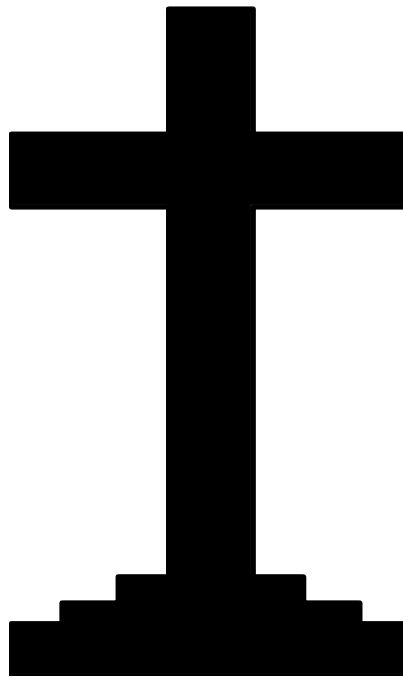


# St Joseph's Catholic School



FAITH AND UNITY  
Whakapono me Kotahitanga

## 2011 HANDBOOK

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## **Our Mission Statement**

*St. Joseph's School is a place of learning where everyone grows towards their full potential in a Catholic environment*

## **Vision for our St Joseph's community of learners**

*Enthusiastic, successful learners, living their Catholic faith with strength of mind and gentleness of heart.*

## **Our Values**

In order to achieve our mission and vision, and in support of our motto and School Charism, we teach, foster and daily live out the following values at St Joseph's:

***FAITH***

***AROHA (love, compassion)***

***PONO (integrity, sincerity)***

***TIKA (justice)***

## **Our Brigidine Charism**

*Strength with Gentleness*

*Welcome to St. Joseph's School. This booklet is designed to help you negotiate through the school year. We look forward to a progressive and positive relationship as we work together in partnership in your child's education.*

### **SPECIAL CHARACTER**

We are a small suburban Catholic school. As a Catholic school our Special Character is at the heart of all we do. Gospel values underpin all that we do here.

We value our Christian Faith. We deliver morals based education; our children should clearly understand the difference between right and wrong. We respect each child's uniqueness and the special attributes they bring to the school.

### **OUR CHARISM**

We are a Brigidine School because a group of Brigidine Sisters started the school in 1953 and were here until 1970 when the Josephites took over.

Our Brigidine Motto is particularly simple and very beautiful: "Strength with Gentleness" and we feel this is appropriate for our school because we value strength of mind and gentleness of heart.

### **LITURGIES**

School liturgies are celebrated regularly on important feast days. Parents are most welcome to join us for these celebrations. Dates and times will be advised in the school newsletter and calendar.

### **PRAYER**

Prayer is an essential part of daily school life. Each classroom has a prayer centre as a focus. Classes begin each day in prayer so it is important that all children arrive at school on time so as not to miss or interrupt this important start to the day. If arriving late, we request that children and parents wait outside the classroom until prayers are completed. Parents are welcome to join the class for Morning Prayer. Please check with the class teacher first and we request that you please leave the class on the completion of prayers.

### **SCHOOL MASS**

We are part of the St. Joseph's Parish and we value the love and support given to the school by our Parish Priest, Parish Council and parishioners. The school celebrates Mass with the parish on Sunday once a term and all families of St. Joseph's are expected to attend this Mass as a sign of commitment to the Catholic Character of our school.

Each class also attends Mass throughout the year. These are held Wednesdays at 9.15am.

Mass is where we proclaim the mystery of our faith. At Mass we act out and we participate in the belief that there is purpose and therefore hope for this life and perhaps even for another to come. The purpose of Mass is to say 'yes' to God's purpose for us.

Vatican II spoke of the Mass as the source and summit of Christian life. If we want to form students in the Catholic faith, what can be more practical than frequent attendance at the source and summit of the Christian life? If what we want to do is educate our children so that they can influence the structures of society, how can we do that without exposing them to the source and summit of Christian life?

But if those students aren't taken to Mass by their parents, where does that leave our Church, our School and our Faith? If you want your children brought up and educated in the Catholic tradition and faith, then you, the parents, have to be involved.

