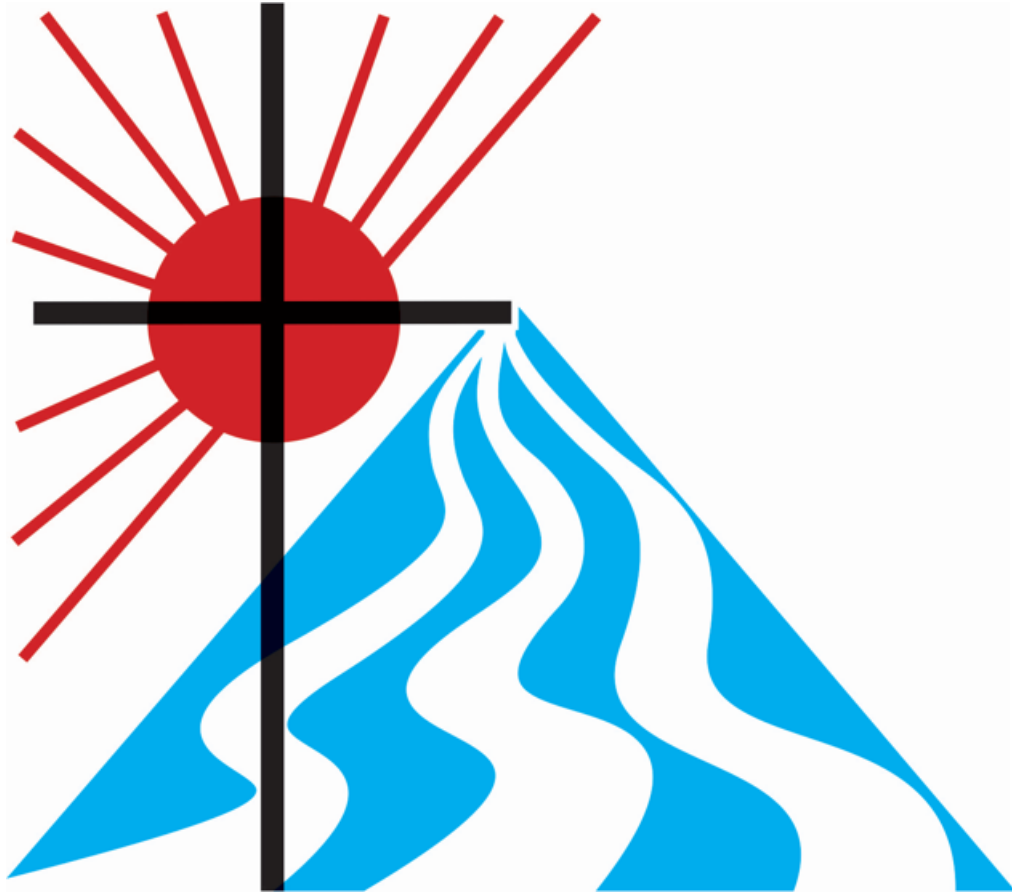


St Pius X Catholic School



Parent Handbook 2018

St Pius X School Principal - Anna Wormald
120 Brooklands Road, New Plymouth 4310.
Tel (06) 753 4257 Cell 027 524 4470

email: office@stpiusx.school.nz web: www.stpiusx.school.nz

Welcome to the 2018 school year. At St Pius X we strive to achieve excellence in all areas through our Mission, Vision, Values and School Motto.

Our Mission...

To create an environment where children develop independence, strong values and learning excellence within a family focused Catholic community, so that each student's potential is realised.

Our Vision...

As St Pius X students we aim to have the knowledge, Skills and virtues to succeed in our lives and make a real difference in our world.

Knowing...Doing...Caring

Mōhiotanga...Mahinga...Manaakitanga

Our Values...

Our shared virtues give moral direction to our vision and mission in the ways that Jesus taught us.

Our Motto...

"Never see a need without doing something about it."

St Mary MacKillop

Class Names Information

Giuseppe Sarto

Giuseppe Sarto was St Pius X's birth name. He was a Pope from 1903 until his death in 1914 and was known for allowing children from the age of seven to make their First Communion.

Huatoki

The Huatoki River is situated close to our school and we associate to this river through our school mihi.

Josephite

The Josephites' is a common name for the Sisters of Saint Joseph of the Sacred Heart who founded our school. This order was founded in Australia by Mary MacKillop but then spread to New Zealand to start new Catholic schools.

MacKillop

St. Mary MacKillop was the founder of the Sisters of Saint Joseph of the Sacred Heart. She is known for starting a school for disadvantaged children. She was canonised a saint.

