

INFORMATION BOOKLET



Mission Statement

"Together we will provide a quality all around education, developing valuable contributors to society who reflect the teaching and values of Jesus Christ".

St Joseph's Catholic School
Principal: Suzanne Downey
P.O. Box 124/ Seddon Road
Te Kuiti

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School Contact

Physical Address: Seddon Street, Te Kuiti

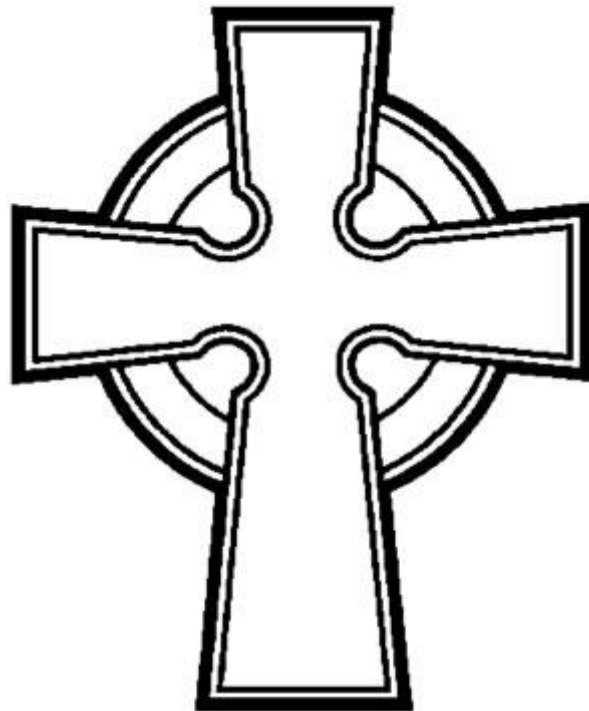
Postal Address: P.O. Box 124, Te Kuiti

School Office Phone: 07 878 8190

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Office hours: 8.30am - 3.00pm Monday – Friday



Mission Statement

Together we will provide a quality all around education, developing valuable contributors to society who reflect the teaching and values of Jesus Christ.

Vision

'For us, the essential purpose of education is to draw out each pupil's potential, gifts and creativity. The tasks of the Catholic school, its teachers and trustees is that of shaping full human beings who will be able to get the most out of life and who will be able to give the most of life'.

Cardinal T.S. Williams/ Bishop's Conference 2000

From the Principal

Welcome to St Joseph's Catholic School, Te Kuiti.

Nau mai. Haere mai.

Our school has a strong special character as a Catholic school and we are proud of our heritage. Cardinal Williams, (Bishop of Wellington) clearly outline our essential purpose in the following quote;

'For us, the essential purpose of education is to draw out each pupil's potential, gifts and creativity. The tasks of the Catholic school, it's teachers and trustees is that of shaping full human beings who will be able to get the most out of life and who will be able to give the most of life'.

Our creed, which also expresses our beliefs, hangs in our corridor. Please read it, they are very high ideals. We need to work together to accomplish this vision.

The Fruits of the Spirit are;

LOVE, JOY, PEACE, PAITENCE, KINDNESS, GENEROSITY
GENEROSITY, FAITHFULLNESS, GENTLENESS AND
SELF CONTROL. (Galatians 5:22.)

These are the values we expect from the community. We are the role models.

As a community of the Parish, Family and School, we must strive to actively engage one another in the education of our younger people. "No one of us I a strong as strong as all of us." There is so much truth in this old adage.

God bless you all,

Suzanne Downey

Principal

Please note:

Should you wish to discuss an issue with a staff member, it would be beneficial to all concerned if you rang and made an appointment prior to your visit.

If you have an urgent situation please contact the school and we will accommodate you.