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### **ABSENCES, LATENESS and WITHDRAWALS**

Regular and punctual attendance is a requirement of the Education Act. If your child is absent, please telephone the school office to notify us and please send a note of explanation on their return to school. The school is audited on its roll and absences need to be explained to the auditors. All unexplained absences will be followed up by a phone call.

Any child who arrives at school after 8:55 a.m. must be **personally** signed in at the office by a parent or caregiver.

Any requests to withdraw a child from school, for **any reason**, must be sent to the Principal in writing. Under the Education Act, only the Principal can grant permission for children to be withdrawn from school. This should be done prior to the time/day of the withdrawal.

All children must be signed in and out at the office.

### **ACCIDENTS**

In the case of serious accidents or head injuries, every effort will be made to contact parents / caregivers immediately. We need to be informed of any changes to your phone number or address. In the case of an emergency your child will be taken directly to hospital.

### **AFTER SCHOOL CARE**

Children at St. Joseph's School attend after school care at:

Nga Taonga Mapuna Ltd.

OR

After School and Holiday Club

Orakei Marae.

ASB Stadium

Contact.

Business Line: 09 5210009

Celess Eparaima.

Cellphone: 0210589427

Buisness Line: 09 5280152

Celess Eparaima also runs a Before School Care based onsite in the Parish Centre.

### **ASSEMBLY TIMES**

Monday 2:30 p.m.

During the assemblies on Monday students receive certificates in recognition of academic and sporting achievements, self esteem and our values as a Catholic school are promoted.

Parents/whanau are welcome and encouraged to attend.

### **BOARD OF TRUSTEES**

Together with the Principal, the Board of Trustees govern St. Joseph's School.

The Board of Trustees meet monthly in the school library. Unless otherwise advised, these are public meetings and you are most welcome to attend.

Members of the Board are available to discuss matters relevant to the overall governance of the school. For day-to-day management issues, please contact the Principal directly.

## **BOARD OF TRUSTEES 2011**

Chairperson	John Williams
Parent Representatives	John Williams Sharon Sweeney-Lauder Paul O’Leary Tarati Blair-Hunt Duncan McKenzie
Staff Representative	Sue Bennett
Proprietor’s Representatives	Kate O’Connor David Homan Leon Benade The Parish Priest
Principal	Kathryn Hira

## **CHARTER**

The School Charter and Strategic Plan is revised annually, approved by the Board of Trustees and forwarded to the Ministry of Education. Copies of the Charter are available for perusal from the School Office.

## **CHANGE OF ADDRESS**

It is extremely important that parents can be contacted in an emergency. Please ensure that the school always has up to date home and emergency phone numbers.

## **CLASS PLACEMENTS**

Children are placed in classes according to a wide range of criteria including age, previous placements, previous years’ programs of work and their needs. Class placements are at the discretion of the Principal in consultation with teachers.

In a small school composite classes cannot be avoided and these will vary from year to year according to the numbers at each year level. Children placed in composite classes are not disadvantaged because of their placement and will be required to work at their appropriate curriculum level.

*In any one class students may be working at a range of levels, both in the different learning areas, and within a single learning area. They will work at their own rate while being encouraged to strive for higher goals.*

*The New Zealand Curriculum Framework, Ministry of Education*

## **CONCERNS**

If you have a concern, a worry or a problem, please contact your child’s teacher in the first instance. Most problems are easily sorted out if they are dealt with early.

## **DENTAL CLINIC**

All students receive annual dental checkups from the mobile dental van that it onsite for a few weeks each year.

This year the van will be onsite 7<sup>th</sup> – 25<sup>th</sup> March.

## **ENROLMENTS / PRE-ENROLMENTS**

1. Enrolment at St Joseph's is preceded by a discussion with the principal, the parents and the new student. Appointments can be made through the school office.
2. At the discussion an enrolment pack is given and explained, a tour of the school conducted and any questions addressed.
3. Once a completed application and supporting documentation is received by the principal, a letter either confirming the enrolment, or acknowledging receipt of the enrolment and placement on the waiting list, is sent to the parents.
4. Preference in enrolment is given to those children whose families have established a specific connection with the Special Character of the school. Those families who do not meet the criteria noted below are designated as 'non-preference' children; at St Joseph's the limit for non-preference is 10% of the total approved role.

