year 12	Mrs Graves	Biology Lab	Braemar
Year 13	Mrs Wafer	FRC Room	Girton

**School Office:** The people who will help you here are the Office Manager and the School Secretary.

**Accounts:** If you have to pay money for fees this can be done at Reception in the School Office, or if you have any enquiries regarding your account you will need to go to the Accounts Office upstairs and see Mrs Dale.

**The Careers Adviser** (Mr N. Mains), **the School Counsellor** (Dr A. Hannah) and **the Librarian** (Ms A. Payne) are also people available to help you in different ways.

**Sick Bay** is located on the ground floor of the School Office.

## WHO WILL TEACH YOU?

You will have several people teaching you. You will also have a Form Teacher and Year level Dean.

Write their names here so you can remember:

Year Level Dean:

Form Teacher:

## WHERE IS YOUR CLASS?

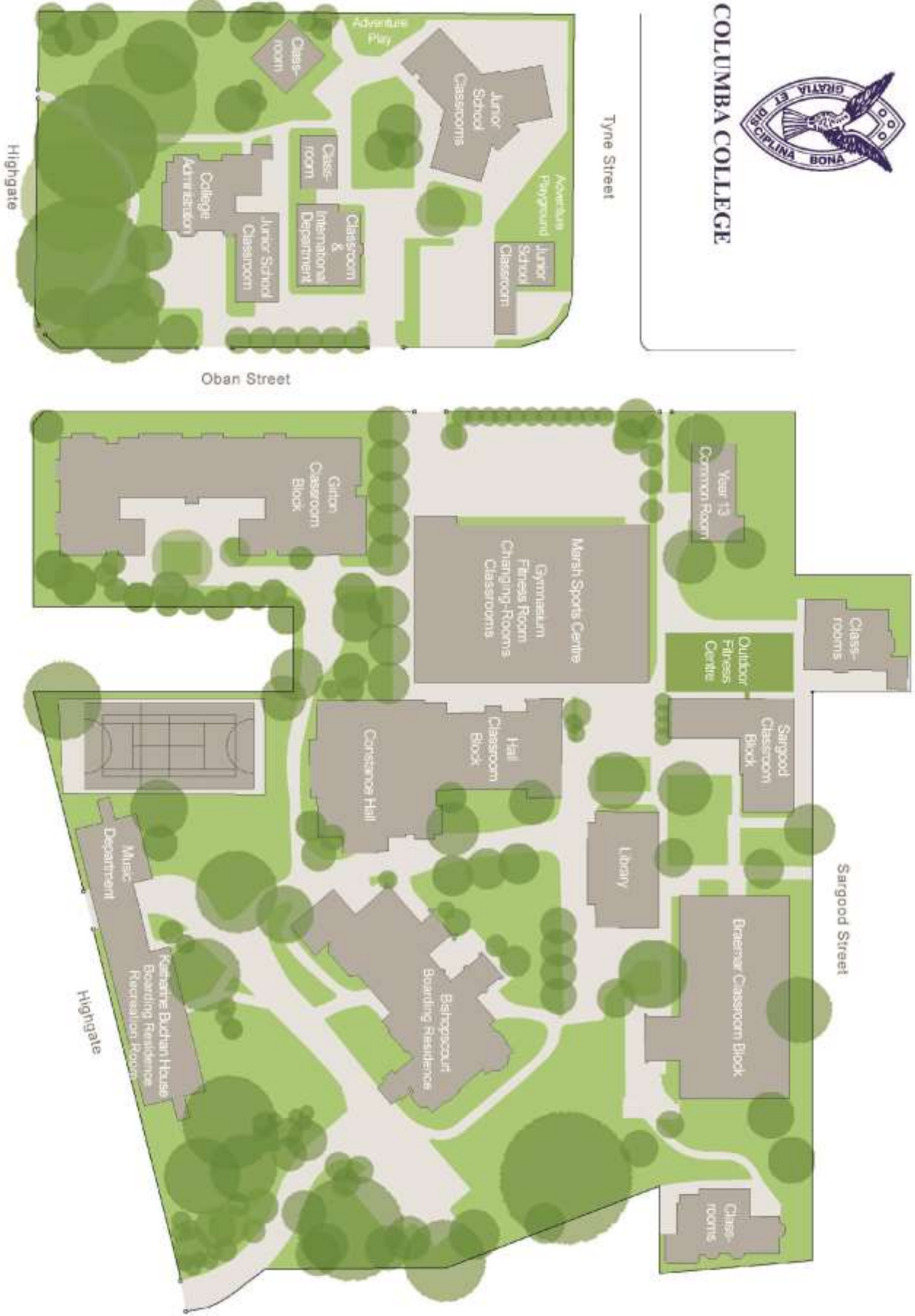
In New Zealand, students change classrooms for each lesson. You go to the teacher – she/he does not come to you! Your timetable will have the classroom block and room number for each of your subjects, as well as the teacher's initials, e.g.

