



# St Joseph's Catholic School

K i a I n o i , K i a M a h i

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## Whanau Information Booklet

*Kia Ora, Malo Ni, Kia Orana, Talofa Lava, Malo e Lelei, Fakaalofa Lahi Atu, Bula Vinaka, Namaste, Ni Hao and a very warm welcome to St Joseph's Catholic School Dargaville.*

We are a multicultural school providing a quality Catholic Education for children from Year 0 (5 years of age) to Year 8 (13 years of age).



Flourish in Faith, Hope and Love while realising our Gifts and Talents

Do your bit  
Māhūa tōu mahi

Make room for all  
Mahinga tahi

Have an attitude of gratitude  
Kia tau te rangimarie

Listen to God's call  
Whakarongo ki te karanga o Ihu Karaiti

Be the change you want to see  
Mahinga te rereke o tōu kōwhiri



Our school vision 'to flourish in faith, hope and love while realising our gifts and talents' underpins everything we do, ensuring children feel welcome and valued, and are actively engaged participants in their own learning.

This booklet provides some of the information you need to know about the day-to-day running of our school.

If you would like to discuss your child's education or well being, please make an appointment with the classroom teacher.

Sometimes small changes are made to procedures but you will be informed if this happens. Our school policies are available for all of our school community to view online. These are found on [www.schooldocs.co.nz](http://www.schooldocs.co.nz) or through the link on our school website. Log in with the following information:

Community User- saintjosephs

Password- stjosephs

Updates on our school policies will be notified to our school community through our school newsletter.

There are many occasions during the school year when you will have a chance to be involved in school events. We welcome your help and support at any time.

Our staff and Board of Trustees are committed to providing high quality education to all students by recognising and responding to individual potential, needs and abilities. We hope you enjoy getting to know us better as you browse through our information booklet.

Kind Regards

**Mr Hira Hutchinson**

**Tumuaki**

**St Joseph's Catholic School**



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### **ACCIDENTS AND SICKNESS**

Minor ailments are seen in the sick bay; these are recorded on our SMS system. Parents are informed or medical support sought when children have serious accidents or become seriously ill.

There is a medical form to be completed by parents if there is ongoing medication to be supplied to students. Medication should be labelled with the child's name and handed into the office.

### **APPOINTMENTS WITH CLASS TEACHER**

Teachers are more than happy to discuss a child's progress at any time during the year. Please telephone the school for a suitable time. Parents are asked to respect the period before school - 8.30 to 8.50 am - as an important time for teachers to prepare their daily programme and greet the children. Please make appointments outside of this time.

### **ATTENDANCE**

Ministry of Education Regulations state that no child shall be absent from School without a justified reason. A telephone call to the office (09) 439 8639, contact through clasdojo, skool loop, an email to [office@saintjosephs.school.nz](mailto:office@saintjosephs.school.nz) is acceptable. If a child is absent without notification, the school will try to contact the home to ensure that the child is safe.

After 3 days, any unexplained absences will be referred to the Attendance Service. Parents taking children away from school during school hours must sign them out at the office.

Lateness— school day begins at 8.50am for all children. Your child misses out on important instructions and learning if they are constantly late or frequently absent. This often means that they find it hard to catch up with their peers.



## **ATTENDANCE DUES AND OTHER FINANCIAL COMMITMENTS**

In accepting the conditions of enrolment, parents undertake to pay attendance dues as determined by the Proprietor and approved by the Minister of Education.

An updated statement of accounts are sent out at the beginning of each term.

As the child begins school, the parent/caregivers will be asked for payment of the term fees (see document below). This can be paid through internet banking or the school office. Attendance Dues can be paid in full at the beginning of the school year, per term or by regular instalment.

