



ST BERNADETTE'S CATHOLIC SCHOOL

Dear Parents / Caregivers who are interested in enrolling their children in our School

We are a Catholic full primary school catering for students in their first eight years of their schooling.

We believe that we have **three** key elements that make for a successful school:

- Children who show respect, are motivated to learn and are generally well behaved
- A professional and dedicated teaching and support staff who work tirelessly to meet the spiritual, learning, social, cultural, and sporting needs of the children
- A supportive parent body and Parish who are actively involved in the various school activities and the learning of their children

We strongly promote the theme of partnership between the school and the home. Strong emphasis is placed on academic excellence and appropriate social behaviour. We firmly believe that school is a place of learning.

We believe we have a special learning environment and encourage your on-going participation in our learning community.

God Bless

Graeme Norman
School Principal

BOARD OF TRUSTEES

The Board of Trustees are the governing body of our school who set and monitor the strategic direction of the school, thus allowing the Principal and staff to manage the day to day operations of the school.

The Board is composed of an elected body, an appointed body (Bishop's representatives), the staff representative and the Principal as executive officer of the Board. The Board currently meets roughly monthly/twice per term in the Staffroom. Dates are on the school calendar that can be accessed from our website.

Board meetings are public meetings and anyone has the right to attend although it is courtesy to advise the Board Chair/Principal you would like to attend (as a visitor).

Board Elections are scheduled for every three years - next election 2019.

Learning at St Bernadette's...

At St Bernadette's Catholic School learning happens when the student....

- is becoming actively involved in an activity/experience that allows them to learn something that they didn't know before
- understands more, becomes more skilful, and adjusts their attitudes towards others and learning
- accepts, changes, thinks, uses, builds, communicates, improves, plans and sees the possibilities
- works in partnership to define and develop their learning intentions and success criteria in the learning journey
- takes responsibility and showing initiative in their learning
- gets the chance to have a go
- is participating
- is becoming up-skilled
- is applying their knowledge and understanding to different situations and is 'using their nous!'
- connects with what is being taught and moves forward
- teaches others
- constantly adjusts/moves their knowledge to make way for different/new/changing knowledge
- takes risks and learns from mistakes

RELIGIOUS ACTIVITIES AT ST BERNADETTE'S CATHOLIC SCHOOL

SCHOOL & PARISH

We have a close working relationship with our parish community and very much consider ourselves one Catholic worshipping community here in Hornby. Our parish priest is Fr Paulo who, with two of our Proprietor's reps are on our Board of Trustees. We take EVERY opportunity to include all of our community in school events and ensure that our newsletters are available for parishioners to read.

MASSES

We often have a school Mass at the beginning and/or end of each term on Fridays at 9:00am and for special Feast days, i.e. St Patrick's Day, St. Bernadette's Day and Holy Days of Obligation.

Classes join the regular mass on most Fridays at 9:00am and you are very welcome to attend.

RELIGIOUS EDUCATION CURRICULUM

The school follows the NZ Religious Education Curriculum approved by the NZ Catholic Bishop's Conference. This Curriculum, delivered in a digital format, is composed of six main strands; *God, Jesus Christ, Holy Spirit, Church, Sacrament* and *Communion of Saints*. It is also supported by the following modules; *The Liturgical Year, Prayer, Sacramental Celebrations*, and *Myself and Others*.

PRAYER

The week starts with a Prayer Assembly where the whole school gathers to pray. Class prayer starts and finishes the day, as well as prayer before and after meals.

VINNIES

They are the youth section of St Vincent de Paul Society, who often do unseen charitable works, within the church world-wide. Students from Year 7 & 8 are invited to be part of our school's Vinnies group who carry on this tradition of service to others. This includes visiting rest homes, making cards etc.

ENROLMENTS

As a Catholic integrated school the school's integration agreement stipulates a dual enrolment system : **Preference** (where students or their families have an established connection with the Catholic Church) and **Non Preference** (where there is no such connection). It is the Parish Priest that determines *Preference* according to five criteria set down by the NZ Catholic Bishops Conference.

All enquires for enrolments are initially made through the **school office** to gain an appointment with the Principal. You may also need to make an appointment to see the parish priest if you wish to gain a 'preference' enrolment. Application for Enrolment documentation for completion by you will be provided by the school, however the following documents (originals) are also required.

1. The child's birth certificate (or passport),
2. A baptismal certificate (where applicable),
3. Immunisation certificate.

SCHOOL UNIFORM

The school uniform is available from The Warehouse and Mainland Uniforms. See attached list.

HAIR

As a simple health precaution, long hair (boys & girls) should be tied back. Hair should be checked often as head lice are found in all schools. Please notify the school if you find lice so that other families can be

notified. Children's hair needs to be treated before they return to school. They do not need to stay at home for the duration of the treatment. As per the uniform procedure, dyed hair is not acceptable.

