



Application Package for Boarding and Day Students (Outside of Application Timeline)

2023 Applications

Applications for 2023 at St Hilda's Collegiate School are now closed. We welcome applications at any time, as places occasionally become available

If you are considering St Hilda's Collegiate as a day or boarding student in 2023 and you would like to be added to our waiting list, please complete the following application form.

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

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.

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. <http://www.education.govt.nz/school/student-support/boarding-allowances/>). 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

<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:

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.



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

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.



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
if applicable



Apply

Send completed package in a display folder to St Hilda's Collegiate School,
2 Cobden Street, Dunedin 9016



Day Student

Attend Open Evening for Day Students
if applicable



Apply

Send completed package in a display folder to St Hilda's Collegiate School,
2 Cobden Street, Dunedin 9016



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



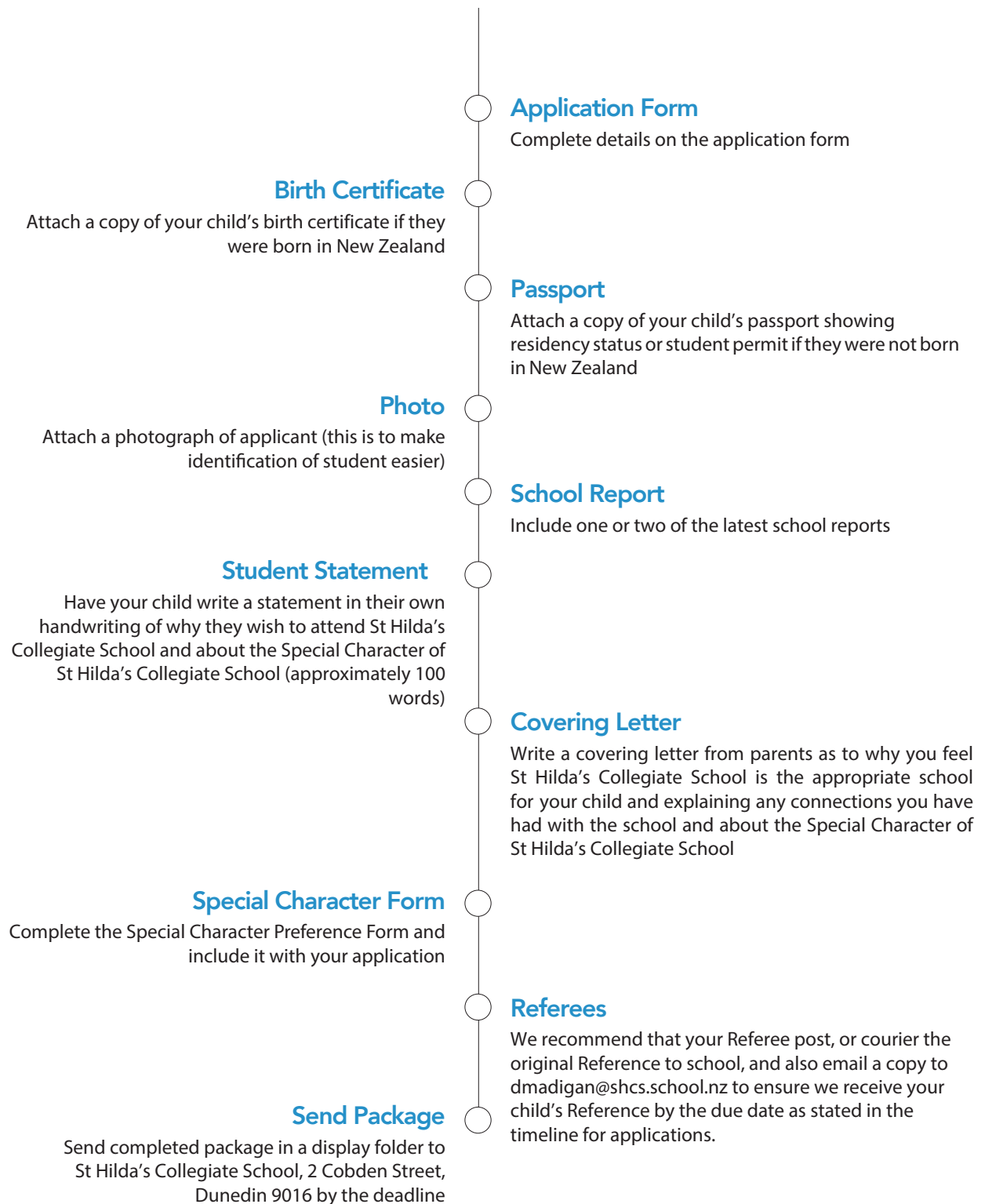
No

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



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	
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- 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.



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 Waihora 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.