Contents

| | | | |
|----|---------------------------------|----|----------------------------------|
| 2 | Contact details | | |
| 3 | From the Principal | | |
| 4 | Contents | | |
| 5 | Staff | | |
| 6 | Absences | 12 | Praise/ Problems |
| | After School | | Privacy Act |
| | Accidents and sick children | | |
| | Allergies/ Health Problems | 13 | Protection Orders |
| | Assemblies | | Religious Education |
| | Attendance Dues | | Reports and Interviews |
| | Behaviour | | School Charter and Policies |
| 7 | Bicycles | | School Expectations |
| | Book Club | | School Hours |
| | Board of Trustees (BOT) | | School Donation and Levy |
| | Buses | | School Office |
| 8 | Caring for our School Grounds | 14 | School Rules |
| | Catholic Character | | School Trips |
| | Religious Education | | School Uniform |
| | Sunday Masses | 15 | School Visits/ Educational Trips |
| | Catholic Character Contribution | | Smoking Policy |
| 9 | Catholic Preference | | Specialised Programmes |
| | Complaints/ Concerns | | Rainbow Reading |
| | Cultural Activities | | I.E.P. |
| | Dental Therapist | | R.T.L.B |
| | Emergency Numbers or Contacts | | Sports |
| 10 | Enrolment Procedures | 16 | Staff and Teacher Meetings |
| | Headlice | | Stationery |
| | Home Reading | | Sunday Mass/ Reconciliation and |
| 11 | Homework | | Rosary Times |
| | Internet and Computer Use | | Sun Safe |
| | Kapa Haka | | Support Services |
| | Leaving of School Grounds | | Taking Children from School |
| | Lunches | 17 | Technology Class – Y 7/8 |
| | Lunch Systems | | Tree Climbing |
| | Medicines | | Toys and other personal objects |
| | Message Phone | | Transporting Children |
| 12 | Money | 17 | Visitors to School |
| | New Entrants | | School Map |
| | Newsletters | | |
| | Parent Support Group (PSG) | | |
| | Parking | | |
| | Playground Rules | | |

Staff Members

“The task of the Catholic School, its teacher and trustees, is that of shaping full human being who will be able to get the most out of life and who will be able to give the most of life”.
Cardinal Williams (Bishop of Wellington)

Suzanne Downey

Principal

office@stjosephk.school.nz

Pam Boroevich

Teacher

Year 0 and 1

Monique Needham

Teacher

Year 2

Catherine Kearins

Teacher

Year 2

Anita Bailey

Teacher

Year 3 and 4

Frau Katrin Woermer

Teacher

Year 3 and 4

Pip Were

Teacher

Year 5 and 6

Joanna TuiSamoa

Teacher

Year 7 and 8

Elmarie Senger

Office Manager/ Secretary

Sharon Mason

Teacher Assistant

Paula Pellowe

Library Assistant

Kathleen Marich

Reading Recovery Teacher

Michael Grainger

Caretaker

Absences:

If your child is not going to attend school for various reasons on a particular day, or part thereof, it is essential that you telephone the School Office prior to 9:00 am. We will check up on unexplained absences.

Accidents and Sick Students:

In the case of a serious accident at school, parents will be contacted as soon as possible. If parents are unable to be located, the *'emergency contact'* person will be consulted and / or family doctor if necessary. If a child becomes sick at school the Office Secretary will contact the parents to enable the child to be cared for at home.

After School:

We expect children to depart for home as soon as they are dismissed from school at the end of the school day. Do not hesitate to telephone the school if your child fails to return home on time. Children must wait inside the school grounds for their safety.

Allergies / Health problems:

The school would appreciate being informed of any particular allergies, for example bee stings, or health problems in order that your child may receive immediate treatment if necessary. All medical information is confidential.

Assemblies:

These are held in the Basement on a Monday between 9.00 am and 9.30 am and interested persons are welcome to attend.

Assessment and Reporting

A whole - school summative assessment schedule has been set. Both summative and formative assessments, moderation of the data between student, peers and staff needs to be undertaken regularly. Collectively these assessments form the Overall Teacher Judgement that places students above, at or below the National Standard.

Attendance Dues:

School Fees are compulsory and are to be paid directly to the Hamilton Diocese. The Hamilton Diocese will invoice you in the month following enrolment. The fees are \$426.00 for 2016 and can be paid by instalments. Financial assistance is available in cases of hardship. Please contact the school for further information or the Hamilton Diocese on 07 856 6989.

Behaviour:

Our Behaviour Guidelines are based on the philosophy of **"We are made in God's image and therefore all people will be treated with respect."**

We are committed to providing children with a happy and secure environment. Teachers will reinforce positive behaviour and encourage children's efforts.

Common sense should govern all actions.

Behaviour is considered unacceptable if:

1. It interferes with a teacher's teaching.
2. It interferes with another child's learning.
3. It affects another child's safety.
4. It involves lack of respect for another's belongings, views, ideas and space.
5. It involves blatant disregard for the environment (school).

