



Timeline for Application Process Day Student Applications Please note the following Covid-19 Restrictions

Under the Red Traffic Light Setting
Day Student Open Day will not be able to operate.
An alternative Open Day programme to be advised

Under the Orange Traffic Light Setting
Numbers will be limited per family

Day Student Open Evening

Thursday **28 July 2022** St Hilda's Collegiate School Chapel at 7:00 pm

Day Student Application Timeline

Monday	08 August 2022	Referee Reports to be received by school. Please have your Referee post, courier or email the Reference to school, to ensure we receive your child's Reference by the due date. If emailing, please email to dmadigan@shcs.school.nz
Thursday	18 August 2022	Applications close at 12:00 Noon
Friday	19 August 2022	All applicants will be advised by email Successful applicants will receive a follow-up phone call from 8:30 am

Principal Appointments

The Principal, Mrs Jackie Barron, is available by appointment to meet parents and prospective students to discuss any queries regarding applying for a place at St Hilda's Collegiate School for 2023. **This is not a mandatory part of the application process, it is optional, and an invitation to all prospective families.**

Please contact the Principal's Executive Assistant, at principal@shcs.school.nz in the first instance.

Year 9 Scholarship Timeline Application Academic Scholarships

The Academic Scholarship examination will be awarded based on the MidYIS test which is completed at the end of Term 1, 2023.

Sports and Arts Scholarships

Friday	30 June 2023	Applications for Year 9 Sports and Arts Scholarships close at 12:00 noon. Successful applicants will be advised early in Term 3.
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Courtney Rowe Scholarship

Wednesday	1 September 2022	Applications for the Courtney Rowe Scholarship close at 12:00 noon. All applicants will be advised of the outcome of their application by letter.
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Application for Enrolment

Student's Details:

Year of Entry: <i>e.g. 20XX</i>	Year Level Entry: <i>Year 7, 9 or other</i>	Boarding Student / Day Student:
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Name in Full: <i>As per Birth Certificate / Passport</i>	Forenames	Surname
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Preferred Name <i>e.g. Megan to Meg; Please provide documentation if this is a legal name change</i>	Forenames	Surname
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Date of Birth:	
Present School:	Eligible for Boarding Bursary? Yes / No

Address of Student:

	Religious Denomination:	Date of Baptism:
	Ethnicity: NZ European / Māori / Other	
	Iwi Affiliations:	
Post Code		

Parent One Details

Title:	
First Name:	
Surname:	
Postal Address:	
Post Code	
Occupation:	
Contact Details <i>Please print clearly</i>	Home:
	Work:
	Cell:
	Email:

Parent Two Details

Title:	
First Name:	
Surname:	
Postal Address:	
Post Code	
Occupation:	
Contact Details <i>Please print clearly</i>	Home:
	Work:
	Cell:
	Email:

Guardian's Details if applicable*Please supply legal documentation if applicable*

Title:	
First Name:	
Surname:	
Postal Address:	
Post Code	
Occupation:	
Contact Details <i>Please print clearly</i>	Home:
	Work:
	Cell:
	Email:

Guardian's Details if applicable

Title:	
First Name:	
Surname:	
Postal Address:	
Post Code	
Occupation:	
Contact Details <i>Please print clearly</i>	Home:
	Work:
	Cell:
	Email:

Referee Details

The names of two persons to whom you have passed your Referees' Reports. One should preferably be your local Vicar, Minister or Priest.

Name:	Name:
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Are you in sympathy with the special character of St Hilda's Collegiate School

Yes / No

Please state any previous association with St Hilda's Collegiate School (sibling of present student, child of an Old Girl, relatives, etc). Please give details:

Have you dual enrolled? (*ie: sent in an application for enrolment form into another school as well as St Hilda's Collegiate School*) **Yes / No**

I agree that if so admitted, my child shall be subject to the rules and regulations of the school. I also agree to pay at the beginning of each term such compulsory fees and directly incurred costs charged by the School Board of Trustees or by the Board of Proprietors or both Boards.

Signature of both Parents [or Guardians] is required

I will comply with the School rules and regulations and act at all times with common sense and consideration for others.

Signature of Student	Date
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Please note:

In order to establish Preference, it is important you complete all necessary information as outlined on the Special Character Preference form. Please ensure that Referees' Reports are completed and forwarded directly to the School by the date stated in the timeline for enrolment process. It is the responsibility of the above signed to inform the school of any changes of guardianship status and contact details, of the above applicant for enrolment.



Procedures for Application

1. Please contact the School Office and request an Information Package. Alternatively, download an Application Package from the St Hilda's School website under the Enrolments button
<https://www.shcs.school.nz/>
2. Come to our Open Day / Evening:
Open Day for Boarders: Thursday 19 May 2022
Open Evening for Day Students: Thursday 28 July 2022
Please see the Timeline for Application for more details.
3. **Make sure your child's application is at the school office by 12:00 noon** on the closing date as stated in the Timeline for Application. It is helpful to have applications before this date and applicants are encouraged to file their documentation as soon as possible.

Notification of Successful Applications

1. Successful applicants will be advised by email, and a follow up telephone call and will be asked to confirm their acceptance of a position verbally by the dates stated in the Timeline for Application.
2. Unsuccessful applicants will be advised by email by the dates stated in the Timeline for Application.

Please Note:

1. There are 26 places available at Year 7 level.
2. There are 33 boarding places available at Year 9 and approximately 26 day student places available at Year 9.
3. Demand for places in Year 7 usually far exceeds places available. Unsuccessful applicants are urged to apply again in Year 9 where there is usually not the same pressure for places.

