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1. ENROLMENT SCHEME

Introduction

The Board of Trustees of St Joseph's School, Papanui, shall ensure that enrolments comply with the requirements specified in the Integration Agreement and the Private Schools Conditional Integration Act 1975. St Joseph's School is the parish school of St Joseph's Parish.

All students will need to obtain a Preference Certificate from the priest of St Joseph's Parish subject to parents and caregivers accepting and agreeing to the conditions stated on the Preference Certificate. Pre-enrolments at the school may be made prior to obtaining a Preference Certificate. However, acceptance for enrolment at the school is conditional on the issuing of a Preference Certificate.

Enrolment Priority

Applications for enrolment will be processed in the following order of priority.

1. **First priority** will be given to preference students who live within the St Joseph's Parish boundary, as determined by the Catholic Diocese of Christchurch.
2. **Second priority** will be given to siblings of current preference students.
3. **Third priority** will be given to preference children of board employees or Board of Trustee members
4. **Fourth priority** will be given to preference students whose family is on the St Joseph's Parish Roll who reside outside the St Joseph's Parish boundary.
5. **Fifth priority** will be given to preference students who belong to another parish where there is no parish school.
6. **Sixth priority** will be given to non-preference siblings of current students.
7. **Seventh priority** will be given to non-preference students living within the St Joseph's Parish boundary, as determined by the Catholic Diocese of Christchurch.

Enrolment Procedure

1. Applicants will be placed into the priority group appropriate to their preference status.
2. Closing date for applications for the following year will be 15 September.
3. Parents and caregivers will receive notification of acceptance or non-acceptance by 31 October.

4. The closing date, enrolment procedure, priority of acceptance and notification date will be published in information booklets, the school website, and school and parish newsletters.
5. No enrolment acceptances will be made, promised or implied prior to the notification date.
6. After the closing date, the principal and the parish priest will apply the criteria and prioritise applications for acceptance according to the priorities above.
7. Where there are more applicants available within the same priority category, they will be accepted in order of the date the pre-enrolment form was received. If pre-enrolment dates are the same, allocation will be via ballot.
8. All applicants not accepted for enrolment will be placed on a waiting list in their order of priority. A parent or guardian may view their child's priority at the school office.
9. Parents and caregivers of those applicants on the waiting list will be notified when and if places become available for their child. Parents and caregivers will then have seven days to confirm their enrolment. If no confirmation is received the applicant will be removed from the waiting list, and the position may be offered to the next priority student.

2. ATTENDANCE DUES

All Catholic Schools charge Attendance Dues which are a legally binding charge on all parents and caregivers who have enrolled their children at a Catholic school. This is payable, unless in special circumstances, the charge has been waived by the Proprietor of the school for specific issues associated with a family.

In the Christchurch Diocese the Attendance Due charge is \$33.75 per term (including GST) for each child. The account is sent out at the beginning of each term, from the parish, and ought to be paid to the parish.

The charging of Attendance Dues is authorised under the Private Schools Conditional Integration Act (1975) and are used to pay for costs associated with the land and buildings for the Catholic Primary Schools in the Diocese.

Where a parent has four or more children at a Catholic Primary School their attendance dues invoice will be for three children only, i.e. the fourth child, and any further children, will not be charged for attendance dues.

At St Joseph's, parents are asked to set up an automatic payment with their bank.

3. CATHOLIC SPECIAL CHARACTER CONTRIBUTION

The Catholic Special Character Contribution is collected on behalf of the Catholic Education Office and is used to cover costs associated with the provision and delivery of professional development and advisory services in support of Catholic Special Character in Catholic primary schools in the Diocese. This Catholic Special Character financial contribution is a tax deductible donation. The 2011 Diocesan Catholic Special Character Contribution is \$40 per annum, per child. This financial contribution is a tax deductible donation.

The Attendance Dues and the Catholic Special Character Contribution do not go directly to our school, rather they are payable each term to the Parish upon receipt of an invoice.

4. FAMILY CONTRIBUTION

This financial contribution is a tax deductible donation and is used by the Board of Trustees to subsidise the cost of reducing our student/teacher ratio and provide extra programmes of support and their related learning resources.