Bicycles:

All children riding bikes to school should have a good knowledge of the road rules and are legally required to wear helmets. A bicycle stand is provided and all children are expected to stay away from it during school times. All bikes are to be walked through the school grounds between 8:00 am and 3:00 pm daily.

Book Club:

Children have the opportunity to buy books at a reasonable price through Scholastic NZ. This offer is available on a regular basis and a sheet showing titles and prices will be sent home to each child. There is no obligation to buy. Books ordered will be sent to the school two or three weeks later for distribution to those who ordered them.

Buses:

The school must be notified by a parent if a child is not traveling on the bus on a specific day.

Caring for our School Grounds

We pride ourselves in keeping our school grounds and

Catholic Character:

See information under Catholic Character label for further information.

Concerns and Questions:

Many concerns can be addressed if we know about them. In the first instance, if you have a concern about the progress or behaviour of your child, please take the time to speak to the teacher of your child. You may wish to express your concern to the Principal. If so, please make an appointment. A complaint is deemed to be of a serious nature and the parent/caregiver must put their complaint in writing, addressed to the Principal and/or Board Chair, stating that they are making a complaint, then specifically stating the allegations. A complaint may be the result of actions or speech or deed, construed by a parent/caregiver or a member of the community to be detrimental to the child or children at the school. It is advisable that you follow the School's Procedure for the resolving of concerns. This document is attached for your perusal.

Cultural Activities:

Community input gives the school guidance and we endeavour to translate community ideas into practice. If possible we take part in the Waitomo Cultural Festival.

Dental Therapist:

Information about the dates when the Dental Therapist will be at the school will be available on the website under Upcoming events and in the school newsletter.

Emergency Numbers or Contacts:

Please keep the school office up to date with any changes in your address, home, business, mobile or emergency phone numbers.

Emergency Procedures:

Continuous ringing of the bell indicates an emergency and everyone has to assemble on the tennis courts at the front of the school. Additional information has been provided to the teachers in the Staff Handbook.

Enrolment Procedures:

It is desirable that the school is notified of any child who may be enrolling at this school by at least their fourth birthday. Make an appointment to see the Principal and pre enrolment information can be discussed and given out. It is necessary to see the Preference Committee before enrolment of your child/ren is confirmed, whether Catholic or non-Catholic. Forms need to be filled out and completed before the child starts school. Pre-school visits, for the week before your child starts school, can be arranged by ringing the office.

Head lice:

These are small animals that often affect children. Please check your child's hair for insects and eggs regularly. Using medicated shampoo which is available from the pharmacy easily cures them. Special attention must also be made to the clothing and bedding of the child so that the problem does not recur. Should parents be unable to eradicate head lice in their children's hair, the Public Health Nurse will be contacted to assist the family and school. Find attached a document containing preventative measures and the eradication of head lice.

Homework:

When homework is given, it is to consolidate work covered by the child at school or as an extension or enrichment. Homework could be essential learning tasks for instance, basic maths facts, spelling, completion of unfinished work, research and/or the gathering of resources and/or data for forth coming units or discussions of current events. In the junior classes, children will be issued with a home reader in a book bag on most days.

Home Reading:

The following point may be of help to you when hearing your child read. Avoid times when your child is already engaged in an activity. Keep sessions short and frequent. Sessions should be regular; for example, the same time each night or morning. Stop the session if the child is tired or restless. Memory reading is an aspect of early reading. Encourage your child to look first at the picture, then at the words. At first, encourage your child to point at the words as he/she reads. Encourage your child to retell a story in his or her own words. Give praise for correct reading. Instances are when your child reads a sentence correctly, when your child corrects himself/herself after a mistake and when your child gets a word right after being prompted.

To help your child when they have problems: Wait to let your child solve his/her own problem, if the mistake does not make sense, prompt with clues about the meaning of the story and if the

mistake does make sense, prompt with clues about the way the word looks. If the word is not correct after two prompts, say: "the word is ... "

Internet and Computer Use:

The School has three or more computers located in each classroom for student use and a computer suite in the library for group education. All students and parents/guardians must sign the Internet/Computer Disclaimer. This document is attached should you wish to read through it. We have purchased Google Chrome Books, Visualisers to use in the classroom and Mobi's that the students use in a group activity.

Kapa Haka:

See Cultural Activities.