ABSENCE FROM SCHOOL

As it is a legal requirement that children in NZ attend school, all absences from school do need to be advised in writing. However, if your child is away from school you are asked to notify the school either by telephoning the office by 9:15am or sending a written message with another member of the family. This enables us to know where the children are during the day. When your child returns to school they **should bring a written note from you explaining the reason for absence**. If you need to take your child away from school during the school day or are returning them to school during the school day, your child needs to be signed in or out through the school office.

HEALTH

Our school has an excellent Health programme which aims to develop healthy habits and attitudes. In Year 5 - 8 the children study Pubertal Change. This is an age appropriate programme. There is an opportunity for parents to view and discuss the content of the programme before the sessions begin. We believe our programme is extremely successful because it is built around the values and teachings of our Faith. There is also a safety unit for all children called Keeping Ourselves Safe. Before this unit commences there will be extensive parent consultation and education.

HEALTH NURSE

The school is in regular contact, and has regular visits from, the local health nurses. They can be contacted through the school office.

IMMUNISATION

As part of the enrolment process, the school requires your child's immunisation record which is required by the Ministry of Education and Ministry of Health. It is not compulsory to have your child immunised in New Zealand. Once your child is at school, any immunisation programmes run through the school eg MMR at Year 7, will be fully explained to the relevant students with full information, including consent forms, coming home. Parents may opt out of these programmes or have the immunisations carried out by their own GP.

MEDICATION & SICKBAY

If your child has to have regular medication (including asthma inhalers), or are well into a course of antibiotics (following an illness), these should be handed into the office with the administration details. PLEASE MAKE SURE THAT YOUR CHILD IS WELL ENOUGH TO BE AT SCHOOL and the antibiotics being taken are being well and truly effective. Students are to come to the office to take this medication. **Any** medication administered to your child will require you to complete a 'Medicine Authority Form'. Action Plans from your child's doctor will also be required for children who suffer from asthma and allergies. Parents are responsible for ensuring Action Plans are updated annually along with ensuring medication that is at school has not expired.

SICKBAY

Students are to report to their classroom teacher if they are feeling unwell. The teacher will advise office staff that a child is in the sickbay. The child will be assessed and if need be parents will be contacted to collect their child. If a child has an accident in the playground, the duty teacher will assess the child's injury, along with other staff if need be. They will deal with minor injuries while parents are contacted via phone if need be or a note home for all other injuries and for any bumps to the head.

ASSEMBLIES

The school begins each week with a Prayer Assembly in the church at 8:55am. Team Assemblies alternate each week, please see the newsletter or calendar for times and day. The whole school has at least one assembly per term to celebrate the learning undertaken during the school wide unit of work, or where there is an important guest or theme to celebrate.

EOTC – EDUCATION OUTSIDE OF THE CLASSROOM (CAMPS)

All students have the opportunity to leave school for 'real life' education, with senior students having the opportunity for overnight experiences. All of these experiences cannot happen without parent support. Specific permissions are gained for each occasion with specific Board approval where overnight activities are organized. Opportunities for fundraising, where costs are large, are available. The school does not operate 'a no pay no go' policy as all students are expected to attend with the financial difficulties sorted out later, and an arrangement will be made to pay off the expense.

ICT (Information & Communication Technology)

All students have access to a range of technological devices that are now an integral part of 21st Century learning. All children are required to sign an internet agreement.

Cybersafety

We actively encourage parents to play their part by also actively monitoring ICT use at home by :

- thinking about where computers are located in the house
- deciding where children can use mobile devices in the house
- knowing what websites children are accessing
- Knowing what access children have to social media sites

SCHOOL LIBRARY

Children are required to have a separate library bag so that books can be taken home. Classes visit the library weekly.

LOST PROPERTY

It is essential that all items of clothing are clearly named. Lost Property bins are located in the sick bay opposite Room 2 in the main junior block, in Room 7 in the senior block. If an item is found and it is named this will be returned to your child as quickly as possible. Any unnamed items at the end of each term will be placed in our second-hand uniform supply and on-sold.

LUNCHES

Children are encouraged to bring healthy lunches to school. Items such as sandwiches, fruit and yoghurt are encouraged and 'pre-packaged food' should be considered as a treat only. Fizzy/high energy/high sugar drinks are not allowed and please, no lollies or chewing gum.

MOBILE PHONES

These have become a key communication device that many parents allow their children access to. If you require your child to have a mobile phone at school, your child must hand the phone into the school office. Students are responsible to collect these at the end of the school day.

SCHOOL & OFFICE HOURS

School begins at 8.50 a.m. and concludes at 3.00pm.

