

TERM DATES FOR 2020

TERM DATES 2020			
Term 1	Thursday 30 January	To	Thursday 9 April
Term 2	Tuesday 28 April	To	Friday 3 July
Term 3	Monday 20 July	To	Friday 25 September
Term 4	Monday 12 October	To	Tuesday 15 December

SCHOOL DAILY TIMETABLE

8.30am	Classrooms open for students to prepare for the school day
8.40am	Bell – students assemble in lower courtyard for school prayer & notices on a Monday and Thursday morning
8.45am	First teaching session
10.45am	Morning Tea break
11.15am	Second teaching session
12.45pm	Lunch Play
1.25pm	Bell – sit down eating time
1.40pm	Third teaching session
2.45pm	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 7.00am **students should not be on site until 8.30am** because teachers are not available for supervision.

School finishes at 2.45pm 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 ; website www.skids.co.nz

Playground Supervision: Teachers and support staff are on duty at the following times: 10.45am – 11.15am and 12.45pm – 1.25pm.

During this time teachers monitor student welfare and standard of behaviour using the five strategies of the Virtues Project. Supervised lunchtime activities are available to students enrolled in the various groups.

OFFICE HOURS

8.15am – 4.00pm 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 Virtues 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.

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 practising their virtues. We use the Ministry of Education's **Positive Behaviour For Learning** programme (PB4L) which aligns with our school values and 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 makes the wrong choice of behaviour they will spend time in the 'Peace Room' during lunchtime. Here the student will be mentored in reflecting on their actions 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 Howick & Eastern buses on 09 273.3660.

CAMPS

Students in Year 6 participate in a retreat 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.

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/whanua. Please check your child's Class Page on our school website for updates on Home Learning and classroom news - <http://www.sanctamariaprimary.school.nz/1/pages/3-welcome> .

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 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 - 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. If you are not registered with Auckland Regional Dental Service please go to their website: 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, rice, yoghurt and water. School Lunch orders can be ordered online at www.school lunches.co.nz . Your order is instantly sent through to our school's current food service provider and orders are delivery to the school. Please ensure that if you order a lunch you 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, 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

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.

MUSIC

Music is taught by two specialist music teachers who come into school every Monday, Tuesday, Wednesday and Thursday. They teach 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 will be a part of this 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. A **Class Parent Helper** is volunteered for each class every year and will be an important liaison person for the various school activities.

NEWSLETTERS

A school Newsletter will be emailed 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. Hard copies of the newsletters are available in the school office foyer. 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 of student's progress to parents and caregivers are provided for at regular intervals throughout the year. These include:

Meet the Teacher Evening

During 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, 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.

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.

- ✦ 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 have been allocated the **first parking area on your LEFT hand side** as you enter the campus from Te Irirangi Drive or the field opposite (you will have to drive into the field once you have driven through the Campus – no right-hand turn as you access Sancta Maria Way).
- ✦ 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.
- ✦ 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/Pick Up zone.
- ✦ 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 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.

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. 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

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 school our school name. We use Skool Loop for newsletters, notices, messages and reporting absentee messages.

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 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.

Attendance Dues are collected by the schools on behalf of the school's As a condition of enrolment at an integrated school, there is a legal requirement for parents and caregivers to pay attendance dues.

Special Character and Building Contributions. Financial Contributions are 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 2020:

Attendance Dues	\$448.00 per year
Special Character Contribution	\$50.00 per year
Proprietor Contribution	\$250.00 per year
Family Contribution	\$200.00 per year
TOTAL	\$948.00 per year per child

Families who have more than one child at Sancta Maria Catholic Primary School only pay one Family Contribution per year (currently \$200-00).

There are other contributions which may include the RE Digital 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 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 arrive late to school or leave school before the end of the school day.

SMOKE FREE

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

STATIONERY

Stationery Packs will be supplied by School Supplies (OfficeMax). Families will be able to order the stationery packs online or visit the OfficeMax 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 in store directly from Elizabeth Michael Uniforms,

4 Bond Street, Grey Lynn or ordered over the phone and delivered to school for collection.
Phone: **09 358-1680** Website: <http://elizabethmichael.co.nz/>

BOYS UNIFORM: School shirt sleeve top (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 & school 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.