



STUDENT HANDBOOK 2026

Elim Christian College
Mt Albert

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Section 1: Introduction

Message from the Principal

Welcome to our Elim Christian College Mt Albert Whānau! As you embark on another year of learning and growth, I want to remind you of the school values - *Maia* (courage), *Aroha* (kindness), *Pukuahuwhenua* (diligence), and *Manaakitanga* (respect). These values are central to everything we do, shaping not just your academic journey, but also your personal and spiritual growth.

Maia encourages you to be brave and face challenges with confidence. *Aroha* reminds you to treat others with kindness and compassion, just as Christ has shown us. *Pukuahuwhenua* calls you to work diligently, putting in your best effort in all you do, and *Manaakitanga* teaches us to respect those around us, creating a caring and supportive community.



Our school verse, Jeremiah 29:11, *“For I know the plans I have for you,” declares the Lord, “plans to prosper you and not to harm you, plans to give you a hope and a future,”* reminds us that God has a unique plan for each of you, filled with hope and promise. As you journey through this year, keep these values close to your heart, trusting that God is guiding you every step of the way, and that the future He has for you is bright.

We are excited to walk this path with you; supporting, encouraging, and praying for you as you grow in courage, kindness, diligence, and respect. May you continue to strive for excellence and embrace the amazing future God has in store for you.

Tania Calvert

Tumuaki - Principal

Parent / Caregiver / Whānau commitment and responsibilities

Parents and Caregivers who send their children to Elim Christian College Mt Albert do so as a matter of personal choice. In so doing, they make a firm commitment to support the philosophy, goals, and practices of the school and agree to abide by its policies and procedures and, in particular:

- Support the teacher as the classroom manager and learning facilitator.
- Send students to school on time and pick them up after school on time.
- Read all school communications and respond promptly where applicable.
- Expect students to be responsible for their own behaviour and take some responsibility for their own learning.
- Send students to school, encouraging them to have a positive attitude toward learning by expecting them to always do their best work.
- Send students to school clean, healthy, rested and adhering to the uniform dress code.
- Encourage respectful attitudes towards the school community and school property.
- Become involved in school programmes, activities, and events wherever possible.
- Review and sign any forms which require a parent/caregiver signature.
- Encourage systematic study and celebrate positive student performance and effort.
- Seek to provide an environment at home conducive to study and homework.
- Attend parent-teacher-student conferences.
- Support the disciplinary measures taken by the school.
- Access all current communication / newsletters via the website: www.elimmtalbert.school.nz click on the communication tab.

Section 2: For parents

If you need to contact the school or communicate with your child during the school day, please either email office@elimmtalbert.school.nz or phone (09) 9533768 the school office to:

- request student leave in advance
- get a message to your child
- update your contact details
- speak to or make an appointment with school leadership

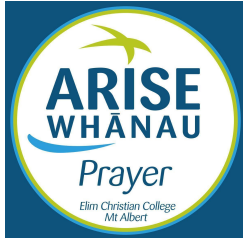
To contact any other staff member you can either ring the office or email the person directly. All staff emails are in the format firstname.lastname@elimmtalbert.school.nz

Parent involvement

There are plenty of opportunities for parents and caregivers to become involved through ARISE Parents, prayer, helping in the Library, assisting with school camps, offsite school activities, helping with sports teams, serving on the School Board, working bees as well as many other activities. We welcome and greatly appreciate your help. All volunteers must have a police clearance. Forms are available from the school office.

ARISE Whānau

This group is a great way for parents/caregivers to become actively involved in school life, giving support and helping with fundraising. Each year we rely on our ARISE parents/caregivers to run activities, raise funds, pray for and assist the school. Parents/caregivers who wish to join should contact the school office.



ARISE Whānau Prayer

It is the vision and desire of the ARISE prayer group, that the school, all events and students be covered in prayer. Prayer points will be added to our newsletters and we encourage you to pray for the school with your family

Public Transport

For students using public transport to and from school it is important to ensure they always carry a valid student ID card and AT Hop card at all times. Safety is of utmost importance and parents are encouraged to discuss safety measures with their child. This link provides [Advice around safety in public](#)

Behaviour on public transport must also reflect the School's values and expectations. Students taking public transport are representing the School in the wider community and, as such, respectful behaviour and the consideration of others is paramount. Parents are expected to support the school in maintaining these standards of behaviour.

