

INFORMATION BOOKLET FOR PARENTS 2018



***Ignite in our children the passion
for limitless learning navigated by
Catholic Values
(School Vision 2011)***

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OUR LADY OF THE SACRED HEART SCHOOL

A BRIEF HISTORY

Our Lady of the Sacred Heart School was founded by the Sisters of Mercy and officially began operations on 3 May 1921 (Feast of the Holy Cross) under the leadership of Mother M. Benignus (Superior) and Sr. M. Borromeo (first teacher). Initially classes were held in the downstairs rooms of the convent, an elegant two-storey villa. By the end of the first year the roll had reached 16 children, most of whom were boarders.

Twelve months later, on 2 May 1922, the first school/church building was completed and comprised three classrooms, one of which was used as a church on Sundays. The name was changed from Holy Cross Convent to Our Lady of the Sacred Heart School and by the end of the year, instead of the estimated 80, the roll had risen to 107. By 1950 the roll had increased still further to 150 and there were four teachers, all Sisters of Mercy.

The following year, on 11 February, another school building was completed to house the growing number of infants and two new tennis courts were added.

Change came in 1970 with the appointment of the first lay teacher, Miss Sheenagh Fitzpatrick. At the end of 1978, Miss Yvonne O'Malley was appointed as the first lay principal and by 1979 the school was fully staffed by dedicated lay people who brought their own gifts and experiences with them.

In 1982, the school was officially integrated into the State system under terms which guaranteed that the Catholic character of the school would be maintained, whilst providing financial security. At this time, the maximum roll was set at 195 providing an education for Catholic boys and girls from New Entrants to Standard 4 and for girls to Form 2. Growth in the parish and demand for places at the school has necessitated further expansion in the 1990s, with a maximum roll increase to 231 children and corresponding increase in classroom space and teacher entitlement. In 2003 the roll increased to a maximum of 240.

At its inception, the school strove to meet the needs of rural children and children from neighbouring areas. All children now are drawn from the local urban area. In this Third Millennium we shall continue to support the faith community by providing quality education permeated by Gospel values and teachings and enriched by our Mercy heritage. Our Mercy values of Truth, Justice and Compassion are woven throughout our curriculum and school ethos on a daily basis.

Our Vision:
Ignite in our children the passion for limitless learning navigated
by Catholic Values

Our Mission

Navigate the 21st Century
using our Catholic
Compass
Live our lives in the light
of Jesus

Empower our learners to
thrive in the 21st Century
Excite children to begin a
lifelong journey of
exploring their talents and
passions

Govern to Excel
Provide the best to be the
best

Our Lady of the Sacred Heart is a Catholic Community with a love of learning!

BOARD OF TRUSTEES 2018

PROPRIETOR'S REPRESENTATIVES:

Fr Rob O'Brien	Telephone: 630 3956
Sr Sherryl James	Telephone: 0274764237
Mr Kevin Maloney	Telephone: 625 4411
Ms Francine Corbett	Telephone: 634 4468

PARENT REPRESENTATIVES:

Mr Shaun Marlo	Telephone: 625 1437
Mr Mark Baker	Telephone: 634 4475
Mr Nick Boulstridge	Telephone: 021 903 779
Mr Brent Robinson	Telephone: 027 214 8394
Mrs Olivia Orias-Tech	Telephone: 0274 365 578

PRINCIPAL:

Mrs Mini Joseph	Telephone: 638 6200
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STAFF REPRESENTATIVE:

Mrs Judith Fullerton	Telephone: 638 6200
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Note:

Unless advised otherwise, the Board of Trustees meets in the Parish Community Room approximately every 5 weeks at 7.30 pm. The Agenda for each meeting is available on the Parent Notice board on the Monday preceding each meeting.

