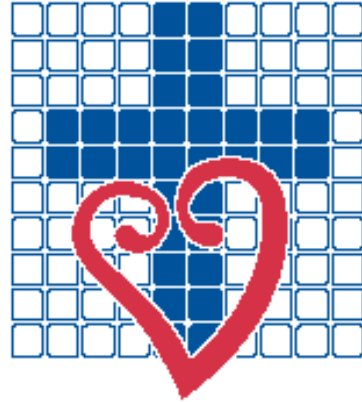
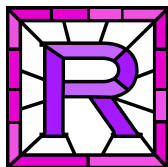


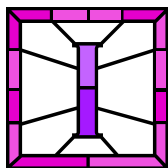
Education within the Catholic Faith



**Information for Parents
2017**



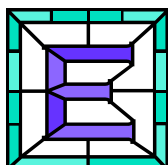
Respect



Integrity



Sense of community



Excellence

STAFF 2017

Full Time Teaching Staff

Liz Heatley	Principal
Julius Solia	Teacher Year 7/8 Senior Syndicate Leader/ Deputy Principal
Penny Martell	Teacher Year 5/6
Fo'i Bell	Teacher Year 4/5 Director Religious Studies
Kath Delahunty	Teacher Year 3 / 4, Sports Co-ordinator
Danika Bloxham	Teacher Year 2/3
Onieka Tristram	Teacher Year 1 / 2 Reading Recovery
Jacqui Pennington	Teacher New Entrants Junior Syndicate Leader

Part Time Teaching Staff

Liz McNeill	Teacher Year 5/6 Classroom Teacher Release / Parent Tutor Reading / Management Release
Julia Havell	Release/ Support Teacher/ Acting SENCO (Spec Needs Co-ordinator)
Kate Mooney	Reading Recovery Release

Support Staff

Janet Whalen	Office Manager
Anne Horrocks	Teacher Aide / Librarian
Des Jago	Caretaker
Maree Mahony	Teacher Aide
Anna Wilson	Teacher Aide

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.

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

ACTIVITY CONTRIBUTION/ SCHOOL DONATION

- Activity Contribution \$100.00 per child
- Tech Fee (Year 7 & 8) \$95.00
- Voluntary School Donation \$100.00, \$75.00 (2nd Child),
\$50.00 (3rd Child)
- Religious Education Donation \$6.00

ARRIVING and LEAVING SCHOOL

- Please obey all traffic signals at the school gate.
- Do not double park or park on yellow lines.
- Students with bicycles and scooters must walk through the school grounds
- Please use the pedestrian crossing.

ATTENDANCE

- Children are required to attend school each day unless sick.
- All absences must be notified to school by phone 5686711 or email, admin @sacredheartpetone.school.nz before 9.15am or by our school app.
- 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.

ATTENDANCE DUES

ARCHDIOCESE OF WELLINGTON (ADW)

\$475.00 per year

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

Financial assistance is available in cases of hardship. Assistance is provided by the Parish Priest or Principal. Please contact the Principal or Parish Priest if you need help. Families may be contacted from time to time to offer support with payment of attendance dues.

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

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

BEHAVIOUR MANAGEMENT

- Our Behaviour Management Procedures and programme are based on our RISE values.
- A copy of the Procedures and programme is sent home annually. It is also reviewed by the staff and explained to students at the start of each year.

BOARD OF TRUSTEES

The Board is responsible for the governance of the school. Board meetings are held on the last Tuesday of the month.

CELLPHONES AND ELECTRONIC DEVICES

Cell phones must be handed in to the class teacher as soon as the child arrives at school and collected from the teacher at 3pm.

COMMUNICATION

- School newsletters fortnightly (even weeks Wednesday). Newsletters are sent home with the designated child (if a hard copy is required) or by email.
- Syndicate newsletters at the beginning of each term
- Notices are given to the designated child.
- Noticeboards - outside the medical room window and in the Junior corridor.
- Sports noticeboard is outside Room 4 (Pukeko)
- Latest Newsletters and important notices are available on our school website www.sacredheartpetone.school.nz
- Information is also sent home via text message, email and school app alerts

COURT ORDERS

Please advise the Principal with a copy of any relevant court orders that have been put in place for the protection and safety of your child/ren.

COOL SCHOOLS PEER MEDIATION

Our school is part of the Cool Schools Peer Mediation network. This is an initiative run by the Peace Foundation, which teaches all students conflict resolution skills. We have trained Peer Mediators who assist the Duty Teacher with minor playground issues at Morning Tea and Lunchtime.