Preference and Application Criteria

The enrolment process involves the following steps:

1. Applications are first considered by the Board of Proprietors who determine whether the applicant can claim preference. Preference is determined under Section 29(1) of the Private Schools Conditional Integration Act 1975 and the Deed of Integration which give preference to those pupils whose parents have a particular sympathy with the Special Character of St Hilda's Collegiate School or whose parents have a particular connection with the School (*refer to the Special Character Preference form*).
2. The Board of Proprietors will pass this list of preference applicants to the Board of Trustees who will use the Enrolment Scheme to determine the successful applicants. Please refer to Enrolment Scheme included with this package.

Year 9 Scholarships

The Courtney Rowe Scholarship is for students from families wanting their child to attend St Hilda's Collegiate School as a day student who would not otherwise have the opportunity. The Courtney Rowe Scholarship will contribute up to \$2,500 per year for the duration of a student's attendance at St Hilda's Collegiate School. *Please note eligibility criteria apply for this scholarship.*

There are two Endowment Society Academic Scholarships available for Year 9 students. One is a boarding scholarship and the other is for a day student. The Academic Scholarship is a subsidy of \$500 on Attendance Dues for the course of three years (total value is \$1,500).

The Academic Scholarship examination will be awarded based on the MidYIS test which is completed at the end of Term 1.

There are also two \$500 Edgar Sports Scholarships and two \$500 Visual - Performing Arts Scholarships.

Please contact the School Office for further information.

Boarding Allowances (Boarding Bursaries)

Parents are advised to view the following Ministry of Education website to see if they qualify for a Government Bursary (i.e. geographic isolation):
<http://www.education.govt.nz/school/student-support/boarding-allowances/>

Enrolments other than Years 7 and 9

Occasionally, places become available at St Hilda's at year levels other than Years 7 and 9. Inquiries are welcome at any time. Availability of places is determined by numbers at specific year levels, and also the total school roll at any particular time. If you wish to submit an application, for future consideration, it is advisable to do this as soon as possible as it is likely that a waiting list will operate for this year group.

Please contact the School Office and request an Information Package. Alternatively, download an Application Package from the St Hilda's School website under the Enrolments button
<https://www.shcs.school.nz/>
If there are no places available, you will be informed of this by office staff.

Notification of Successful Enrolments

You will be notified as soon as possible whether your child has been accepted. This is dependent upon a place being available (in both School and Tolcarne for boarders).

Please Note:

At school there are approximately 80 places at each year level (9 – 13). There are 26 places available at Years 7 and 8. There are 33 boarding places available at Year 9 with other year levels maintaining similar numbers.



Application Process

Get in Touch

Please make contact with the School Office and request an Information Package, or download from the St Hilda's website <https://www.shcs.school.nz/> under the Enrolments button.

Email admin@shcs.school.nz - Phone 03 477 0989 Ext 0

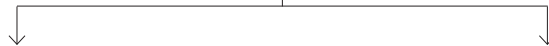


Meet the Principal

Make an appointment to meet with the Principal (this is not a mandatory part of the application process, it is optional if you wish to find out more information about the school). Email principal@shcs.school.nz



Boarder or Day Student?



Boarder

Attend Open Day for Boarders
Thursday 19 May 2022



Apply

Applications close at 12:00pm
Wednesday 1 June 2022

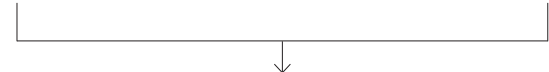
Day Student

Attend Open Evening for Day Students
Thursday 28 July 2022



Apply

Applications close at 12:00pm
Thursday 18 August 2022

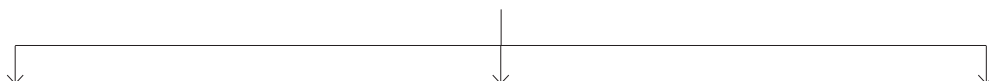


Application is considered

The Preference Committee (made up of the Anglican Bishop of Dunedin and three members of the Board of Proprietors) meet to confirm applicants meet the preference criteria. Preference is determined under section 29(1) of the Private Schools Conditional Integration Act 1975 and the Deed of Integration will give preference to those students whose parents have a particular sympathy with the special character of St Hilda's Collegiate School or whose family members have previously attended the school.



Is the applicant awarded preference?



Yes (Boarder)

Applicants are selected using the following criteria:

- Options for local schooling
- Rural location
- Geographic diversity within intake/cohort
- Family compatibility with Tolcarne's expectations and values
- School reports and all round endeavours

Yes (Day Student)

Applicants are selected by random ballot under supervision of the Chair of the Board of Trustees