Leaving of School Grounds:

Children are not permitted to leave the school between the time of arrival and 3.00 pm. If parents/ guardians are uplifting children during the day then the class teacher must be informed and parents/caregivers need to report at the office before they take their child/ren.

Lunches:

All children are supervised for 10 minutes at morning tea time and lunch time while eating their lunch. During summer they sit under the trees in the shade. A shade area has been provided at the back of the school for windy, sunny days. As the children finish eating they are dismissed by the duty teacher. On wet days, all children eat their lunches in their own classrooms under supervision. No lollies in lunches please. Water is best as a drink for your child/ren.

Lunch orders:

Children are able to purchase healthy food items from the school. A list of food and prices is given out at the beginning of the year, on enrolment and when there is a change. Children write their order on the outside of an envelope, seal the money inside and place the envelope in the lunch order box located on the bench on the children's side of the office. Lunch orders are prepared by the office staff and two senior pupils and are available from the Basement kitchen bench at the beginning of the lunch at 1.00 pm.

Medicines:

We need to know about medical conditions. If your child gets sick or hurt at school, we will inform you. The school is unable to dispense medicines (including Pamol/Panadol) without parent/guardian permission.

Message Phone:

If the office staff is not in the office when you call, and nobody else is available to man the phone, the message phone will be turned on. Please leave a message and we will get back to you as soon as possible.

Money:

We ask that whenever parents/caregivers need to send money to school for field trips, stationery, shows etc - please place the money in a sealed envelope, with your child's name, room number, amount and purpose for the money on the outside of the envelope.

New Entrants:

We like our new entrants to make two pre-school visits, preferably the week before they start school. To arrange a visit please inquire at the office.

Newsletters:

A School/Parish newsletter is published every Friday. This can be received electronically via an e mail, in order to help our efforts to save our trees! To sign up for an electronic copy, please head to the Newsletter label and provide us with your email address. For those who do not have access to e mail or are still on dial up internet, a hard copy of the newsletter can be sent home with the eldest or only child. If you have information to include in the School/Parish newsletter, please submit it no later than Thursday, 9:00 am. We will try our best to accommodate all the contributions received.

Parking:

Seddon Street and Queen Street are both available for parking. **Please park only on the school side of the street.** No parking in the school grounds during school hours except for special circumstances for example a school trip pick up, etc. Please respect the bus bay on Queen Street. This area is for the bus only.

Playground Rules:

Trees with seating underneath are not to be climbed into. No child may pull another child up into a tree. No equipment will be allowed in the trees. Children will only climb to a sensible height. The duty teachers will monitor this. Only students in Year 4 - 8 will be allowed on the big field across the road during break times. Children must cross the road in the appropriate place. The bike stand is out of bounds. Trees and shrubs must be treated with respect. Please don't break the branches.

Praise/Problems:

These are to be treated in the same way as Concerns and Questions, noted above. Go to the source and communicate. Please seek assistance from your child's teacher first.

Privacy Act:

Under the Privacy Act, the School is entitled to collect, retain and use information on children and families attending the School, relevant to the operations of the school. Parents/Caregivers may from time to time confirm that the information held by the School is up to date.

Protection Orders:

Parents/Caregivers are advised that they **MUST** inform the school of any protection order or special circumstances regarding custody of children in their care.

Religious Education:

Please refer to the Catholic Character label for information on this.

Reports and Reviews:

In keeping with the Ministry expectations that all schools report to parents about their child's progress in relation to standards, after 1 year, after 2 years and after 3 years at school, we

changed our reporting times for Years 1 - 3. From Term 1 of 2014 the students in Year 1 - 3 will receive their report depending on when they first started school. The full report will be sent out at 40 weeks (after 1 year), 80 weeks (after 2 years) and 120 weeks (after 3 years). An interim report will be sent out at 20, 60 and 100 weeks. The reports will be sent out in Week 8 of the appropriate term and interviews will be held in Week 9.

In respect of Year 4 - 8 students an interim report will be set at the end of Term 2 with Parent Interviews / Three Way Conferences to be scheduled in Week 9 National Standard reports will be issued at the end of Term 4.

School Charter and Policies:

Please see the Board of Trustees label for information on this.

School Expectations:

No pupil is to deliberately interfere with another student's learning. No student is to deliberately interrupt a teacher. Courtesy and respect are to be shown to each other and to adults. Students are expected to participate in all curriculum areas. Students must have responsibility for all their personal belongings and school equipment. Children must continue for a year or season, commitment to music and sport. Children are to play sensibly on playground equipment. Bullying behaviour as deemed by staff will not be tolerated.

