

ST JOSEPH'S CATHOLIC SCHOOL PUKEKOHE

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OUR SCHOOL

Tena koutou katoa, Talofa lava, Malo e leiei, Mauri, Greetings

Welcome to St Joseph's Catholic School Pukekohe where we provide quality Catholic education for Year 1 – 8 students.

As defined in our Integration agreement, St Joseph's Catholic School Pukekohe "is a Roman Catholic School in which the whole school community, through the general school programme and its religious instruction and observances exercises the right to live and teach the values of Jesus Christ."

Our vision is "To be in right relationship with God, with ourselves and others, and with the environment."

Together with staff, parents, students and our parish community we work to create a positive, caring, Christian environment where excellence is encouraged, diversity valued and success celebrated.

The school works in partnership with parents and the wider school community to provide students with a holistic education encompassing academic, social, spiritual, emotional and physical dimensions.

We are committed to ensuring that when students leave St Joseph's Catholic School Pukekohe they have the necessary competencies, values and attitudes to continue their education journey, and to take their place within society and the Catholic Church community.

Ursula Hall
PRINCIPAL

DATES AND HOURS

TERM DATES FOR 2018

Term 1	Thursday	01 February	Friday	13 April
		(School closed Monday 5 th February)		
Term 2	Monday	30 April	Friday	06 July
Term 3	Monday	23 July	Friday	28 September
Term 4	Monday	15 October	Wed/Thurs	19/20 December

PUBLIC HOLIDAYS FOR 2018

Waitangi Day	06 February
Good Friday	30 March
Easter Monday	02 April
Easter Tuesday	03 April
Anzac Day Monday	25 April
(included in School Holidays)	
Queen's Birthday Monday	04 June

SCHOOL WEBSITE

The St Joseph's School Website address is www.stjosephs.co.nz Please visit our site for more information about the school, for regularly updated news, and for examples of work by our children.

BOARD OF TRUSTEES

Our Board of Trustees is the governing body of the school. It comprises the following members:

- * Six elected members
- * One elected staff representative
- * Principal
- * Parish Priest – proprietor's rep
- * Three Bishop's representatives

The Board decides, in consultation with the Bishop, the Staff, the Principal and community, which direction the school will take and how Government requirements will be met. This is set down in our School Charter and Strategic Plan, and Integration Agreement. The Board normally holds their meeting on the third Wednesday of each month, in the board room at 7.30pm. The Board has governance over all the school finances, are the formal employers of the school staff; although the Principal remains the professional leader and manager of the school. The Trustees also manage and maintain school property.

CURRENT BOARD MEMBERS:

CHAIRPERSON	Mr. Aaron de Farias (Parent Representative)
SECRETARY	Sandra Hawke (Bishop's Representative)
TREASURER	Raewyn Austen (Bishop's Representative)
PRINCIPAL	Mrs Ursula Hall
PARENT REPRESENTATIVES	Mrs Erin van der Gulik (Deputy Chairperson), Mrs Nikki Tarapa, Mrs Siekina Olive, Mr Jon White, Mr Malakai Tohi.
BISHOP'S REPRESENTATIVES	Father Robert, Mrs Losa Helu.
STAFF REPRESENTATIVE	Mrs Lori Mravicich

PARENT TEACHERS ASSOCIATION

PARENT TEACHER ASSOCIATION

This committee is the cultural, social and often fundraising committee that elects officers annually. It is an open organisation in that anyone can attend its meetings. Meetings are usually held on the fourth Tuesday of each month at 7:00pm in the school boardroom. We would welcome any new parents who would like to join this group.

ST JOSEPH'S CATHOLIC SCHOOL'S PRINCIPLES

Learning Principles

St Joseph's Catholic School Learning Principles are:
TRINITY, EDUCATION, LEADERSHIP, FAITH, ENVIRONMENT, and
FOUNDATIONS



TRINITY:

Matua, Tamaiti, Wairua Tapu.

We are a community that demonstrates aroha, tika and pono in our relationships with each other.

Relation to NZC Principles:

Cultural diversity

The curriculum reflects New Zealand's cultural diversity and values the histories and traditions of all its' people.

Inclusion The curriculum is non-sexist, non-racist, and non-discriminatory; it ensures that students' identities, languages, abilities, and talents are recognized and affirmed and that their learning needs are addressed.