### **Attendance Dues**

- Attendance Dues are a compulsory payment under the terms of the Education and Training Act 2020 and a condition of enrolment at St Joseph's Catholic School Dargaville.
- Attendance Dues are charged for all students who attend Catholic Schools in New Zealand. 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 St Joseph's Catholic School Dargaville on behalf of the school's Proprietor, the Roman Catholic Bishop of Auckland. The attendance dues collected by St Joseph's Catholic School Dargaville are forwarded to Auckland Common Fund Limited, a company established by the proprietors of Catholic integrated schools in the Diocese of Auckland responsible for the collection of attendance dues.
- Attendance Dues payable for 2021 school year: Y0 – Y8 \$113.00 per term (\$452.00 per year) including GST



## **BOARD OF TRUSTEES**

Our Board of Trustees meet each month. Confirmed minutes from meetings are available from the office.

## **BUSES**

School buses deliver our rural students and take them home each day. Please check at the office to see if you are eligible for bus transport or to find out which bus your child would catch. Please send a note to school if your child is not catching the bus but usually does, or arrive to pick up your child at 2.55pm. This is to ensure that the teacher on duty has a completely up to date list of children travelling on the bus each day.

## **CLASSDOJO**

We use a digital learning portfolio called ClassDojo to share student learning with whanau. Again, this is a free app that can be downloaded on any digital device. You will receive information from your child's classroom teacher regarding how to sign up to ClassDojo and access to your child's portfolio. Internet access at school is provided so that parents can access their child's learning, please talk to the classroom teacher.

## **CLASS TRIPS AND VISITS**

From time to time classes will undertake trips and visits to places of interest. These are usually closely related to the class programme and are very valuable. Notice of trips is given well in advance. Parental help on such trips is needed and always welcomed. Overnight trips and camps for the more senior children may occur.

## **CLOTHING**

Children must wear school uniform at all times. Jewelry is not to be worn at school with the exception of a watch and small ear studs or taonga. No advertising of illegal/inappropriate material to be displayed on any clothing. A change of clothing is allowed for sports or play on the field in Terms 2 and 3.



### **DENTAL CLINIC**

A mobile dental unit will visit the school during the year to take care of the children's dental health.

### **EMERGENCY CONTACT NUMBERS**

It is essential that parents keep the office updated with phone numbers and addresses. If both parents are away during the day, please supply the school with:

- Landline or mobile number
- Address where parent can be contacted
- An alternative contact, e.g. family friend, relation, Aunt, Uncle, Grandparents
- Name and phone number of family doctor

Please keep the office informed of any changes to this information for the benefit of your child.

### **ENROLMENT PROCEDURES**

Integrated schools have a maximum roll – St Joseph's Catholic School Dargaville is 130 students. This roll is made up of preference (Catholic families) and non-preference (non-Catholic families).

Those parents who seek a preferential enrolment for their children must meet with the Parish Priest, and obtain a preferential certificate. The Principal is available to act as facilitator by introducing new families to the Parish Priest.

The Integration Agreement allows that 5% of our maximum roll can be non-preference students. These students are in no way singled out, but take a full part in the Christian programme as a condition of enrolment. Non-preference requests for enrolment form a waiting list until such time as a place becomes available when existing non-preference families leave the school.

The school will require a copy of your child's birth certificate or passport, immunisation record and proof of residency if not New Zealand born when enrolling.



## **EDUCATIONAL AND RELATED SERVICES**

The school maintains contact and utilises where necessary a variety of outside specialist agencies. These may include:

- Ministry of Health
- Psychological Services
- Speech Language Therapist
- Visiting Teachers
- Teachers of the Deaf
- Special Needs Teachers
- Social Workers in Schools
- Resource Teacher of Learning and Behaviour

Should any child need any of the above services, parents are informed by the Classroom teacher and/or the SENCo.

## **HOME LEARNING**

Junior School children will be encouraged to develop the habit of reading every night at home. Children are responsible for bringing their book back to school each day.

Senior School children are expected to read at home and learn basic facts. From time to time they may have other home learning related to current classroom learning which would have been taught prior to expecting students to complete at home.

## **LIBRARY**

The school has a library from which children have an opportunity to select books associated with topics they are studying, and for reading for pleasure. Please make sure children care for these books and return them by the specified date. Parental help and teacher aide time is used to maintain library books, so if you would like to help please contact the school. Please encourage your children to use our library.