11 Eng	=	Year 11 English
G2		Girton Block Room 2, Ms Togneri (Teacher)

SCHOOL MAP



COLUMBA COLLEGE



## YOUR TIMETABLE

You will work this out with the Director and then record it on a paper copy of the school timetable. Keep another copy in your pocket, pencil case or locker. If you lose your timetable, see either the International Director, your Form Teacher or Dean.

There are 6 periods every day, except on Wednesdays when there are 7.

## YOUR HOMEWORK DIARY

You will record your homework on iCAL on your personal laptop.

## SCHOOL HOUSES

These are called	Braemar	Green
	Girton	Red
	Iona	Blue
	Solway	Yellow

You will be put in one of these Houses and it will be your House until you leave school.

## LEAVING THE SCHOOL DURING THE DAY

### What is a “Blue Slip”?

You need a “Blue Slip”/exit pass to leave the school premises during the school day. These are issued by the school office.

### Signing Out and Signing In

If you leave the school premises during the day, you must show your “Blue Slip” to your teacher and then go to the Office and sign out. Sign in at the Office when you return.

## NATIONAL AND INTERNATIONAL EXAMINATIONS

At Columba all International students are encouraged to reach their full potential. We actively encourage and support pupils to study for and sit external International English examinations. Often these examinations are necessary as part of an entry requirement for global tertiary institutions.

### **The Relationship between Columba College’s International Department and the University of Otago Foundation Studies and Language Centre:**

Columba College has an excellent working relationship with the University of Otago. Columba College also takes part in the University of Otago’s complimentary pre-test examinations for IELTS.

## NEW ZEALAND ESOL AND INTERNATIONAL EXAMINATIONS ON OFFER FOR 2016

### COMPULSORY

1. **OCESOL** (Oral Communication in English for Speakers of Other Languages) is an excellent way for students (both new and returning) to establish and consolidate their confidence in learning and speaking English. Certification through Speech NZ **info@speechnz.co.nz**.

### OPTIONAL

All registration for the examinations is done **directly** through the provider and not Columba College.

- |   |  |
|---|--|
| 2. <b>IELTS</b>                                     | <a href="http://www.ielts.org">www.ielts.org</a>                 |
| 3. <b>TOEFL</b>                                     | <a href="http://www.toefl.org">www.toefl.org</a>                 |
| 4. <b>TOEIC ibt</b>                                 | <a href="http://www.ets.org/toEIC">www.ets.org/toEIC</a>         |
| 5. <b>University of Cambridge ESOL Examinations</b> | <a href="http://www.cambridgeesol.org">www.cambridgeesol.org</a> |
| 6. <b>SAT</b>                                       | <a href="http://www.collegeboard.com">www.collegeboard.com</a>   |

### EXTRA-CURRICULAR ACTIVITIES

School is not just about what you do during lesson time. If you are to get the most out of your time at Columba College, you need to get involved in some extra-curricular activities.