EDUCATION:

We are empowered through collaboration, critical thinking, problem solving and creativity, to strive for excellence and reach our personal potential.

Child Speak

I Love Learning

We strive to do our best.

We think creatively.

We are willing to try new things.

We can communicate.

Relation to NZC Principles:

High expectations

The curriculum supports and empowers all students to learn and achieve personal excellence, regardless of their individual circumstances.

Learning to learn

The curriculum encourages all students to reflect on their own learning processes and to learn how to learn.



LEADERSHIP:

We use innovative ideas to be excellent role models serving our community and using our talents to inspire others

Child Speak

We are using our talents to shine

We help each other to be great

We look for new ideas

We are becoming excellent role models serving our community.

Relation to NZC Principles:

Coherence

The curriculum offers all students a broad education that makes links within and across learning areas, provides for coherent transitions, and opens up pathways to further learning.





FAITH:

Building on the charism of our founding order, the RNDMS, we apply the teachings of the Catholic Church and gospel values in living our daily lives.

Child Speak

We have Catholic beliefs
We live by Jesus' example
We continue our school traditions

Relation to NZC Principles:

Community engagement
The curriculum has meaning for students, connects with their wider lives, and engages the support of their families, whānau, and communities.



ENVIRONMENT:

We are active participants in caring for our environment as guardians – Kaitiaki for future generations.

Child Speak

We care for the earth
We respect each other
We are active participants
We are looking after the earth for the next generation

Relation to NZC Principles:

Future focus
The curriculum encourages students to look to the future by exploring such significant future-focused issues as sustainability, citizenship, enterprise, and globalization.



FOUNDATIONS:

Together we are strong – We build on the vision of those who came before us, acknowledging our bicultural identity and the diverse strengths of our community

Child Speak

Together we are strong
We follow the Treaty of Waitangi
We are all friends of our school community

Relation to NZC Principles:

Treaty of Waitangi
The curriculum acknowledges the principles of the Treaty of Waitangi, and the bicultural foundations of Aotearoa New Zealand. All students have the opportunity to acquire knowledge of te reo Māori me ōna tikanga.

SCHOOL DESCRIPTION

St Joseph's Catholic school is situated in the Pukekohe Township.

The Sisters of Our Lady of the Missions, our founding order, established St Joseph's School on its present site in 1923.

We have approximately 400 children; with 57% of European descent (Irish, Dutch, English, Scottish, Australian and South African), 12% are Maori, 7% are Tongan, 7% are Kiribati, 5% are Filipino, 4% are Samoan, 3% are Indian, 2% are Fijian and 3% other. The approved maximum role of the school is 435. The number of non-preference positions is 22.

The children of the school come from the Parishes of Pukekohe, Tuakau and Waiuku.

A majority of new entrants to St Joseph's School have attended pre-school. After Year 8 some students attend Catholic Colleges in the Auckland area while other students attend Pukekohe High School or Tuakau College.

St Patrick's Parish, Pukekohe, plays an integral role in school life.

SCHOOL INFORMATION

RELIGIOUS CELEBRATION

The children attend the St Patrick's Catholic Church for Mass, Reconciliation and the celebration of other special occasions throughout the year. These are arranged by the Director of Religious Studies (DRS) and Parish Priest in conjunction with the Principal. Liturgies are held on occasions at the school.

ENROLMENTS

(Please refer BOT Policy and Procedures available from the school office or on the school website)

We call for pre-enrolments in early August for the next year. Children may start school from the date of their fifth birthday.

A pre-enrolment register operates collating potential enrolments over the coming five years. All Application for Enrolments must be accompanied by a Baptism Certificate, (if Baptised in the Catholic Church) Birth Certificate, Immunisation Form, Passport and Visa (Proof of residence eligibility if student born overseas). Please contact the principal or visit our school web site should you require details of the board's enrolment policy.

HOME/SCHOOL PARTNERSHIP PROGRAMME

As part of our Home – School Partnership Programme - a pre-school literacy and numeracy programme is offered by the Assistant Principal on a Wednesday morning from 9.00 – 9.30am in the staffroom. Any pre-schoolers pre-enrolled are invited to come to these sessions with their parents. It is hoped the sessions will help prepare children for formal instruction at school. The Assistant Principal will contact the parents of prospective New Entrant children one month prior to coming to school to arrange an interview. From this interview the children will take home a pack containing literacy and numeracy activities.