The office is open from 8:30am until 3:30pm Monday to Friday.

ST BERNADETTE'S SCHOOL SUPPORT GROUP (SBSSG)

This group of dedicated parents / caregivers with the Board of Trustees, are the backbone of our home-school partnership. They provide three areas of support for our school through fundraising, pastoral care and practical support for school events.

a) *Fundraising*

This assists the school to provide resources, which cannot be met through Ministry of Education funding. (Priorities are usually established at the beginning of each year but are responsive to changing circumstances as presented by the Principal). This includes applications for Grant monies.

b) *Pastoral Care*

This includes keeping regular contact/visiting families new to our school and maintaining contact through times of joy, such as the birth of a baby, or sadness.

c) *Support for School Events*

Actively supports the community by organising or serving such things as food or providing 'person power' where there are large school events.

REPORTING OF STUDENT PROGRESS

All parents receive regular updates on the academic progress of students. These occur at a minimum of 3 times per year; Goal setting in March, mid-year reporting in June/July and an end of year written report in December. Teachers are very happy to informally meet with parents at other times but you would generally need to make an appointment.

THE NATIONAL STANDARDS in Reading, Writing, & Mathematics

This nationwide assessment system has set benchmarks for what students should be able to do at the end of their first, second and third years at school and then at the end of Year 4 to 8 respectively, in Reading Writing & Mathematics.

Whether students have achieved according to the relevant benchmarks does not come from a single test but is a result of gathering information from three sources; testing, student's work and discussion with the child. From this information, teachers make an overall professional judgement.

Teachers will report on progress towards the relevant standards at mid year interviews for students in Year 4 to 8, while for students in Years 1 to 3 teachers will report to parents on progress towards the standards at the 'six months' point and then at the end the term following the relevant year at school.

STUDENTS IN THEIR FIRST YEAR AT SCHOOL

After students have had six weeks at school, they will attend a one on one interview known as the 'School Entry Assessment'. It is a wide ranging test that gives an early indication of what your child can and cannot do. You will be asked to come and meet with your child's teacher who will discuss this information with you. After one year at school, a similar wide ranging test is given known as the 'Six Year Survey'. This information will also be discussed with you as will any plans for intervention. The results of this survey are also considered when the teacher makes a professional judgement on whether your child has achieved the National Standard in Reading, Writing and Mathematics after their first year at school.

SPORTS

Most Saturday sports have now been taken over by the local clubs, with contact details generally being in the school newsletter as the season comes around.

STATIONERY

Parents will be advised at the end of each year where and how to order their child's stationery that is required for the beginning of the following school year.

STUDENT WELFARE & BEHAVIOUR

Each classroom teacher operates an assertive discipline that is based on the values of Jesus and fosters individual responsibility for actions. Like most NZ schools, there is a zero tolerance for violent behaviour or bullying. All of the staff see education as a partnership between parents, teachers and the child and so your support and feedback is greatly appreciated.

TECHNOLOGY (YEAR 7 & 8)

The school contracts Hornby High School to deliver the Technology at the specialist classrooms located at their school. Students travel to and from the centre by bus. The programme is one negotiated between the two schools and runs every Friday morning. The cost for your child to attend technology is \$70.00 per year.

MONEY PAYMENTS TO SCHOOL & PARISH ATTENDANCE DUES FEES

MONEY TO SCHOOL

Please ensure all money is in an envelope that is clearly labelled with your child's name, Room no. and what the money is for. Please remind your child that money should be handed into your child's classroom teacher as soon as they arrive at school so that it is not 'forgotten about' in your child's bag. All money is receipted.

PAYMENTS BY EFTPOS

The school has Eftpos facilities available through the office. This can be used to pay students school activities such as trips, camps, school ties, school hats and other incidentals.

Donations –

The school asks families to pay a levy for Religious Education of \$5 per child per year along with a levy for Photocopying of \$10 per family per year.

We do not accept payments by Credit Card and there are no 'cash out' facilities available.

Attendance Dues

As our school buildings are owned by the Catholic Diocese of Christchurch, our Parish is required to charge families attending our school '**Attendance Dues**'. Once collected by the Parish these are sent onto the Catholic Diocese of Christchurch to assist with the upkeep of the buildings.

Attendance Dues are charged by the parish each term at a rate of \$67.50 per child - Rate for the 2018.

Cost per year for Primary School Students (Year 1-8) is \$270.00

Attendance Dues are compulsory.

Accounts will be sent out by the Parish at the beginning of each term. The Parish prefers payments by automatic payment, but if you would prefer to pay cash you can hand this money into the school office in a clearly named envelope with the amount you are paying on the outside of the envelope. The Parish will collect cash payments from the school office once a week.