

## Parent Information A-Z

### Term Dates - 2023

<b>Term 1</b>	Tuesday 31 January	To	Thursday 6 April
<b>Term 2</b>	Monday 24 April	To	Friday 30 June
<b>Term 3</b>	Monday 17 July	To	Friday 22 September
<b>Term 4</b>	Monday 9 October	To	Monday 18 December

### Teacher Only Days for 2023

*School will be **closed to students** on the following dates:*

Term 1 - **Friday 17 March 2023**

Term 2 - **Monday 24 April 2023**

**Tuesday 6 June 2023**

Term 4 - **Friday 24 November 2023**

### SCHOOL DAILY TIMETABLE

8.30am	Classrooms open for students to prepare for the school day
8.55am	Learning Block 1 begins Monday and Thursday mornings - students assemble in lower courtyard for school prayer & notices
11.00am	Morning Tea break
11.30am	Learning Block 2 begins
1.00pm	Lunch play
1.40pm	Lunch eating
1.50pm	Learning Block 3 begins
2.55pm	School finishes

**Please note:** Students who arrive at school before 8.30am are to go to sit outside their classrooms and wait for the bell to ring at 8.30am. Although the gates are open from 8.00am **students should not be on site until 8.15am** because teachers are not available for supervision.

School finishes at 2.55pm and all students are expected to be collected from school by 3.15pm.

SKIDS are available for before and after school care. Contact SKIDS: phone 948 4203; email [sanctamaria@skids.co.nz](mailto:sanctamaria@skids.co.nz)  
website [www.skids.co.nz](http://www.skids.co.nz)



**Playground Supervision:** Teachers and support staff are on duty at the following times: 11.10am – 11.25am and 1.00pm – 1.40pm.

During this time, teachers monitor student welfare and standard of behaviour using our Positive Behaviour for Learning (PB4L) strategies underpinned by our Mary Values and Virtues. Supervised lunchtime activities are available to students enrolled in the various groups.

### **OFFICE HOURS**

8.15am – 3.15pm                      Monday to Friday

### **ABSENCES FROM SCHOOL**

Regular attendance at school is a requirement of the Education Act. If your child is absent or late, please use the **Skool Loop** APP on your phone or telephone (271-5249 and press 1 to leave a message) or **before 9.30am**.

A written note of explanation on their return to school is a Ministry of Education requirement for every absence. For **three days or more a medical certificate** is required. Absences with no explanation will be marked Truant in our student management system. This information is monitored by the ministry. The office administrator will ring home if your child is absent and the school has not been notified.

Please note that written permission from the Principal is required if you are planning to take your child out of school for a holiday. The Ministry of Education no longer regards family holidays during school time as a justified reason. It is hugely important for families to keep absenteeism to the minimum as every day away affects your child's learning.

### **ASSEMBLY**

Families are very welcome to join us as we celebrate together at our Mary Value Assemblies, times will be advised.

### **BEDTIME**

The need for sufficient sleep cannot be stressed enough. In order that your child is given the best possible opportunity to learn we encourage vigilance around an early and regular bedtime. Children need at least **eleven** hours of uninterrupted sleep at night. Research states that by limiting device time for at least an hour before sleep time, ensures a restful night.



### **BUSES**

There are buses that transport the college and primary school students in the morning and afternoon. Children living outside the metropolitan areas may be entitled to Ministry of Education funded bus transport to and from school. Children within the city will pay a fare if travelling by bus. For more information see [www.minedu.govt.nz/goto/schooltransport](http://www.minedu.govt.nz/goto/schooltransport) and [www.rideline.co.nz](http://www.rideline.co.nz) or contact Howick & Eastern buses on 09 273.3660.

### **BYOD (Bring your own device)**

Students from Year 3 are encouraged to bring their own digital device to school. In Year 6 BYOD is an expectation. Information about our BYOD programme will be sent home with your child at the beginning of the school year.