### **LOST PROPERTY**

There is a lost property basket located in the Administration Block. We endeavour to return misplaced articles and clothing as they are found if they are named. Please name all clothing, as this will ensure a prompt return. Please feel free to check the Lost Property baskets whenever you visit the school.

### **LUNCHES**

We are part of the Ministry of Education school lunch programme - Ka Ora, Ka Ako- Healthy School Lunch Programme. All children are provided with a healthy school lunch daily that is delivered to the classroom. If your child has food allergies or intolerances or cultural needs, please complete a Special Dietary requirements form which is located in the enrolment pack or can be accessed at the school office.

### **NEWSLETTERS**

These are sent electronically through email, Facebook, skool loop and ClassDojo every fortnight and contain events at school, community news, awards, congratulations, children's work, current themes and curriculum news.

### **OFFICE HOURS**

The school office is open from 8.30am - 3.00pm for parents to communicate with the office staff.

### **PARENT HELP**

Our school welcomes the support and help of parents. Please contact the office if you can assist in any of the following ways; Lunchtime games, mending library books and readers, working on the barbeque at school events and sports training.



## **PARKING**

For safety reasons we ask that parents and caregivers park on the road in the angle parks provided at the front of the school or use the church carpark on Hokianga Road and not in the staff car park. We ask that parents please walk around the car park on the footpath if they are walking their child into school. Unfortunately, our car park is very small and is allocated to staff for parking. The school carpark is NOT a place for dropping off or picking up children.

## **PREPARATION FOR SCHOOL**

There are many ways in which you can help your child get a good start to school as a New Entrant.

### **Can your child:**

- Repeat his/her full name and address and telephone number
- Put away things when not using them.
- Take off and put on clothing without help, especially swimming togs.
- Wash and dry hands and remember to flush the toilet without assistance.
- Hold scissors and how to use them.
- Recognise his/her basic colours.
- Count from one to ten.
- Sit and listen to a story.
- Say the days of the week.
- Recognise his/her name.
- Look after his/her belongings.
- Remember his/her birthday and birth month.

## **PUPIL'S PERSONAL EQUIPMENT**

We would like every child to have a school bag to keep their personal belongings in. All personal items must be named.



## **RELIGIOUS EDUCATION PROGRAMME**

This programme forms a vital part of the school day with all rooms participating in daily learning. Prayer plays an important part of each day, and worship is a regular component of the programme. The Family/Whanau book gives a background to the RE programme being taught. When your child's work is sent home to be shared with parents, please comment, sign and return it promptly the next day.

School Mass takes place on a regular basis each term, and students also attend Mass with their class by rotation. Other Masses may be arranged with the Parish Priest. Parents are encouraged to attend school Mass to support their children. A First Holy Communion sacramental programme is offered each year and Baptism courses are available. Parents are encouraged to become involved in the Parish. Please talk to either the principal or the parish secretary for further information.

## **REPORTING TO PARENTS**

Effective reporting involves ongoing, relevant and up to date information about student learning and progress, with a focus on the principle of *ako*- a two-way, collaborative learning relationship between home and school. The Ministry of Education supports a shift away from one-way, teacher directed reporting, towards reporting that involves real-time information sharing to help parents build an understanding of their child's **current** learning progress and achievement.

Parents can access their students' learning through the ClassDojo App. Parents are provided with a personalised code from the classroom teacher so that they are able to access their students' learning.

Parent Conference Evenings are held in term 1 and term 3 so that Teachers/Parents and Students can discuss achievement and set learning goals.



## **ROAD SAFETY**

Charlotte Street is monitored by staff at the end of the day. Please collect your child from the school side of the road at the end of the day.

Children who walk to school are expected to obey the rules for crossing the road and being sensible when walking to and from school.

## **RIDING OF BIKES**

Children may ride a bike to school. Children who ride bikes to school are responsible for their bikes and must abide by the road code at all times when biking to and from school. They **must** wear a helmet at all times. Bikes are not to be ridden inside the school grounds

## **SCHOOL HOURS**

The children are welcome to come and play in the school grounds from 8.15 am, classrooms will be open for students from 8.30am.

