

Love to Learn  
Learn to Love



ST JOSEPH'S  
CATHOLIC  
PRIMARY SCHOOL  
TE AROHA

PROSPECTUS





*A Message from .....*

**KRISTINE OSBURN – PRINCIPAL:**

Welcome to St. Joseph's Catholic Primary School.

St. Joseph's is a Catholic school with a very long and proud history. The school is well-known in the local community and throughout the Waikato, particularly in Catholic Education circles. Our school places great emphasis on students feeling valued and happy. This in turn assists them greatly with their academic achievement. It is extremely important for all members of the school community to believe in what our school offers, provides and stands for.

The children excel within a positive environment. We focus on delivering a quality education to our students within a Catholic environment. Our teaching team works extremely hard to provide stimulating and challenging programmes for the students. The students are provided with many opportunities to extend themselves. Each term sees many exciting programmes and activities occurring.

As a successful school we will always encourage more families to join us. This is extremely important for our future direction.

Our world is developing at a very fast pace. It is important for all children to have opportunities to learn and develop academically, spiritually, physically and emotionally within a safe and stimulating environment.

St. Joseph's School offers many opportunities. Our children are our future leaders. We intend for them to have the best possible start by providing quality education.

I hope you and your family enjoy many happy years at our wonderful school.

Kindest regards

Kristine Osburn  
Principal.



## **ENROLMENTS:**

### **Preferential**

The school is open to all students with a connection to a Catholic Parish Community. A preference card will be required for each child enrolling at school. The Principal is available to assist with this as it needs to be signed by the local priest. An Enrolment Contract Form is filled out and signed by parents indicating that they consent to their child participating fully in the Religious Education Programme and to agreeing to pay Attendance Dues to the Catholic Integrated Schools Office. The Preference Card and Enrolment forms are then presented at the school.

### **Non-Preferential**

- a) A limited number of students with non preference status may be on the school roll.
- b) Parents are able to place their child's name on the waiting list at any time. Students will be offered placement as vacancies occur in accordance with the school's enrolment policy.

## **ENROLMENT PROCEDURES:**

We encourage parents to pre-enrol their child as early as possible, preferably by the age of 4. Pre-enrolment of siblings younger than 4 of students already at school is beneficial to forward planning.

## **CLASSIFICATION OF CHILDREN:**

On entry to school children are grouped according to their time in school and date of birth. There are some children that fall either side of our cut off dates by a small margin and it is for this group that classification is discussed with parents before decisions are made.



## **ATTENDANCE DUES:**

Attendance Dues are charged by the Hamilton Catholic Diocese in order to meet the cost of upgrading the school i.e. new buildings/maintenance. Accounts are sent out by the Catholic Integrated Schools Office each term and payment should be made to that office. Attendance Dues are compulsory under the Integration Act and parents are required to sign a contract, at enrolment, agreeing to pay them. Should there be a financial problem then you are invited to discuss the problem with the Parish Priest / Principal.

## **CATHOLIC CHARACTER DONATION:**

The Bishop's Office has asked parents / caregivers to donate \$20.00 per child to cover the cost of Religious Education programmes, and Teacher In-service days within the dioceses. (The government's operational grant does not cover Special Character.)

## **PRE-SCHOOL VISITS:**

Pre-school visits are organised before your child starts school. This is usually on a Friday morning from 8.50am to 12.30pm (staying for lunch is optional – in which case the children are to be picked up by 1.30pm). Should these times be inconvenient,

other times can be arranged. We will send you a letter detailing the dates and times of your pre-school visits.

The visit gives the children an opportunity to meet the teacher and class members and is also an introduction to some class routines.

The children can wear uniforms if they wish to do so. Book lists can be picked up and parents have time to ask questions about the class programme. Parents can stay with their children if they wish.

Before children start school please ensure that all clothing is named.

## **ABSENCES FROM SCHOOL:**

As we have a checking system, all absences should be phoned in to the school office (8849480) between 7.30am and 9.15am. A written note, stating the reason for the absence, should be sent to school when the child returns. When children are absent from school without notification the school will contact home to ensure safety.

## **APPOINTMENTS:**

Teachers aim to give the best to your children during class time. If you wish to speak with or see your child's teacher or principal please make an appointment through the office and a suitable time will be arranged.



