

ST JOSEPH'S SCHOOL PATEA

INFORMATION FOR NEW/PROSPECTIVE FAMILIES

STAFFING

All our teaching staff are fully trained New Zealand registered teachers. Our support staff holds qualifications relevant to their positions. All staff members are friendly, energetic and welcome your input in your child's education. Quality teaching practices are focused on high student achievement including social outcomes.

The school staff is as follows:

Angela Muncaster	-	Principal / SENCO / DRS
Joanne Peacock	-	Principal Release
Pauline Ranson	-	Teacher Aide / Librarian
Bri-anne Rio	-	Teacher Aide
Mike Takao	-	Kapa Haka Tutor
Lesley Pick	-	Reading Recovery
Phillipa Towers	-	Administrator
Teresa Phillips	-	Cleaner

BOARD OF TRUSTEES

Our school is governed by a dedicated Board of Trustees who meets once a month. Parents and caregivers are encouraged to attend, and notice of meetings is given via the school newsletter.

Fiona Dravitzki	-	Chairperson / Bishop Representative
Angela Muncaster	-	Principal
Pauline Ranson	-	Staff Representative
Susan Hurley	-	Parent Representative
David Towers	-	Co-opted
Linda Towers	-	Parish Representative
Phillipa Towers	-	Secretary / Treasurer (Employed by the BOT)

ENROLMENT PROCEDURES

Please contact the school office to organise a time to meet with the School Principal. A meeting with the Bishop's Representative will then be required to acquire a 'Preference Card for enrolment'. Enrolment documentation **MUST** be returned to the office prior to your child/ren starting at St. Joseph's. Please speak to the Principal or the school office if you are unsure about your preference status.

ABSENCES

If your child is absent, please ring the school before 9am. If your child is absent without notification, the school office will phone you. Your child will be marked as truant if the office has not heard from a parent or guardian in regards to their absence. In the case of frequent, unexplained absences, you will be contacted by your child's teacher in the first instance.

SCHOOL FACEBOOK

St. Joseph's School has a Facebook account to enable parents and caregivers to keep up-to-date with current activities in the school.

NEW ENTRANTS

We like children to have had some class visits before starting school. This helps to familiarise them with school routines and is a way of gentle easing them into full-time school life. Please talk with the office administrator about arranging these.

READING RECOVERY

Once children turn 6, they are tested on their reading and writing abilities. To catch children before they fall behind, some children between 6 - 6.5 years will be given the opportunity to accelerate their reading and writing progress through participation in Reading Recovery.

ENROLMENT RECORDS

- a) In the case of students who have never been enrolled before, an Enrolment Record is created in the Ministry of Education database called ENROL.
- b) In the case of other students, their Enrolment Record on ENROL will be updated to show their enrolment at St. Joseph's.
- c) When the student leaves the school to go on to another school, the ENROL database will be updated.

BELL TIMES

As stated in the Board's policy on Student Supervision, the school will take responsibility for students on school premises between the hours of 8.30am and 3.00pm.

Morning Bell	8.55am
School Starts	9.00am
Morning Recess	10.30am
End of Recess	11.00am
Lunch Break	12.30pm
End of Lunch	1.15pm
School Finishes	2.45pm

KAPA HAKA

Kapa Haka is timetabled for one hour per week.

WHANAU EVENINGS

These are held at the end of every term. This is a great way for the students to showcase their learning and achievements for the term.

SCHOOL POLICIES

Copies of all school policies are available for viewing at the school office on request.

SHOE

Shoes are NOT to be worn in the classroom. Black shoes with no glitter or logos on them are suitable. Please ensure ALL SHOES ARE NAMED.

STATIONERY

Stationery packs are given out to all students and this cost is set at the beginning of each year, payment can be made through the school office or internet banking.

PARENT HELP

If you have time that you could spare on a regular basis to help out in the classroom, this would be appreciated. Your assistance helps us provide quality programmes. Help is also often needed on school/class trips and you will be asked for this as the need arises.

REPORTING TO PARENTS

- A goal setting interview is held at the end of Term 1.
- Student-Led Conferences are held at the End of Term 2.
- An Open Day is held at the end of the year.