School hours are as follows:

8.50 am - School commences.

8.50 – 10.15 Learning Time 1

10.15 – 10.30 Morning Tea

10.30 – 11.30 Learning Time 2

11.30 – 11.45 Second Break

11.45 – 12.45 - Learning Time 3

12.45 – 1.00 Lunch Eating

1.00 – 1.30 Lunch Play

1.30 – 2.50 Learning Time 4

2.50 pm - School finishes. Children must go home at this time.



## **SCHOOL APP**

The school has a free app that is used for announcements and reminders. It can be downloaded from Google Play Store or the App Store. Install the "Skool Loop" app and search for Saint Joseph's Catholic School under the list of schools.

## **STATIONERY**

A class stationery pack is available to buy from the school for \$25. Parents are notified of prices at the beginning of each year and packs may be bought throughout the year. Alternatively, all class stationery lists are loaded on to the school website in year groups. All stationery needs to be available to the student within the first week of term 1 or within the first week of starting school.

## **SWIMMING POOL**

During swimming season, each class has a set time per day for swimming instruction, as part of their physical education programme. Each child is expected to have their togs, a towel and a plastic bag to hold them in. **Everything must be clearly named.** Swimming is an important part of the school curriculum. **No child shall be excused unless they have a signed written note from their parents or doctor.**

## **SCHOOL HEALTH SERVICES**

It is important that we know of children with specific health problems e.g. children who are allergic to bee stings, suffer from asthma etc. Medication may be named and kept at school in case of an emergency. A list of all serious medical problems is kept, if we are notified.



The school is regularly visited by the Public Health Nurse. If you have any concerns about your child, please notify the school. Good health is vital to school progress. Please take advice from health professionals on how to deal with the following common childhood diseases:

**MEASLES** - Keep at home for at least seven days from the date of appearance of rash, and until recovery. Contacts not excluded.

**CHICKEN POX** - Keep home four to five days after the appearance of rash. Contacts not excluded.

**DIPHTHERIA** - Medical clearance necessary for return to school. Contacts to be excluded for five days from the last exposure to infection.

**DIARRHOEA** - Keep at home for 24 hours after the last episode.

**WHOOPING COUGH** - Keep at home for at least three weeks and keep in bed as necessary. Contact not excluded.

**MUMPS** - Keep your child in bed until all signs of swelling have disappeared. Contacts - keep an eye on them for 28 days but let them go to school.

**RINGWORM** - Can continue at school as long as having treatment supervised by Doctor.

**IMPETIGO** - (school sores) Can attend school as long as sores are kept covered and treatment is supervised by a Doctor.



## **IMMUNISATIONS**

When you enrol your new entrant, you will be asked to produce your immunisation records that have been kept updated by your own doctor. These forms are available from school.

## **VISITS TO OUR SCHOOL**

We welcome many visitors to our school. When visiting the school you must scan in at the gate and sign in at the office to ensure the safety of children. It is also necessary for us to know who is in the school should there be an emergency. eg. Fire, earthquake etc.

## **WEBSITE**

Check out our school website for more information about our school – [www.saintjosephs.school.nz](http://www.saintjosephs.school.nz)



### **Our Mission**

What we do

Flourish in Faith, Hope, and Love while  
realising our gifts and talents



### **Our Charism**

How we do it

Do your bit  
Make room for all  
Have an attitude of gratitude  
Listen to God's call  
Be the change you want to see