### ***Criteria for Preference of Enrolment in Integrated Catholic Schools***

- 5.1 The child has been baptised or is being prepared for baptism in the Catholic Church.
- 5.2 The child's parents/guardians have already allowed one or more of its siblings to be baptised in the Catholic faith.
- 5.3 At least one parent/guardian is a Catholic, and although their child has not yet been baptised, the child's participation in the life of the school could lead to the parents having the child baptised.
- 5.4 With the agreement of the child's parent/guardian, a grandparent or other significant adult in the child's life, such as an aunt, uncle or godparent, undertakes to support the child's formation in the faith and practices of the Catholic Church.
- 5.5 One or both of a child's non-Catholic parents/guardians is preparing to become a Catholic.

### ***Agents of the Bishop, who may sign the Preference Certificate on his behalf***

- 6.1.1 Parish Priests
- 6.1.2 Assistant Priests
- 6.1.3 Priests appointed under c. 517/1
- 6.1.4 Deacons and lay persons appointed to pastoral care under c. 517/2
- 6.1.5 Ethnic chaplains who liaise with parish priests or their delegate
- 6.1.6 Local committees appointed by the Bishop or by any of the above agents of the Bishop.

## **FAMILY HOLIDAYS DURING TERM TIME**

Family holidays during term time are discouraged by the Principal and Board of St Joseph's Catholic School, due to the disruption to learning and teaching to the student, their teacher, and other learners when long absences occur. However, if the family wishes to remove a child during term time, they are asked to write a letter (or email) to the Principal communicating their intentions at least 5 days before the intended absence.

## **FOSTERING INDEPENDENCE**

We value the partnership we have with parents and welcome the opportunities we have to help children become confident and independent learners. We know that:

- Children are capable of looking after their own belongings, getting themselves ready for the classroom day, hanging up their own bags and tidying up after themselves. Children need to be expected to and allowed to, do these things.
- Making mistakes is an essential part of learning.
- Children have different strengths and skills.
- We are loved for what we are, not for what we can do.
- Being successful means doing our very best, not being better than others.

## **FRIENDS OF ST. JOSEPH'S**

The Friends are a great asset to the school. Their fundraising activities have provided extra facilities and equipment for the school. FOSJ also provides an important social avenue for new parents and caregivers to get to know other members of the St Joseph's family. Meetings are held regularly and new parents are welcome.

Should you wish to become involved in the work of the Friends please contact;

Joanne Crang, [joandy@ihug.co.nz](mailto:joandy@ihug.co.nz), 521-1875, 021-527-264

## **HEALTH AND SAFETY**

All visitors and contractors are required to sign in and out at the office. All parents on-site between 8:55 a.m. and 2:55 p.m. **must** sign in and out at the office. This is a requirement under the Health and Safety in the Work place Act.

## **HOME LEARNING**

We believe that home learning must be relevant to the classroom programme and appropriate to the class level. Home learning can be a major cause of stress for families and should not affect family dynamics. Busy parents need quality interactions with their children, not arguments about homework.

To this end we endeavour to set regular, manageable home learning that can mostly be completed by the student.

Home learning can:

- develop study habits and organisational skills
- encourage a positive and responsible learning attitude
- develop independence in children's learning
- provide opportunities for participation and sharing with parents/ caregivers
- reinforce learning already covered in classrooms

Home learning will usually involve daily reading, learning of basic mathematics facts, spelling words, Religious Education home activities, and for Years 5 and 6 completing or reinforcing learning from class.

Parents are encouraged to support home learning activities, but we do not expect you to 'do the home learning'. This does not foster independence. Teachers will follow up students who are not completing the required tasks.

We ask that parents ensure that Religious Education Activity folders and School Readers are returned to school each day.

## **HOUSES**

The school has 4 houses for sports day competitions:

MacKillop – Red; Joseph – Blue; Chanel – Yellow; Brigid – Green.

Children are allocated a house upon enrolment and are usually part of this house for the duration of their time at St Josephs.

## **LIBRARY**

Each class visits the school library every week for a library skills lesson with Mrs Nola and the opportunity to choose books to bring home for the week. New books cannot be issued unless the previous ones have been checked back in. Families will be asked to replace lost or damaged books. Every child needs a book bag for their library books.

### **LITTER FREE**

St. Joseph's School is a 'Litter Free' school. This means that litter produced by children's morning tea and lunches is put back into their lunch boxes, along with any uneaten food, and taken home. Please ensure your child brings a lunch box to school each day to assist us with this.