## **PROCEDURES:**

8.50 am	Start of School
10.50 am	Morning break
11.20 am	Second morning session
12.50 pm	Lunch
1.40 pm	Afternoon session
2.50 pm	Finish of School

As a general rule, pupils should not be at School before 8.30am nor after the last bus where pupils leave at 3.20pm.

Please ensure your child is on time for the start of the school day. This gives the opportunity for a well prepared and settled beginning to classes.

## **WET DAYS:**

School does not finish early on wet days, at the end of a term, or any other time unless parents have been specifically notified in writing. It is also incorrect to assume that children will be dismissed early after any special event. Each occasion will be considered by the teachers involved, as many factors have to be taken into consideration.

## **BUSES:**

Children may travel to school on buses under the following conditions:

- 1) Children under 10 must live at least 3.2km away from the school.
- 2) For children 10 years and older the distance is 4.8km.

Children who travel to school by bus do so under our school rules. Where a problem arises of any sort please contact the Principal.

If you wish your child to travel by bus please contact Turley Motors/School to arrange for your child's inclusion on a bus route.

## **CHANGE OF PHONE NUMBER OR ADDRESS:**

For open communication and the safety of your child please inform the school immediately of any change of phone number or address. This includes emergency numbers.



## **HEALTH MATTERS:**

The school is equipped to handle minor first aid matters. Where injury occurs at school parents are contacted at the earliest opportunity. The Principal takes the necessary action in terms of seeking medical attention etc., until the parent is able to assume responsibility for the situation. If a child feels unwell at school, in most instances parents will be contacted to transport them home.

Particular care needs to be taken with infectious illnesses such as flu, sores, measles etc., as these can spread rapidly. It is far better that the child is kept at home for a time to prevent passing the condition on.

The Public Health Nurse visits regularly and is available to school and home to assist with health matters and concerns. Contact with the Nurse can be made through the school office.

Community Health Services also undertake vision / hearing checks in the school. All children are tested in their first year of school and again in Year 7. Parents are contacted directly if there are any concerns.

If your child requires medication, for any reason, the staff needs to be aware of this. It is desirable to give your child's medication to the class teacher for safe keeping. If you wish the teacher to administer the medication this must be negotiated with the teacher concerned. A permission slip must be completed which outlines dosage / procedures required. Please inquire about this at the office.

Students attend the Dental Clinic at Te Aroha Primary at no charge. When children begin school the dental nurse adds them to her roll. Young children are escorted to the clinic by older children. If your child has a problem with his / her teeth, feel free to contact the dental nurse on 884 8480.

## **LUNCHES:**

Lunches may be purchased at school from Monday to Friday. Correct lunch money must be enclosed in an envelope with the child's name, room number and order written on the outside. This is placed in a container in your child's (ren) class, before school. Please refer to the leaflet enclosed for the current price list.



## **BANKING:**

Banking facilities are provided by Te Aroha Credit Union. Banking day is Tuesday. Membership forms are available from the school office. Students need to bring their passbook to the school office before school on Tuesday and books are usually returned later in the week.

## **BICYCLES:**

Children may ride their bikes to school once you feel they are able to ride safely on the road. They need continual reminders of the road rules and their bikes need to be road worthy. The New Zealand Police prefers children to be 10 years of age or over before they ride to and from school.

Bikes may be ridden to the Koromiko Street and Hall entrance (not in the car park) and then walked to the bike racks.

All children are legally required to wear helmets to and from school.

## **SCHOOL PLAYGROUND:**

No student is permitted to leave the school grounds without permission. Parents need to contact the school office if their child is leaving the school grounds for any reason.

## **CAR PARKS:**

Our school is very fortunate to be able to offer plenty of car parks. These are available at the main entrance on Koromiko Street or in the Church car park on Whitaker Street. Children need to be walked to the school gates from your parked car for safety reason.

## **CHILDREN'S BELONGINGS:**

Valuables should not be brought to school.

Lost property is kept in the toilet block corridor in Room 1. You are welcome to check in there if anything is lost. This box is cleared at the end of each term.

## **CALF CLUB:**

Each year we join with Te Aroha Primary and Stanley Avenue. Each school has a turn at holding the Annual Combined Schools Calf Club. It is always a lot of fun for those children who choose to be involved. Your child may choose to rear a calf, lamb or goat.





## **SCHOOL OFFICE:**

The school office is opened from 8.30am to 3.30pm. Any money sent to school for stationery, trips, book club, concerts etc., should be placed in a sealed envelope (used envelopes are most acceptable), with the child's name, room number, amount of money and its purpose clearly labeled. These should be left at the school office.