Mere

Mere is the Maori word for Mary. There are several important women named Mary who have connections with our school – Mary the Mother of Jesus, Mary MacKillop and Sister Mary.

Pukekura

Pukekura Park is a world-renowned park located near to our school. It contains a diverse range of landscapes, including many plant collections, exotic specimen trees, formal gardens, lakes and walking trailsthrough native bush. It is the home of Brooklands Zoo.

Rickard

Father Rickard was the priest who worked with a committee of people to raise money to build a church next to St Pius X School. The Brooklands Saving Scheme was set up and after four years, St Philomena's Church was opened.

Philomena

Our school hall is named in remembrance of St Philomena Church that stood on the same grounds. The church was tragically lost through fire, in January 2014.

School Staff

| | | |
|---|----------------------------|-----------|
| Principal | Anna Wormald | |
| Deputy Principal Senior School | Tracey Drought | |
| Deputy Principal Junior School Director of Religious Studies | Anne Dent | |
| Teachers | Anne Dent | NE-Year 1 |
| | Jade Harrison | Year 1-2 |
| | Deb Johnston | Year 1-2 |
| | Stacey McEwan | Year 3-4 |
| | Madeline Wells | Year 3-4 |
| | Sheree Rangiwahia | Year 5-6 |
| | Tracey Drought | Year 5-6 |
| Classroom Release | Anne Aitchison | |
| Reading Recovery | Emma McIntosh | |
| Office Administrator | Frances Moral | |
| Teacher Aides | Cheryl Soffe, Brenda Walsh | |
| Librarian/ Teacher Aide | Jackie Butterworth | |
| Caretaker | Ken Finer | |
| Cleaner | Helen Te Wake | |

2018 - School Year

Term 1: Wednesday 31 January to Friday 13 April

Term 2: Monday 30 April to Friday 6 July

Term 3: Monday 23 July to Friday 28 September

Term 4: Monday 15 October to TBC

Statutory Holidays 2018

| | |
|----------------------|--------------------|
| Waitangi Day | Tuesday 6 February |
| Taranaki Anniversary | Monday 12 March |
| Good Friday | Friday 30 March |
| Easter Monday | Monday 2 April |
| Easter Tuesday | Tuesday 3 April |
| Anzac Day | Wednesday 25 April |
| Queen's Birthday | Monday 4 June |
| Labour Day | Monday 22 October |

The Board of Trustees

| | |
|--------------------------|---|
| Parents' Representatives | Alex Quinn Barbara George Tim Stuck |
| Proprietor's Appointees | Daniel Wells Grant Novak |
| Staff Representative | Anne Dent |
| Principal | Anna Wormald |

Our Board consists of 3 elected Parents' Representatives, Proprietor's Appointees, the Principal and a Staff Representative. Board of Trustees meetings are held once a month: dates and times of meetings are given in school newsletters. These are public meetings which follow the same rules as District Council Meetings. Minutes of these meetings are available from the school office. The Board of Trustees' role is governance.

Home & School Committee

| | |
|----------------------|-----------------------------------|
| President | Jo Waru |
| Vice-President | Chris Lane |
| Secretary | Michelle Coronno |
| Treasurer | Paul Lamb |
| Pastoral Care | Karen Maclean and Michelle Archer |
| Staff Representative | Karen Maclean |

You are welcome to follow us on our Facebook page:
<https://www.facebook.co/stpiusxhomeschoolcommittee>

The Home & School Committee consists of parents and staff of the school. They are represented by a Committee selected at the AGM. The Home & School Committee fulfills a very active role in the life of the School and initiates social and fundraising activities. They are parents like you, so please offer to help whenever you can.

This booklet is designed to answer those questions about school that arise from time to time. It will answer most of your questions, but please do not hesitate to get in touch with the school if something is not clear, or in the event of something arising that is outside the scope of this booklet. The items are in alphabetical order and occasionally cross- referenced.

Absences

Parents/Caregivers are asked if you can use the school app “absentee” feature or text student absence to: 027 524 4470, and include:

- Parents/Caregiver name.
- Student’s name and class, e.g. Harry Smith, Room 1 (Huatoki)
- Brief reason for the absence, e.g. Harry Smith Room 1 will be absent today because he has the flu, cold, family funeral.

Alternatively you can phone the school office before 9.00am to notify us if a student will be absent, or late to school, that day.

You will need to do this each day that your child cannot attend school.

Any leave you require during the school term must be requested, in writing, to the Principal.

Animals

In keeping with our Health and Safety procedure dogs are not allowed on the school property at any time.