The amount of \$80 per child per year and a maximum of \$200 per family is a voluntary school donation. An account is sent to each family at the beginning of the year and a receipt will be issued for tax purposes.

5. PRE SCHOOL VISITS

Such visits are seen as an extremely important way of introducing children to the school environment. A few weeks before the child is due to start school the New Entrant teacher will contact the parents and make arrangements for a visit.

6. CHANGES OF ADDRESS AND CURRENT PUPIL DATA

On enrolment, a computer file on each pupil is created giving personal data re addresses, telephone numbers, including emergency contacts. It is most important that this file is kept up to date. Please inform the school, as soon as possible, of any changes in such data. This also applies to mobile and business telephone numbers.

7. ABSENCES FROM SCHOOL

It is essential that parents and / or caregivers advise us by telephone before five to nine each morning if students will not be attending school that day, or if they will be arriving late. If you receive a phone call about your son/daughter's absence it is for our information and for your child's protection. A daily check is kept on arrivals and departures and also on

punctuality. If students are leaving during the term for a holiday or for any other reason please advise the class teacher and Principal. It is very important that students attend school every day unless they are sick.

8. NEWSLETTERS

Regular communication about events and policy is important and newsletters attempt to keep parents informed of these aspects. Newsletters are sent home every THURSDAY with the eldest child of the family at school. We see these newsletters as a very important part of our communication system. Please insist that your child brings your newsletter home every week. It is a good idea to read it with your child. The newsletter is also available on the school website - www.stjopapa.school.nz

9. PARENT HELPERS

There are many opportunities for parents to help at the school. Supervision on visits, in the library, and classroom helpers are some of the more usual areas. Parents often have special talents or knowledge which can enhance classroom programmes. Please indicate to the class teacher if you are interested and able to assist in any way. Your help is always appreciated.

10. RELIGIOUS EDUCATION

The educational programme of St Joseph's School is based on the Catholic philosophy of education which aims at development of the whole person - spiritual, moral, intellectual, social, emotional and physical growth.

The first and primary function of the school is to provide a caring Christian environment which challenges each child to develop his/her God-given talents to the full. It is our task to both guide, and facilitate growth in Christian attitudes and values, to lead children to a greater awareness of the dignity of their own person, and that of others through our Education in Faith programme. This programme permeates all aspects of the curriculum and daily living as well as providing structured Religious Education lessons from the Religious Education Programme. This programme invites children to personal faith in Jesus and helps them make their faith become, living, conscious and active through daily prayer and liturgy, song, grace and attendance at Mass and the Sacraments. Our Parish team works closely with the school with regular weekly visits and by supporting staff with regular masses and reconciliation liturgies.

Staff are also supported by the Catholic Education Office. Support comes in the form of regular Director of Religious Studies meetings and inservice courses under the guidance of the Primary Religious Education Advisor. Children are encouraged to be active in supporting others less fortunate and to contribute to mission collections and other appeals.

Parents are encouraged to discuss any aspects of our Religious Education programme with the teachers or the Director of Religious Studies.

11. ASSEMBLIES

A whole school assembly is held every Friday at approximately 11.50 am. Every assembly begins with a liturgy. Classes are rostered to organise the assembly. Certificates are awarded to recognise students achievement.

12. PROMOTION POLICY

Junior Classes

The movement of children to the Year 3 area depends on a number of considerations. These can be broadly outlined as:

- a) Date of birth
- b) academic ability and development
- c) maturity and social development
- d) independence.

Children starting school in April are generally classified as Year 0 as are all children who start from May onwards.

Senior Classes

Promotion through the classes is based on social promotion. Unless there are very strong reasons both socially and academically against it, pupils in classes from Year 3 and above will automatically move to the next class at the end of each year.

13. REPORTING TO PARENTS

It is the duty of the school to report to the parents on their children's progress on two occasions during the year. In reality, this happens more frequently as teachers are always willing to discuss aspects of a child's progress at any time during the year. The reporting timetable is as follows:

- *Early February* Class meetings
- *March* Parent-Teacher interviews
- *August* Follow-up interviews with student portfolio
- *End of Year* Written summary with student portfolio

While this is the official reporting sequence, parents are urged to contact the class teacher or Principal should there be any areas of concern.

