

ABSENCES FROM SCHOOL

Regular attendance at school is a requirement of the Education Act. If your child is absent or late, please telephone or email the school office 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 on the morning 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

Our school assemblies will be held every second week on Friday afternoon at 2.00pm. Families are very welcome to join us as we celebrate together.

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.

BEHAVIOUR MANAGEMENT

Sancta Maria Catholic Primary School expects a high standard of behaviour from our students. Students are encouraged to take responsibility for their actions and words through practicing their virtues.

Belonging to Sancta Maria Catholic Primary School means

Walking with Mary, as our guide to God we are

✦ Full of grace
✦ Obedient
✦ Faithful
✦ Compassionate



✦ Thoughtful
✦ Hopeful
✦ Contented
✦ Determined

Growing in Faith Together

Where a student deliberately fails to meet these expectations they will spend time in the 'Peace Room' during lunchtime. Here the student will be mentored in reflecting on their behaviour and to develop the gifts within to create a sense of personal responsibility and accountability empowering them to make conscious moral choices.

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

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 and www.rideline.co.nz or contact the school office.

CAMPS

Students in Y 6 participate in an overnight retreat in Term 1 and an organised camp towards the end of the year both have a focus on leadership. There will be an associated cost and a need for parental involvement.

CELL PHONES

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.

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.

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.

COMPOSITE CLASSES

The term composite means that there is more than one-year level in each class. Composite classes are in place throughout the school. Composite classes are used to teach children at their own level. For example, a group of Year 2 children turning 7 are placed in the same class as Year 3 children turning 7 in the same year. This is because children enter school when they turn 5. Students who turn 5 before 30th April are classified as Year 1 and students turning 5 after 30th April are classified as Year 0. Composite classes work very well at meeting the needs of students at Sancta Maria Catholic Primary School.

CURRICULUM

The New Zealand Curriculum (NZC) sets the direction for teaching and learning in our school and guides the design of our own school curriculum. Sancta Maria Catholic Primary school will provide an innovative learning programme supported by a rigorous grounding in Literacy and Numeracy. Creative and critical thinking will be encouraged and nurtured through an integrated approach to learning. The National Standards will help by setting clear expectations for the reading, writing and mathematics knowledge and skills students need to achieve at each level of the curriculum. Our school focuses on five key competencies – **communicating knowledge effectively, being capable, making wise choices for others and the world, thinking critically and growing in Catholic faith**. These key competencies increase each student's capacity to learn.

BOARD OF TRUSTEES

The Board of Trustees governs the school. There are five Parent Representatives who have been elected by the school community, four Proprietor Representatives appointed by the Bishop who is the Proprietor of the school, a Staff Representative elected by the staff and the Principal is a member as of right. The Board is responsible for maintaining the Catholic Character of the School, organising the finances, policy making and setting the strategic direction of the school. The Board meets every third Tuesday of the month in the school meeting room at 6.45pm. Parents are welcome to attend these meetings.

HOMEWORK

Teachers set homework that is appropriate to the age and maturity level of students. You can expect to see regular reading, maths, spelling, Religious Education and some Topic work.

HOME AND SCHOOL

At Sancta Maria Catholic Primary School we consider a good relationship between home and school to be essential. We encourage our students to grow towards independence and to take responsibility for themselves, their belongings, organisation, learning and behaviour. Time spent with your child discussing their day, listening to them read, reading to your child, and enjoying books together is all time well spent. We encourage parents to come to us sooner rather than later with any issues that may be of concern. It is usually easier to deal with issues when they are small.

ENROLMENTS

Parents wishing to enrol their children need to request an enrolment pack from the school office. This provides information about the school plus enrolment and other forms to be completed.

Sancta Maria Catholic Primary School has an enrolment scheme and families are required to submit an application for the next year no later than the **31st August each year**. The priorities for enrolment will be worked through from Priority 1. The Integration Agreement permits the school to have only 5% of its students as non-preferential.

The Principal encourages all parents of prospective students to come and meet with her as this enables the school to gain an understanding of how we can best meet the needs of your child.

Application is first made as a pre-enrolment application. When enrolling your child parents need to bring a copy of their child's Baptismal certificate, a PREFERENCE OF ENROLMENT CERTIFICATE signed by the Parish Priest, their child's immunisation certificate, birth certificate and proof of residency.

You will be notified in writing once your child's enrolment has been confirmed. At this time the office will also provide you with information you need.

It is recommended that all siblings be enrolled as early as possible in order that places are kept for them.

HEALTH

The Public Health Nurse will make regular school visits. 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 - This 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 – Dental clinic to provide dental check ups.

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. The following items are not permitted at school: fizzy drinks or any high energy drinks, take-away type foods, lollies, especially chewing gum. Parents / caregivers are to leave student lunches in the office during school hours.

MASSES

Fr Ezio 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).

MUSIC

A music specialist teacher will come into the school every Tuesday and Wednesday to teach music to our students. Experiences in playing recorders, guitars, ukuleles, marimbas and other non-percussion instruments as well as singing, dancing and listening to music will be a part of the this music programme.