HEALTH / EMERGENCIES

- Please ensure we have your correct contact details at all times.
- All children need an emergency kit to keep at school.
- In the event of a civil defence emergency we will follow our Civil Defence Policy and Procedure available on our website www.sacredheartpetone.school.nz or from the office.

HOMEWORK

- The only compulsory Homework at Sacred Heart School is Reading and Basic Facts.
- Children may then choose to opt into our RISE Home learning challenge. Details of the Home Learning Challenge are on our website.

INTERMEDIATE STUDENTS

- Students in Year 7 and 8 are expected to be excellent role models.
- Year 7 and 8 students travel to Hutt Intermediate for Technology (Computers, Food technology, Art)
- All students in Year 7 and 8 are Team Leaders, School Council members, Road Patrollers, Peer Mediators and School Assembly Leaders.

ISSUES & CONCERNS

- Please contact your child's teacher as soon as possible if you have any issues or concerns in relation to your child.
- It is advisable to make an appointment.
- In the case of any issues needing further discussion, please make an appointment to see the Principal or Deputy Principal or Syndicate Leader.

LATENESS

- Children arriving after the bell must collect a late card from the office. Lateness is recorded on the student's record of attendance.
- Regular lateness is disruptive to the class and is discouraged.

LUNCHES

- Please note that we have a no chippies, lollies or soft drinks policy. We are a "water only" school.
- From time to time there may be sausage sizzles on Fridays as fundraisers. You will receive notice advising you of these.
- Children may order lunch from LunchOnline on Wednesdays and Fridays

LOST PROPERTY

- Please name ALL children's clothes. Any lost property is kept in a basket adjacent to the Think Bench
- Any unnamed items not collected by the end of each term are disposed of.

MILK

The school is part of the Fonterra Milk in Schools programme. All children receive free milk Mon-Thurs if their parents have given permission.

PARENT HELP

Parent help is often needed especially by the teachers in the Junior School. All parent help is organised by the class teacher and includes:

- support with activities outside the classroom
- helping with resources
- coaching, managing & co-ordinating after school sport
- classroom support

We appreciate any assistance you can offer. Please let us know if you have a particular skill you are willing to share.

RELIGIOUS EDUCATION DONATION

The Board of Trustees has requested a Religious Education Resource Donation of \$6 per child per year.

RELIGIOUS EDUCATION PROGRAMME

The RE programme follows the national RE curriculum. The programme is based around six Learning Strands - God, Jesus, Holy Spirit, Sacrament, Church and Communion of Saints.

Gospel values are incorporated through the wider curriculum. Students also participate in daily prayer, prayer assemblies and school Masses in the church. From time to time the parish priest or the school chaplain join the classes for prayer and RE sessions.

SAFETY REMINDERS

We encourage our students to keep safe by doing the following things:

- Go home from school the way their parents have told them, immediately after school.
- Speak only to people they know when they're walking to and from school.
- Ride a bike safely and wear their helmets.
- Be well behaved on all buses and stay seated.
- When waiting for the bus, stand quietly.

STUDENT IMAGES

PUBLICATIONS - NEWSPAPERS - SCHOOL WEBSITE

- Generally photographs of groups of students will be used without individual permission being requested.
- Permission to use student images on our website, in newspapers and other publications is requested when individual students are clearly identifiable.
- Parents or caregivers have the right to ask for an image to be removed from the website or to request that no photographs of their children are used.

FORMAL ASSESSMENT - LITERACY & NUMERACY

Formal assessment in Literacy and Numeracy is carried out at different times during the year. Tests include

- AsTTle
- PAT- Maths, Reading and Listening
- STAR
- Running Records

TEACHING AND LEARNING INQUIRY TOPICS

In the Junior School Inquiry will be comined with RISE-Up time. The topics below are the Senior School topics. Everyone will be involved in the Production.

Term 1	Values Focus: Respect Be Prepared- Geology and Geography of NZ Bugs Sub Themes: Relationships Treaties Easter
Term 2	Values Focus: Integrity Bugs Ancient Civilisations- Persians/Greeks/Egyptians
Term 3	Values Focus: Sense of Community Ancient Civilisations- Persians/Greeks/Egyptians Elections Production
Term 4	Values Focus: Excellence Production

FORMAL REPORTING TIMETABLE

All reporting in 2017 will be done electronically

Year 4 -8

Term 2	Progress report against national Standards
Term 4	End of year Achievement report in relation to National Standards

Years 1-3

Two written reports a year. One is a progress report in relation to National Standards and the other is an achievement report against the National Standards.

The end of year report is a birthday report and children receive it on completion of 1, 2 or 3 years at school.