Lateness

We ask that all students arriving after 8:40am sign in at the office using the electronic tablet provided. The office staff will assist smaller children with this. Parents/caregivers will be contacted where ongoing patterns of lateness continue. It is expected that all students are on site by the 8:30am bell.

Messages to students

In emergencies, important messages should be conveyed to students through the school office. Parents are not to go to the classrooms or to ring or text students directly. Students are not allowed to wear smartwatches or use their devices or phones to call or message during the school day or while on the school site. Students can ask the office to contact parents if needed.

Education outside the classroom (EOTC)

Students may take certain digital devices on EOTC activities but will be advised whether their device is allowed before the activity commences. Usage will be at the discretion of teachers and other adult supervisors.

Students who drive to school

Students must complete a form before driving to and from school. This is available through the Pastoral Leads. It is important you do not park across driveways, or on broken yellow lines, and are parked at least 1m from any vehicle entrance. Students are not to park in McLean Street or Allendale Road. For further details see [Student Driver Form 2026.docx](#)

Personal Property

All clothing and personal property must be clearly named.

Personal property that is found lying around will be put into the lost property box in the junior, intermediate and senior corridors. Valuables are handed into the school office. Unnamed items left at the end of each term will be displayed for collection. The belongings of others may not be interfered with or borrowed without permission.

Valuables including money should not be brought to school. If there is a need to bring items of value or money to school, students are encouraged to hand this in to the office for safe keeping. Valuables should never be left in bags or classrooms. The school cannot be held responsible for any lost or stolen property.

School Property

Any damage to school property must be reported to the office. Careless or irresponsible behaviour may result in the payment of all or part of the costs involved in damage and breakage.

Visitors

It is a legal requirement that all visitors, including parents/caregivers who visit the school site during the day, must first report to the office and sign in on the electronic tablet. They must sign out again when leaving. If a child's lunch/gear has been forgotten, parents/caregivers may bring it to the school office and the runner will take it to the classroom.

Withdrawing from school

Under our school's policy, you are required to give one term's notice in writing of your intention to withdraw your child from school. In the event this notice period is not given, one-half term's attendance dues will be payable to the Proprietors.

A leaving form must be completed for all students by their parent/caregiver prior to leaving the school. This is available from the office and on the [school website](#).

A leaving certificate is issued to senior students who are leaving school to enter the workforce or tertiary education.

Section 3: For Students

Students are encouraged to take responsibility for their learning and to do their best to fulfill their learning potential. Students are expected to work within the school policies, procedures and rules and uphold the school values at all times.

As a student of Elim Christian College Mt Albert you are required to:

- Always uphold and respect our Christian values.
- Obey and respect all staff members.
- Be where you are supposed to be at all times.
- Use appropriate manners, treating others with respect, courtesy and fairness.
- Respect the rights and property of others.
- Be responsible to care for school property.
- Always behave in a safe manner.
- Show good sportsmanship.
- Follow playground and game rules.
- Aim for your personal best, work with determination and enthusiasm and allow others to do the same.
- Take pride in your work, presenting it in an orderly and neat manner.
- Complete assigned work, on time and to the best of your ability.
- Follow up on and complete work missed during absences.
- Develop self-discipline and exercise self-control in all situations.
- Accept the consequences of your own actions.
- Wear the correct school uniform at all times, including sports uniform and footwear for P.E classes.

What to do if you...

Are unable to come to school

Parent/caregiver to fill in the absence form on the school website:

https://elimmtalbert.school.nz/absence_form/

Are late to school

All students are to sign in at the office on arrival stating the reason for their lateness. Secondary students will be required to explain their lateness to a Pastoral Lead in the foyer.

Lose something

Check the lost property boxes or ask at the office for valuables.