### **LOST PROPERTY**

Please ensure your child's clothing is named. In the event that items of school uniform have gone missing, students are encouraged to look in the lost property box. This can be found in the corridor outside Room 2.

### **LUNCHES**

The FOSJ provide a school lunch service every Monday. A lunch menu and prices are available from the office. You are required to send the correct money in a sealed envelope with your child's name, room number and lunch order written on the front. Orders must be placed by 8.55am.

Lunch orders are given out outside room 1, or if raining by the office.

### **MUSIC**

Music tuition is available through the Lewis Eady Music School. Children receive tuition during class and / or lunch time. Lessons are 20 or 30 minutes in duration.

### **NEWSLETTERS**

School newsletters are published fortnightly on a Wednesday and sent by email to your nominated email address. Hardcopies are available on request.

The Class Teachers issue a Newsletter at the beginning of each term.

### **OFFICE HOURS**

School Office Hours: 8.30am - 3.00pm

### **PARENT HELP**

We welcome and encourage parents to become involved in the life of the school. There are many opportunities, such as:

- Helping in classrooms as the need arises
- Helping on school trips and events
- Supporting school functions, both social and educational
- Coaching sports teams
- Helping process and repair resources and books
- Joining the Friends of St. Joseph's

### **PARKING**

We expect all parents to model the correct road safety procedures. The turn-around by the school office is for dropping off and picking up only.

***Please obey all no parking signs and road markings.***

### **PRIVACY**

St. Joseph's upholds the requirements of the Privacy Act and takes all reasonable steps to ensure that all information is treated in confidence and only used for the purpose for which it is intended. To this end, we are unable to release contact details of other parents or children, or use images/photos of students without permission.

We request that while parents are in the classroom they refrain from:

- Looking at books or work belonging to other students, unless it is on display

- Looking at or accessing materials or information held on a teachers' desk.

We also ask that parents who take photos or video footage at school events exercise caution with the distribution of these images especially through websites such as Facebook or Youtube.

### **PRIZEGIVING**

This is a celebration of the Spiritual, Academic and Sporting dimensions of our school. It is also where we farewell our senior students.

Prizegiving is generally held sometime in the last two weeks of Term 4 at our Parish Church/or another suitable venue. All parents are welcome.

### **REPORTING**

A written report is sent home at the end of term two and term four. These summarises each child's progress and achievement in each of the 8 essential learning areas.

Parent learning conferences are held towards the end of term two to discuss academic progress, your child's learning goals and what you can do at home to help and support their learning.

Towards the end of term three some of your child's exercise books that are used in class are sent home. Parents are asked to talk about the contents with their children and to comment positively on the learning.

### **SCHOOL FEES FOR 2011**

School fees are levied at the start of each term and are made up of three components:

1. **Catholic Attendance Dues \$92.50** (including GST) **per term**, are compulsory for all students. These are not a donation but collected on behalf of the Bishop of Auckland to pay for major building and capital works in all Catholic schools in the region, including ours.

*NOTE: Attendance dues are approved by the Minister of Education, under Section 36 of the Private Schools Conditional Integration Act, 1975, in respect of the group of schools forming part of the Proprietors Co-operative, Diocese of Auckland. The dues are to be applied to the group of schools solely for the authorised purposes under Section 36.*

2. **St Joseph's School Contribution \$60 per term**, a voluntary contribution which assists the school to pay the day to day costs not covered by Government funding. We rely on your donation to provide many things the children enjoy including teacher aide hours, ICT equipment and curriculum resources.

3. **Special Character Contribution \$10 per term**, a voluntary contribution collected on behalf of the Catholic Schools Office which pays for activities to support the special character of St Joseph's, such as teacher professional development.

**TOTALS            \$162.50 per term**  
**\$650.00 for the year**

Fees can be paid by cash, cheque or automatic payment either:

1. In full at the start of the year
2. At the start of each term (payment is required by the end of the second week of each term)
3. By direct credit with payments to suit usually fortnightly or monthly.

For automatic payments the account is 12-3047-0090238-00. Please include your family name in the reference line.

