



SCHOOL PROCEDURES

Absences

Regular attendance at school is a requirement of the Education Act 1989. If your child is absent, please telephone the school office to notify the class teacher and please also send a note of explanation on their return to school. If your child is late, they must report to the school office on arrival, before going to their classroom.

Assemblies

Full school assemblies are held fortnightly in the school hall. At these assemblies, classes are rostered to lead the school in liturgies, students receive certificates in recognition of achievements and at times guests address all students. The assembly time is advertised in the school newsletter and on our school App. Parents are most welcome to attend these assemblies.

Attendance Dues / Special Character Contribution

Statements are sent out once a term and comprise of the following:

2020 Attendance Dues - \$112 per term, per student - compulsory

2020 Special Character Contribution - \$12.50 per term, per student – tax deductible

These contributions can sometimes fluctuate, but parents will be informed if this happens. School contributions will be displayed on the statements that are sent home. If parents have difficulty in paying these, you are encouraged to speak with the school's Finance Officer about payment options, or alternatively, make an appointment to speak with our Parish Priest / Principal.

Change in Contact Details

It is extremely important that parents can be contacted in an emergency. Please ensure that the school always has up-to-date home and emergency telephone numbers.

Dental Clinic

While all students receive annual dental check-ups, for emergency treatment or change of appointment times, please contact the Dental Therapist, 46 Beach Road, Papakura - Telephone: (09) 299 8112.

Medical History and Vaccination Records

Please ensure that the school has up to date medical history and vaccination records for your child. If you are unsure, please contact the school office to confirm that we have up to date details.

School Hours

Students are encouraged to arrive at school between 8.15 a.m. and 8.45 a.m. with period one commencing at 8.55 a.m. Morning tea is between 10.40 a.m. and 11.10 a.m. with period two running from 11.10 a.m. until 12.45 p.m. Lunch is taken between 12.45 p.m. and 1.25 p.m. Children are dismissed at 2.55 p.m.

Leaving School Grounds

Students require permission to leave the school grounds. An adult must sign the *Leave of Absence* book when a student is taken out of school during school hours. Should a student return on the same day, the adult must also sign the student back in.

Lost Property

Parents are asked to name all children's clothing. In the event that items of school uniform have gone missing, parents and students are encouraged to look in the lost property box located at the student office.

Newsletters

Newsletters are sent home with the eldest student in each family every fortnight, and are also posted on our school website. These newsletters are to keep you informed of school and parish events and at times to show examples of students' work. Please check your child's bag for these newsletters. At times we send home a 'flyer', a one page newsletter with specific information. When necessary, we also send out school App alerts to keep families informed as new information comes to light.

Parent Appointments

If you would like to discuss any aspects of your child's education outside of the school's formal reporting times, please make an appointment in the first instance with your child's classroom teacher to discuss these. For wider school issues, parents are welcome to contact the Team Leaders, Deputy Principal (SENCo), Assistant Principal or the Principal.

Parent Involvement

The school welcomes parent involvement in many areas of the school's life. Opportunities for involvement include being a member of the Board of Trustees, PTFA (Parent Teacher and Friends Association), on road patrol rosters, on our Gala Committee, transporting and helping at specific school events such as productions and sporting events, and making classroom resources or supporting a teacher with activities inside the classroom.

Reporting to Parents

Two formal reports and a Goal Setting Sheet are sent home during the year:

A Goal Setting Sheet is shared with parents during Term 1 at 3-Way Conferences.

A Progress Report is provided at the end of Term 2 and an Achievement Report at the end of Term 4.

Outside these times, parents are welcome to make an appointment with their child's teacher to discuss their progress.

School Uniforms

Uniforms are available for purchase from the SAS Sport Shop located at 28B Wood Street, Papakura. The shop hours are Monday to Friday 8.30 a.m. to 5.00 p.m. AND Saturdays 9.00 a.m. to 1.00 p.m. Shop Telephone: 296 6063 - or visit: www.theuniformshoppe.co.nz and click 'shop online'. For a copy of the uniform price list, requirements and policy, please visit our website on: www.stmaryspapakura.school.nz (located under Policies/Uniform). WINZ Quotes are available through SAS Sports. Please ensure all items are 'clearly named'.

Stationery

Stationery lists are provided with the end of year school reports for each new year. Stationery lists are also posted on our school website for your convenience. Some replacement stationery items are available for purchase through the school office.

Student Health

Our Public Health Nurse visits the school on request to monitor our students' health. Vision and Hearing tests are carried out on all Year One children and then on a follow-up or referral basis.

- **Head Lice** - Are occasionally a problem at any school. A standard letter is sent home to all parents of a class where head lice are detected, outlining appropriate treatment.
- **Sick Bay** - To provide a place for the treatment of minor injuries occurring at school. Parents will be notified when their children are unwell and asked to collect them from school. Parents are always contacted if children have been seriously hurt. The care and well-being of the students at St Mary's Catholic School is always a priority.
- **Immunisation** - Parents are asked to produce an Immunisation Certificate, which is located in your child's Plunket Book or may be requested from your GP.

- **Medication** - Parents whose children require any medication to be taken during the school day are asked to inform the school secretary and to sign a consent form. The school secretary will share information with the classroom teacher. All medical supplies will be kept in a secure place in the school office.
- **Healthy Food** - Children have more chance of making the most of learning opportunities if they eat a healthy balanced diet. For this reason, we discourage sweets, fizzy drinks and highly coloured and flavoured snack foods at school.
- **Peanut Allergy** - Many children are now presenting with various allergies and parents are asked to keep the school informed of any such changes. We are currently undergoing a review of our peanut allergy policy.

A handwritten signature in black ink, appearing to read "Audrey Kippen". The signature is fluid and cursive, with a large, stylized "A" at the beginning.

Audrey Kippen
Acting Principal

February 2020