

St Joseph's Catholic School Morrinsville



Prospectus
2020

Welcome

St. Joseph's Catholic School was established in 1930 by the Sisters of Our Lady of the Mission at the request of the local parishioners. We cater for Years 1 - 8, with a maximum roll of 225 students.

We have nine teaching classroom spaces, the children have access to a modern adventure playground and an extensive playing field, rugby field, cricket pitch, swimming pool, netball, tennis and basketball courts and a school hall.

Religious Education plays an important part in the school's culture. Our core values are:

Care - Manaaki
Respect - Whakaute
Integrity - Ngakaupono
Faith - Whakapono.

The children are the heart and at the core of everything we do. With Christ as our centre, St Joseph's Catholic School will ensure that the Catholic ethos pervades all aspects of school life.



OUR MISSION STATEMENT

Always Faithful - Pumau Ki te Atua

- *to the teachings and values of Jesus Christ*
- *to provide quality education*
- *to instill a social conscience into all students and to ensure that they are equipped with the skills to face their futures confidently.*

School Information

The following are some important events, practices or opportunities for students attending and parents/ caregivers of St Joseph's Catholic School (listed alphabetically).

ABSENCES

The school office is to be contacted by 9.00am. This can be done via phone call or through the school app. There is an answer machine available for out of office times to leave a message. The school will text/phone to check on any unexplained absences after 9.30am.

Permission is required to leave the school grounds during school hours. If you wish to have your child leave school during this time, they must be signed out by an adult as per the book in the office main entrance. This is also to be completed on their return.

If you plan to have your child absent during school time for 3 days or more (e.g. holiday) a note is required to be forwarded to the school office advising dates of absence.

APP

Our school app is available to download from both the Google play store (Andriod) or the App Store (Apple). This app allows you to find our contact details, email absentees, receive daily notices and alerts from different school groups, view and add School events to your phone's calendar

BEFORE AND AFTER SCHOOL CARE

Skids runs out of our school hall from 3-6pm. For more information check out their website or call on 07 390 4626 / 021 238 2626. Before school care is available upon request.



BICYCLES

All students must wear approved safety helmets. It is recommended that bikes brought to school be locked. We encourage parents to follow current Police/ Road safety guidelines regarding the appropriate age for children to be riding on the road. Please note, the school does not take any responsibility for the safety of the bicycles.

BOARD OF TRUSTEES

A current list of our board members can be found on our website

<http://www.stjoes.school.nz/>

BUS

Children will assemble under the large shade cloth/ lunch area. There will be a teacher on duty at all times, and children will be marked off the roll. Please encourage children to inform the duty teacher if they are not travelling by bus in any particular day. For any queries contact the school office. Children must wear the allocated bus safety vest.

CAMPS

Years 5 and 6 are to have biennial camps. Year 7 and 8 will have a camp each year. Notification of camps will be supplied to parents approximately two terms prior to the camp taking place.

Junior class camps or camping activity will be advised by the teacher, and in consultation with the parents. This generally takes place every two years.

CHANGE OF CONTACT DETAILS

For open communication and the safety of your child, please inform the school of any change of contact details as soon as possible. This includes emergency contact numbers. This can be done via our school website or by contacting the school office on 07 889 5306.

CONTAGIOUS DISEASES

The school must be notified immediately if your child develops a contagious disease such as meningitis or hepatitis. If we are informed we are able to take actions that may protect other students.

CULTURAL

Singing is often practiced for Church, and guitar lessons are available to students in the school, dependent on the availability of interested teachers. There are also opportunities to participate in the Glee club and Kapa Haka.

Treaty of Waitangi - We make sure every effort required to uphold the Treaty of Waitangi in the school curriculum and value the dual heritage of Aotearoa, New Zealand.

ENROLMENTS

All enrolments are the responsibility of the Principal. Please make a time to meet and discuss an enrolment.

There are two categories of enrolment at St Joseph's Catholic School, **Preference** and **Non Preference**.