School Hours:

8:50 am Children to be ready for the day

9.00 am Morning School starts

11:00 am Morning Tea Break

11:40 am Second Morning Session Commences

1.00 pm Lunch Break

1:40 pm Afternoon Session Commences

3:00 pm End of School for Students

School Donation:

It is due practice at St Joseph's, Te Kuiti that the Parents/Caregivers are asked for a cash donation towards the general expenses of the school. At St Joseph's we strive to offer every child a variety of learning opportunities. Sometimes these opportunities are above budget or require some extra funding. If we know the child/ren will benefit from these learning opportunities we endeavour to "make them happen". This donation is not linked to the Attendance Dues collected by the Catholic Integrated School Office. These donations can be paid in cash, via the internet or by cheque. An invoice will be sent out to serve as a tax deductible statement.

School Office:

The School Office hours are 8:30 am to 3:00 pm each day. Before school children can obtain stationery supplies and place lunch orders at the school office via the student entry side.

Messages for children or teachers are also received and relayed. All money for trips and class activities must be paid to your child's teacher, not the office.

School Rules:

Students are expected to be at school by 8:50 am at the latest.

Students are to remain within the school grounds.

The correct school uniform is to be worn during school hours and to and from school.

Correct PE uniform is to be worn for PE and Sports Days.

Students are to leave the playground and return to their class on the first bell at break times.

No litter is to be dropped in the playground. Rubbish bins are to be used as provided. All students will be seated to eat lunch for a minimum of ten minutes. Students are to remain seated until they're dismissed by the duty teacher.

Cones on grassed areas indicate that due to the weather these areas are unsuitable to play on.

Local community shops are not to be used by students during school hours or traveling to and from school. The school must be notified by a parent if a child is not traveling on the bus on a specific day. Lollies, chocolates and chewing gum are not permitted at school.

School telephones are only to be used with permission or in emergency situations. No mobile phones are permitted at school.

School Trips:

This year (2014) the students in Year 7 & 8 will take part in a trip to Wellington closer to the end of the year. These trips take part bi-annually. The Year 3 & 4's have overnight trips consisting of one night away, and the Year 5 & 6 group enjoy a few more nights away.

School Uniform:

Children are expected to wear school uniform at all times. If they are unable to do so, the school must be informed by the parents/caregivers. All uniform requirements can be purchased from the Warehouse, Rora Street, Te Kuiti or if you would like to look in the "uniform cupboard" at school please inform. There are hats for sale at the school office at \$20.00 per hat.

Girls wear the following: Tartan Skirt, short sleeved, white polo shirt with emblem. Maroon long sleeve polar fleece with emblem. In summer the girls wear black sandals with a strap around the heel and a maroon hat. In winter the girls wear grey socks with maroon bands or black denier 80+ stockings and black lace up/Velcro/buckle shoes.

Boys wear the following: Grey shorts, short sleeved, grey polo shirt with emblem. Maroon polar fleece top with emblem. In summer the boys wear black sandals with a strap around the heel and a maroon hat. In winter the boys wear grey socks with maroon bands and black lace up/Velcro shoes.

Please ensure that all sandals and shoes are practical for school activities - walking distances, running etc. Fashion shoes are not suitable. No sports shoes to be worn as school shoes.

The **Sports Uniform** for both boys and girls are as follows: Black and white sports shirt with St Joseph's Te Kuiti printed on the back in white, black shorts and sports shoes.

School Visits/Educational Trips:

Throughout the year, students will be involved in activities which include sporting days, cultural activities, study trips and camps. More information will be published in the school newsletter and class notices.

Smoking Policy:

A smoke free environment is established and maintained at St Joseph's School, Te Kuiti, as a contribution to the health and well-being of all concerned.

Specialised Programmes:

Should staffing and / or resources permit, the school will provide the following programmes:

Resource Teacher of Learning and Behaviour: Should a student have a mild to moderate learning and / or behaviour needs, a referral may be made by the school for support and / or intervention by a Resource Teacher of Learning and Behaviour.

Sports:

The staff at this school encourage sporting activities, especially the idea of being part of a team. A teacher will coordinate the sports teams and skills training will be given as part of the physical education programme.