## **NEWSLETTERS:**

Newsletters are written once a week to keep parents informed as to what is happening in the school and events that will happen in the near future.

Newsletters are sent home with the youngest child in the family on Monday.(please check school bags as this is the only regular communication the school has with each family). If you wish the newsletter can be emailed. Please make arrangements at the office.

## **BOOK CLUB:**

The school takes orders for the Ashton Scholastic Book Clubs. Catalogues are sent home and all order coupons, together with money, should be sent to the office in a sealed envelope. Cheques are made out to St Joseph's School.

## **STATIONERY:**

Each year class stationery lists are given out. Most stationery can be purchased in town from Piako Stationery Supplies.

The items with an \* must be purchased from the school office.

At the beginning of the year there is a paper donation of \$16.00 per student which partly covers the photocopying that is necessary for the year. This is tax deductible and a receipt will be issued.

## **REPORTS ON STUDENT'S PROGRESS:**

Parents are invited to make appointments to talk over their child's progress with the class teacher at any time. Goal setting conferences are in March. Written reports and conferences are held in Term 3. You will be sent a portfolio of assessments and work samples prior to parent conferences. Written reports are posted to you at the end of Term 4.



## **RELIGIOUS EDUCATION:**

Religious Education is an integral part of life at St Joseph's.

The Bishop's Council requires all Catholic Schools to teach Religious Education following the National Curriculum. We encourage the children to use the values they have been taught, in the playground and in any dealings they have with other people.

Mass is an important part of our Religious Education programme. A Mass is celebrated for the whole school in the Church at least once a term. Parents are most welcome to attend all school masses.

Our school meets every Monday morning and commences the new school week with a liturgy. The children from each class have an opportunity to prepare the weekly liturgy. The children share bible stories and songs. They are also given an opportunity to pray for particular intentions that they may have. It is a fantastic way to start a new school week.

The B.O.T. expects every family to purchase a Family Whanau Book and Year Book to support the Religious Education programme.

## **MANUAL:**

Year 7 & 8 students attend Manual Technology classes at Te Aroha College. These classes include Cooking, Sewing, Woodwork and Metalwork.

The Ministry of Education provides transport and the bus leaves St Joseph's at 8.45am and returns soon after 11.00am.

Te Aroha College charges Technology fees to cover materials used. The students will have stationery and homework requirements for Manual Technology. Please support this.

While the children are at Technology they are expected to continue to obey the school rules.

## **LIBRARY:**

The school library is the single largest resource in the school with approximately 3,000 books. Classes have weekly library sessions and regular borrowing is encouraged. Books need returning or renewing after a week.



## **ASSEMBLY:**

A whole School Assembly is held each week on Friday afternoon. It is a time when we foster and recognize the Catholic Character of our school students. Awards are given out for outstanding achievements of students throughout that particular week. This is also a time for students to share their current classroom studies. It is run by our senior pupils, and is open for parents to attend.

## **HOMEWORK:**

Teachers will allocate homework to suit the level and the ability of the children.

For children in the junior school, reading will be given on a regular basis. We encourage you to listen to your child (ren) read on a regular basis.

In the middle school, children will have tables to learn, possibly spelling, reading, mathematics and some research work.

In the Senior school, children should be able to work for half an hour at homework. This could include spelling, mathematics, language, reading, social studies and science.

Homework is an extension of what happens at school and allows you as a parent to see what your child is doing. It should not become a traumatic time for either parent or child. If this is happening please see the class teacher.

## **SWIMMING:**

Swimming is an integral part of the physical education programme and all children are expected to swim during the allocated time. When your child is unable to swim please write a note.

Our school pool is a 15 metre shallow learners pool. The students in Room 3, 4 & 5 will travel to an appropriate pool to develop their swimming skills. This programme usually operates for 4 weeks in Term 1 each year. A cost is placed on this activity.

The school pool is not open during the summer holidays.

In order for the children to develop their swimming technique it is essential that they have appropriate swimming togs.



## UNIFORM:

All children are expected to wear the correct uniform at all times. If there is a genuine reason for a child not wearing the correct uniform, a note is required.

- ☞ All garments should be clearly named.
- ☞ Second hand uniforms may be available. Please contact the School office for details.
- ☞ Hair must be off the face and tied back if long.
- ☞ Nail polish is not permitted. Fingernails should be clean and well cared for.
- ☞ Hair must be neat, tidy and natural.