Here are some of the sports and cultural activities which will be available during this year:

#### Sports

Athletics	Futsal	Swimming
Badminton	Hockey	Table Tennis
Basketball	Netball	Tennis
Cricket	Rowing	Touch
Cross Country	Sevens Rugby	Triathlon
Cycling	Skiing	Volleyball
Duathlon	Soccer	Water Polo
Equestrian	Squash	





## Cultural Activities

Instrumental Tuition  
Orchestra, School / Intermediate / Junior  
Wind Symphonia  
Chamber Groups  
Instrumental Ensembles  
Kapa Haka Maori Cultural Group  
Music Concerts  
Madrigal Choir  
School Musical Productions

Speech and Drama Tuition  
Drama Concerts / Productions  
Annual Otago Shakespeare Festival  
Debating  
Public Speaking  
Stage Challenge  
Stars on Stage  
Creative Writing / Writing Club



## Other

40 Hour Famine (World Vision)  
Amnesty International  
Book Clubs  
Christian Group  
Duke of Edinburgh Hillary Award Scheme  
First Aid Courses

International Club  
Librarians  
S.A.D.D.  
Tramping/Walking  
Young Enterprise Scheme

There are also field-trips for certain subjects that you will enjoy participating in, and camps in Years 9 and 10 (a Ski camp in Year 9 and an Outdoor Education Camp in Year 10), as well as an International Ski Weekend for interested students.

Take careful note of the Daily Notices so you can find out more about the activities you want to take part in.



## WHAT DO YOU DO IF?

Fill in the table below with help from the International Director.

What do you do if .....	
You are away sick for a day or two?	
You feel sick during the day at school?	
You are late to school?	
You are being bullied?	
You have lost something?	
You have to leave school early for an appointment?	
You have an accident at school?	
You want to join a club or get involved in a sport or activity?	
You don't understand something in class?	
You want to change a subject?	



## FOOD AND DRINK

Most students bring their own food to school for morning-tea and lunch. You can buy lunch and drinks at the School Canteen which is in the Dining Room in the Boarding House. You can eat your packed or bought lunch in the Dining Room, in the International Department or in the school grounds.

Where can't you eat?

- You cannot eat in class during lessons
- You are not allowed to chew gum on the school premises or in school or sports uniform
- You are not allowed to eat in the Sports Centre, Library, Science Laboratories, School Office or Music Department (main room or practice rooms)
- You are not allowed to eat or drink in any Computer Rooms
- You are not allowed to eat in school classrooms in the lunch-hour

Filtered water is available in the Hall Block, in the Sports Centre and in the foyer of Katharine Buchan House.

**No student in school uniform is allowed to eat, chew gum or drink on the street or in public.**

**All rubbish must be put into a rubbish bin.  
There are many rubbish bins in the school grounds!**

## IMPORTANT DRILLS:

**What do you do in an earthquake?**

DROP, COVER and HOLD, and stay until the teacher tells you to move.

**What do you do if the Fire Alarm sounds?**

Leave the building immediately and go to your appropriate assembly area: Years 11-13: Bird Bath lawn, Years 9 and 10: Lawn on front of Sargood Block, Years 7 and 8: Sealed area between Hall Block and Sargood Block.



## COLUMBA FACTS

### St. Columba

St. Columba, whose name means "dove" in Latin, was an Irish nobleman and monk who founded an abbey on the island of Iona off the west coast of Scotland during the sixth century, and whose enthusiasm and abilities enabled him and his followers to establish the Christian religion in the Scottish south-west during his life-time.

As well as being a real scholar, St. Columba was renowned for his deep spiritual life. Both of these emphases continue in the Iona community which is on the island of Iona first settled by St. Columba as his place of ministry.

### School Crest

The School Crest is a dove which symbolically represents the presence of the Holy Spirit of the Christian faith and the Saint after whom the College is named. Refer to the front cover of this booklet.

### School Motto

"Gratia et Disciplina Bona"  
(Grace and Good Discipline)

The motto was taken from the Latin verses written in the Staffordshire pottery floor tiles in the vestibule and front hall of Bishops court.