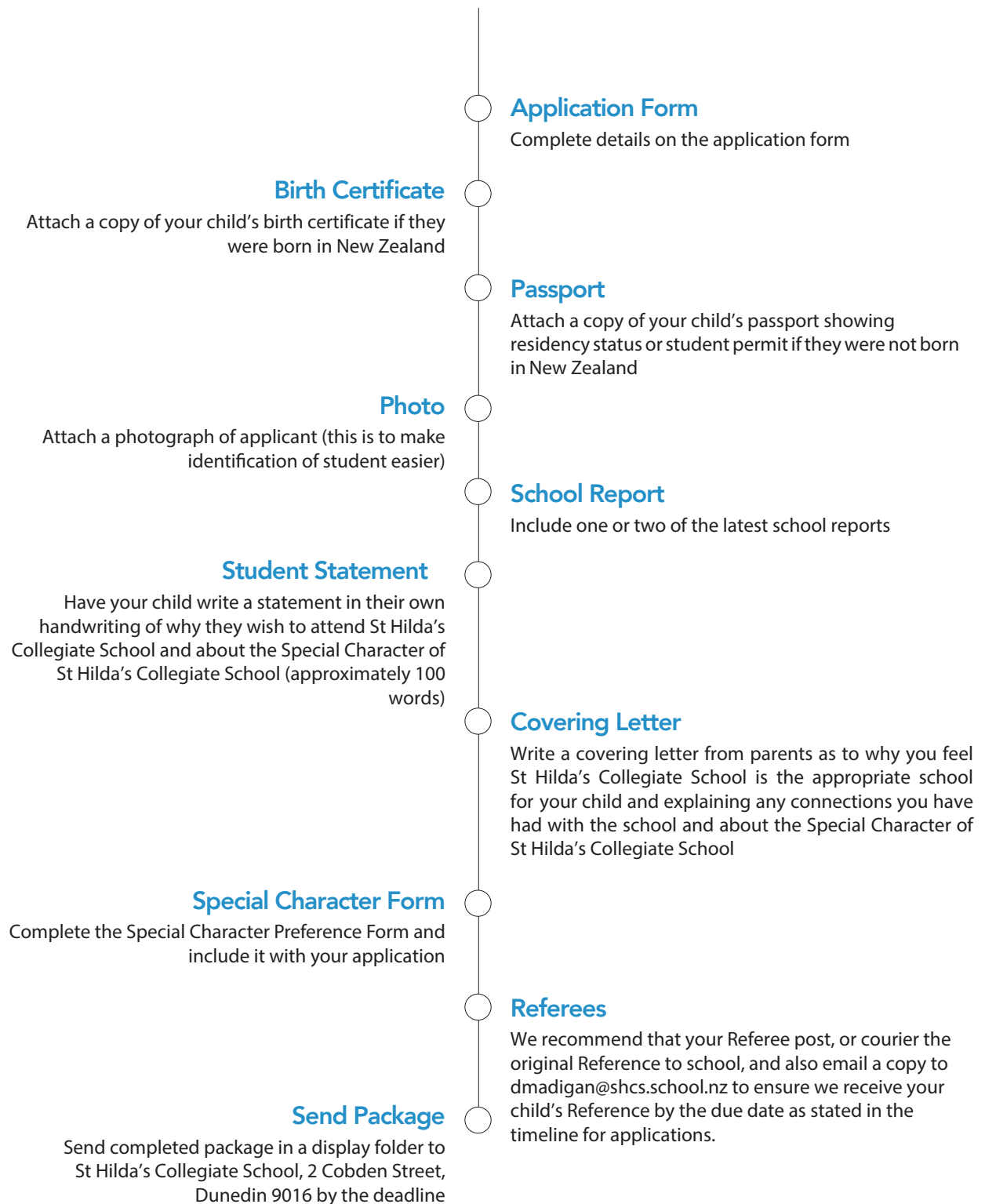
No

Application is declined but could be considered further if there are not enough students with preference to fill available spaces

Non preference places are filled by random ballot



Application Checklist





Consideration for Preference at St Hilda's Collegiate School

To Parents and Caregivers of prospective students at St Hilda's Collegiate School

In recent years the number of applications for enrolment at St Hilda's Collegiate School has exceeded the number of places available – particularly at Years 7 and 9. Our Integration Agreement states that in these circumstances.

“PREFERENCE of enrolment at the school under Section 29 (1) of the Private Schools Conditional Integration Act 1975 shall only be given to those pupils whose parents have a particular sympathy with the special character of St Hilda's Collegiate School or whose parents have a particular connection with the school.”

In previous years there have been a number of places available in both Years 7 and 9 to applicants whose parents have neither a strong family connection with the School or a “strong connection” to a Christian Church but who are in sympathy with the special character of the School and who share a compatibility with the school's and Tolcarne's expectations and values.

Other factors are also considered by the Preference Committee for example citizenship and attitude, special strengths and recent reports.

Please complete the following form and include it as part of your application.

Family Association

Students with sisters attending or mother who attended St Hilda's should make this clear. Other family connections such as grandmother, aunts or cousin's association with St Hilda's should also be made.

Christian Affinity

It is important to specify your involvement in Christian church or stance in relation to Christian teachings and values. Using a Minister or Church Leader as a referee is recommended. If this is not appropriate an alternative would be a close family friend who knows your daughter well.

Citizenship and Attitude

In this category we will consider the extent to which students meet expectations relating to the school's core values and beliefs as set out in the prospectus.

Referees' statements and school reports will form the basis of this judgement.

Special Strengths

We would like to take in to account special skills, abilities and strengths. Your child's school report and your covering letter should draw attention to these strengths. Certificates of special achievement may be included with your application but please send photocopies. These skills or strengths may be in academic, sporting or cultural or service areas.

Most Recent Report

Please include a copy of your child's latest report with your application. Effort, attitude and application will be considered as well as academic achievements and strengths.

Parental Involvement

Information about parents' involvement on a Board of Trustees, Parent Teacher Association or similar voluntary work in schools should be explained.

Additional Information

Parents should mention anything else that may be relevant or that they would like the Preference Committee to take in to account.

The information you provide is important in determining which students can be offered a place at St Hilda's. To ensure consistency and fairness in the selection process we ask that you supply as much information as possible.

Please explain to your child that places at St Hilda's are limited, the final outcome is not a reflection on her abilities.

Places are sometimes available at other year levels and it is worth making inquiries about these at any time during the year.

If a student applies at Year 7 and is not offered a place, I encourage you to keep their application on file and update it in the hope of securing a Year 9 place.

We intend to process all applications as indicated in the timeline for enrolment.

For obvious reasons details of the Selection Committee's deliberations will remain confidential and no correspondence or further discussion can be entered into.

Thank you again for your interest in enrolling your child at St Hilda's Collegiate School.

Yours sincerely

A handwritten signature in blue ink, appearing to be 'JB' followed by a long horizontal stroke.