App

We recommend that all Parents/Caregivers download our school App onto their phones/tablets from the App store – St Pius X School New Plymouth. Please make sure you enable “push notifications” when you download the App to ensure you receive school wide messages regarding events, updates, sports cancellations, emergencies etc

Assemblies

There is usually a school assembly on alternate Fridays at 2.20pm in the Philomena Hall. Classes take turns to organise and lead the assembly this is an opportunity to see children’s work and celebrate success. Teachers present certificates for children’s personal achievement and performance. Parents are very welcome to attend. Every Monday morning begins with school prayer and is led by a different classroom each week. Parents/Caregivers are welcome to join us.

Attendance Dues – Catholic School Board Fees

Attendance Dues are a charge payable to the Proprietor and a legal obligation being a condition of enrolment at integrated schools. Dues are not a donation, and they are not tax deductible.

The Attendance Dues team, on behalf of the proprietor of the school, will send you an attendance dues invoice in March each year. The invoice will show the full amount of attendance dues payable by you including attendance dues owing from the previous year (if any).

The Fee is currently set at \$447.00 per primary student per annum.

Catholic Diocese of Palmerston North

Te Rau Aroha

33 Amesbury Street

Private Bag 11-012

Palmerston North 4442

New Zealand

Phone: 0800 200 208

Email: dues@pndiocese.org.nz

Website: www.pndiocese.org.nz/dues

Bell Times

The school bell is rung at 8:55am to commence the day and the final bell is rung at 3.00pm to finish the day.

| | | | |
|----------|---|----------|--|
| 8.55 am | - | 11.00 am | Morning Session 1 |
| 10.00 am | - | 10.10 am | Munch/Crunch Time <small>junior classes only</small> |
| 11.00 am | - | 11.20 am | MORNING TEA |
| 11.20 am | - | 12.50 pm | Morning Session 2 |
| 12.50 pm | - | 1.45 pm | LUNCH |
| 1.45 pm | - | 3.00 pm | Afternoon Session |

It is expected that children are not at school until 8.15 am and collected by 3.10 pm unless prior arrangements have been made.

If arriving to school after the bell, children must report to the school office before going to class.

Birthdays

Students birthdays are acknowledged and celebrated in the classroom. We ask that parents do not send along lollies, cake or other treats to school.

Camps

A school camp is held in Term 1 for Year 5 & 6 pupils. Camp provides an opportunity to pursue a range of outdoor activities outside of the normal classroom programme.

Cellphones

Cellphones and any other electronic devices are not permitted to be brought to school by students.

Charter

This is available for interested parents at the school office or on our website. Our Charter includes our School Strategic and Annual Plans, and Targets for the year.

Class/School Trips

These form an integral part of the curriculum and are very important in providing a balanced teaching programme. All trips require a high ratio of adults to children, and parent help is required at these times. Use of parent cars is of great help for many of these trips. A current W.O.F., registration and a fully licensed driver is required. Because of recent law changes children 7 years old and under will require an appropriate car seat. All parents will be notified of any class trips outside the school grounds. Many of our staff have a current First Aid Certificate.

Cultural Activities/Visiting Players

Occasionally, we have drama groups, musicians and dancers perform for the school. Charges for these performances are included in the annual School Fee.

Curriculum

The school plans its programme around the New Zealand curriculum changes and to keep parents informed on school curriculum development.

Digital Devices

All classrooms are equipped with computers/digital devices. These will be utilized as tools across the curriculum where appropriate.

School Fees - Per Annum

Your school donation of \$150.00 per child, per year, covers many of the following student activities & resources:

- Individual Class Expenses
- Activity/Cultural/School-wide performance costs
- Bus fares for museum, art gallery and church visits (eg Catholic Schools Day), and Catholic Cluster Athletics Sports
- Life Education Trust
- RE Digital Programme
- IT, Copyright and Photocopy Levy

Over and above these, there **may be additional costs** for individual class off-site 'one off' visits or educational activities, e.g. school camps for year 5 and 6, marae overnight stay, and swimming lessons that further support the classroom

programme, but these are kept to the absolute minimum. **Some of these additional costs may be optional for selected students eg,** the Australian Maths/ English Competition (ICAS).

All sport fees are an additional individual charge and these vary depending on the different clubs and organisations.

It is preferable that payment be made by directly to our account, noted below.

Name of Bank: TSB

Branch: Vogeltown, New Plymouth

Name of Account: St Pius X School Board of Trustees

Account Number: 15-3955-0491432-00

It is essential that you note the family name in the reference and if possible the account number. However if bank access is not available then payment can be made at the school office by cash or cheque. A receipt is always issued and sent home with your child. Please note that we have automatic payment forms available at the school office so that regular payments can be set up for easy management of your account.