### **CAMPS**

Students in Year 6 participate in a retreat day off site in Term 1 as well as an organised 3 day overnight camp towards the end of the year - both have a focus on developing leadership and collaborative skills. There will be an associated cost and a need for parental involvement.

### **CHANGE OF ADDRESS**

It is important that parents can be contacted in an emergency. Please ensure that the school always has your **current** home and emergency phone numbers, as well as a **current email address**.

## **CLASS TRIPS**

Education outside the classroom is encouraged and from time to time classes will visit places of educational interest as part of their studies. There may be an associated cost. Parents who assist with transport on occasion are expected to be covered by a normal insurance policy, have a registered vehicle and hold a full current drivers licence. The driver is to ensure that each child is safely belted in.

## **COMPLAINTS PROCESS**

As parents we all have times when we need to share our niggles, and it is often best to do so before they escalate into something larger. It is important for our school to know parents' concerns as we value the partnership between home and school.

To help parents know who to talk to about any issues the process is outlined below. There are a number of options available to you.

- If it is in relation to something that is happening in the classroom, the first point of contact must be the classroom teacher.
- If you are not satisfied with the outcome there you should talk to the Learning Leader of the Learning Community your child is in. They, along with the Principal, and Senior Leadership Team make up the management team of the school.
- If you are not satisfied with the outcome after talking to the Learning Leader or it is a more generic issue you should talk to the Principal.
- If it is a generic issue, or you are still not satisfied after talking to the Principal, you should contact the School Board by sending a letter outlining your concerns for consideration and discussion. Your letter should be addressed to the School Board, c/o the Presiding Member, labelled 'In Confidence', and either posted or handed to office staff who will pass it on unopened.

It is important to remember that we all have the children's best interests at heart. We are committed to helping and supporting our children and families.

## **HOME LEARNING**

Home Learning at Sancta Maria Catholic Primary school is to develop and nurture a supportive learning relationship between home and school that consolidates and extends individual learning programmes. Home Learning will also assist children in developing an independent attitude to study routines with the support and encouragement of parents/whanau. Please check your child's Class Page on our school website for updates on Home Learning and classroom news [Click here](#)

## **INTERNET**

Students have access to the internet to complete learning tasks. Cybersafety contracts must be signed by students and parents to enable student access to the internet at school. We recommend that you monitor your child's internet surfing to ensure that only safe sites are visited.

## **HEALTH**

**The Public Health Nurse** will make regular school visits on request. The Public Health Nurse is available to talk to parents and children on any issue. This can be arranged through the office.

**Vision & Hearing Tests** are carried out on Year 1 students and then on a follow-up or referral basis. Should you have any concerns please talk to your child's teacher.

**Sick Bay** provides a safe quiet place for the treatment of minor injuries at school. If children are ill parents will be notified and asked to collect them from school. Parents are contacted immediately if children are seriously hurt at school.

**Dental Clinic** provides dental check-ups. If you are not registered with Auckland Regional Dental Service please go to their website: [www.ards.co.nz](http://www.ards.co.nz)

**Medication** - If your child requires medication please inform the school office, particularly if medication needs to be administered during the school day. **Children are not to keep medications in their bag.** If they have to take any medicine, tablets or apply prescription cream, **it needs to be handed into the office** before school with an accompanying note regarding instructions. Asthma medications should also be held at the school office unless prior arrangements have been made.

## **LUNCHES**

All children are required to have a healthy, balanced lunch each school day. We encourage lunches such as: filled rolls, sandwiches, fruit, carrot sticks, cheese, yoghurt and water.

**School Lunch orders** We have a new provider giving choices of Subway and Sushi. Please register and look at the menu on [www.dollarforschools.co.nz](http://www.dollarforschools.co.nz), click on School Lunches in the bar across the top and fill in the required details. Your order can be placed online and orders are delivered to the school. Available Wednesday, Thursday and Friday.

Please ensure that if you order a lunch you still provide morning tea for your child and any extra they may require.