PRE-ENTRY VISIT FOR PARENTS

In addition to the Pre-School interview it is expected that New Entrants will have at least one school visit just before starting school. The visiting times are usually mornings from 8.45am–10.40am. These may be arranged through the school office or by the AP as part of the Home/School Partnership Programme. Please note parents must stay on site during pre-entry visits.

STUDENT ENROLMENT RECORDS

The Ministry of Education requires the school to keep student enrolment records for all students. For students who have never been enrolled in a NZ school before, a digital Enrolment Record will begin for the student, and in the case of other students their Enrolment Record will be digitally requested from the student's previous school. Parents enrolling children in a New Zealand school for the first time must provide a birth certificate for the child. Parents of children born overseas must produce documentation to show they are entitled to be enrolled in a New Zealand school. The school office will explain documentation required. When the student leaves the school to go to another school, the Enrolment Record will be updated and passed on to the student's next school. Enrolment and assessment data is stored on the Ministry of Education's computerized student management system 'Enrol, and our school student management system-eTAP. Parents may request a copy of information stored. This information will be used to complete forms required by the Catholic Integrated Schools' Board, Health Department, the Ministry of Education, and the Education Review Office, and for administration and assessment purposes by the school.

PARENT HELP

Parents are very welcome to help in class. If you are interested in helping in a classroom please see your child's teacher. Parents are also called on to help supervise school or class outings and sports days. This help is invaluable to pupils and very much appreciated by the teachers.

CLASS TRIPS

From time to time classes visit places of educational interest as part of their studies. If transport is required, we usually hire a bus and make a charge to cover this. Sometimes it is more economical to ask parents to provide cars. In such cases it is expected that an offered car is adequately covered by a normal insurance policy, has a current warrant of fitness and registration, and seat belts are provided for the children.

ATTENDANCE DUES

Diocesan Attendance Dues are payable to St Joseph's Catholic School Pukekohe. This money, collected by the school on behalf of the proprietor, is used to repay loans for building work done at schools by the Diocese. All parents and caregivers with children at Catholic integrated schools are expected to pay their Attendance Dues. As from 2018 the Attendance Dues will be \$107.50 per pupil per term or \$430.00 per year. In order that no child should be denied a Catholic education because of family financial hardship a rebate may be granted in the following situations:

Loss of income/redundancy, Family reasons, extended unemployment, Hardship, Death of the breadwinner

To arrange for such assistance, parents should contact the Parish Priest or the school principal to discuss in confidence their current situation or alternatively relevant forms may be accessed on our school website and sent directly to the Diocese.

ST JOSEPH'S DEVELOPMENT TRUST DONATION

To support major fundraising, we have a school services contribution structure: \$200.00 per pupil per year. The donation will be capped at \$400.00 per family and will help us to continue to provide excellent education befitting our Catholic Character. The ability to enrol a child at St Joseph's Catholic School will be in no way compromised for parents who are unable to, or choose not to make this donation. Donations to the St Joseph's Development Trust are tax deductible up to the limits allowed by Inland Revenue.

CATHOLIC SPECIAL CHARACTER CONTRIBUTION

This contribution of \$12.50 per pupil per term or \$50.00 per year is collected on behalf of the Auckland Catholic Education Services Board. This is also payable on a voluntary basis and is tax deductible up to the limits allowed by Inland Revenue. Please refer to the blue brochure included in this pack for further information on Catholic Character Contributions.

INVOICES

Each term parents are invoiced by email or post from the school office for Attendance Dues, Catholic Character Contribution & St Joseph's Development Trust donation. Parents are asked to ensure payments are made each term. If parents prefer to make payments via automatic payments or online banking, forms are included in this pack or are available from the school office.

CHEQUES/EFTPOS

All cheques for books, stationery, school fees, camps, school trips etc. should be made out to St Joseph's School Board of Trustees. Eftpos is also available at the school office. (NOT FOR SECOND HAND UNIFORM SHOP)

MONEY AND VALUABLES

Smaller children should give these to their class teacher in a labelled/named envelope. Children should not have large amounts of money at school. Children are also discouraged from bringing personal toys to school.