### Extra Charges

Like all schools, we operate a 'User Pays' system. Each year there are additional charges for:

- Religious Education digital resource
- School activities and trips
- Swimming
- Stationery

**If you believe you have extenuating circumstances, then please arrange to meet with the Principal.**

### SCHOOL TERM DATES 2011

Term One	Wednesday	2 February	-	Friday	15 April
Term Two	Monday	02 May	-	Friday	15 July
Term Three	Monday	01 August	-	Friday	07 October
Term Four	Tuesday	25 October	-	Thursday	15 December

### SCHOOL TIMETABLE

8.55am	School commences
11.00am	Morning Break
11.30am	Second Learning Block
1.00pm	Lunch
1.45pm	First bell at end of lunch
1:50pm	Afternoon Learning Block
2.55pm	Finish of school

Staff are on playground duty during playtime and lunchtime. Please note there is no formal supervision of children outside of the **8.30 am - 3.15 pm** time frame, therefore it is very important that children are dropped off and picked up at times as close as possible to the bell time. During school hours children are not permitted to leave the school grounds unless accompanied by a parent.

Children are expected to be at school and ready for class by 8.50am.

### SCHOOL UNIFORM

The wearing of School Uniform is compulsory. Please ensure that all items of clothing are clearly and indelibly named.

	<b>Summer</b>	<b>Winter</b>
<b>Girls</b>	School Dress Red monogrammed polo fleece School bucket style hat or cap Black/brown leather sandals with ankle strap	School Navy Tunic Pale blue blouse Red monogrammed polo fleece Black or navy knee length socks or tights with black shoes
<b>Boys</b>	Summer weight short sleeved cotton shirt and shorts Red monogrammed polo fleece Black/brown leather sandals with ankle strap School bucket style hat or cap	Red monogrammed polo fleece Long sleeved grey winter weight shirt. Grey winter weight shorts Grey knee length socks Black, lace up shoes

If your child must be in the incorrect uniform for a day or two, a note must be brought to the class teacher. Any long term problems need to be discussed with the teacher or Principal.

Watches and simple pierced earring studs are acceptable but no other jewellery may be worn. Nail polish may not be worn. Hair accessories should be simple and match the uniform ie. Black, Blue, Red, White.

Our school uniform is seen as an important part of our school culture and students are expected to wear the correct uniform at all times including when they leave school each day. Please support us in this.

### **Uniform Sales**

All of the boys uniform items are stocked by:

Any Postie Plus Store (the school gets a percentage of each sale of a school uniform item) Uniform Centre (Upland Rd Shops) boys grey uniform.

The girls' uniform can be purchased from St Joseph's School, Onehunga. Ph 6368102 – ask for Julie.

Polo fleeces and hats are sold at the school office. Some second hand items are available at the school office.

### **SMOKE FREE ENVIRONMENT**

Under the Smoke Free Environments Act, St. Joseph's School is smoke free at all times. Smoking is not permitted in or around school buildings or in any part of the grounds, at any time.

### **SPORTS**

The school holds its own competitions in swimming, cross country and athletics.

The school also participates in the local school zone competitions. Teams are generally selected from the senior school for the following sports;

Swimming    Netball    Soccer    Touch    Cricket    Softball    Cross Country    Athletics

### **STAFF 2011**

#### ***Leadership Team***

Kathryn Hira	Principal
Sue Bennett	Deputy Principal
Justine Agnew	Director of Religious Studies

#### ***Teachers***

Sue Bennett	R.1	Year 5 and 6
Nisha Rahiman	R.2	Year 3 and 4
Hanna Gillott	R.3	Year 2 and 3 (4 days)
Bethmary Findlay	R.3	Year 2 and 3 (1 day)
Victoria Madden	R.5	Year 1 and 2
Rebecca McGarry	R.4	Year 0 and 1

#### ***Student Support***

Justine Agnew	S.E.N.C.O
Dianne Downey	Reading Recovery
Janine Nola	Library support / Teacher Aide
Rhonda Prior	Teacher Aide

#### ***Office Manager***

Jan Castle

#### ***Property Manager***

Seti Kingitama

## **STAFF CONTACT / APPOINTMENTS**

The Staff are more than happy to assist you in any way possible. If you would like to arrange to have an appointment with your child's class teacher, either speak to the teacher personally or leave a message at the school office. Teachers are often unable to talk with you during interval and lunchtimes, so when you leave a message, please include an after hours contact number.