Preference enrolment is granted by the Parish Priest. Criteria for Preference status includes:

1. The child is baptised Catholic
2. All other children in the family are baptised Catholic
3. One of both parents are baptised Catholic
4. A significant other is baptised Catholic (Grandparent/ Godparent)
5. Either parent is participating in the RCIA programme

It is therefore necessary to make an appointment with the Parish Priest at the earliest convenient time. The Parish phone number is 07 889 6730. If your child has not been baptised at St Joseph's you will need to take a copy of their Baptismal Certificate.

Once the Parish Priest has issued you a Preference card you will need to bring it to the school office. We will retain this for our records. A Preference Card is needed for each child.

Non Preference enrolment is limited to 20% of children on the school roll and is the responsibility of the Principal.

FACEBOOK

Our Facebook page can be found at

<https://www.facebook.com/StJosephsMorrinsville/>

FINANCIAL

Attendance Dues: These are set by the Diocesan Office and approved by the Minister of Education. Current dues are **\$436.00 (incl GST) per year, per student.**

Accounts are sent out by the Catholic Integrated Schools Office each term and payment should be made directly to that office. The address is:

Catholic Integrated Schools Office,
PO Box 4353,
Hamilton East.

Cheques should be made out to RC Bishop of Hamilton – Diocesan Schools Account.

Attendance Dues are a requirement under the Integration Act and parents are required to sign a contract upon enrolment, agreeing to pay these. If difficulty is experienced in paying these fees please see the Principal or contact the Diocesan office.

Activity Fees: Parents will be levied for activities which enhance the learning programmes across the school. These activities include amounts for swimming, paper and photocopying, curriculum support programmes, cultural visits e.g. Life Education Trust and Religious Education.

HEAD LICE

The school would appreciate being notified if your child has head lice so that any further outbreaks can be limited.

HOME LEARNING

It is an expectation that teachers will set home learning for their classes. This will include activities such as reading, spelling, word, number and math activities. Please support your child's learning by allowing time for homework to be completed at home.

DIGITAL SAFETY

At St Joseph's school we value our internet facilities and digital technology equipment, the benefits they bring us in learning outcomes and the effective operation of the school. Our digital safety policy applies to every member of our staff and all St Joseph's students. Our school maintains the right to monitor, access, and review digital technology use, including school email. The safety of students is of paramount concern. Any apparent breach of cyber safety will be taken seriously.

KAPA HAKA

Year 4-8 take part in our Kapa Haka programme. This is compulsory and lessons take place weekly.

LOST PROPERTY

Property found around the school will be placed in the lost property box located in the hall entrance. Having well named clothing and property reduces the risk of it being lost. Please search the lost property box regularly.

MASS TIMES

Each weekend services are held with a Mass.

1st Sunday of the month	9.00 am
2nd Sunday of the month	11.00 am
3rd Sunday of the month	9.00 am
4th Sunday of the month	11.00 am
If there is a 5th Sunday in the month	9.00 am

Details of services each week are published in the Parish Newsletter or School Newsletter. The Parish Priest or Parish Secretary can be contacted on 07 889 6730.

MONEY TO SCHOOL

Any money sent to school for trips, book club, concerts etc must be placed in a sealed envelope with the child's name, room number, amount of money and its purpose clearly shown.

These need to put into the school office. Please do not give money to the classroom teacher, unless notified to do so.

NEWSLETTER

Our school newsletter is available every Tuesday. The newsletter is also available via our school app and on our website <http://www.stjoes.school.nz/>

PARENT FUNDRAISING COMMITTEE (PFC)

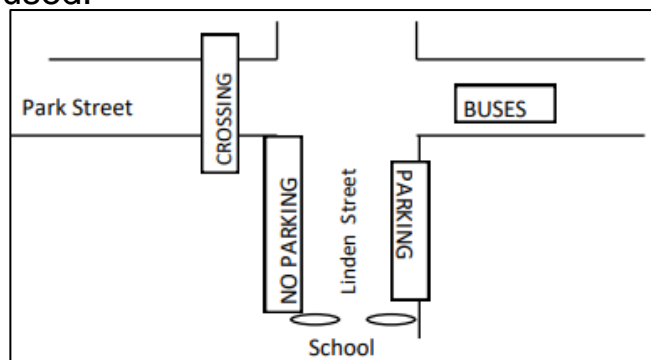
The PFC are a team of parents that are committed to our children and school. They strive towards making a difference for our community. They also offer a support group to help those in need. Everyone is welcome to join.

