



Faith, Knowledge and Integrity

St Patrick's Primary School

2010 Information for Parents

Faith Learning Integrity Respect

St Patrick's, a school community united in our Catholic faith,
nurturing children to become lifelong learners.

Providing a quality education in a Catholic environment.

STAFF 2010

Martin Elms	<i>Principal</i>
Kathryn Trask	<i>Deputy Principal</i>

Fulltime teaching staff:

Mrs Garton		Room 3
<i>Years 7 & 8</i>		
Miss Trask	DRS	Room 4
<i>Years 5 & 6</i>		
Mrs Burney		Room 2
<i>Years 3, 4 & 5</i>		
Mrs Fletcher		Room 7
<i>Years 2 & 3</i>		
Mrs Ashcroft		Room 6
<i>Years 1 & 2</i>		
Mrs de Joux		Room 5
<i>New entrant</i>		

Part time teaching staff

Ms Gunson
Mrs Elms

Staff:

Mrs McCall	Office Manager
Mrs Hinds	Library Manager
Mrs Elgar	Teacher Aide
Mr Bennett	Caretaker

TEACHER RELEASE FROM CLASSROOMS

All senior staff and classroom teachers have an employment contract entitlement to be released from the classroom for planning, preparation, professional development and meetings.

Some teachers with management responsibilities also receive additional planned release.

Deputy principal has one day a fortnight extra release.

Teacher release is planned to ensure continuity of classroom teaching and learning programmes.

SCHOOL LEARNING & TEACHING PROGRAMME 2010

Under the new government guidelines we are required to focus our programme in Years 1 to 8 on reading, writing and maths.

As a Catholic special character school our RE curriculum is also a priority.

The revised NZ curriculum is build upon a core set of values and key competencies.

We are designing a school based curriculum that teaches the children specific skills of thinking, inquiring and the other key competencies. We will be doing this using the core areas of maths and english as well as topic studies across the other curriculum areas.

Each term we have a curriculum focus around which we build our teaching programme.

Term 1	The Arts
Term 2	Social Science
Term 3	Heath
Term 4	Science

At the start of each term, teachers will send home a newsletter outlining the term's programme.

Some classes have 'blogs' which are also used to inform parents about classroom programmes.

RELIGIOUS EDUCATION PROGRAMME

All classes are taught the religious education programme provided by the Catholic Education Office. The programme is based around six Learning Strands - God, Jesus, Holy Spirit, Sacrament, Church and Communion of Saints.

Gospel values are incorporated through the school's teaching programme. Children also participate in daily prayer, prayer assemblies and school Masses in the church. From time to time the parish priest joins the classes for prayer and RE sessions.

ASSESSMENT - LITERACY AND NUMERACY

Term 1	NZ Council of Educational Research - Progress and Achievement Tests: Years 4 - 8 Maths Reading vocabulary Reading comprehension STAR (Reading) Writing assessment
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All these assessments are designed to assist teachers plan where they need to take the children next in their classroom learning and teaching programme.

Term 2	Spelling
Term 3	Spelling
Term 4	Maths - Numeracy Reading Spelling

Progress and achievement results and trends are reported to the Board of Trustees.

All NZCER and Numeracy assessments are moderated nationally.

All five year olds are assessed on starting school.

All six year olds are individually assessed to monitor their progress. The six year net assessment assists teachers to modify classroom programmes to meet the learning needs of the students.

All teachers regularly assess children formally and informally as part of the classroom teaching programme.

REPORTING TO PARENTS AND CAREGIVERS

Term 2	Parent conferences - <ul style="list-style-type: none">• Written achievement summary to support conference.• Children are encouraged to attend.• Older children in particular are expected to be beginning to be able to talk about and show evidence of their learning.
Term 4	End of year written achievement summaries sent home - <ul style="list-style-type: none">• These summarise children's achievements for the year.

Parents are welcome to make a time with the class teacher to discuss their child's learning and progress at school at any time.

Non custodial parents may request a copy of all school reports and a parent / teacher conference unless there are specific court orders in place.

PROPOSED EVENTS AND ACTIVITIES 2010

All confirmed activities and events are advised through newsletters or notes home.