Have an appointment during school time

Y0 - Y8	Students need to be signed out at the office by a parent/caregiver. Please remember to sign in on return.
Y9 - Y13	Students will need to either:

- | |
|---|
| <ul style="list-style-type: none"> • provide a note from their parents/caregivers when signing out OR • have a parent/caregiver complete an online absence form stating reason <p>Students will need to sign out at the office and sign in on return.</p> |
|---|

Accidents or illness

The health room is located by the office. All teaching and administration staff hold First Aid certificates and are trained to deal with emergencies.

Teachers send students to the health room if they feel unwell or have been injured. If a student becomes unwell during the day and does not improve, parents/caregivers may be contacted to collect the student. In the event of an accident at school, and the parent/caregiver cannot transport the child safely, an ambulance may be called.

Please keep the school up to date with all your contact details. Emergency contacts should be listed on the medical information form. Please email office@elimmtalbert.school.nz with any changes to contact details or medical information.

Before and after school

- Students need to be at school by 8.30am to be ready to start at 8.40am. Teachers are on duty from 8:10am to help supervise students once they are on the school grounds. For Health and Safety reasons students are not to be dropped off before 8.10am.
- Students cycling or riding a scooter to school are to walk their bikes/scooter to the rack behind the junior block. There is to be no cycling or riding of scooters on the school site. All bikes and scooters are to be locked. Helmets must also be worn at all times.
- Students in Year 1-6 can play on the playground, the concrete area and under the trees before school. At the 8:30am bell, students are to walk quietly to their classrooms.
- Students in Year 7-13 are to be in the playground areas outside the office admin, shade sails, lower field and turf.
- All students are to remain in areas under teacher supervision and not move into out of bounds spaces.
- At the end of the day, students should leave the site promptly. All students must be collected before 3.30pm. For unforeseen circumstances, please ensure the office is contacted prior to 3:30pm.

Bell times - Years 1-13

Year 1-8		Year 9-13	
8:40am	Tutor	8:40 - 9:00am	Tutor
9:00 -10:40am	Block 1 (P1/2)	9:00 -10:00am	P1
10:40 - 11:00am	interval	10:00 -11:00am	P2

11:00 -12:30pm	Block 2 (P3/4)	11:00 -11:20am	Interval
		11:20 - 12:20pm	P3
12:30- 1:20pm	lunch	12:20 - 1:20pm	P4
1:20 - 2:50pm	Block 3 Y1-6	1:20 - 2:10pm	Lunch
1:20 - 3:10 pm	Block 3 Y7-8	2:10 - 3:10pm	P5

Electronic Devices - laptops, iPads, Cell phones, Earbuds etc.

Between school hours devices may only be used for planned educational activities. Please refer to the links below for information on device use at school.

The school is not responsible for the loss or damage of personal devices. Each student takes responsibility for their own device. The sharing of devices is not permitted.

All contact between students and parents during school hours must be done through the office.

[Y4-8 Device Agreement](#)

[Y9-13 Device Agreement](#)

Mobile Phones

In accordance with the [Education \(School Boards\) Regulations 2020](#), all state and state-integrated schools are required to ensure students do not use or access mobile phones at any point during the school day. This is designed to maximise student learning while minimising distractions and inappropriate device use.

This is a mandatory regulation under Section 22 of the Education (School Boards) Regulations 2020. We appreciate your co-operation in maintaining a focused learning environment for all students.

For **Year 1-6 students**, mobile phones must be kept at home. If students require their mobile phone for use either before or after school it must be handed in to the school office for safe keeping prior to the start of the day bell, where it can be collected at the end of the school day.

Year 7-13 students are asked to regulate their own mobile phone by keeping phones switched off and stored in your bag with ear buds all day. They should not be in pockets. It is important to note that if students do make the decision to bring a mobile phone to the school grounds, they do so at their own risk. The school is not responsible for any loss or damage caused to any mobile phone.

Inappropriate use

In circumstances where usage has breached the school mobile phone rules the result will be confiscation of the device for the rest of the school day. The device will then be retrieved by the student after school and the inappropriate use recorded.

Breaches of the cell phone rules include (but not limited to):

- using the device when not permitted
- any sort of bullying, including online bullying
- taking photos or videos of other people without their permission
- forwarding inappropriate messages or content.