### GIRLS UNIFORM

#### Summer

Navy skirt (Purchase from office)  
Light blue short sleeved polo shirt.  
Black flat sandals.  
Navy Blue brimmed or bucket hat

#### Winter

Tartan Skirt (Pinafore bib/removed) Yr 7-8  
Pinafore dress (available from office) Yr 0-6  
Light blue long sleeved/short polo shirt  
Polar Fleece  
Long knee length navy socks /navy tights  
and black shoes

Girls may wear black shorts for PE and other physical activities

- *During the summer all pupils are encouraged to put on sunscreen at home before school and are expected to wear the school hat while outdoors during breaks. Year 7 & 8 are permitted to wear the alternative navy cap.*
- *Postie Plus is our official uniform supplier (Matamata)*
- *Shorts and socks are also available at Mulders*

***Our policy is: No hat – play in the shade.***

### Jewellery and Valuables:

Rings, bracelets and earrings can easily be lost or damaged at school. They may also cause injury to the wearer. For safety reasons we ask that these are not worn. The school accepts no responsibility in the case of loss, damage or injury. Pupils may wear however;

- ☞ One pair of stud earrings.
- ☞ Watch
- ☞ One plain chain, pendant or bone carving, of religious or cultural significance – to be worn underneath clothing.

**Anything outside these guidelines will be at the Principal's discretion**



## **SCHOOL RULES:**

The main rule we have at St Joseph's School is that teachers are here to teach and students are here to learn, within a happy school environment. Any behaviour which prevents this from happening, is a concern to all of us.

Our school motto is "Learn to love, Love to learn."

At St Joseph's we encourage our children to live a healthy life. A fitness programme is in place at the start of each morning. We do not permit chewing gum, bubble gum or paper wrapped lollies, junk food and drinks with high sugar or caffeine content. We would like your support with this matter.

## **SCHOOL PROCEDURE FOR CELL PHONES**

Cell phones and electrical devices such as ipods are not permitted at school.

If for some reason you need to have these devices at school:

- 1) A letter must be sent to the Principal
- 2) Devices must be handed into the Principal and will be kept in a secure cupboard until the end of the school day.
- 3) A notebook will be used to sign devices in and out.

If children are found with these devices they will be confiscated and put in the secure cupboard.

Parents will be contacted and required to collect the device.

## **BOARD OF TRUSTEES:**

The Board of Trustees is responsible for running St Joseph's School. The government allocates funding annually and the Board is responsible for ensuring that the children receive the best education possible. This includes appointing the staff, maintaining the property, abiding by the legal acts and laws.

The Board is made up of five parent representatives elected by parents / caregivers, up to four Proprietor's representatives, selected by the Parish Priest and approved by the Bishop, a staff representative and the Principal. The Board divides into Sub Committees to cover the tasks that they are required to do. These include Personnel, Property, Administration and Religious Education.

The Board Meetings are held in the third week of the month at 7.00pm at the school. These meetings are open to the public. If you wish to have a matter discussed by the Board it needs to be in writing to the Chairperson by the Friday before the meeting so it can be added to the Agenda. The Minutes of Board Meetings are available for parents /caregivers to read in a folder outside the school office.



## **P.T.A.:**

Our energetic P.T.A. at St Joseph's has taken on the responsibility of extra fundraising to ensure that extra equipment is bought for the school.

They do their fundraising through a variety of activities which need the support of all parents.

Their meetings are held monthly on the first Wednesday of the month at school. All parents / caregivers are invited to attend. You may have some bright ideas that can be used for fundraising. Come along to a meeting and join in with this great group of people.

## **PARENT VOLUNTEERS:**

We have a number of parents who help in the school during school hours. These are in five main areas:

- 1) Helping in classrooms – hearing reading, changing library books.
- 2) Making equipment, processing and covering new books, making and repairing apparatus and games.
- 3) Helping with sports coaching.
- 4) Assisting with transport and supervision on trips.
- 5) Providing expert knowledge to support class programmes.

Parent volunteers aren't teachers and they are not required to discipline children, that is the teacher's job. If you are interested in helping in any of these activities please contact the school office.

## **SUMMARY STATEMENT:**

This is an overview of what happens at St. Joseph's Catholic School.

We strive to be the best we can. Should you need any further assistance or explanation, don't hesitate to contact me

Kristine Osburn  
Principal



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