Jackie Barron
Principal



Special Character Preference

Student Name: _____

Address: _____

_____ **Post Code:** _____

Age: _____ **Current Class/Level:** _____ **Day Student / Boarder:** _____

Family association with St Hilda's:

Christian affinity/religious association:

Church attended, applicant's involvement in church group activities e.g. Choir, Sunday School, Youth Group

Parents' involvement in church, church groups, school or other community activities:

Special strengths:

Other information:

This information is true and correct

Signature of Parent(s)

Date



Staff - 2022

Senior Leadership Team

Principal

Mrs Jackie Barron, MNZM BA, Dip Tchg, Master of Management

Deputy Principal - Community

Mrs Helen Almey BA (Hons) PGCE Sec. Eng, Dip Tchg, English

Deputy Principal – Curriculum

Mrs Judy Maw BEd, Dip Tchg, Visual Art,

Acting Deputy Principal - Pastoral

Mrs Rachel McMillan BA (Performance Studies), Dip Tchg, Drama

Chaplain

Dr Gillian Townsley PhD (Theology), MTheol (Hons), BMin, BEd, Dip Tchg, CANZ (Celebrants Assoc. of NZ)

Religious Education, Economics

Counsellor

Ms Marcelle Nader-Turner MNZAC, MCouns, PGDipEd (Couns&Guid), BEd, DipTch, Neuropsychotherapy Practitioner MIACN

Teaching Staff

Mr Gavin Angus BA, Dip Lang, Dip Tchg

Mr Timothy Armstrong BFA, Grad Dip Tch

ESOL, Social Studies

Acting HOD Technology, Design and Visual Communication,

Digital Technology

Chemistry, Science

Biology, Science

Geography, Outdoor Education, Swimming, Year 12 Dean

HOD Mathematics, Mathematics, Financial Literacy

Spanish

Physical Education, Fitness, Health Education, Swimming

HOD English, English

Mathematics, Te Reo Māori

History, Social Studies

Digital Technology, Integrated Studies, Mathematics,

Specialist Classroom Teacher

Performing Arts – Dance, Health

Mathematics

HOD Physical Education, Physical Education

Food and Nutrition, Health Education

Design and Visual Communication, Textiles

HOD Languages, French

Communications and Social Media Administrator, Design and Visual Communication

Accounting, Economics

HOD Science, Physics, Science

Integrated Studies, Mathematics, Health Education, Technology Year 7 & 8 Dean

Mathematics, Principal's Nominee

Mathematics, Year 11 Dean

Physical Education

English, Media Studies, Year 13 Dean

(On Leave) Chemistry, Science

Visual Art, Photography

Music, Social Studies, Year 10 Dean

Digital Technology, Health Education, Integrated Studies

Mathematics

English

Biology, Science

HOD Visual and Performing Arts, Visual Art – Painting

Spanish

HOD Social Sciences, Integrated Studies, Te Reo Māori

Year 9 Dean, TIC Learning Support

English, Integrated Studies

Mrs Kathryn Baker BSc, Grad Dip Mgmt, Dip Tchg

Ms Derrith Bartley BSc, Dip Tchg

Mrs Brigitte Bradfield BPhEd, Dip Tchg

Mr John Bradfield BA, Dip Tchg

Mrs Alison Bromley BA (Hons), PGCE, Grad Dip Ed

Miss Gemma Cowie MTchgLn, BPhEd

Ms Rachel Crawford BA (Hons), Dip Tchg

Mr Paul Ellwood Dip PEd and Dip Tchg

Mrs Christine Gabbusch BA, Dip Tchg

Mrs Anna Garthwaite BEd, PG Dip Ed (e-Learning), Dip Tchg

Miss Cadyne Geary BPhEd, PG Dip Tchg

Mrs Marion Goodwin BSc PG Dip Sci(Otago) Dip Tchg TTC

Mrs Monique Grant BPhEd, Dip Tch

Ms Kat Harpur BA (Hons), Dip Sports Management, PGCE

Mr Baydon Harris BDesign (Fashion), Dip Tchg

Mrs Nicki Holtz BA, Dip Tchg

Miss Isla Huffadine BApl Mgt (Dist)

Mr Bevan Ingram BCom and Dip Tchg (Sec)

Mr John Janssen BSc, Dip Tchg

Mrs Carla Joint BEd, Dip Tchg

Mrs Rachel Jones BSc, Dip Tchg

Mrs Lindsay McLanachan BSc, BTchg (Sec)

Ms Shannon McNatty MPhEd, PGDip OE, BSc, Grad Dip Tchg

Ms Sandra Muller BA, PGDE, MA English, PhD English, Dip Tchg

Mr David Patchett BSc, LLB, Dip Tchg

Mrs Cassandra Pickering BFA, Grad Dip Tchg

Mr Daniel Potter BA, Dip Tchg

Mrs Shannon Prentice, BA, Dip Tchg,

Mrs Ange Rathbone BPRMgt, Dip Tchg

Mr James Ross BA, Grad Dip

Mr Nigel St Louis BSc Hons (Sci), Grad Dip Tchg (Sec)

Mr James Sutherland BA (Hons) PGCE

Ms Claire Tremaine English Language Teacher

Ms Judith Turner MTchg, BA, BTchg, Grad Dip

Ms Julie van Rij BA (Hons), Dip Tchg

Learning Support

Mr Joel Dalloway MusB
Ms Claire Gregory MA, BA (Hons), DipSW
Mrs Sharon Ritchie Grad Dip Career Development
Mrs Pippa Sluis BA(Hons) Dip SW and BA(Hons) Dip Criminal Justice
Mr David Young BEd, Adv Dip Tchg, Cert Ed Management