The PFC goals are:

1. To be able to provide necessary resources for our children and school.
2. To organise social occasions for both children and parents. Fundraising through various forms such as catering, entertainment books, scrap metal drive, calf rearing and numerous other fundraising events.

PARKING

The Linden Street entrance is not an official carpark, but is a designated road, therefore must be treated in accordance with the road user laws. Angle parking is able to be used on the northern side of Linden Street only, and avoid the yellow lines. Parking can also be taken advantage of in Park Street, remembering to please keep the marked area clear for buses. We would like to encourage parents/caregivers collecting younger students by car to use the Victoria Street gates to lessen congestion in other areas. The Church carpark can also be used for parking if not being used.



PE & SPORT

St Joseph's Catholic School has an excellent sporting programme. All children are expected to take part in our daily fitness programme. Our students take part in inter-school events from Years 3-8 and our Year 7-8 children have opportunities to participate in events at a regional level. The sports on offer at St Joseph's Catholic School include netball, touch rugby, basketball, hockey, gymnastics and much more! The school has its own swimming pool, and swimming is a part of the curriculum for Term 1. Family pool keys are available through the school office and will be advertised through the school newsletter.

REPORTING TO PARENTS

Doing well in reading, writing and mathematics gives children the skills they need to do well in other curriculum areas at school.

The Ministry of Education require all schools to report to parents twice early on how their child is progressing with the curriculum.

To work out where each child is at, teachers will make an overall teacher judgement (OTJ) using a range of assessments, including:

- What they have seen in the classroom
- Talking about learning with students
- Children's assessment of their own and each other's work
- Results from formal assessments

Verbal Reporting

After school parent/teacher interview appointments are made with parents towards the end of Term 2, when the children's progress is discussed with parents.

Written Reports

A written mid-year report is sent home towards the end of Term 2 after the parent/teacher interviews. This is a just a brief report outlining your child's progress to date. This also then enables both parents and teachers to discuss the child's progress at the interview time. A full written report for the whole year is sent home at the end of Term 4. This report gives a more detailed standing of your child's year.

Cumulative Records

Running records are done on each child during the year, and they are also tested with PAT tests annually. The annual testing schedule is followed at all levels of the school and appropriate data on individual students stored in eTap the School management system.

Other Communications with Staff

The teachers are here to discuss any aspect of your child's progress, however they would prefer if you make an appointments at a time which suits both parties, so that they can give you their full attention. The Principal is available to parents. Please phone in advance and make an appointment, to enable the Principal to give full attention to the matter at hand.

SCHOLASTIC BOOK CLUB

Lucky Book Club brochures are sent home twice per term. Closing dates for order are posted in the school newsletter and on the school Facebook page.

SCHOOL HOURS

Children are not permitted to be at school before 8.15am. This is a safety concern as teachers may not be in their classrooms until 8.15am, therefore your child could be unsupervised.

All children should be in their classrooms at 8.50am

Key Times:

- 8.50am School begins
- 11.00am Morning interval
- 11.20am Close of interval
- 12.35pm Lunch – eating time
- 12.40pm Lunch – play
- 1.20pm Warning bell
- 1.25pm Afternoon session begins
- 2.50pm End of school day

2020 Term Dates

Term dates for 2019 are as below:

- Term 1: Mon 3 February – Fri 9 April 2020
- Term 2: Tue 28 April – Fri 3 July 2020
- Term 3: Mon 20 July – Fri 25 September 2020
- Term 4: Mon 12 October – date to be confirmed December 2020

SEE SAW

The See Saw app is used in the junior school for real time reporting and as a form of communication between the school and parents/caregivers. Information on how to download this app is on our school website.

SPECIAL CHARACTER

St Joseph's Catholic School is a school of Special Character and for us the Special Character of our school is the Catholic character.

As a Catholic School we provide an education for our children where the Catholic perspective covers all dimensions of our school life. The Catholic Education we provide for the children is in line with the Religious Education programme taught in all New Zealand Catholic schools.