### School Song

The School Song was commissioned by the students of 1989 as their gift to the College in its 75th Jubilee year (1990). It was written by Cilla McQueen, a well-known New Zealand poet and Old Girl of the College, with music by Anthony Ritchie, a distinguished New Zealand composer. The poet has made skilful use of the symbol of the dove and St. Columba's association with the island of Iona to create a memorable School Song:

*One day when you're wondering  
where you belong  
When life's getting hard  
and the journey seems long  
A familiar music  
drifts into your mind  
And you don't have to try  
to remember the song*

*Song of wings in the air  
and the sea-bright path  
Remember the island  
that lives in your heart*

*For the song that you hear  
is the song of Columba  
The dove who's among us  
and teaches us love  
A song that is woven  
of friendship and learning  
The song of your days  
in the home of the dove*

*Song of wings in the air  
and the sea-bright path  
Remember the island  
that lives in your heart.*



**Mrs Juliette Hayes JP  
BA, DipTchg, MEd(Hons)  
Principal**

## HAVE I DONE THESE THINGS?

School tour and meeting important staff  
Passport and Visa to Office for photocopying  
Bank account set up  
Uniform from H & J Smiths  
Uniform from Office  
House, House Badge and Crest  
ID Photograph

Options sorted  
Timetable completed  
Stationery  
Music / Speech / Contract forms filled in if wanted  
Public Library information  
School email assigned

Met Form Teacher  
Locker assigned  
Units sorted

Have friends to eat lunch with  
Have friends to go to class with

### Orientation

People you need to know  
Who will teach you?  
Where are your classes?  
Your timetable  
School Houses  
Leaving the school during the day  
Extra-Curricular Activities  
What do you do if...  
Food and Drink  
Columba Facts  
National and International ESOL Examinations  
Code of Practice for International Students  
Map

Know what to do if there is an earthquake – DROP, COVER and HOLD  
Know where to go if the Fire Alarm sounds – Yrs 11-13 Bird Bath lawn, Yrs 9 and 10 lawn in front of Sargood BI, Yrs 7 and 8 sealed area between Hall BI and Sargood BI