However, we do rely heavily on parents to be coaches and managers of sports teams. Students are able to participate in Rugby, Soccer, Netball and hockey and sometimes Touch Rugby, Rippa Rugby, Miniball and Tennis.

Rugby, Soccer and Netball are played during the weekend and Hockey during the week after school at the High School. If, due to numbers, we are unable to field a team as a St. Joseph's school team, we have an understanding with other local schools that our students can combine with their teams, when possible.

Swimming is considered part of the curriculum. The whole school goes on buses to the Te Kuiti Pools on designated swimming days. We use the pool up to three times a week. The swimming season includes five to six weeks of Term 1 and three weeks of Term 4.

Athletics are held annually and our students participate in both tabloid and competitive races. This enables us to cater for all children. A selection of students attend the Inter-school Athletics Sports.

Cross Country is held at Brooks Park. For those students who are interested, extra training is given in readiness for the Inter-school Cross Country held at Rangitoto.

Staff and Teacher Meetings

All staff are required to adhere to the Code of Ethics for Teachers issued by the Teachers Registration Council. Staff are expected to familiarise themselves with the content. Teacher meetings are held weekly on a Monday at 3.20 pm to 5.00 pm. Professional Development is the main focus of the meetings. Administration meetings are held each Friday morning at 8.00 am. This meeting will be solely to work through any administration and management of the following

week. Staff meet for prayer at 8.00 am each day. This pray time is usually a decade of the rosary with a special intention or a reflection. Staff are rostered onto days to lead these prayers. Staff meetings begin with a prayer or reflection.

Stationery

All exercise books and stationery for use in the classroom are available through the school office from 8.30 am to 9.00 am. We endeavour to keep prices as low as possible. There is no obligation on parents to buy through the school.

Sunsafe

St Joseph's Board of Trustees recognises the importance of sun sense behaviour. The policy "Be Sunsmart" details guidelines. This policy includes the following: the school adopted wearing a hat as part of the dress code (see School Uniform). All children to wear their school hat during outdoor activities and recess breaks between daylight saving hours (Term 1 and 4 approximately). Students will have a designated shay area for eating times. SPF 30 pump packs will be available in all classrooms for students and teacher's use prior to outdoor activities.

Support Services

On the advice of teachers and parents, support services will be called in by the Principal to assist children with specific needs. These will include: Resource Teacher Learning and Behaviour, Speech and Language Therapist, Hearing and Vision Tester, Health Nurse, Child, Youth and Family Service, School Advisory Services, Police and others.

Taking Students from School

Students may be taken by parents / caregivers from school during teaching contact hours, with the permission / approval of the Principal. If removal during school hours is to be regular then a written request would be appreciated.

Technology Classes

Our Year 7/8 students attend Technology classes at the High School once a week, where they learn a variety of skills associated with the new Technology Curriculum.

Tree Climbing

Traditionally, the students have been permitted to climb trees at this school. They have wonderful trees in their school grounds begging to be climbed. There are four rules they need to adhere to when climbing the trees: Those trees with seating underneath them may NOT be climbed. No student is to pull another student into the tree (if they can't get into the tree by themselves then they shouldn't be in there. No equipment may be taken up into the tree. Students may only climb as high as it is deemed save by the duty teacher.

Toys and Other Personal Objects

If these are left at home, then no one at school will want to "borrow" them. We don't encourage cell phones at school. If a student needs to contact their parent, they may do so through the school office. If you require your child to have a cell phone so that you may contact them after school, please ensure that your child hands in their cell phone to the office at 9.00 am and collects it at 3.00 pm

Transporting Students

The Board of Trustees will take due care in respecting the safety of students being transported in private motor vehicles to / from organised school activities. The school's policy gives details and acceptable practices. This policy includes that the drivers must hold a full and current driver's licence, all students must be securely buckled into approved safety belts. Children under 7 years of age must be transported in a booster seat. Vehicles must be fully registered and warranted to the Land Transport Safety Authority Regulations. All drivers must adhere to the Land Transport Safety Authority Regulations, including the road code. Parents/caregivers will be advised of forthcoming trips and asked to give signed consent for their child to be transported in a private motor vehicle, wherever practical. Remember teachers have the right to refuse any parent/caregiver from transporting children.

Visitors to School

Visitors to the school during teaching hours, 9.00 am to 3.00 pm, are required to report to the school office. This system improves school security and the safety of staff and our students.