The programme covers the attitudes, values, knowledge and skills, children in a Catholic school need to acquire. The teaching is done in a systematic way enabling children to appreciate and grow in Catholic Faith.

St Joseph's School also ensures that Religious Observances are part of the school so that the children can experience sacramental celebration and rituals which are appropriate to their stage of development.

We encourage links between the home, the school, and the Parish. These three avenues are vital to developing a child's concepts of the Catholic Faith.

STATIONERY

A list of all stationery requirements for the following year will be sent out at the end of the previous year. Paper Plus Morrinsville sell stationery packs on behalf of our school. The lists are available via our school app and on our website.

STUDENT HEALTH & WELL BEING

Illness and Accidents at School – If a child becomes ill at school. We shall endeavor to get in touch with their parents. If we are unable to do so, we will use our discretion about seeking medical aid and advice. We also require an emergency in addition to contact details for the parent/s and caregivers.

Health - All parents fill in the personal record of health for each of their children on enrolment. If this alters at all. Please contact the school office. If a child suffers from any allergy or is prone to sudden illness, the school should be notified. Where appropriate, medication e.g. allergy medication. Asthma inhaler should be handed into the school office.

Dental – Students attend the Community Dental Clinic on Moorhouse Street. Parents are welcome to contact the Dental Nurse regarding dental care and development. Phone 0800 825 583

Hearing and Vision – This happens routinely through hearing and vision technicians who visit school on a regular basis. For any enquiries hearing and vision or testing, contact the school office.

Administering of Medication – Consent forms are available at the school office to be completed if it is necessary for the office staff to administer medication to your child. Medicine will not be administered without prior consent, parents need to sign the form and leave clearly labelled medicine at the office. For serious or life threatening conditions that should need to be aware of, please contact the Principal.

Pastoral Care - For matters that involve general well being, or if you wish to discuss concerns regarding your child's welfare, please contact the Principal, Andrea Colebourn on 07 889 5306.

Concerns - If parents or caregivers have any issues or concerns, these should be addressed in the first instance to the person that it concerns, or the classroom teacher. If following discussions, the issue is unresolved, the next point of contact are the Deputy Principals, Simone Campbell or Julie Bennett, or the Principal, Andrea Colebourn. If your concern is still not addressed, then you are invited to write to The Board of Trustees Chairperson. This needs to be received seven days prior to a board meeting. More information on how to access our concerns and complaints policy can be found on our school website.

Students Leaving School - If, for any reason, parents need to collect students from school, it is necessary for the parent to sign the child out at the office.

SUN SAFETY

St Joseph's Catholic School is an accredited Sun Smart School. Guidelines for Term 1 and Term 4. Children are required to wear a school approved sunhat when they are outside, and / or taking part in school activities. The school operates a 'no hat' – play in the shade policy.

TRANSITION TO SCHOOL

The school will contact you regarding the transition to school and when to come in for school visits. This is usually organised a term in advance to your child turning 5.



UNIFORM

The correct uniform should be worn at all times. If this is not possible, a written explanation must be provided. Full school uniform must be worn to assembly, Mass and all off-site activities.

Hair is expected to be tidy. Shoulder length hair must be tied back with hair ties, clips or headbands. Hair accessories should be black, white, red, navy or maroon in colour.

Nail polish and jewellery is not to be worn, with the exception of one pair of studs or sleepers in the ears, a cross, a watch, pounamu, bone carving or item of cultural significance.

Our school uniform can be purchased from Harry's Surf & Street, 117 Thames Street, Morrinsville, 07 889 6865



Summer Uniform



Winter Uniform



PE Uniform



VISITING SCHOOL

If you intend to spend some time at school in the classroom or for other school related activities, please remember to sign in at the school office for safety reasons.

WEBSITE

Our school website is <http://www.stjoes.school.nz>

YEAR 8 RETREAT

This will be a one day retreat held in the last two weeks of the school year for our Year 8 leavers. It will be a special day with the programme being organised by the Principal, DRS and Diocese Youth Co-ordinators.