### ESOL Assessment

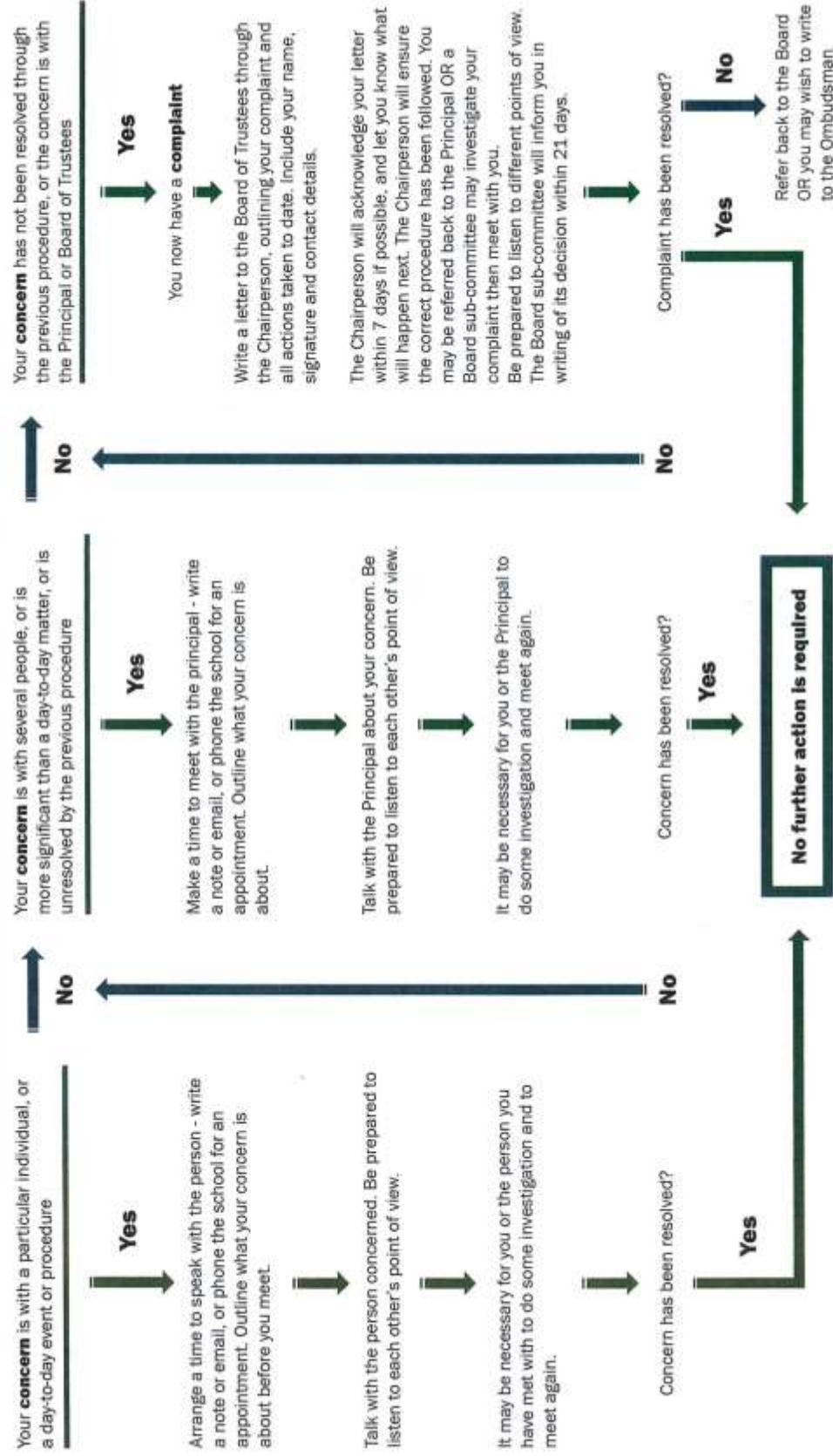
Telephone card with contact numbers  
Telephone number put on list and on International phone  
Emails recorded  
Agent and parents contacts recorded  
Initial interview

# Who can help



## COLUMBA COLLEGE: PROCEDURE FOR DEALING WITH CONCERNS OR COMPLAINTS

When concerns from any member of the school community arise they will be handled promptly with care and sensitivity. Following this procedure will ensure that a fair resolution is reached. **Everyone has a right to a support person throughout this procedure.** Matters associated with illegal activity or serious misconduct are dealt with immediately through the appropriate agencies.



## International Students Code of Practice

### Complaint Procedures

What to do if you think the School has failed to follow the Code and you are in need of help. The School has clear policies to deal with these matters. Mention your concerns to your Dean, Teacher, School Counsellor.

If you need the assistance of an advisor/counsellor in your own language, we can make available cultural help should you feel this is necessary.

### Internal Procedures

**Step 1** Following are people you may contact

- The International Director
- Your Year level Dean or Form Teacher
- The Principal
- The Director of Boarding if it is a boarding matter
- The Homestay Manager if it is a homestay matter
- The Director of Business if it is a financial matter

**Step 2** If the complaint is not dealt with to your satisfaction, take the issue to the Principal, Mrs Hayes.

**Step 3** If you are still not satisfied with the matter you may ask the Board of Trustees or the Board of Governors (if you are a boarding student) to consider the matter.

### International Educational Appeal Authority

If you believe the School has breached the *Code of Practice* and you have not been able to settle the matter through the School's internal procedures, you may bring the matter to the International Education Appeal Authority.

### Contacting the International Education Appeal Authority

You can write to the IEAA at –

**The International Education Appeal Authority,  
Ministry of Education,  
P.O. Box 1666,  
Wellington,  
New Zealand**

Email [ieaa@justice.govt.nz](mailto:ieaa@justice.govt.nz)