Administration/Support

Mrs Helen Badcock BEd, PGDipFA, DipTchg
Mrs Amanda Burke BA (Hons), PGDipJourn, Dip Tchg
Ms Geraldine Corkery MEd Admin (Hons), BSc (Hons), Dip Tchg
Mrs Kirsten Duncan NZIM Dip Mgmt, NZDipBus, Dip.Edit Proofreading and Editing
Mrs Kirsty Dutton MusB
Mr John Huggett MA, Dip Tchg
Mrs Donna Madigan
Mrs Julie Manley
Ms Karen Mowat
Mrs Rachael Parker BPhEd, Certificate in Massage Therapy (CMT)
Ms Lisa Parsons
Ms Korena Paterson BSc(Hons)
Mrs Sarah Ranby BA, Grad Dip Tchg
Miss Jess Sutherland BCom, CA
Mrs Julie Walsh
Ms Erin Wellington Cert Health Coaching

Music Tutor
Teacher Aide
Careers Advisor, STAR/Gateway Co-ordinator, Study Supervisor
Teacher Aide
IT Leader

Arts Co-ordinator
Director of Development
Archivist
Finance Administrator

Executive Assistant/Board Secretary
Archivist
Student Support Officer
Finance Administrator
School Receptionist/Secretary
Director of Sport
(On Leave) Arts Co-ordinator
Science Technician
Librarian
Business Manager
Technology Technician
Sports Co-ordinator

Property

Mr Steve Henderson BAppl Mgt (Dist)
Mr Alistair Hall

Senior Property Manager
Property Manager

Board of Proprietors

Bishop Steven Benford	Bishop of Dunedin President of SHCS Incorporated Society
Mrs Jocelyn Kinney	Chair Old Girls' Association
Mrs Kate Anderson	Deputy Chair Country Representative
Mr Mike Collins	Dunedin Diocesan Trust Board
Mr Gene Ollerenshaw	Dunedin Diocesan Trust Board
Mrs Emma Burke	Dunedin Diocesan Trust Board
The Very Reverend Dr Tony Curtis	Diocesan Council
Reverend Liz Cheyne	Diocesan Council
Mrs Louise Taylor	Diocesan Council
Mr Richard Hutchens	Country Representative
Mr Peter Sinclair	Country Representative
Mrs Anna Perkins	Country Representative
Mrs Robyn Pannett	Country Representative
Ms Nadia McKenzie	Old Girls' Association
Mrs Sharon Fulton	Parents' & Friends' Association
Mrs Andrea Chisholm	Parents' & Friends' Association

Board of Trustees

Mr Richard Hutchens	Chair
Mr Mike Christie	BOP Representative Deputy Chair
Mr Craig Ashton	Parent Representative
Mr Ryan Priemus	Parent Representative
Ms Anne McLeod	Parent Representative
Mrs Roseanne Price-Langsbury	Parent Representative
Dr Carthika Luxmanan	Parent Representative
Mrs Kate Anderson	BOP Representative
Mrs Andrea Chisholm	BOP Representative
Mrs Jackie Barron	Principal
Mrs Carla Joint	Staff Representative
Miss Olivia Wilkinson	2021 – 2022 Student Trustee

Old Girls' Association

The St Hilda's Old Girls' Association has branches in Dunedin and Auckland and looks to support our alumni through connecting with each other via our database, newsletters, Facebook group and events. There is an Old Girls' website which can be found at www.sthildasoldgirls.nz. Old Girls are always welcome to visit St Hilda's and attend events such as Founders' Day and St Hilda's Day - please contact us at oldgirls@shcs.school.nz or phone (03) 4770989.

Parents' and Friends' Association

Established as the Parents' Association in 1947, the group became the Parents' and Friends' Association in 1971 so that it could include all people interested in the school. The aims of the Association are to unite parents, to keep them in touch with the school activities and to plan and make suggestions for the school's development without interfering with its internal management. In addition to fundraising activities such as the School Fair, it organises functions to welcome new parents and to maintain contact with country parents. The annual subscription is \$30 per student. The Parents' and Friends' Association can be contacted by email at pfa@shcs.school.nz

PFA PRESIDENT
Roberta Lawrence

PFA VICE PRESIDENT
Linh Ashton

PFA SECRETARY
Jenny Wagner

PFA TREASURER
Leanne Wright



Schedule of Fees – 2022

(Subject to change)

Type	Total Per Annum
Attendance Dues (Incl. GST)	2,070.00
Proprietor's Donation	160.00
Special Character Donation	200.00
School Donation	812.00
Digital Learning Donation	238.00
Parents & Friends Association Donation	30.00
Building Levy Donation (One off for Year 7 and 9)	500.00
Total Day Student	\$4,010.00
Boarding Fees (Incl. GST) – (Subject to change)	15,745.00
Plus additional charges per the Boarding Handbook	
Total Boarding Student	\$19,755.00

As an integrated school, St Hilda's operations are funded by the Government. The buildings and property are owned by the Board of Proprietors.

There are two categories of school fees:

- ◆ Attendance Dues, Proprietor's Donation, Special Character Donation and Building Levy Donation are paid to the Board of Proprietors.
- ◆ School Donation and Digital Learning Donation, which supplements the School's Operating Grant.

For St Hilda's to operate effectively it is important that all families pay all school fees, including donations. As a decile 10 school, the Government funding the school attracts is considerably less than a lower decile rated school. It is an expectation that a high decile rated school will have a parent community who will support the school.

Attendance Dues

Paid to the Board of Proprietors - this is utilised to pay existing debt on the buildings constructed in recent years.

Proprietor's and Special Character Donations (voluntary)

Paid to the Board of Proprietors these are utilised to help fund the special character of St Hilda's for which there is no Government grant – Chaplain / Chapel Services. Also used to help with renovations and future buildings as identified in the School's ten year building plan.

Building Levy Donations (voluntary)

Paid to the Board of Proprietors - this is utilised for the maintenance/development of our non-integrated building spaces. This donation is a one-off for students starting in Year 7 or Year 9. Students starting at other year levels will be charged a pro-rata rate.