Please ensure your child has their own water bottle (filled with **water only**) and brought to school every day.

The following items are **not** permitted at school: fizzy drinks or any high energy drinks, hot chocolate or take-away type foods, lollies, especially chewing gum. **Lunches brought in during school hours are to be left in the office** in a clearly marked lunchbox. **Please note: NO TAKE AWAY** lunches permitted.

## **MASSES**

Fr Craig Dunford will celebrate Mass with our school every Friday morning at 9.00am and we welcome families to join with us. The classes will take turns in leading the Mass and at times the whole school will celebrate Mass. The school feast day will be celebrated on the Birth of The Blessed Virgin Mary (8 September).

## **MOBILE PHONES and SMART WATCHES**

These are not permitted at school. Should your child need a cell phone for safety before or after school we ask that the school office look after it during school hours. Phones need to be named.

## **MONEY COMING TO SCHOOL**

Please note that children are not allowed to bring 'pocket money' to school. If a payment needs to be sent to school, please put it in a sealed, named envelope / plastic bag and ask your child to take it to the office on arrival at school.

## **MUSIC**

Music is taught by our Music specialist music teacher who is at school every Monday, Tuesday, Thursday and Friday. She teaches whole class sessions and groups. Experiences in playing recorders, guitars, ukuleles, marimbas, drums and other non-percussion instruments as well as singing, dancing and listening to music is part of our music programme.


## **PARENT HELP**

At Sancta Maria Catholic Primary School we welcome parent help. Parent help is vital to the smooth running of our school and we rely heavily on the generosity of our parent community. If you have time and would like to help, please contact your child's teacher or the school office.

## **POSITIVE BEHAVIOUR FOR LEARNING**

Sancta Maria Catholic Primary School expects a high standard of behaviour from our students. Students are encouraged to take responsibility for their actions. We use the Ministry of Education's **Positive Behaviour For**

Learning **School Wide** programme (**PB4L-SW**) which aligns with our school values and virtues. We strive to strengthen our nurturing school culture, to empower our students to make moral choices and solve challenges positively using their inner strengths.

 <b>Follow Mary's Way to be with Jesus</b>							
Thoughtful	Full of Grace	Obedient	Determined	Compassionate	Hopeful	Contented	Faithful
<b>M</b> Make the Right Choice		<b>A</b> Always take Responsibility		<b>R</b> Respect yourself, others, and the environment		<b>Y</b> Say yes to Jesus	
<b>Consideration</b> Aarouai - Walk quietly when moving around the school during learning time - Be mindful of others	<b>Patience</b> Manawaroa - Calmly wait for your turn	<b>Responsibility</b> Kawenga - Wear the correct school uniform - Self manage and be prepared for learning	<b>Courage</b> Hautaa - Take risks in your learning - Admit mistakes and learn from them	<b>Love</b> Aroha - Use positive words when talking to others	<b>Justice</b> Ukietika - Solve problems with others	<b>Joyfulness</b> Harikoa - Appreciate the small things - Be positive	<b>Unity</b> Katahitanga - Co-operate and work as a team
<b>Understanding</b> Mahio Pai - Understand, accept and value differences - Listen to other's point of view	<b>Humility</b> Ngakau Papaku - Celebrate success with grace	<b>Confidence</b> Maia - Share your gifts and talents	<b>Self discipline</b> Whaitara - Have self control by avoiding distractions - Use detachment so your emotions won't control you	<b>Kindness</b> Ngakau Atawhai - Include others at all times	<b>Respect</b> Whakaute - Keep our environment clean and tidy - Use school equipment appropriately	<b>Thankfulness</b> Whakawhatainga - Thank people who help you learn	<b>Loyalty</b> Pūmau - Stand up for what you know is right
<b>Courtesy</b> Whakaatowhai - Open the door for adults and let them in first - Use good manners like please and thank you	<b>Genfiness</b> Hamirika - Keep hands and feet to yourself - Use the right speaking voice at all times	<b>Truthfulness</b> Whakapōpono - Be honest at all times	<b>Perseverance</b> Utonutanga - Keep trying even when things are tricky	<b>Forgiveness</b> Muruhara - Say sorry when you have hurt someone - Make amends	<b>Generosity</b> Oliaahanga - Share by giving others a turn - Give and volunteer your time to help others	<b>Friendliness</b> Whakahaahaa - Greet people with a smile	<b>Trust</b> Whakaatika - Be in the right place at the right time - Follow directions and instructions immediately