Term 1 Sports focus team games & small balls.		
School swimming events (\$5pp)	School picnic day	26 February
Interschool swimming	Selected team	5 March
Start of year school Mass	St Patrick's church	tba
St Patrick's Day Mass and activity day.		17 March
St Patrick's Day twilight fair	SOK event	17 March
Art workshop (\$5pp)	Year 1- 8	17 February
Swimming (Jnrs)	Rooms 5, 6, 7	6 sessions
Triathlon (voluntary)	Years 7 - 8 teams	23 March
Term 2 Sports focus - fundamental skills		
Cross Country (school and interschool)	Years 4 - 8	tba
Orienteering	Years 5 - 8	tba
NZ Book awards competition	Years 5 - 8 Teams	tba
NZ Books awards speeches	Years 5 - 8	tba
School Board commissioning Mass		tba
Art workshop (\$5pp)	Years 1- 8	4 May
Term 3 Sports focus - large ball skills and team games.		
Artsplash	Years 5 - 8 choir	
Gymnastics (\$20 tbc)	Years 1 - 2	At school
Gymnastics (\$45 tbc)	Years 3 - 8	Kapiti Gym
School speeches	Years 5 - 8	tba
Jnr winter tournament	Years 5-6	tba
Senior winter tournament	Years 7-8	tba
EOTC Overnight Skiing Ruapehu	Years 7 & 8	tba
Christmas shoe boxes	Years 1 - 8	Class projects
School Photographs		23 August
Art workshop (\$5pp)	Years 1- 8	10 August
Term 4 Sports focus - Athletic skills - run jump throw		
Inter school Athletics	Years 5 & 6	tba
Inter school Athletics	Years 7 & 8	tba
Mission Day	Whole school	Friday 29 October
Kapa Haka Festival (\$5pp)	Kapa Haka Roupu	tba
Extra curricula sport that will require parent coaches and managers.		
Basketball	Years 7 & 8	
Touch	Years 1 - 8	
Netball	Years 4 - 8	

Costs are estimated only. Exact costs will be notified in newsletters. Dates are also subject to change from time to time.

These activities are planned to fit into our programme.

Some events may not proceed due to constraints on our timetable or availability of personnel to supervise children. Many are weather dependent.

Class Trips	
Years 1 - 8 (\$10 - \$25 / activity)	Up to three curriculum related excursions Local curriculum related excursions. End of year picnic - juniors End of year activity days.

SCHOOL TIMETABLE

School starts	8.50am
Morning break	11.00 - 11.30am
Lunch break	1.00 - 1.40pm
School finishes	2.50pm

ATTENDANCE

- Children are required to attend school each day unless sick.
- All absences must be notified to school by phone or text message.
- Unexplained absences will be followed up by the school.
- All children must be signed out at the school office if taken out by parents during the day.

LATENESS

- Children arriving after the bell must sign the late book at the office.
- Regular lateness will be followed up by the school.
- Bus children are excluded.

CHILDREN ARRIVING AND LEAVING SCHOOL

- Please park on the school field and use the school crossing when dropping off or collecting your children.
- Limited parking is available in the church car park.
- Staff car park is reserved for after school care transport only.
- Please observe the parking restrictions in the specially designated school bus area.
- Children may only walk their bikes in the school grounds.
- Please avoid crowding classroom exits at the end of the day.
- Encourage children to hang up their own bags, return books and homework and take responsibility for their own clothes and belongings.

COURT ORDERS

Please advise the school and provide a copy of any relevant court orders that have been put in place for the protection and safety of your children.

SCHOOL BUSES

- Bus transport to and from school is by regular public service provided by Mana Coach Lines.
- The Waikanae bus is timetabled to and from school.
- An extra bus is provided to take children to and from the railway station where they connect with regular bus services to the rest of the Kapiti coast.
- Timetables and tickets available from Mana Coach Lines.
- Buses can arrive at school shortly after the morning bell.
- Please address all complaints about buses to Mana Coach Lines in the first instance. Please keep us informed.

SCHOOL LUNCHES

- School lunches can be purchased most Fridays as a school fund raiser.
- Menu is selected to meet appropriate healthy food guidelines.
- Hot dogs and pizza are provided as an alternative from time to time.
- Lunch orders to be placed in returns slot at the children's counter.