Health Nurse

The school health nurse visits regularly and can be contacted if parents have concerns. Our school office holds her contact details.

Homework

1. Junior School:

This consists of taking reading books home to be read with parents, alphabet or spelling work, and Religious Education homework.

2. Middle/Senior School: Homework is more general and may include reading, spelling, mathematics and Religious Education.

Homework should not be considered as a new learning time but a continuing or reinforcing of work already met.

Houses

Children are allocated to Houses, family members will be in the same house. The four houses are:

| | | | |
|--------|-----------------|-------|--------------|
| Red | Matiu (Matthew) | Green | Maaka (Mark) |
| Yellow | Ruka (Luke) | Blue | Hone (John) |

House events during the year may include activities such as cross country, swimming sports and athletics sports.

Independence

To promote independence children are encouraged to carry their own bags and complete morning tasks in the classroom by themselves. To support this it is important to be at school at least 10 minutes before the bell. At the end of the day please wait for your child outside the classroom.

Kapa Haka

All Classes are involved in song, Maori protocol and language led by Matua Clive each Thursday – Juniors 11.30am - 12.00pm
Seniors 12.00pm - 12.45pm

Leadership

All Year 6 students will be given Leadership roles, These will include house leaders, special character leaders, sports leaders, environmental leaders, school ambassadors and cultural leaders.

Library

The school library plays an important part in the reading programme of each class the children will visit the school library every week and can have 2 books out at a time. The library is also open two lunches times per week for all students who wish to change their books.

Lost Property

We store all lost property in the corridor and encourage parents to check for items whenever necessary. Children are encouraged to be responsible for their own clothing. Please ensure clothing is named.

Lunches

We encourage healthy eating therefore sweets, chewing gum and bubble gum are **NOT** permitted at school. Students need to bring fruit or raw vegetables for 'Munch Crunch' time.

Medication

Any medication that is required at school, whether regular or short- term is kept in the medical room and written permission must be given by parents/caregivers. A form is available from the office. Medication forms are updated yearly and it is appreciated if a child's health needs change that you inform the office.

Mission Shop Day

Every year in October (near Mission Sunday) we have a fundraising activity for charity. The stalls, games and activities are planned and run by the year 5 and 6 students.

Money at School

We prefer children not to have money of their own at school. When it is necessary for class/school trips, book clubs etc, please enclose money in an envelope with child's name and details written clearly on the outside. It may be necessary at times for a child to have money for after school. We would appreciate this being held by your child's teacher until then. Please enclose it once again in an envelope with their name on it.

Newsletters

Fortnightly newsletters are now being distributed on the school App and via email and are also available on our school website. A hard copy is available on request through the school office.

Other notices regarding school events including sport will be sent home as required.

Parent Concerns

If you have any concerns about your child, please remember your first point of contact is the school, and preferably their class teacher. It is important we are alerted to any difficulties as soon as possible so we can address them quickly and constructively.

It is critical for the school to be able to learn of your concerns first hand rather than from another parent. If you require specific information please arrange a time with the class teacher or the Principal.

Parent Help

We believe that education is a partnership and there are many positive ways parents can be involved in aspects of class programmes. Confidentiality is critical in this role. Parents are also a necessary help when classes go on educational trips away from school, or by sharing their expertise in sport, hobbies or crafts.

Religious Education

This is a vital part of the school day, all classes participate in regular religious instruction. Prayer is an important part of each day. The children's Religious Education books are sent home twice a term for discussion and reflection time.

A parish/school family mass is held on the third Sunday of every month at St Joseph's Church on Powderham Street. As part of our commitment to the Catholic Faith it is expected that families will attend and participate in this Mass.

Mass is celebrated most Fridays at 9am in the Philomena Hall on a classroom rotation basis. We are joined at this time by St Philomena's parishioners. All parents/caregivers are welcome.

Class Masses take place once a year, during Term 2, in each classroom. Parents/Caregivers and extended family are invited to attend these special occasions

Reporting to Parents

If at any time you wish to discuss your child's progress at school, you are most welcome to do so. Please make an appointment to see the class teacher or principal.

| Years 0 - 2 | Years 3 - 6 |
|--|---|
| New Entrant conference after 3-4 weeks at school | Three way conference – Parent/Student/Teacher – Term 1 in conjunction with Interim Written Report |
| Interim Report – mid cycle | End of Term 3 Written Report |
| Anniversary Written Report – after 1 year & 2 year at school | |
| Parent/Teacher Conference with first report of the school year – either interim or anniversary | |

Road Safety

The school, supported by Community Police Officers, takes opportunities to teach and practice road safety. In the interests of safety, pupils and parents **must use the pedestrian crossing** if they have to cross Brooklands Road.