## **STAFF MEETING TIMES**

Staff meetings:	Tuesday – 3:15 p.m. – 4:30 p.m.
Team meetings:	Wednesday – 7:30 – 8:30 a.m.
Leadership Team meetings:	Monday – 3:15 p.m. – 4:15 p.m.
Staff admin meetings:	Monday - 8.00 a.m. - 8.15 a.m.

## **STAFF ROOM**

Please respect this as a place for the staff to rest and relax. Please do not enter the staff room unless you have been invited. If you would like to speak to a staff member who is in the staff room, please ask at the office and the School Secretary will enquire if the staff member is available.

## **STATIONERY**

Replacement stationery items are available from the school office.

## **STUDENT HEALTH AND WELFARE**

Our Public Health Nurse visits the school on request to monitor our students' health.

### ***Medication***

When students need to be on medication the class teacher should be informed. Parents whose children are required to take medication during school hours are required to inform the office secretary who will ask you to sign a consent form. All medical supplies will be kept in a secure place.

### ***Healthy Food***

Quality food enhances your child's learning potential. For this reason we discourage sweets, fizzy drinks and highly coloured and flavoured snack foods at school.

Please ensure that your child has adequate food and drink each day.

### ***Sun Smart***

Children must wear a school hat at all times they are outside during terms 1 and 4. This includes coming to and from school. An official school bucket style hat is available from the school office for \$15.00.

Children without a hat will be required to stay in the shade areas during breaks and will be unable to participate in outside activities.

### ***Nits***

Nits are an ongoing problem in all schools. For this reason we ask that all students (girls and boys) with hair below shoulder length have it tied back. This helps prevent the spread of nits between children.

If there is a concern about nits in a particular room(s) then you will be notified. We ask that you treat your child(ren) as soon as possible and ask that you do not send your child(ren) back to school until this has been done.

## **SWIMMING**

During Term 1 the children attend the Swim School at Sacred heart College for swimming lessons. This is an essential part of our curriculum. All levels of ability are catered for and we ask that you encourage your

child(ren) to swim. Illness should be the only reason a child cannot swim on any particular day. All children, regardless of hair length, are required to wear a swimming cap. The swimming takes place at Sacred Heart College.

***It is extremely important that if your child has had diarrhoea that they do not swim for two weeks.***

#### **TOYS / GAMES / PERSONAL PROPERTY**

We prefer children to keep toys and other items of value at home. The BOT and staff accept no responsibility in the case of loss or damage to valuables or articles brought to school.

Children are discouraged from bringing cellphones to school. If there are circumstances that require one be brought to school the cellphone must be handed in to the school office before school and collected at the end of the day.

#### **TRIPS**

In order to enrich the teaching programme and enhance learning, teachers plan visits to places of interest outside the school. A letter outlining the trip will be sent prior to the event and all out of school visits have an educational objective related directly to the curriculum.

#### **WALKING SCHOOL BUS**

There are two options available to help reduce chaos at the school gate every afternoon.

After school each day a group of children are walked up to the Kepa Road crossing with a teacher. The children are crossed over the road to meet their parents waiting in the Anglican Church carpark.

The Friends of St Joseph organise a walking school bus known as the 'Coates Ave Crocodiles'. The walking bus runs Monday to Thursday both before and after school, and Friday mornings. It leaves Bettjemans (Coates Ave shops) at 8.20am and in the afternoon the bus generally gets back to Bettjemans at 3.20pm.

For further information please contact Saffron – St Joseph's School Walking School Bus co-ordinator, Ph 0220 400 600/ 528 4855.

***Thank you for taking the***

***time to read this booklet.***

***We hope you have found it useful.***

## Our St Joseph's School Prayer

Holy and tender God,  
We thank you for St Joseph's School:  
Our unique environment -  
the tall green trees, pukekos, horses and views.  
Our Church is precious,  
because our faith is part of who we are.  
Each day we come to school  
to learn and play in a safe and happy place.  
Each of us is treated with tika, pono and  
aroha.  
St Brigid who began it all,  
St Joseph who we love so much,  
we ask you to watch over us and help us to be  
aware of others every day of the year.  
In strength and gentleness may we live with  
faith and in unity.

*Amine*