SCHOOL UNIFORM

- Summer uniform - Terms 1 and 4.
- Winter uniform - Terms 2 and 3.
- Please name all items of uniform.
- Wide brim Aussie style or bucket hats in bottle green are compulsory in Terms 1 and 4.
- A full uniform list is included at the end of this booklet.
- The school sells second hand uniforms on behalf of parents and also has a supply of second-hand uniforms available for a small donation.

LOST PROPERTY

- Please name ALL children's clothes. Any lost property is stored outside Room 3 or Room 5.
- Any unnamed items not collected by the end of term are disposed of.

EMERGENCIES

In the event of an emergency or traumatic incident our priorities are as follows

- Ensure children are moved to a safe secure location at school, parish hall, church or other venue designated at the time by the principal (staff member in charge) or civil defence personnel.
- Children will only be released into the safe custody of a previously designated adult, or an alternative adult caregiver approved by the principal or civil defence/emergency personnel, as needs determine or the situation requires.
- A log will be kept of all children who leave the school with an alternative caregiver. Parents will be informed as soon as possible.
- Wherever possible communication will be maintained with the school community via the local radio stations or by phone. Information updates will also be provided on the school answer phone and school website when practical and possible.
- Emergency information is updated annually in Term 1.

CYBER SAFETY AT SCHOOL - SCHOOL WEBSITE WWW.STPATSPARA.SCHOOL.NZ

- Permission is required for student images and work to be displayed on our website.
- Permission is obtained on enrolment and reviewed regularly.
- Generally photographs will be group shots or shots that are more general in nature such as class groups.
- Parents or guardians always have the right to ask for an image to be removed from the website and this will be done as soon as practicable.

CELL PHONES AND ELECTRONIC DEVICES

- These must be handed in to the office at the start of the day.
- Items found during the day will be collected and only returned to a parent or guardian.
- Parents are expected to monitor children's use of cell phone and social networking sites out side school hours to keep all our children safe.

ISSUES AND CONCERNS

- Please contact your child's teacher as soon as possible if you have an issue or concern.
- After school is always a good time or ring the office and make an appointment.
- If you feel the matter needs further consideration or investigation please contact the deputy principal or if necessary the principal.
- Complaints must first be dealt with by the class teacher. They can be followed up with the principal. Only then can they be addressed to the Board chair in writing.

BEHAVIOUR MANAGEMENT

- The school's behaviour management programme is based on key gospel values, key competencies and priorities set by the school. This will be sent home during Term 1.
- We have a zero tolerance for disrespect, bullying and deliberately ignoring school rules. By this we mean -
 - Non compliance with staff
 - threatening behaviour (verbal or physical)
 - physical violence
 - name-calling
 - ganging-up
 - targeted put downs
 - racist or sexist comments

We expect parents and children to inform the class teacher as soon as possible if they are concerned about any behaviour at school. Incidents will be followed up and appropriate action taken.

PARENT HELP

From time to time we ask for parent help. This will be organised and timetabled by the teachers.

- Support with activities outside the classroom
- Trips
- Helping with resources and displays
- Fundraising activities.
- Coaching, managing, coordinating after school sport.
- Classroom assistance

ACTIVITY FEES AND PAYMENT OPTIONS TECHNOLOGY - YEAR 7 AND 8 STUDENTS

- Provided by Paraparaumu College technology department
- Tuesdays from 10.30am-12.25pm.
- Subsidised cost per student, \$48.00 for the year.

RELIGIOUS EDUCATION CURRICULUM RESOURCE

- The NZ Bishops Conference have provided schools with a prescribed and updated RE curriculum. We have been instructed to charge \$16.00 per child. This is paid to the Catholic Education Office
- We have decided to charge \$16.00 **per family**.

SCHOOL ACTIVITIES

- All activities and events are charged as they occur.
- Advice is given through special notes home or newsletter.
- Payment must be received before activity occurs unless an arrangement has been made.

PAYMENT OPTIONS

- We would like to encourage families to put in place an automatic payment for the year. This is the simplest way to keep payments under control and spread payments throughout the year. Suggested payment levels.
 - Year 7, 8 around \$10.00-15.00 per fortnight
 - Year 5, 6 around \$8.00-10 per fortnight
 - Year 1, 2, 3, 4 around \$5.00-8.00 per fortnight
- Paying of accounts electronically is encouraged.
- Please see Val in the office for an automatic payment form and internet banking details.