It is strongly recommended that parents:

- * use the pedestrian crossing
- * **Do Not** park over the school entrance or in the driveway
- * **Do Not** park over the neighbouring entrances
- * **Do Not** park too close to the crossing
- * **Do Not** park on the Bus Stop or Yellow Lines.

We are part of the New Plymouth District Councils initiative "Let's Go", which encourages students and their families to walk, ride or scooter to and from school each day.

Rubbish & Recycling

All pupils are encouraged to keep the school tidy. Recycled materials are placed in the appropriate bins

School Policies

A Policy file is available for any interested parents in the school office.

Smoking

As per Smokefree legislation all building, facilities and grounds at St Pius X School are smokefree at all times

Special Programmes

Piano Lessons

Private Piano lessons are available during class time by a qualified teacher, Amanda Henry Phone (06) 757 2448

Guitar and Ukelele lessons

Private guitar and ukulele lessons are available during class time by a qualified teacher, Joe Smither Phone (06) 755 4432

Sport

A regular programme of sporting options are available to all children. All sports fees need to be paid on registration to the school using online banking. We rely on parents for coaching and managing teams. The senior school also participate in inter-school sports during the winter months.

A code of conduct for students, parents/supporters is required to be completed each year.

Stationery

The purchasing of children's stationery is the parent's responsibility. A list for the new year is sent out with the end of year reports. There are a number of items that the school will purchase on your behalf and these will be charged to your school account at the beginning of each year. These items are held by the class teachers. A note will be sent home if additional items are required during the year.

Sun Protection

It is compulsory for our children to wear the approved blue school sun hat in Terms 1 and 4 as per our BOT Health and Safety policy. We have a "No Hat - No Play" Policy, where children without a hat remain in a shaded area.

Children are also encouraged to wear sun block to school however, we have a school supply in each classroom for re-application.

Swimming

Swimming is a compulsory subject within the Health & Well-Being Curriculum. As St Pius X School does not have its own swimming pool, we negotiate with the Aquatic Centre and professional instructors to provide a series of lessons over three weeks, paid for by parents at competitive rates. This is a very effective programme.

At the completion of our swimming programme we hold a whole school swimming sports event.

Visitors to School

1. We request that all visitors to the school check in at the School Office (except parents doing pick-ups and drop-offs at the beginning and end of the day).

2. In an emergency we need to be able to account for all personnel in the school, including visitors.

Uniform

At St Pius X we take great pride in our school uniform. It is expected that the full uniform will be worn each day. There may be occasions when children cannot wear the correct uniform, a brief note of explanation/or phone call will be necessary.

We have a few sizes of second hand uniforms available. You can purchase other items from Campus Clothing. The **plain** navy blue long sleeved polyprops are available from Postie Plus or The Warehouse

| Girls Summer Terms 1 & 4 | Boys Summer Terms 1 & 4 |
|---|---|
| Pinafore or Culottes Blue Short Sleeved Polo Red, St Pius Polar Fleece Black Sandals Navy Blue Bucket Hat | Blue Short Sleeved Polo Grey Shorts (<i>summer weight</i>) Black Sandals Red, St Pius X Polar Fleece (with St Pius X logo) Navy Blue Bucket Hat |

| Girls Winter Terms 2 & 3 | Boys Winter Terms 2 & 3 |
|---|--|
| Pinafore or Culottes Blue Short Sleeved Polo Red, St Pius Polar Fleece (with St Pius X logo) Dark Blue Socks or Tights Black Shoes (<i>no ankle boots or sports shoes</i>) Optional: Plain, navy blue, long sleeved, crew neck polyprop | Blue Short Sleeved Polo Grey Shorts Grey Socks Red, St Pius X Polar Fleece (with St Pius X logo) Black Shoes (<i>no sports shoes</i>) Optional: Plain, navy blue, long sleeved, crew neck polyprop |

Sports Uniform

- Boys - Black (non-logo) shorts
- Girls - Black mid thigh to knee length leggings or shorts (non-logo)
- Red Sports Shirt (purchased direct from Campus Clothing)

All clothes must be named.

Hair

Hair, if shoulder length or longer, must be tied up with hair ties that are in-keeping with our school colours. Plain hair ties or headbands are the most appropriate. All hair must be clear of the eyes.

Jewellery

Only studs may be worn in ears. Pendants or necklaces are not to be worn unless they are items of religious or cultural significance. All other jewellery is not permitted.