UNIFORMS

Uniform items can be purchased through the school office.

SUMMER	WINTER
Black Shorts / Tights	Black Pants / Tights
Grey Polo Shirt	Grey Polo Shirt
Sweat Shirt	Sweat Shirt or Polar Fleece
Blank Sandals	Black Shoes

The uniform is compulsory and all clothing is to be named. If children are not in uniform a note needs to be sent to school explaining why.

- Uniform to be worn during school hours.
- No other form of clothing to be worn during school hours, unless directed by the teacher.
- Parents may seek assistance towards uniform costs should be required.
- The uniform is to be worn correctly at all times. It represents our school and our standard.
- Summer uniform may be worn from the beginning of Term 4 as the weather turns warmer, until end of Term 1.
- Our uniform is something we are proud of. Please assist us in keeping it of high standard.
- Please **NAME ALL CLOTHING ITEMS.**

JEWELLERY

Jewellery is restricted to personal items, along these guidelines, to allow for safety.

- Rings - not allowed.
- Bracelets and necklaces are if it is a necessity eg. Medic Alert, Taonga.
- Watches are allowed.
- Earrings, if worn, must be studs.

HOMEWORK

Juniors

Younger children will have a reading book most nights. Please take time to share this with your child. Listen to them read, read to them or read with them. Remember to encourage their efforts. Make reading a fun time. You are establishing the habit of a lifetime and success is important if they are to become lifelong readers. Reading to your child is the best way to encourage children to become readers.

Reading books and poem books. Families are asked to listen to children read, encourage and praise them and then sign their notebook/diary. It is also a good idea to read the book to your child so they hear what good reading sounds like. Some reading will go home each night, Monday to Thursday. Books are to be returned in their book bags the next day.

Middle

Years 2-4 will have nightly reading and weekly homework sheets. Encourage them to plan the use of their time to do this in. A little praise goes a long way.

Seniors

Weekly homework sheet.

Spelling and basic facts.

Families are asked to check and sign homework.

- Teachers will send home more specific homework requirements at the start of each year.
- All classes will have Religious Education homework from time to time.
- Independent reading should be encouraged each night.

If you have any queries about your child's homework please contact the class teacher.

DUFFY BOOKS

We are a Duffy Books School which means each child receives free books throughout the year and we also award free books for good choice learning. We promote lifelong reading and enjoyment of books to grow our children's world!

Once a year the Duffy Show entertainers performs for us, and we also award books to good choice mums, dads and grandparents.

FRUIT IN SCHOOLS (FIS)

We are part of the Fruit In Schools Programme which encourages children to eat more fruit and vegetables and to adopt healthier lifestyles. Through this programme, the Ministry of Health is aiming for a jump-start to healthy eating and lifestyle choices.

MILK IN SCHOOLS

Our school participates in the Fonterra Milk for Schools programme, this means we provide Anchor Lite UHT to our students as part of our school day. Your child's participation in the Milk for Schools programme is voluntary.

ATTENDANCE DUES

Payment of Attendance Dues is required by law. A contract to pay attendance dues is a condition of enrolment at a Catholic school. Attendance dues are used to pay for land, some building work, related costs such as maintenance, also insurance on school buildings, mortgages, loans and debt repayments. The dues collected are pooled and are used to meet the Proprietor's cost on all school buildings. Over time, all schools benefit.

Attendance dues are \$436 per year per student (including gst) and are payable directly to the Catholic Integrated Schools Office and not to the Parish or School. Payments can be made by automatic payments. The necessary forms for this can be obtained through the school office or by phoning the Diocese of Palmerston North on (06) 354 1780. Financial assistance can be granted for the following: family reasons, hardship, loss on income, redundancy, extended unemployment or death of the breadwinner - contact the Diocese of Palmerston North, or discuss the problem with the school's Parish Representative or Principal, who can recommend your case to the Diocese of Palmerston North.

Please feel free to approach the Principal if you have any concerns. We hope your child's time at St. Joseph's will be happy.

God Bless

Angela Muncaster
Principal

Contact: (06) 273 8644 or
principal@stjoespatea.school.nz