School and Digital Learning Donations (voluntary)

Paid to the Board of Trustees to assist with the provision of opportunities and acknowledgements such as visiting speakers and groups, sports and arts co-ordinators, extra tutorials, school events including celebrations of students' achievements in academic, sporting, cultural Blues Award and Prize Giving Ceremonies and digital technologies.

Other Contributions (voluntary)

As is consistent with other secondary schools, some subjects in the senior school attract subject contributions. These are for subjects that may have specific product components, field trips, camps, etc. All subject contributions are clearly detailed in the Academic Programme Book available online.

Recoveries

Other activities such as sports teams, choir and orchestra trips, Stage Challenge, School Production are paid on a participation basis and parents are informed of these costs at the time of their daughter selecting the activity.

Taxation Rebate

Voluntary donations may be claimed as a rebate against income for taxation purposes. The rebate is claimed from the Inland Revenue Department using the Rebate Claim Form.



Referee's Letter in Support of Application for Enrolment

Name of Student applying for enrolment	
Level of Entry	Year 7 or 9 (Please circle or state alternative year required)
Year of Enrolment	20
Entry as a Day Student or Boarder	
Name of Referee	
Address of Referee	
Occupation of Referee	
Relationship to Applicant	

Thank you for agreeing to write in support of a St Hilda's enrolment.

Under the Deed of Integration which the school concluded with the Minister of Education in 1979, preference of enrolment shall be given 'to those pupils whose parents have a particular sympathy with the special character of St Hilda's Collegiate School...' The following extract from the Deed of Integration spells out clearly the definition of 'Special Character'.

ST HILDA'S COLLEGIATE SCHOOL - SPECIAL CHARACTER EXTRACT FROM THE DEED OF INTEGRATION 1979

.... 'The school has a direct affiliation with the Diocese of Dunedin (the Anglican Church) and with the strength and support of this church affiliation provides education based on the beliefs and philosophies of the Christian faith. It is the policy of the school to present a balanced education aimed at developing character and maturity in the pupils. Integral to this policy has been instruction in the Christian faith and the use of the chapel as a place of regular prayer and worship for the whole school. The special character of the school derives from its close association with the Anglican Church and a determination to provide an education for pupils which is based on the philosophy that only in the context of sound religion can knowledge be completely understood and personality fully developed. The school welcomes students of all religious denominations and regards as part of its special character the acquisition of high standards by all students. The pursuit of excellence is stressed in all fields of endeavour within the school.'

To ensure that preference of enrolment is fairly applied, I would be grateful if you would verify that this student and their family are, to the best of your knowledge, in sympathy with the special character of St Hilda's.

Please complete the following form and send it to St Hilda's Collegiate School by dates stated in the Timeline for Enrolment. Referees' letters for students in other year levels applying for a place at St Hilda's Collegiate School at other times should be sent at the time the application form is submitted.

Please address your reply to:

Student Support Officer
St Hilda's Collegiate School
2 Cobden Street
Dunedin 9016

Name of Student applying for enrolment: _____

Please explain how well you know this applicant, and your relationship to them:

What comments can you make about this applicant’s and their family’s commitment to the Special Character of St Hilda’s Collegiate School:

- e.g. involvement with Church / Sunday School
- involvement with Christian / Community groups
- Family connections with a Church or Church community
- Family circumstances / family values which demonstrate a sympathy with Special Character

Do you have any other comments supporting this student’s application to St Hilda’s Collegiate School?

Signed _____ (Referee)

Thank you for your comments, which will be kept confidential.



Referee's Letter in Support of Application for Enrolment

Name of Student applying for enrolment	
Level of Entry	Year 7 or 9 (Please circle or state alternative year required)
Year of Enrolment	20
Entry as a Day Student or Boarder	
Name of Referee	
Address of Referee	
Occupation of Referee	
Relationship to Applicant	

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Under the Deed of Integration which the school concluded with the Minister of Education in 1979, preference of enrolment shall be given 'to those pupils whose parents have a particular sympathy with the special character of St Hilda's Collegiate School...' The following extract from the Deed of Integration spells out clearly the definition of 'Special Character'.

ST HILDA'S COLLEGIATE SCHOOL - SPECIAL CHARACTER EXTRACT FROM THE DEED OF INTEGRATION 1979

.... 'The school has a direct affiliation with the Diocese of Dunedin (the Anglican Church) and with the strength and support of this church affiliation provides education based on the beliefs and philosophies of the Christian faith. It is the policy of the school to present a balanced education aimed at developing character and maturity in the pupils. Integral to this policy has been instruction in the Christian faith and the use of the chapel as a place of regular prayer and worship for the whole school. The special character of the school derives from its close association with the Anglican Church and a determination to provide an education for pupils which is based on the philosophy that only in the context of sound religion can knowledge be completely understood and personality fully developed. The school welcomes students of all religious denominations and regards as part of its special character the acquisition of high standards by all students. The pursuit of excellence is stressed in all fields of endeavour within the school.'

To ensure that preference of enrolment is fairly applied, I would be grateful if you would verify that this student and their family are, to the best of your knowledge, in sympathy with the special character of St Hilda's.

Please complete the following form and send it to St Hilda's Collegiate School by dates stated in the Timeline for Enrolment. Referees' letters for students in other year levels applying for a place at St Hilda's Collegiate School at other times should be sent at the time the application form is submitted.

Please address your reply to:

Student Support Officer
St Hilda's Collegiate School
2 Cobden Street
Dunedin 9016

Name of Student applying for enrolment: _____

Please explain how well you know this applicant, and your relationship to them:

What comments can you make about this applicant’s and their family’s commitment to the Special Character of St Hilda’s Collegiate School:

- e.g. involvement with Church / Sunday School
- involvement with Christian / Community groups
- Family connections with a Church or Church community
- Family circumstances / family values which demonstrate a sympathy with Special Character

Do you have any other comments supporting this student’s application to St Hilda’s Collegiate School?