STATIONERY

At the end of each year each child will be given a stationery list to be purchased from any book shop outlet ready for start of the following year. New entrants will be given packs which are provided by St Joseph's Catholic School and distributed on first day of school; along with an account.

LEAVING THE GROUNDS

Children are not permitted to leave the school grounds during school hours. Permission will only be granted if an adult reports to the school and signs the pupil out. The adult will then be given a coloured slip of paper which is to be given to the classroom teacher.

ASSEMBLY

Full school assemblies are held every fortnight on a Monday at 1.45am for organisational and cultural purposes. This assembly will usually include a class prepared liturgy. Details of the class responsible for presenting are published in the weekly newsletter.

ABSENCE

Parents should ensure each child is at school during the hours that school is open. If a child is absent parents are expected to ring the school, before 9am on day/s the child is absent or email via our website www.stjosephs.co.nz or via **The Parent Teacher Calendar app** (PTC -free to download) with an explanation for the absence. If contact has not already been made with the school, parents/caregivers need to provide a written explanation of the child's absence when the child returns to school. Parents, who wish to take students out of school for extended periods during school time i.e. for three days or more, need to contact the principal.

ADDRESSES AND TELEPHONE NUMBERS

It is vital for the school to have up-to-date records of home addresses, home and work phone numbers. Please advise the school promptly of any changes. It is necessary for parents to provide some phone numbers where they, or someone responsible, can be contacted in the case of sickness, accident or other emergency.

SCHOOL-HOME COMMUNICATIONS

Parents are urged to take an active interest in the school and to communicate regularly with school staff. Small worries can often be sorted out quickly and easily by parents and teachers working together for the benefit of the child.

A range of strategies are in place to foster home school communication. These include:

- A 'Teacher/Parent Evening' held early in the first term.
- Weekly Newsletters sent to parents every Thursday (via the eldest child or you may subscribe to the newsletter on our website www.stjosephs.co.nz)
- Team newsletters sent to parents at the beginning of each term
- The school website which provides a variety of relevant school information
- Written student reports - the first of these is provided at the end of Term 1. The second is provided at the end of Term 4
- Child /Parent /Teacher conferences held at the end of Term 1
- Child Parent Evenings held at the end of Terms 2 & 3
- Classroom visits
- Interview with teacher/AP/DP/Principal
- Interviews with classroom teachers when requested. (Please make these appointments through the school office so they do not clash with staff meetings or other school arrangements.)

COMPLAINTS

Occasionally parents may wish to express their concern about some issue relating to their child's progress or general welfare at school. For any school related problem, your first line of enquiry should be with the child's classroom teacher, and then the Team Leader; as often minor problems have arisen from a misunderstanding by the pupil and/or any misinformation that has been passed onto the home. With problems of a more serious nature, contact the Principal who will endeavour to resolve the problem but, if this cannot be achieved, other avenues can be pursued. Formal complaints should be submitted to the Principal in written form. All written complaints must be signed. The Principal, as professional leader and chief executive of the Board of Trustees, has the major responsibility in decision making on action to be taken in the resolution of complaints. All written complaints must be acknowledged in writing. In the special circumstance of a complaint against the Principal, complaints are to be submitted in writing to the Board of Trustees Chairman and must be signed. The assistance of the Board of Trustees may be called upon to deal with any serious difficulties.

PHONE

Children are not permitted to use the phone unless a staff member gives them permission to do so. The most convenient time to contact teachers is before 8:30am or after 2:45pm. If a message will suffice, the person who answers the telephone will take it. Teachers will not leave the classrooms for phone calls unless the matter is extremely urgent.

CELL PHONES & IPODS

Cell phones are not encouraged at school, and if brought to school they must be handed to the teacher for safe keeping and must be turned off during school time. Children are asked not to bring iPODs or other digital devices to school. If they do so they must hand them into their teacher. The school does not take responsibility for these items if they have not been handed in. If children have cell phones/iPODs confiscated by a teacher, parents must collect them from the school office.

HOMEWORK

As per school policy homework may be given e.g. spelling words to learn, reading etc. Children are expected to do their homework as it is related to classroom work. If homework is not completed, parents will be advised. Parents are requested to sign homework books. Please contact the class teacher for details.