14. COMMUNICATION WITH TEACHERS

There are many occasions when parents feel it necessary to approach staff members for information about a child's progress or school activities.

It is helpful to ring and make an appointment to ensure the person is available.

Staff members welcome any enquiries and appreciate parents' concern and help around the school. Please feel free to approach the school at any time over any matter.

15. SCHOOL UNIFORMS

Students are always required to wear the full school uniform.
Enrolment in the School implies a willingness and obligation to do so.

SUMMER UNIFORM

Girls Gingham dress, royal blue V neck jersey, Brown or black shoes, white socks, regulation sun hat, SJS cap for Year 7-8

Boys Grey shorts and top, royal blue V neck jersey, black shoes or grey ankle socks, regulation sun hat, SJS cap for Year 7-8

WINTER UNIFORM

Girls Tartan pinafore, white long sleeve school blouse, royal blue V neck jersey, white socks or navy tights, brown or black school shoes

Boys Grey shorts, grey shirt, royal blue V neck jersey, black shoes, grey socks with blue and gold band, blue and gold striped tie,

POLAR FLEECE

The SJS polar fleece is an optional extra to be worn for added warmth when outside at school. Other jackets may only be worn to/from school.

PHYSICAL EDUCATION UNIFORMS

Girls SJS Polo shirt, navy blue boxer shorts

Boys SJS Polo shirt, navy blue rugby shorts

Footwear Sports shoes (brought to school not worn to school).

The Physical Education clothing is insisted on, and is compulsory for Yr 3 - Yr 8 students. It is strongly recommended for senior pupils for all Physical Education and Fitness activities as it encourages cleanliness and healthy attitudes.

Our school has a proud record in sport participation as we encourage full participation in all Physical Education lessons and sporting occasions. Whilst we recognize the competitive nature of sport, particularly in the senior school, we strongly believe in the Kiwi Sport philosophy of enjoyment, participation, fitness, learning skills of a game, and sportsmanship.

Suppliers

Postie Plus stores offer a 10% payment to our school when purchasing school uniforms through them. Please quote our school number **9993531**.
Mainland Uniforms (511 Wairakei Road) and
Direct Uniform Supplies (10 Main Nth Road) also stock our full uniform.

Available from the school office:

Polar Fleece Jackets size 6, 8	\$ 45.00
Polar Fleece Jackets size 10+	\$ 50.00
SJS House Shirt	\$ 30.00

All students are expected to wear the correct school uniform at all times. Teachers are asked to monitor the wearing of the uniform in their own classes and to encourage all students to take pride in the wearing of the correct uniform.

Jewellery is not part of the school uniform. For safety reasons keepers are not allowed but one small stud per ear is permissible. Items of cultural significance can be worn at the owner's risk.

Hair is not allowed to be coloured and hair ties must be the official school colours. Girls must wear a one-piece swimming costume.

16. SCHOOL LUNCHES

Friday

The P.T.A. sells lunches on Fridays and these are advised in the Thursday newsletter.

17. BANKING

The school operates a banking service through National Bank and pupils' banking day at the school is Friday. Please enquire at the office should your child wish to open an account.

18. EDUCATIONAL AND RELATED SERVICES

Various agencies exist to assist pupils and teachers. Some personnel make regular calls to the school while others visit on request.

Agencies available to the school include:

- Health Department - Public Health Nurse
- Special Education Service Psychologist
- Child Welfare
- School Library Service
- Speech Therapist
- Police - Youth Aid Section

- Advisers - curriculum areas
- Special Education Services
- Police Officers

Apart from routine visits, parents are generally consulted when the services of outside agencies are required.

19. HOMEWORK

Homework arises out of school work and paves the way for further work at school. It should be meaningful to the children and involve thoughtful and active work, even when committing facts to memory.