Reporting to Parents is in July for Year 4 - 8, when a 3 way student led learning conference is held. Year 1 - 3 Parents are invited to an interview to discuss the Progress Report at the appropriate time of the year.

New Entrant parents are invited to meet the teacher after their child has been at school for 6 weeks.

Teachers are available by appointment to discuss your child's progress at other times.

SCHOOL UNIFORM

Summer Uniform - Terms 1 and 4

Winter Uniform - Terms 2 and 3

- Please name all items of uniform
- Regulation sunhats are compulsory in Terms 1 and 4
- Some second hand items of uniform are available at the Uniform Shop for a small donation.
- Please note: There are some minor differences in uniform for Intermediate students.
- Payment for uniform is expected at the time of purchase unless arrangements have been made with Liz or Janet. Online payments must be made within 2 days.

The Uniform Shop is open on
Tuesday 8.45 - 9.15am and Monday 2.45 - 3.15pm

UNIFORM POLICY

RATIONALE:

School uniform engenders a pride in the school and identifies the school within the community.

PURPOSE:

To establish guidelines for appropriate uniform for our school.

GUIDELINES:

1. The Board of Trustees may vary the uniform from time to time, see * Appendix.
2. The uniform is affordable for the majority of families.
3. Assistance is available to families experiencing hardship.
4. New entrants are issued with a uniform list.
5. All students are required to wear full uniform at all times.
6. A note is required from parents / caregivers in the event that full uniform is not worn, in which case an exemption may be granted for a limited period.
7. The uniform list is sent out annually at the change of season via the school newsletter.
8. Items of school uniform not generally available in shops, are sold by the Uniform Shop at school.
9. Jewellery, such as rings, bracelets, earrings (except small studs) and necklaces (except a small cross and chain), is not worn with school uniform.
10. Long hair below the collar is worn tied back. Hair ornaments, including rats' tails, designs cut into the hair, or any other trends not in keeping with the traditional nature of our uniform, are not worn with school uniform. Elaborate hairstyles created by using hair products are not worn with school uniform. Hair is not dyed or bleached.
11. Makeup is not worn with school uniform.

UNIFORM POLICY APPENDIX

BOYS WINTER Regulation grey woollen or drill shorts

Long sleeve blue polo knit shirt or long sleeve blue cotton dress shirt (Y1 – 6)
Maroon tie (Y7 - 8)
Maroon woollen jersey
Optional navy vest
Optional navy beanie
Regulation grey socks with colour band (maroon/navy)
Black school shoes

SUMMER

Regulation grey drill shorts
Short sleeve blue cotton dress shirt or polo knit shirt (Y1 – 6)
Short sleeve blue cotton dress shirt (Y7 – 8)
Maroon woollen jersey
Optional navy vest
Black school shoes
Regulation grey socks with colour band (maroon/navy)
Black, brown or navy dress sandals
Navy legionnaires hat (Y1 – 3) Navy cap or bucket hat (Y4 – 8)

GIRLS WINTER

Blue and red tartan pinafore (Y1 – 6)
or Navy culottes (Y1 – 8)
Blue and red tartan skirt (Y7 & 8)
Long sleeve blue cotton dress shirt or polo knit shirt (Y1 – 6)
Long sleeve blue cotton dress shirt (Y7 – 8)
Maroon tie (Y7 - 8)
Maroon woollen jersey
Optional navy vest
Optional navy beanie
Navy tights or navy over the knee cotton socks
Black school shoes

SUMMER

Blue and red tartan pinafore (Y1 – 6)
or Navy culottes (Y1 – 8)
Blue and red tartan skirt (Y7 - 8)
Short sleeve blue cotton shirt or polo knit shirt (Y 1 – 6)
Short sleeved blue cotton dress shirt (Y7 - 8)
Maroon woollen jersey
Optional navy vest
Black school shoes
Over the knee length navy cotton or short white socks
Black, brown or navy dress sandals
Navy legionnaires hat (Y1 – 3) Navy cap or bucket hat (Y4 – 8)

SCHOOL TIMETABLE

School starts	9:00 am
Morning interval	10:30 - 11:50 am
Lunch	12:50 - 1:50 pm
School finishes	3:00 pm

2017 TERMS DATES

Term 1

Wed 1st February - Thurs 13th April

Term 2

Mon 1st May- Fri 7th July

Term 3

Mon 24th July - Fri 29th September

Term 4

Mon 16th October - Fri 15th December

Please NAME everything:

- All school uniform, including hats, PE uniforms and jackets.
- Swimming togs and jackets
- Lunch boxes and drink bottles
- Stationery

School Contact details

Phone 568 6711

admin@sacredheartpetone.school.nz

www.sacredheartpetone.school.nz