If a student continues to inappropriately use their mobile phone it will be confiscated and will need to be picked up by a parent from the office. Please refer to Device agreements for more details.

Mobile phones 'away for the day' exemptions

Learning activities

If phones/earphones are used for a learning activity, this will be at the teacher's discretion and the phone's use will be supervised by the staff member. Guidelines on appropriate usage still apply.

Health and emergency situations

Students with additional learning needs who use mobile phones/earphones in class to increase or improve their ability to participate and learn will be granted an exemption. In matters related to a student's immediate health and safety concerns, a parent/caregiver can apply at any time to the principal for a period of exemption (e.g. medical conditions or protection issues).

Emergency Drills

Each term we conduct emergency drills. Staff and students follow well-documented instructions based on best practice models. Following each drill, a review is held by the Health and Safety team. The school uses an external provider to ensure best practice.

In the unlikely event there is a lockdown situation, parents and caregivers will receive a text from the school to inform them. There will also be regular updates on the school website. **Please do not attempt to contact the school or your child during a lockdown.**

Enviro.

- **Year 1–8:** No-Waste Policy – Students are required to take home all waste generated from their lunch boxes. Any litter found around the school grounds should be sorted and placed in the appropriate bins: soft plastics, recycling, food scraps (fruit and vegetable scraps only), or general rubbish.
- **Year 9-13:** All students are asked to take their own waste home and process it there. However, there are four bins located outside the hall and outside the middle school entrance in case they are needed. Organic food scraps can be placed in the green food scraps bin. Clean, recyclable items can be placed in the yellow recycling bin. Clean soft plastics can be placed in the blue soft plastics bin. Any other waste can be placed in the red landfill bin. Please refer to the pictures above the bins for information about what goes in each one.



- Let's all take responsibility for keeping our God's creation and our school beautiful. Duty teachers will check junior eating areas before students are released. Confectionery must not be brought to school (except cough lozenges for Y7-13 students). Food must not be eaten in classrooms, except on wet days when a wet lunch-hour has been signalled.

Lunches

- We strive to be an environmentally conscious, waste free school. Please see details above about how this pertains to lunches.
- Healthy eating is encouraged. Please try to limit the amount of 'snack foods' you provide.
- Students cannot order uber eats or pizza to be delivered to school.
- Students are not allowed to share food or drink. This includes bringing birthday treats or cakes.
- Only water should be brought in drink bottles to school.
- Sushi can be ordered through our Kindo app for Wednesday and Friday lunch.
- The vending machine in the hall has snack food and is available for students in Year 7-13 only.
- Currently, Year 13s have the privilege of walking to BP service station during lunch time only. Students must go straight there and back and must sign out/in at the office. They may not use phones during this time or purchase food on behalf of others.

Playground rules and behaviour

Allocated playground areas:

- Year 1-6: Can play on the top field with the boundary ending at the footpath at the top carpark. Students can play on the playground, on the two painted four squares closest to the Junior fence, and under the trees. Climbing the large Pohutukawa tree is currently not allowed.
- Year 7-13: Can play on the lower field and turf.

Also:

- Ball games are encouraged. Care must be taken when other groups of students are playing.
- Trees may be climbed up to the lowest branches no higher than 2 metres.
- Students are not permitted to talk to outside visitors over the perimeter fence.

Kotahitanga - Positive behaviour for learning

Our Kotahitanga values are: Maia - Courage, Manaakitanga - Respect, Aroha - Kindness and Pukuahuwhenua - Diligence.

Christian living is expressed in respect for others, respect for the possessions of others, loyalty to one another and above all, loyalty to God.

- Respect for others includes honesty, kindness, consideration, and caring for others, and towards those who are weaker, younger, quieter, or less able.
- Respect for possessions of others means articles will not be interfered with, damaged, or borrowed without the owner's permission.



- Loyalty to God and obedience to His will means that there will be a dedication to work towards what is worthy and pleasing to Him.

Uniform

Our uniform supplier is Prestidges, which is located at 65 New North Road, Eden Terrace.