Parents can provide valuable assistance in providing a suitable atmosphere for their children to work in. This work should be done without threat or compulsion. The following time limits are set for each level:

- *Junior School (Year 1 - Year 2)*
 - 15 minutes per night - mainly reading
- *Junior Middle School (Year 3 - Year 4)*
 - 20 minutes per night - Reading, Spelling and Religious Education Workbooks
- *Middle School (Year 5 - Year 6)*
 - 30 minutes per night - usually reading, Mathematics, research topics and Religious Education
- *Senior School (Year 7 & Year 8)*
 - 40 minutes per night - usually reading, Mathematics, spelling, research topics and Religious Education

This is a general guide only and allowances should be made for individual differences.

20. PARKING

The movement and parking of traffic outside schools is a continual problem. Our school is no different to others in Christchurch in this respect. Police officers have observed a number of cars parking in excess of 5 minutes in the A 5 minute@ zone; using the staff carpark for dropping off children; double parking; and parking over driveways. They have also noticed parents and their children not using the school patrol crossing. Children are taught road safety at school and it is also your responsibility to encourage and support this. Parking officers have also indicated that they will be more regularly in our area to make sure that people parking outside our school do so in a sensible and considerate manner. They will be issuing tickets for any offences.

21. LIBRARY

One of the important resources in our school is our library. We want our children to have access to a wide selection of reading and reference materials, so that they are able to

- find information in our library
- enjoy a wide selection of books and reading in our library setting
- become life long readers through library use and
- are able to exercise choice.

With these outcomes in mind, our library is an "ongoing" resource as new material is added. Each class has regular sessions during the week in the library. Librarians are chosen from the senior school and the Library is open at lunch hours for pupils to use and select books.

Our library is monitored by a Teacher in Charge of the Library, Library Manager, and Student librarian monitors.

22. READING RECOVERY

This is a special programme aimed at helping children who may be at risk with their reading in the early years at school. Children are tested at the age of six and entered into the programme if this is thought necessary. In a one-to-one situation with a specially trained teacher, daily reading instruction is given until the child has achieved the set goals. Reading Recovery programmes enjoy a very high success rate throughout New Zealand schools.

23. TECHNOLOGY

Year 7 & 8 pupils are taken by bus to Breen's Intermediate School for instruction.

Transport is provided free of charge but the children pay a small charge for stationery and materials used.

24. ACCIDENTS AND FIRST AID

From time to time children sustain injuries in the course of their play. Minor injuries are treated in the sick bay and the child usually returns to class when it is certain there are no ill effects.

When it is felt advisable, parents are contacted and requested to collect the child. This would be in the case of more serious injuries, when perhaps a visit to a medical centre may be advised or when the child is obviously unwell through sickness and should be at home.

Serious injuries are recorded at the time and parents are contacted. Disprin and other such medication is not given unless requested in writing by the parent.

A list is kept of allergy sufferers so please notify the school of any

allergies from which your child suffers.

25. ROAD PATROLS

The road patrols, manned by senior pupils, are very necessary with the volume of traffic passing the school. These patrols are official Kea patrols in that they have the right to stop traffic as there is no pedestrian crossing. Their function is to ensure pupils cross safely. While pupils control the crossing, volunteer parents and staff are on duty each morning and afternoon to supervise and ensure a high degree of safety.

Parents can help in this regard by ensuring that their children cross only at the designated patrol point and also by not double parking outside the school.

Your co-operation with this will help reduce the accident risk.

26. DENTAL CLINIC

The St Joseph's Dental Therapists are based for most of the year at the Northcote Primary School Clinic, although they have responsibility for other clinics in the area. They set up the clinic at our school in the Administration block usually twice a year.

The Dental Clinic phone number is 352 7212. If you are unable to contact them please ring Oral Health Services phone 08004873733.

27. BOOK CLUB - SCHOLASTIC NEW ZEALAND BOOKS

Scholastic Book order forms are distributed once per term. These books give parents an opportunity to buy paper backs of a good literary standard and a suitable reading level for their children. A spread sheet giving information and including an order form is sent home. Orders with payment must be placed by the date stipulated. There is usually a three or four week period between the ordering and receipt of books.