TECHNOLOGY LESSONS Year 7 & 8 children attend Technology lessons at Pukekohe Intermediate School every second Thursday from 8:45am-12:30pm.

HEALTHY EATING

As we are a Health Promoting School food & drink brought to school by children is to be healthy & not include large bags of potato chips, cheezles, burger rings, twisties, sweets, jelly crystals, instant noodles, fizzy drinks & chewing gum. We like to acknowledge children's birthdays at school but we ask that parents don't send along birthday treats-cakes, lollies etc. to be shared with the class as this makes it difficult for children with allergies & may put pressure on other parents to do the same.

PERFORMING ARTS Generally at least twice a year a performance by an outside artist is organised for the pupils. There is a minimal cost per child. Details of costs will be sent home prior to performance.

FIRST AID IN SCHOOL

In case of accidents or illness at school, essential first aid is carried out and parents contacted if necessary. If individual medication is required for stings, allergies etc. it must be clearly marked and stored in the school cabinet, and parents must complete the necessary form available at the school office or on our school website. When a pupil is not well enough to participate in the class programme he/she must be kept at home.

DENTAL CLINIC

The Dental Van comes to St Joseph's Catholic School periodically. If the child needs further treatment they are given an appointment and parents are responsible for getting their child to these appointments. The dental nurse can be contacted at the Pukekohe Intermediate School, The Hub, phone 237 1070.

SCHOLASTIC BOOKS

Leaflets are distributed to pupils twice a term for personal buying of books. The school then places a bulk order with Scholastic and books are then distributed when the order is filled. Cheques should be made out to Scholastic NZ. Each classroom and the school library receive free books and resources from your purchases.

BUSES

Children living outside the Pukekohe Township may be entitled to bus transport to and from school. Please contact the school office for details re buses and/or conveyance allowance.

ROAD SAFETY

Road Patrol pupils and a teacher/parent supervise children every morning 8:20am-8:45am, and afternoon 2:45pm-3:00pm at the Seddon Street crossing, and every afternoon at the Dublin Street crossing. Parents must observe the **No parking restrictions** on each side of the crossing and are asked to set a good example to students by using the pedestrian crossing when crossing Seddon Street. Parents are rostered on to supervise the crossing in Seddon Street from 8.20 – 8.45am. This only involves 1 morning a week for 5 weeks of each term. Parents who are willing to help with this are asked to contact the school office.

CYCLES/SCOOTERS

Children Yr3 and below are discouraged from riding bicycles to school. There is a bike frame where bikes can be parked/locked while at school and a scooter rack where scooters may be parked. Pupils are not to ride or scoot their bikes/scooters in the school grounds. While we don't discourage scooters, we are unable to provide a secure place for them to be stored. They remain the owner's responsibility. While riding bikes to and from school, pupils are required to wear safety helmets. Officially the Police and the Land Transport Safety Authority recommend that children under 10 years do not ride on the road unattended by an adult.

SWIMMING

Swimming is part of the physical education programme and each class has set lessons.

Notes for non-swimming due to medical reasons should be sent to the class teacher stating the length of time the child is to be excused.

SCHOOL UNIFORM

UNIFORM REQUIREMENTS All children are required to wear the correct uniform at all times.

SUMMER

Girls: **Green summer tunic.** This is available from Jan's Uniform Shop, 19 Manukau Road (next to the Police Station) Phone 239 1310.

Black or brown leather sandals. The sandal must have a heel/ankle strap, and no colour variations are allowed. Roman sandals remain an acceptable option.

Boys: **Grey shorts (light weight)** available from Jan's Uniform Shop, 19 Manukau Road Pukekohe (next to Pukekohe Police Station). Phone 239 1310 or The Warehouse.

Short sleeved polo shirt (logo on front) available from Jan's Uniform Shop, 19 Manukau Road Pukekohe (next to Pukekohe Police Station). Phone 239 1310

Black or brown leather sandals. The sandal must have a heel/ankle strap, and no colour variations are allowed. Roman sandals remain an acceptable option.

Hats: **All pupils must wear the official school sunhat with the summer uniform.** The hat can be purchased from Jan's Uniform Shop Manukau Road Pukekohe or The Warehouse.