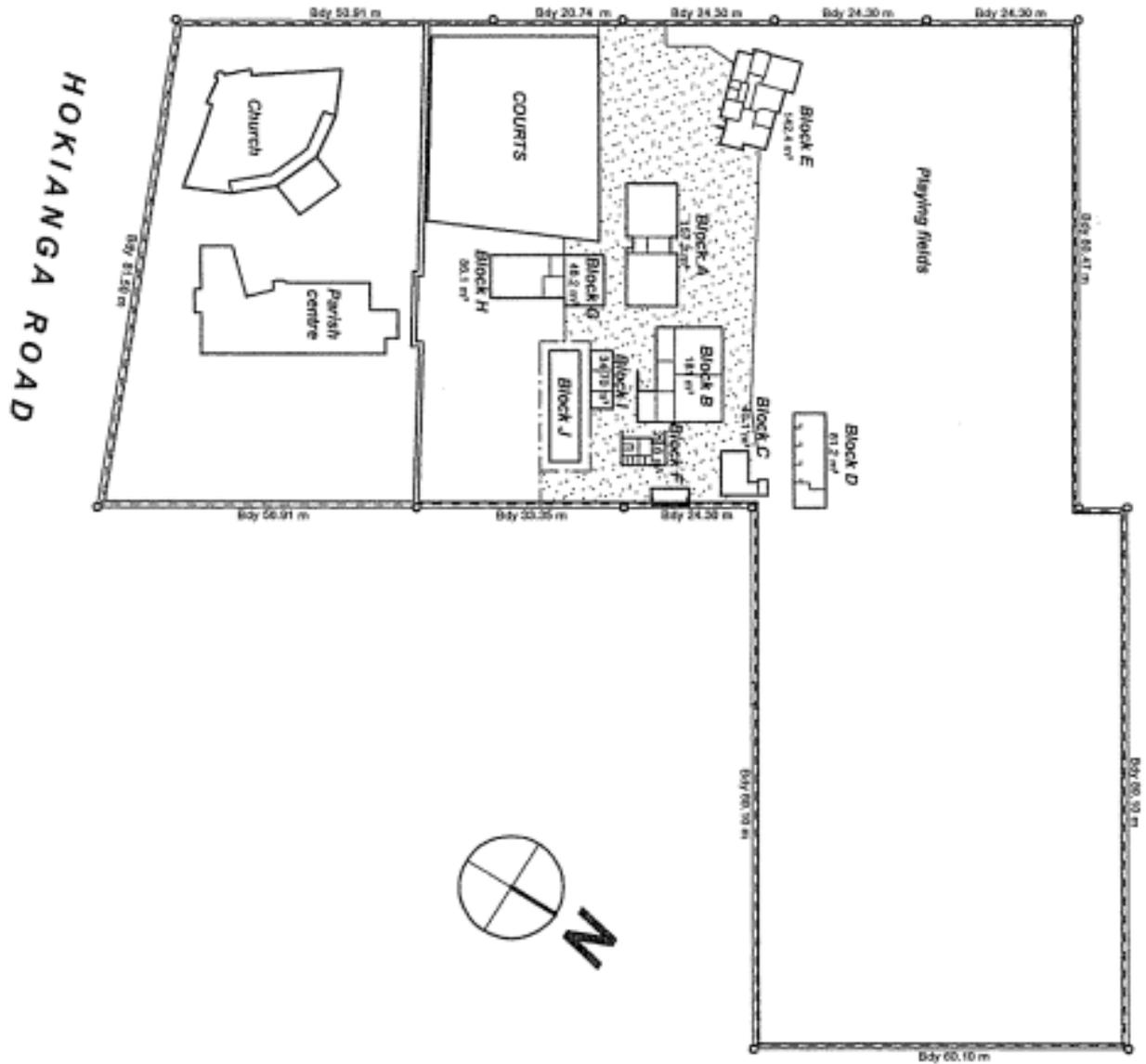
### **Our Motto**

Why we do it

Kia Inoi, Kia Mahi  
Pray Hard, Work Hard



CHARLOTTE STREET



- BLOCK A - CLASSROOMS / RESOURCE
- BLOCK B - CLASSROOMS / RESOURCE
- BLOCK C - LIBRARY / RESOURCE
- BLOCK D - RESOURCE
- BLOCK E - ADMINISTRATION
- BLOCK F - STUDENT TOILETS
- BLOCK G - RESOURCE SPACE
- BLOCK H - CLASSROOMS / RESOURCE
- BLOCK I - CHANGING ROOMS
- BLOCK J - POOL
- PROPRIETORS LAND
- SCHOOL PREMISES
- SCHOOL BOUNDARY
- PARISH BOUNDARY
- ▨ PARKING / HARD AREA