28. LOST PROPERTY

This always mounts up and remarkably a lot is never claimed. Lost property is stored in the lost property box in the hall foyer should you wish to examine it. Unclaimed clothing is disposed of at the end of each term to the St Vincent de Paul Society. It should be pointed out that obviously all lost clothing is unnamed, as named clothing is returned promptly. For everybody's peace of mind, it would be appreciated if all clothing could be clearly named. Toys and electronic games should not be brought to school.

29. LEARNING AND EDUCATION OUTSIDE THE CLASSROOM

Parents are fully informed of class camps and the holding of a parents' meeting well in advance of the camp is often held if necessary. The purpose of such a meeting is to inform parents of programmes of work and other trip details and to enable staff to answer any queries parents may have.

As usual, parent input with supervision in particular is an important aspect of many excursions and help in this direction is most appreciated.

30. POOL KEYS

During the swimming seasons, parents are able to hire a key for entry to the school pool. The Board of Trustees sets the hire rate and the rules for use. The key is returned to the school at the end of the season. Parents are advised by newsletter when these are available.

31. SWIMMING

Swimming is an important part of the curriculum, as the school wishes to promote awareness of water safety and to develop competence in all situations particularly in deep water. It is important, therefore, that children receive regular instruction and parents are asked to ensure that children come prepared each day.

Swimming sports are held in the latter part of February. Selected children then take part in the North Zone Sports and some are able to progress to the Christchurch Primary Schools Swimming Sports at QEII in March.

Should pupils be unable to swim due to some health reason, a note to the teacher explaining this is required.

32. GENERAL SPORTS ACTIVITIES

Children take part in a variety of sports activities during the year. These range from:

- PE lessons as a class activity
- Fitness programmes
- Swimming
- Athletics
- Summer sports eg cricket, softball, padder tennis etc.
- Winter sports eg netball, soccer, rugby, hockey
- Cross country running
- Triathlon
- P.M.P. (Perceptual Motor Programme)

33. MONEY - PROCEDURES FOR BRINGING TO SCHOOL

Parents will be sent an annual account to cover such things as school trips, their transport costs, and visiting performance groups. This saves parents paying for individual costs on a regular basis. More expensive outdoor experiences such as school camps and ski trips will be billed separately. If there is a need to send money to school, it would be appreciated if the following procedures could be observed:

- The money/cheque must be enclosed in an envelope.
- Cash should be for the exact amount required.
- Cheques should be made payable to "St Joseph's School" unless directed otherwise.
- On the envelope should be written:
 - (a) the child's name
 - (b) the child's room number
 - (c) the amount enclosed
 - (d) what the money is for

34. FINANCIAL ASSISTANCE

It is an expectation of the school that classes will venture outside the school boundaries for a variety of purposes related to classroom based studies. Visits by performers are sometimes arranged to add to pupils' educational experiences.

Staff are aware that these activities place an extra burden on finances and do all they can to reduce costs.

It is realised that at certain times, a family may feel they are unable to provide money for a school excursion due to other commitments. A child in this situation is somewhat disadvantaged as much preparatory and follow-up work is based on visits.

There are avenues by which the school can assist, and would wish to do so in such cases. The P.T.A. provide the Principal with a special fund for such occasions. It would be appreciated if parents would approach the Principal directly should such circumstances occur. You can be assured that the contact between parent and Principal is strictly confidential to the parties concerned.

35. BEHAVIOUR MANAGEMENT

Behaviour We Wish To Encourage

We believe that the most effective way of achieving our aims is to encourage and praise positive behaviour.

Children and teachers have drawn up their own codes of conduct which they hope will make their classrooms happy places. The following are the underlying principles we wish to nurture throughout the school:

- Have respect for others and their property.
- Value other people, their work and their opinions.
- Be polite, co-operative and friendly to everyone.
- Work hard to do our best.
- Value the school environment and move around it sensibly ... the playground equipment has been provided to add interest to playtimes, so please look after it.
- Treat everyone as you would like to be treated yourself.

Examples of this behaviour will be praised both in class and in Friday assemblies, where certificates may be awarded.

You can find more specific examples of these principles on display in each class= Rights and Responsibilities Chart

Unacceptable Behaviour

Whilst we think it is very important to highlight the positive, we believe we must also state very clearly what is totally unacceptable.