WINTER

Girls **Green tartan pinafore/skirt.** Year 5 & 8 girls wear a skirt at least knee length, Years 0-4 wear a pinafore which consists of the same skirt as the Years 5-8, but with a bib attached. All other sizes can be purchased from Jan's Uniform Shop. For people wishing to sew their own uniforms, material is available from David Mills Ltd, King Street Pukekohe. The pattern is available from the school office with a \$10.00 refundable bond.

White Blouse – Year 5 – 8 girls white school blouse which is a short sleeved blouse with a split hem and Year 0 – 4 girls wear a white winter weight school blouse available from The Warehouse and Jan's Uniform Shop, 19 Manukau Road, Pukekohe, Phone 2391310

White ankle or knee-high socks and black leather/waterproof school shoes.

Boys: **Grey shorts (heavy weight)** available from Jan's Uniform Shop, 19 Manukau Road Pukekohe. (next to Police Station) Phone 239 1310 or The Warehouse.

Grey Polo shirt with logo, long or short sleeved, available from Jan's Uniform Shop, 19 Manukau Road Pukekohe.(next to Police Station) Phone 239 1310.

Grey knee length socks and black leather/waterproof school shoes.

School Jersey/Polar Fleece for boys and girls. This is a regulation green woollen jersey/or polar fleece available from Jan's Uniform Shop, 19 Manukau Road Pukekohe.(next to Police Station) Phone 239 1310 or The Warehouse. (Alternative sweatshirts are not an option.)

Polar Fleece Vest Boys and girls may wear the school green polar fleece vest as an optional extra. These are available from Jan's Uniform Shop, 19 Manukau Road Pukekohe (next to Police Station) Phone 239 1310.

School Beanie: Terms 2 & 3 only. These are an optional extra available through our Jan's Uniform Shop, 19 Manukau Road, Pukekohe (next to Police Station). Please note no other type of beanie or winter hat should be worn.

Year 8 Pupils may wear winter footwear for Term 4. Year 8 girls may wear the winter uniform for Term 4 if they wish.

Optional: Green 'Stormdri' Jacket with school logo. This can be purchased from Jan's Uniform Shop. It is for outdoor use and is not permitted to be worn in class.

SPORTS UNIFORM

Boys and Girls: Yr3 to Yr8

Dark green shorts cotton or nylon. Available from Jan's Uniform Shop 19 Manukau Road, Pukekohe (next to Police Station) Phone 2391310 or The Warehouse – SchoolTex

Polo Shirt- Green & Gold with logo on front. Available from Jan's Uniform Shop 19 Manukau Road, Pukekohe (next to Police Station) Phone 2391310.

Sports uniforms are not compulsory in Years 1 & 2.

When representing the school students may wear dark coloured track pants for warmth with the school jersey, jacket or vest. Year 7 & 8 students may wear black track pants for PE instead of the green shorts. During Terms 2 & 3, Year 3-6 students may wear bottle green track pants for school fitness and PE lessons. These must not be worn when competing in sports events.

If purchasing uniforms items from the Warehouse-SchoolTex – please mention our school's name as we receive loyalty rewards for monies spent.

Children who attend St Joseph's **may not have their hair dyed**. This includes the use of products that bleach children's hair. Hair must be off the face and tidy. If long must be tied back with dark green, dark brown black or white hair ties. Fingernails are to be kept reasonably short and clean and **no nail varnish** on fingers or toes is permitted.

No Jewellery other than a watch and one pair of plain stud earrings, may be worn with the uniform.

Whānau who would like their children to wear Taonga are requested to **advise the Principal to identify the wearer**. The Board of Trustees main concern continues to be safety and therefore it is recommended Taonga be removed when students are involved in any sport. The wearer is responsible for the security of their Taonga.

ALL SCHOOL CLOTHING MUST BE NAMED

A sensible way to mark clothes is - name, phone number. Lost property is kept in a box in the cloak bay by Room 4. Unclaimed clothes will be washed and given to the Second Hand Uniform shop.

Second Hand Uniform Shop

There is a second-hand uniform shop run by the PTA. If you wish to purchase second hand uniform items this will be opened from 2.30pm – 3:00pm on Monday afternoons at the school reception.

For health reasons, sun hats must be worn in the playground in Terms 1 & 4.

SCHOOL LUNCHES

No School Lunches until further notice.

PLEASE KEEP THIS INFORMATION AS A REFERENCE FOR 2018