Students are deliberately taught expected behaviours to enable them to make right choices, take responsibility and respect themselves, others and the environment. Our eight Mary Values underpin all that we do as we follow Mary's way into a life with Jesus.

We take a restorative approach to support and guide students who need to change behaviours and make right choices. Students are encouraged to own their behaviour, understand how this affects others and make amends. The aim of the Restorative approach is to change behaviours over time. We encourage students to act on the best within them by awakening the virtues which already exist within every child.

If senior Leadership or teachers have any concerns about students, parents will be contacted in order that home and school can work together to address any issue.

### **NEWSLETTERS and NOTICES**

A school Newsletter will be emailed and sent out via Skool Loop App to parents and caregivers on a Friday every third week designed to keep families informed of our school, campus and community of Learning/Kāhui Ako activities. The newsletters will also be posted on the school website. At times reminder 'flyers', with specific information will be sent out and these can be found on the school website under School Notices.

### **REPORTING TO PARENTS**

Formal and informal opportunities for the reporting on student progress to parents and caregivers are provided for at regular intervals throughout the year. These include:

#### **Meet the Teacher Evening**

About the third week of the year families are invited to a Meet the Teacher Picnic. The evening begins with the opportunity for parents and caregivers to meet their child's classroom teacher and learn more about the classroom programme. This is followed by a family picnic out on the school field and playground giving the opportunity to build our school community relationship.

### **Reporting to Parents Schedule**

Schools are required to report to parents twice a year. This reporting will be in the form of a Learner-Led Conference in Term 1 or early Term 2, an interim report and a Three-way Conference mid-year and a formal report at the end of the year. Parents will have a clear understanding of where their child is achieving according to the Learning Progressions for each Year Level. Parents are welcome to make an appointment with their child's teacher to discuss their progress at any time. As a school we want parents to be well informed enabling them to encourage their child's learning at home. It is a strong partnership between home and school that will make the difference to your child's achievement.

### **Seesaw**

Seesaw is a classroom digital platform or app that inspires engagement in learning for students of all ages. Students use creative tools to take pictures, draw, record videos and more to capture learning in a portfolio. Teachers find or create activities to share with students. Families only have access to their child's journal. This means you will see student work tagged with your child's name and posts the teacher tags with 'Everyone'. The classroom teacher will email parents the details for how to download and access the Seesaw app.

### **SAFETY - Traffic Management**

Sancta Maria Catholic Primary School is situated next to Sancta Maria College on the Flat Bush Catholic Campus between two very busy roads. Sharing facilities is a necessity and therefore to keep our children safe please note these important car safety points:

**DO NOT PARK IN FRONT OF THE SCHOOL TO DROP OFF YOUR CHILD – THIS IS A DROP OFF/PICK UP ZONE ONLY. We need to keep the flow of traffic moving.**