To ensure the well-being and education of everyone at school, teachers and children have decided that the following behaviour is unacceptable:

- Physical violence
- Threatening behaviour, including verbal bullying.
(Bullying is dealt with more specifically on the next page.)
- Deliberate disobedience.
- Discrimination - racist or otherwise.
- Deliberate vandalism of the school environment.

Dealing With Problems

Of course, most misdemeanours will be dealt with on the spot, with a reminder to the child of our agreed code of conduct. However, where the behaviour is of a more serious nature and persists, the class teacher may decide that the following procedures should be adopted:

Warning

- Time Out in own room
- Time Out to other teacher
- Visit Syndicate Leader
- Visit Principal
- Parents Contacted

Bullying

We have chosen to deal with this subject separately because we, as a school, consider it to be a most important issue.

Bullying includes systematic:

- Physical violence
- Teasing
- Name Calling
- Emotional manipulation
- Racism

And any action which is intended to hurt. Most bullies continue bullying because their victims are too frightened to tell anyone. BUT . . .

We Are A >Telling= School

And a bully has no place at St Joseph=s School. This means that if a child is being bullied we want him/her to TELL someone. This could mean TELLING a friend, teacher or parent.

We encourage the children to TELL the bully themselves that this behaviour is upsetting them and must stop.

But, if after this intervention, the problem continue, teachers will implement the procedures for dealing with unacceptable behaviour as previously stated.

Surveys have shown that bullying happens in all schools and where it occurs here we will take it very seriously. Please help us by encouraging your child to TELL someone if he/she is being bullied.

36. EXTENSION ACTIVITIES

Children take part in a wide range of activities, often outside of school hours. They are encouraged to participate in such events and the school's policy is to encourage a full entry so children may gain different experiences which aid their growth and development. Some of these activities are as follows:

- **Cantamaths:** This annual event is organised by the Canterbury Mathematics Teachers' Association. School teams are entered in the Yr 7 & 8 section of the teams' events and individuals participate in the various competitions involving design, patterns, and games, to name a few.
- **Science Fair:** A biennial exhibition of science projects held in the school hall during the winter term. Successful exhibits represent the school at the Canterbury-Westland Science Fair held in August at the Convention Centre.
- **Science Badge:** This is an opportunity for Year 7 – Year 8 pupils to participate in additional scientific studies in their own time. It is highly recommended that all are given the opportunity to participate. There are fourteen badges available on a great variety of topics. Information is available for parents to view and discuss with their children.

- **Christchurch Schools Music Festival:** Held in the Christchurch Town Hall in late September/early October, this festival is a highlight for many children. A choir chosen from Middle and Senior school represents the school in the massed items. Children also have the opportunity to audition for the special choir, recorder group, and orchestra, all of which are comprised of pupils from a variety of schools.
- **North West Schools Music Festival:** Held in the Aurora Centre, Burnside High School during Term 2. The choir performs an individual item and participates in the massed items like the Christchurch Schools Music Festival
- **Sports Events:** As mentioned elsewhere, pupils also participate not only in their own school sports but, take part in zone and city-wide events in athletics, swimming, cross country, and winter sports.
- **Public Speaking:** In-school competitions are held throughout the school. Form two children are involved in the interschool speech contest which is organized by the Royal Overseas League.

37. SPECIAL NEEDS - ENRICHMENT PROGRAMMES

- Smaller classes
- Chess Club
- Homework Club
- Reading Club
- Junior Maths Programme
- English for Speakers of Other Languages.
- Reading Recovery
- Perceptual Motor Programme.
- Resource Teacher for Learning and Behaviour.
- Parish Priests
- Special Needs Committee and Programme with Kimberley Amiot
- Choir
- Resource Teacher of Literacy
- Streaming of Mathematics – Year 3 - 8
- Competitions:
- Rotary Speech; Cantaspeak; I.C.A.S. - Science, Mathematics, Writing and Computer Competitions; Cantamaths; Technology Challenge; Science Fair; Otago Problem Solving Competition
- Volunteer Helper Programmes
- Achievement Award
- Music Festivals
- Computer Club