SCHOOL BOARD OF TRUSTEES SCHOOL DONATION

- All schools in New Zealand set a voluntary donation amount which is used to supplement the Operations Grant provided by the Ministry of Education.
- The annual donation for 2010 has been set at:
 - \$60.00 for one child
 - \$75.00 for two children
 - \$80.00 for three or more with a \$5 discount if paid by the end of Term 1.
- Donation is tax deductible.
- This can also be added to the AP by adding \$2.00 or \$3.00 dollars a fortnight and discount will be applied.
- If you are facing financial constraints and it is affecting your ability to pay for activities please come and talk to us. There are a number of ways in which we can assist and support families.

ATTENDANCE DUES.
CATHOLIC SCHOOL'S BOARD LIMITED

\$344.00 per year - \$86.00 per term

These are paid directly to the CSBL. Dues are used to carry out major maintenance on the school buildings which are owned by the Archbishop, not the crown, as with state schools. We recommend that you set up an automatic payment with CSBL to meet this cost.

Financial assistance is available in cases of hardship. Assistance is provided by the Parish priest through the parish 'Dues committee'. Please contact the principal or parish priest if you need help. The 'Dues committee' meets three or four times a year to review attendance dues. Families may be contacted from time to time to offer support with payment of attendance dues.

The CSBL prefers families to be making an ongoing contribution, no matter how small.

Automatic payment forms can be obtained from the school office or from CSBL.

BOARD OF TRUSTEES

The Board is responsible for the governance of the school. Triennial parent representative Board elections will be held on 7 May 2010.

A call for nominations will be published in Term 1.

PARENT TRUSTEES (TILL MAY 2010)

David Meyer	Chair
David Smithson	Louise Bishop
Catherine Popert	Richard Banks

PROPRIETOR'S APPOINTEES

(Archbishop's representatives on the Board - non elected)

Fr Michael McCabe Parish priest

Melanie Ratcliffe

(Two vacancies as at December 2009)

SOK (SUPPORT OUR KIDS)

- All parents are encouraged to be part of our school fundraising team.
- The newsletter has details of events and meetings and opportunities to be involved.

SCHOOL UNIFORM 2010

These are the 2010 uniform requirements which are available from PostiePlus.

Boys and Girls

Polar fleece top	bottle green
Polar fleece vest	bottle green
Jersey	bottle green
Long sleeve polo shirt	bottle green or gold
Short sleeve polo shirt	bottle green or gold
Long sleeve skivvy	bottle green or gold
Wide brim sun hat	(Bucket or Aussie style) bottle green (compulsory Terms 1 & 4)
School shoes	black leather - buckle, velcro, laces - no high heels
Sandals	black - buckle, velcro, no high heels (Terms 1 & 4))

Optional items

Beanie	bottle green/black (no motifs) (optional)
Scarf	bottle green or gold

Boys

Shorts	grey
Long trousers	grey
Long socks	grey or with green/gold band

Girls

Tunic	winter weight (Terms 2 & 3 only)
Dress	summer weight (Terms 1 & 4 only)**
Skirt	seniors only (Years 7, 8) **
Short socks	white, ankle
Long socks	white, below the knee
Long socks	black (only worn with winter weight tunic)
Tights	black/bottle green
Bike shorts	black
Hair ties/headbands	bottle green/gold/black/white
**	<i>available from Anna Louise Schoolwear Ltd - order forms at office</i>

PE Uniform - Years 4-8 only

Knit short	bottle green
Tee shirt	gold
Sports shoes	

Parents' cooperation in ensuring children wear correct uniform is appreciated.
Assistance with uniform is available on request at the office.

Term 1 & 4 - Summer uniform. Term 2 & 3 - Winter uniform.

Please note:

- All items of clothing must be named.
- Black bike shorts under dresses.
- Shorts must not be showing below dresses.
- Boxer shorts must not show above or below boys grey shorts.
- Hair must be tied back with correct hair ties.
- Braids must be in school colours.
- Only one set of ear studs
- One taonga or cross may be worn on a chain underneath uniform only.
- All Year 4 - 8 must have correct PE uniform.
- A note is required if correct uniform cannot be worn.