Signed _____ (Referee)

Thank you for your comments, which will be kept confidential.



Year 9 Scholarships

Thank you for your interest in St Hilda's Year 9 Scholarships. There are six scholarships available.

Academic Scholarships

There are two Endowment Society Academic Scholarships available for Year 9 students, one Boarder and one Day Student. Each scholarship reduces the payment of school fees by \$500 per annum and is tenable for three years.

The Year 9 Academic Scholarship examination will be awarded based on the MidYIS test which is completed at the end of Term 1.

Visual - Performing Arts Scholarships

There are two Visual - Performing Arts Scholarships available for Year 9 students. The value of each scholarship is \$500.00.

Eligibility Criteria

1. The applicant must show a lot of promise in the Visual and/or Performing Arts.
2. The applicant's Visual and/or Performing Arts activities should contribute to the Visual and/or Performing Arts at St Hilda's.
3. The applicant, where possible, should include examples of their Art e.g. CV or digital portfolio.
4. The applicant must work hard to be a good representative of Visual and/or Performing Arts.
5. The Scholarship recipient will be asked to provide feedback on their scholarship year to the Arts Coordinator.

Edgar Sports Scholarships

There are two Sports Scholarships available for Year 9 students. The value of each scholarship is \$500.00.

Eligibility Criteria

1. The applicant must show a lot of promise in a sport or several sports.
2. The applicant has the potential to represent Otago and maybe New Zealand in their age group.
3. The applicant has a good work ethic.
4. The applicant is prepared to really work at their chosen sport and to be a good representative of St Hilda's.
5. The applicant's sport must be one that is also currently on offer at St Hilda's.

Scholarship Application Process

The application form for Year 9 Scholarships is emailed, by the Year 9 Dean, to all Year 9 parents and students at the beginning of Term 2.

To apply for a scholarship please complete the Sports and Arts Scholarship application form and return with the applicant's portfolio of achievements to the Student Office by **12 noon on the last day of Term 2**.

Successful applicants will be advised early in Term 3.

Courtney Rowe Scholarship

Please read the accompanying Courtney Rowe Scholarship Application Form regarding eligibility.



Courtney Rowe Scholarship Application Form

The Courtney Rowe Scholarship is for students from families wanting their child to attend St Hilda's Collegiate School as a day student who would not otherwise have the opportunity.

ELIGIBILITY

A student is eligible for a Courtney Rowe Scholarship in the year in which it is offered if:

- they will be in Year 9 or above in the year following;
- AND their primary caregiver(s) have a joint annual gross income of \$70,000 or less (not including Working for Families tax credits)
- AND their primary caregiver(s) have a combined net worth of \$250,000 or less (not including household items) and gross income and combined net worth include associated income and trusts
- AND they are a New Zealand citizen or a permanent resident of New Zealand

WHAT DOES IT COVER

The Courtney Rowe Scholarship will contribute up to \$2,500 per year for the duration of a student's attendance at St Hilda's Collegiate School. Tuition fees include term fees, attendance dues, curriculum donations, and any other compulsory attendance fee that is directly related to a student's tuition. The scholarship will be credited to the student's account, quarterly. It is the responsibility of the parents/caregivers to pay for any remaining school fees over and above the contribution from the Courtney Rowe Fund. Course related costs are any additional school items or costs related to the student's schooling. The cost of uniform is not covered, nor is a digital device.

Applications for the scholarship close at noon on Thursday, 1 September 2022. Day student applicants will be balloted for 2023 as per the school's application process. Only applicants who meet the eligibility criteria and have been successful in their application through the ballot process will then have their scholarship applications considered by the Courtney Rowe Scholarship Trustees. The Trustees will base their selection of the scholarship applicants on the criteria as listed above and:

- evidence of the applicants commitment to learning and positive application
- a history of, and interest in, service to a school or wider community
- commitment to co-curricular activities
- an affiliation with the Anglican Church
- evidence of how the scholarship will benefit the applicant.

Academic achievement and personal qualities are relevant for this scholarship, and will affect an applicant's chance of receiving a scholarship.

All applicants will be advised of the outcome of their application by letter.

We ask that you provide a completed IR215 form as evidence to support how this scholarship will benefit your child.

APPLICATION FORM TO APPLY FOR THE COURTNEY ROWE SCHOLARSHIP

Name of Student

Address

Post Code

Telephone

Current School

Reason for Application

Please state below why you are applying for this scholarship and why you would be a good candidate.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Service to school or wider community

Please provide details on any service you may provide to your school or wider community. Supporting documents may be attached if relevant.

[illegible]

Name of Student _____

Commitment to co-curricular activities

Please provide details of any co-curricular activities you are involved in and the commitment that is required. Supporting documents may be attached if relevant.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Affiliation with an Anglican Church

Please provide details of any affiliation you may have with an Anglican Church. Supporting documents may be attached if relevant.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Student Name

Applicant's Signature

Parent's/Caregiver's Signature**Date**

Applications for the Courtney Rowe Scholarship closes at **12:00 noon on Thursday, 1 September 2022** and should be forwarded to:

The Courtney Rowe Scholarship Trust
St Hilda's Collegiate School
2 Cobden Street
DUNEDIN 9016



Special Character

What Is a Church School?

“In a Church school, the offer of a Christian understanding of the world and the place of humanity in it will be reflected in worship. In particular, it will be reflected in the everyday life of the school, quietly respectful of the beliefs of others and of other faiths, but confident in its own faith. Church schools will not actively seek to convert children from the faith of their parents, but pupils will experience what it is to live in a community that celebrates the Christian faith; to work within a framework of discipline and yet to be confident of forgiveness; to begin to share the Christian's hope and the Christian experience that the greatest power in life and beyond it, is selfless love.”