OFFICE HOURS

8.00am – 4.00pm Monday to Friday

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.

A Class Parent is volunteered for each class every year and will be an important liaison person for the various school and PTFA activities.

PTFA

Parents Teachers Friends Association (PTFA) plays a vital role in the school by organising school social events that will bring the school community together. Their fund raising will provide our school with much needed funds to supplement our operating grant from the government. Family members are encouraged to look out for the PTFA meeting times and come along. We welcome all the help we can get.

NEWSLETTERS

A school Newsletter will be sent home on a Wednesday each fortnight designed to keep families informed of school and campus activities. At times reminder 'flyers', with specific information will be sent out. The newsletters will also be posted on the school website.

RELIGIOUS EDUCATION

Religious Education is an integral part of the curriculum at Sancta Maria Catholic Primary School. Families are encouraged to purchase the Family Whanau book from the school office which provides a wealth of spiritual knowledge and valuable information to assist families in growing the faith of our children.

Prayer is central to the daily routines starting at line-up assembly with the school prayer, followed by classroom prayers. The teachers come together for prayer every Monday morning. All meetings begin and end in prayer. Walking with Mary as our guide will help us to grow in faith together, love learning and strive for personal excellence, respect God's creation, develop our God-given gifts, enabling us to reach our potential, unite in spirit, as family, school, Church and community.

REPORTING TO PARENTS

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

SCHOOL BAGS

Each child is to have their own school bag 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.

SCHOOL HOURS

8.30am	Students go into classrooms to prepare for the school day
8.50am	Bell – students assemble in lower courtyard for school prayer & notices
9.00am	Classes begin
11.00am	Morning Tea
11.30am	Students into class
1.00pm	Lunch
1.55pm	Afternoon classes begin
3.00pm	School finishes

SCHOOL WEBSITE

The school website is an effective form of communication with families. Updated information will be posted onto the website regularly. Each class will have a class page and families will be able to see what your child is doing at school. Please visit our school website www.sanctamariaprimary.school.nz

SAFETY - Traffic

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:

- ✦ At all times drive slowly and carefully around the campus.
- ✦ Parents / caregivers will use the Te Irirangi Drive main entrance only.
- ✦ The Primary School have been allocated the **first parking area on your right hand side** as you enter the campus from Te Irirangi Drive.
- ✦ All Primary School students must be dropped off / picked up from the Primary School drop off /pick up zone only and this is clearly marked. Please be mindful of others and keep the traffic flowing.
- ✦ 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.
- ✦ Children will assemble under the shaded area at the end of each day to wait for pick up.
- ✦ 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 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 students.

SCHOOL FEES

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. However, no one is denied our Catholic Education if hardship occurs and such matters need to be discussed in confidence with the Principal and/or the Parish Priest.

Fee breakdown for 2012:

	Per Term	Per Year
Attendance Dues Fees	\$95.00 per Term	\$380.00 per Year
Special Character Donation	\$10.00 per Term	\$40.00 per Year
Proprietor Donation	\$62.50 per Term	\$250.00 per Year
Family Donation	\$40.00 per Term	\$160.00 Per Year
TOTAL	\$207.50 per Term per child	\$830.00 Per Year per child

Families that have more than one child at Sancta Maria Catholic Primary School are able to combine the Family Donation. This would be one payment for all your children – a minimum of \$160 per family for the year.

SIGNING IN /OUT BOOK

Everyone entering the Primary school grounds within school hours is required to report to the school office for signing the In/Out Book. This is a Health and Safety requirement and keeps us informed. Parents / Caregivers are to sign your child out if they leave school before the end of the school day.

STATIONERY

Stationery Packs will be supplied by School Supplies. Families will be able to order the stationery packs on line or visit the Office Max store. 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 directly from Elizabeth Michael Corporate Wear, 357 New North Road, Kingsland or ordered through the school office.

BOYS

Summer

School Short Sleeve Shirt
School Shorts
Black Sandals
School Unisex Bucket Hat
Boy's School Jumper

Winter

Same as for summer except
no black sandals – only
black school shoes and
long school socks

GIRLS

Summer

School Short Sleeve Top
School Culottes
Black Sandals
School Straw Hat **or**
School Unisex Bucket Hat
Girl's School Cardigan
White or Blue Hair Accessories

Winter

Same as for summer except
no black sandals – only
black school shoes and
long school socks

PE Uniform

Summer

School PE T-shirt and shorts

Winter

Extras

School Jacket
School Beanie & Scarf
School Bag

The children are expected to have their **PE uniform** at school five days a week.

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.

Boy's shorts and shirts must be worn tidily at all times. "Low riding" is not permitted. Boy's shirts to be tucked in. Boy's socks to be worn pulled up at all times (garters are preferable)

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. Mc Kinlay'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 a natural colour 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 your 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.

**Commitment to growing in faith in Christ Jesus needs home, parish and school
– all three – working together.**