

# 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:

Principal	-	Angela Muncaster
Principal Release	-	Justine Clark
Teacher Aide/Librarian	-	Pauline Ranson
Kapa Haka Tutor	-	Angela Muncaster
Reading Recovery	-	Loralee Chittenden
Administrator	-	Phillipa Towers
Cleaner	-	Phillipa Towers

### **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, notice of meetings is given via the school newsletter.

Chairperson	-	Jessica Patu-Hindes
Principal	-	Angela Muncaster
Staff Representative	-	Pauline Ranson
Parent Representative	-	Te Atawhai Davis
Parent Representative	-	Keri Phillips
Secretary/Treasurer	-	Phillipa Towers – employed by the Board of Trustees
Parish Representative	-	Teresa Edwards (Proxy – Pauline Balm)
Bishop's Representative	-	Linda Towers

### **ENROLMENT PROCEDURES**

Please contact the school office to organise a time with the school principal. A meeting with the Bishop's Representative will then be required to acquire a 'Preference Certificate'.

Enrolment documentation MUST be returned to the school office prior to your child/ren starting at St. Joseph's School. Please speak to the principal or the school administrator if you are unsure about your preference status.

### **ABSENCES**

If your child is going to be absent for the day, please ring the school office by 9.00am. If your child is absent without notification, the school administrator will phone you. Your child will be marked as truant if the school has not heard from a parent or guardian regarding their absence. In the case of frequent, unexplained absences, you will be contacted by your child's teacher.

### **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 gently easing them into school life. Please talk with the office administrator about arranging these.

### **READING RECOVERY**

Once your child turns 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 that 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 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 to 3.00pm.

Morning Bell	8.55am
School Starts	9.00am
Morning Tea	10.30am to 11.00am
Lunch Break	12.30pm to 01.15pm
School Finishes	02.45pm

### **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.

### **SCHOOLS DOCS**

Our school has a website for our policies and procedures. The site is live and available to our school community.

SchoolDocs updates, modifies, or creates policies in response to changes in legislation or Ministry guidelines, significant events, reviews/requests from schools, and regular reviewing from the SchoolDocs team. Our board of trustees can view changes/additions and comment on them before they are implemented. We will advise you when policies are up for review and how you can take part in the review.

We invite you to visit the site at <https://stjoespatea.schooldocs.co.nz> (note that there's no "www."). Our username is "stjoespatea" and password "stjoespatea".

### **SCHOOL LOOP APP**



**Stay "in the loop" in 2020 with our school app!**

Events | Cancellations | Notices  
Newsletters | Permission slips  
Instant notifications | Absentees  
Parent Teacher Interviews

**Simple free download:**  
In Google Play & App Store search 'Skool Loop' & choose our school once installed.

### **SCHOOL STATIONERY**

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

### **SHOES**

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.

### **PARENT HELP**

If you have time that you can spare on a regular basis to help in the classroom, this would be appreciated. Your assistance helps us provide quality programmes. Help is 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

<b>SUMMER</b>	<b>WINTER</b>
Black Shorts / Tights	Black Pants / Tights
Grey Polo Shirt	Grey Polo Shirt
Sweatshirt	Sweatshirt or Polar Fleece
Black 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 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 if required.
- The uniform is always to be worn correctly. It represents the school and our standards!
- Summer uniform may be worn from the beginning of term 4 as the weather turns warmer to the end of term 1

### **JEWELLERY**

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

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

### **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 perform 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.

### **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. These 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 school's benefit.

Attendance Dues are set every year per student and are payable directly to the Catholic Integrated Schools Office and not to the Parish or the School. Please read the attached "Attendance Dues Overview" for more information.

Financial assistance can be granted for the following: Family reasons, hardship, loss on income, redundancy, extended unemployment, or death of main income source – contact the Diocese of Palmerston North or discuss the problem with the 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 questions or concerns. We hope that your child's time at St Joseph's School is enjoyable.

God Bless

Angela Muncaster  
Principal

Contact: (06) 273 8644  
[principal@stjoespatea.school.nz](mailto:principal@stjoespatea.school.nz)