C. of E. Schools Review, UK.

“What does it mean for a school to be Christian? It means that students see faith being lived in all sorts of implicit ways, through the values which infuse the curriculum and the school's style of administration, and through the models provided by the best of their teachers. They learn about the faith explicitly in Religious Education and some other subjects. And they are encouraged to investigate further in voluntary religious activities the claims the Faith makes on their lives. At the end of it all, we trust that they have been put in the best possible position to make an informed choice as to whether they will make a faith commitment or not. There our direct responsibility ends.”

Brian Hill, Murdoch University, Australia.





Special Character

Fourth Schedule

Historical Resume of The Development of Special Character of St Hilda's Collegiate School

The special character of the school has evolved from its history and its present close association with the Anglican Diocese of Dunedin.

In 1870, a Church of England Order for women named the Community of the Sisters of the Church was formed by the Foundress, Mother Emily, who believed she was called "to start a new community devoted to the service of God and the spread of his Church, especially by the teaching and training of children in England and throughout the British Dominions". Early in 1894 at the urgent invitation of the Bishop of Dunedin, Bishop Nevill, one of the Sisters visited Dunedin for the purpose of investigating the opening of a school for girls. As a result, Sisters Geraldine and Etheleen were sent from England and opened St. Hilda's School in 1896.

The purpose and character of the school was succinctly stated in the original prospectus:

"The Sisters have taken the residence hitherto known as the Grange which in future will be called St. Hilda's Collegiate School. The House is conveniently situated, is bright, airy, and commodious, and easily accessible by rail or tram."

"The aim is to provide a sound education suitable for the daughters of gentlemen, and at the same time to establish a thoroughly happy home, where every effort will be made not only to cultivate the minds of their pupils, but also to train and develop their whole character. The Sisters have had wide experience in Educational work, and hitherto their efforts both in England the Colonies have been acknowledged as highly successful."

"The whole School is under the immediate supervision of the Sisters, who frequently give instruction to the various classes, and so are brought into direct contact with every child under their charge. The health and comfort of resident pupils is made an especial care."

"Religious instruction is given daily by one of the clergy or a Sister."

In 1931, the Kilburn Sisters were ordered by their Mother House in England to withdraw from the School and return to Britain. The reason was the falling off of vocations to the Order and the need to consolidate educational work nearer home. Since the Diocese of Dunedin was unable to undertake financial responsibility for the school an independent Board was set up, though the relationship with the Diocese continued to be close and the tradition of religious instruction and worship according to rites and teachings of the Anglican Church was maintained. In 1958, the Synod of the Diocese passed a Statute creating St. Hilda's Collegiate School a Diocesan School. The Bishop was chairman of the Board and held responsibility for religious teaching in the school.

St. Hilda's has been well served by many dedicated people, and throughout its history has been generously supported by the country districts of Otago and Southland. Country Board members, who have frequently travelled very long distances to attend meetings, have played an important role in developing the character of St. Hilda's.



Enrolment Scheme

The Ministry of Education has required St Hilda's Collegiate School Board of Trustees to put in place an enrolment scheme for applications made for entry to the School in the year 2005 and in subsequent years. This is to ensure that the numbers of pupils enrolled at the school does not exceed the maximum roll agreed with the Ministry.

Preference Students

- Each year the Board of Proprietors will, through their Preference Committee, immediately following the closing date for applications, identify all preference students whose parents have applied to enrol them at St Hilda's in the following year.
- The Board of Proprietors, will pass this list of preference applicants to the Board of Trustees.
- The Board of Trustees will sort these preference students into three categories:
 1. Year 7 students;
 2. Year 9 students;
 3. students at all other year levels.
- The number of places available at each year level will be determined by the Principal at the time of enrolment.

Applications in all years will be processed in the following order of priority:

Priority in Enrolment

Applications for enrolment in all years will be processed in the following order of priority:

1. First Priority:
will be given to preference students who have been accepted as boarders at Tolcarne.
2. Second Priority:
will be given to preference students who live within the city of Dunedin that is in the areas encompassing Waikouaiti in the north, Middlemarch in the west and Lake Waihola and Taieri Mouth in the south, ("the area of reasonable convenience").

If the number of preference applicants from this area exceeds the number of places available at the School, the following priority will be adopted:

- (a) sisters of current students;
- (b) daughters of Board employees, including daughters of clergy who participate in the School's Christian Studies programme and chapel services;
- (c) daughters of past and present members of the Boards of Proprietors and Trustees;
- (d) sisters of former students;
- (e) other preference students.

Applicants will be offered places on the basis of the number of places available for a particular year of entry and having regard to the priority categories identified above. For example, all applicants within category (a) will be offered places ahead of any applicant in category (b). Where the number of the remaining places available is less than the number of applicants within the relevant category, the successful applicants will be determined by ballot.

3. Third Priority:

will be given to preference students who live outside the area of reasonable convenience.

If places remain for allocation to students in this priority group, selection will be by the same means as that specified for students with second priority status.

4. Fourth Priority:

will be given to non-preference students up to 5% maximum provided for in the School's Integration Agreement.

Non-preference students will be selected by ballot.

Selection

The selection process will operate at each year level, depending on the number of places deemed by the Principal to be available at each year level. In any year, however, very few places are likely to be available in Years 10 – 13.

Informing Parents

Parents will be informed about successful applications by telephone as soon as possible after the closing date for applications. This is likely to be within a week of the closing date.

Within four weeks following the closing date, unsuccessful applicants will be informed of their place on the waiting list.

Waiting List

A waiting list will be formed of preference and then non-preference students at each year level in line with the enrolment process outlined above.

If a place becomes available, it will be offered to applicants in order of their place on the waiting list. The waiting list will remain operative only until February in the year of admission. No waiting lists will be carried over to succeeding years.