- ◆ At all times drive slowly and carefully around the campus – 15kms.
- ◆ Parents / caregivers will use the Te Irirangi Drive main entrance **only**.
- ◆ The Primary School has been allocated the **first parking area on your LEFT hand side** as you enter the campus from Te Irirangi Drive or the field opposite.
- ◆ All Primary School students must be dropped off from the Primary School drop off zone only and this is clearly marked. **Please be mindful of others and keep the traffic flowing.** Drive as far along as you can and then stop, this allows more cars into drop off behind you.
- ◆ Please use the drop off area as a quick stop to drop your child off in the morning. If you need to park then use the lower carpark or field. **DO NOT** get out of your car in the Drop Off zone.
- ◆ Pick Up in the afternoon - parents must park in the allocated parking (explained above) and walk to the school to collect students. Gates will open at 2.55pm when the school day has finished.
- ◆ No Primary school child is permitted to walk across the car park. All students are to stay on the footpaths at all times and to use the pedestrian crossings.
- ◆ No child will be allowed to leave the school grounds without an adult or college sibling.
- ◆ Children catching buses will be assisted by the teacher on duty.

### **SCHOOL BAGS**

Each child is to have their own school bag that is large enough to carry their lunch, homework and PE gear. School bags are to be kept neat and clean. School reading and library books will only go home in a book bag. Book bags will be supplied in the stationery packs and available at the school office. Please encourage your child to carry their own bag and hang it up outside the classroom.

### **SCHOOL CULTURE**

At Sancta Maria Catholic Primary School we aim to have a safe, happy environment and use the values of Mary to develop a culture of character where respect, patience, self-discipline, tolerance and joy for learning are

among the virtues our children master. Our students are encouraged to live by the virtues – the goodness within them. We use an inclusive, virtues-based approach to bring out the best in our students.

### **SCHOOL WEBSITE**

The school website is an effective form of communication with families. Updated information will be posted onto the website regularly. Please note the quick access to Parent Notices, Newsletters and School Calendar on the home page. Each class will have a class page and families will be able to see what their child is doing at school. Please visit our school website [www.sanctamariaprimary.school.nz](http://www.sanctamariaprimary.school.nz) regularly, add it to your favourites.

### **SCHOOL FACEBOOK PAGE**

You will be able to follow our updates, reminders and teaching and learning on our Sancta Maria Catholic Primary [School Facebook page](#).



### **SCHOOL LOOP**

Our preferred method of *instant* communication is the Skool Loop app. Please download the free app through Google Play and App Store searching “**Skool Loop**”. Once downloaded, choose our school name. We use Skool Loop for newsletters, notices, messages and reporting absentee messages. This included urgent messages if required.

### **SCHOOL DUES AND CONTRIBUTIONS**

Fees are critical to the quality of education we can provide at Sancta Maria Catholic Primary School. The fees assist with buildings and maintenance, teaching and human resources that support programmes. We encourage families to set up a direct debit over 12 months to help manage payments.

**Attendance Dues** are a compulsory payment approved by the Ministry of Education under the terms of the Education and Training Act 2020 and a condition of enrolment at a Catholic school. Attendance Dues are charged for all students who attend Catholic Schools in New Zealand. It is a legal charge and not a donation; attendance dues are not tax deductible. Attendance Dues are used to repay loans for building works done at schools in the Auckland Diocese, property related costs including school building works, buildings insurance and costs directly associated with the administration of attendance dues.

**Special Character and Building Contributions.** Financial Contributions collected on behalf of the Proprietor are permitted under the terms of the Education and Training Act 2020. These contributions are eligible for a taxation rebate.

#### **School Dues and Contributions breakdown for 2023:**

Attendance Dues Fees	\$488.00 per year
Special Character Donation	\$50.00 per year
Proprietor Donation	\$150.00 per year
Family Donation	\$300.00 per year
<b>TOTAL</b>	<b>\$988.00 per year per child</b>

Families who have more than one child at Sancta Maria Catholic Primary School only pay one Family Contribution per year (currently \$300-00).

There are other contributions which may include the RE Digital, Seesaw, Mathletics, Stationery, Trips, Camp & Retreat and other class related activities. These will be added to your statement.

### **Financial Hardship**

No preference student will be denied access to a Catholic School because parents and caregivers are unable to pay attendance dues in full. However, there is a need for all parents and caregivers to make a regular weekly or fortnightly commitment to paying something towards the cost of the child's education at a Catholic Integrated School. Families facing financial difficulties can contact the school office or Principal, their Parish Priest or the Revenue Manager at the Catholic Diocese of Auckland for further information.