<https://prestidges.co.nz/>

Y0-6 Girls

The Year 0-6 girls wear a blue, short-sleeve Elim polo, black skorts, black crew length socks, black polishable dress shoes or black leather sport shoes, a blue Elim fleece and a blue bucket hat.

Optional items: In Terms 1 and 4, students can wear black sandals. In Terms 2 and 3, students can wear black Elim trackpants with reinforced knees or black stockings and a long-sleeve blue polo. If it is raining to or from school, students can wear a black or blue raincoat.

Y0-6 Boys

Year 0-6 boys wear a blue, short-sleeve Elim polo, black shorts, black knee length socks, black polishable dress shoes or black leather sport shoes, a blue Elim fleece and a blue bucket hat.

Optional: In Terms 1 and 4, students can wear black sandals. In Terms 2 and 3, students can wear black Elim trackpants with reinforced knees and a long-sleeve blue polo. If it is raining to or from school, students can wear a black or blue raincoat.

Y7-10 Girls

Year 7-10 girls wear a light blue Elim shirt and a black knee-length skirt. Girls wear black, crew-length socks and black polishable, lace-up or Mary-Jane, dress shoes, with a heel. There is also an Elim v-neck jersey and a jacket..

Optional items: In Terms 1 and 4, plain black Roman sandals can be worn. There is also a black Elim cap. During Terms 2 and 3, black stockings can be worn and an Elim scarf.

Y7-10 Boys

Year 7-10 boys wear a light blue Elim shirt and black shorts. Boys wear black school socks with royal blue stripes and black polishable, lace-up dress shoes, with a heel. There is also an Elim v-neck jersey and a jacket..

Optional items: In Terms 1 and 4, plain black Roman sandals can be worn. There is also a black Elim cap. During Terms 2 and 3, the Elim scarf can be worn.

Y11-13 Girls

Year 11-13 girls wear a white Elim blouse with a knee-length or full-length black skirt, and the blue Elim blazer and tie. Girls wear black crew length socks and black polishable, lace-up or Mary-Jane, dress shoes with a heel.

Optional items: There is a black, v-neck Elim jersey or cardigan that can be worn. In Terms 1 and 4, students can wear plain black Roman sandals. In Terms 2 and 3, black stockings can be worn and the Elim scarf.

Y11-13 Boys

Year 11-13 boys wear a black shirt and black trousers and the blue Elim blazer and tie. Boys wear black socks and black polishable, lace-up dress shoes with a heel.

Optional items: There is a black v-neck Elim jersey that can be worn. In Terms 2 and 3 the Elim scarf can be worn.

Y4-13 PE Uniform

For PE and other sporting activities there is a PE uniform. This consists of an Elim v-neck blue sports shirt and black Elim sports shorts.

Hair

Students' hair should be tidy and off the face at all times. If a student's hair reaches their collar, it needs to be tied back. Hair ties and clips must be black, white or royal blue. No ribbons, bows or scrunchies can be worn. Students' hair must be their natural colour. Boys' hairstyles need to be tidy. Shaved designs are not permitted or rat's tails. Senior boys must be clean shaven.

Swimwear

When there are school swimming events, students must dress modestly. Swim wear must be worn not normal clothing. Two pieces (bikinis) are not permitted.

Makeup

Makeup is not permitted at school beyond foundation/powder being used to cover blemishes. Colourful acne patches are not allowed - they must be clear.

Jewellery

Girls may wear a small, plain, round, gold or silver stud or sleeper in each ear. All students are allowed to wear a plain watch. Smart watches are not permitted. No other jewellery can be worn.

Wearing of Taonga

If you require an exemption based on cultural grounds, please contact the Pastoral Lead (Secondary) or Team Leader (Primary) to discuss.

Kakahu Kainga (Civvies Days)

We expect that students will dress appropriately and sensibly for all civvies days.

- No bare midriffs are to be shown (open waistlines) or low-cut tops.
- Shorts should be at least mid-thigh.
- No coloured hair.
- No item of clothing should have inappropriate slogans or images.
- No piercings.

Note: Inappropriate dress on civvies days can result in students being asked to return home to correct the clothing choice.