## **SIGNING IN /OUT**

Everyone entering the Primary school grounds within school hours is required to report to the school office for signing the In/Out Tablet. This is a Health and Safety requirement and keeps us informed. Parents / Caregivers are to sign their child out if they leave school before the end of the school day. Please **do not** go down to the classroom to collect your child. The staff in the Admin office will call for your child and ask the teacher to send them up.

## **SMOKE FREE and VAPE FREE**

By law Sancta Maria Catholic Primary School is a smoke free and vape free environment. Smoking or vaping in the school buildings and grounds is prohibited at all times.

## **STATIONERY**

Stationery Packs will be supplied byOfficeMax. Families will be able to order the stationery packs online: [www.myschool.co.nz](http://www.myschool.co.nz) These packs will be delivered to your home. Parents are asked to keep the packs intact and ready for the start of the year. **No covering of books is required.**

## **SCHOOL UNIFORM**

All children attending Sancta Maria Catholic Primary School are expected to wear the full and correct school uniform with pride that reflects the spirit of our school. It is the responsibility of the parents to ensure that their children are correctly dressed in the uniform items from our official suppliers. The school uniform items can be purchased in store directly from Elizabeth Michael Uniforms,

**65 New North Road, Eden Terrace, Auckland** or ordered over the phone and delivered to school for collection.  
Phone: **09 358-1680** Website: <http://elizabethmichael.co.nz/>

### **BOYS UNIFORM:**

- School short sleeve shirt (optional long sleeve in winter)
- School shorts
- School jumper
- School hat
- Black school sandals (summer)
- Black school shoes & school socks (winter)

### **GIRLS UNIFORM:**

- School short sleeve blouse (optional long sleeve in winter)
- School culottes
- School cardigan
- School hat
- Black school sandals (summer)
- Black school shoes & white long socks (winter)

### **EXTRAS:**

- Unisex school jacket
- Unisex school vest
- School beanie & scarf

### **PE:**

- Unisex PE top
- Unisex PE shorts

*The children are expected to have their **PE uniform** at school **EVERY DAY**.*

Our **Sun Safety Policy** states that it is compulsory for children wear the school hat in the summer months. (Term 1 & Term 4).

Please ensure that you clearly **name all uniform items**. It is very difficult for children to identify their clothes and for lost uniform items to be returned to the correct owner.

**No** non regulation jackets or scarves and other accessories are to be worn with the school uniform.

Boys' shorts and shirts must be worn tidily at all times.

Wearing a singlet in winter is encouraged and needs to be white or blue. Any clothing worn under the uniform must not be visible.

Regulation clean and polished footwear must be worn at all times. **Shoes** – flat, black, leather, formal. Plain black school sandals only, no accent colours. McKinlay's Safari Black is the preferred option.

**Hair** must be neatly presented and **off the face**. Hair to be neat and tied back if below the collar. **Extreme hairstyles** are *not permitted*; these include Mohawks, tram line shaving, hair gel, rat's tails, and spiked hair. Principal will contact parents immediately.

Hair must be natural colour (no highlights/dye) with no extensions or clip on additions.

No jewellery other than watches and gold or silver ball ear studs.

No nail polish or makeup is permitted.

No body transfers are permitted.

**School bags** and all **stationery** must be clean from graffiti and offensive messages. We ask parents to support the school by ensuring their children have the correct uniform and help them to take responsibility for their appearance and wear the uniform correctly. These regulations apply when your child is at school, representing the school and travelling to and from the school.

**Belonging to Sancta Maria Catholic Primary School means**

**Walking with Mary, as our guide into a life with God we are:**

- Full of Grace
- Obedient
- Faithful
- Compassionate



- Thoughtful
- Hopeful
- Contented
- Determined

**Growing in Faith Together**