STAFF 2018

Principal	Mrs Mini Joseph
Deputy Principal/DRS	Mrs Annette Wilson
Teachers	Mrs Sarah Burrows
	Mrs Olivia Firmston
	Mrs Anisha Barretto
	Mrs Erena Olla (Team Leader)
	Mr Daniel Young
	Mrs Rebekah Capon (Team Leader)
	Miss Kate Smit
	Miss Amanda Kirk
	Ms Mary Cameron (Team Leader)
	Miss Samantha Rankin
	Mrs Judith Fullerton
Support Staff	Mrs Julia McLauchlan, Teacher Aide/Librarian
	Mrs Kath Twomey, Teacher Aide/Librarian
	Mrs Theresa Van der Wee, Tchr Aide
	Mrs Sarah Maclean, Tchr Aide
	Mrs Kathie Davey, School Secretary
Caretaking/Cleaning	Mr Brian Nichols, Caretaker
	Mrs Toe Ikimau - Part Time Cleaner

SCHOOL TERM DATES 2018 (384 half days)

Term One:	
School opens	Tuesday 30 January
School closes for Term 1	Friday 13 April
Term Two:	
School opens	Monday 30 April
Queens Birthday Holiday	Monday 4 June
School closes for Term 2	Friday 6 July
Term Three:	
School opens	Monday 23 July
School closes for Term 3	Friday 28 September
Term Four:	
School opens	Monday 15 October
Labour Day Holiday	Monday 22 October
School closes for Term 4	Thursday 13 December

OUR LADY OF THE SACRED HEART SCHOOL
SCHOOL CALENDAR – KEY DATES 2018

School Liturgies/Celebrations

- Ash Wednesday 14 Feb
- **First Mass of the year** 21st Feb Rm 8
- Holy Week 25th March (Palm Sunday)
- Class Masses – Wednesdays 21st March Rm 7
30th May Rm 6
27th June Rm 5
1st August Rm 1
29th August Rm 2
26th September Rm 3
31st October Rm 4
28th November Rm 9
- Parish/School Sunday Mass 10.00a.m 20th May (Pentecost)
19th August
- Mercy Day Celebration Friday 24th September
- Mission Day Friday 26th Oct
- Outreach Weeks 19th - 29th Nov
- End-of-Year Liturgy 11th Dec- Tuesday evening

Parent/Teacher Communication

- Information Evening/Meet the Teacher Wed 28th February
- Parent/Teacher Conference – Literacy & Numeracy Tues 10th April
- Parent/Teacher Conference – 3 way conversation 2nd & 3rd July
- Written Reports Term 2 , Term 4
- Contact books home Term 3
- Parent Education – “Learning in Action” open evening Tues 20th March

Curriculum

- Life Education Classroom 12th – 16th March
- PAT/STAR/ESA 26th Feb - 9th March
- Tri Star Gymnastics Programme Term 3
- Maori Intensive Programme Term 2 - TBC
- Australasian Mathematics Test ICAS 14th August
- Australasian English Test ICAS 31st July
- APPA Speech Competition School Final Term 3
Zone Final Term 3
- Calendar Project Term 3 - TBC

School Sport

- Athletics Three Kings All levels 9th November
- Cross Country Fowlds Park 25th May
- Tennis Term 4
- Swimming – Years 3 & 4 (8 days) Term 1

Inter-School Sports

- Cricket 13th March
- Football 29th May
- Cross-country 19th June
- Rugby 28th August
- Netball 9th August SAVA day 14th

August

- Athletics 22nd November

General

- School Photographs 28th August
- Final Awards Assembly 7th December
- Leavers Liturgy 11th December

INFORMATION FOR PARENTS AND CHILDREN

The following procedures and policies have been developed by the Staff and the Board of Trustees in the interest of the well being of the children of the school, and to maintain effective communication and operation of the school in keeping with our Catholic Character.

ABSENCES

It is essential that absences from school be explained. Parents/Caregivers are asked to telephone the school office between 8.30 am and 9.00 am if possible, to notify staff that a child will be absent from school that day. This phone call will be recorded on the Pupil Absence Sheet. The school will contact the parent/caregiver if a child is absent at the 9.00 a.m. check and no notification has been received.

If it is necessary for your child to be absent from school at some future date e.g. family commitments, it is essential that the Principal be informed in writing of this intention.

To avoid disruption to children's learning, Parents/Caregivers are asked to plan holidays outside of term times.

ACCIDENTS AND SICK CHILDREN

It is important that the school hold a current emergency contact number. If a child is to be sent home, the following procedures will be followed:

- a. The parent/caregiver, or an emergency contact, will be contacted by telephone and arrangements made for the child to be collected from school.
- b. If the parent/caregiver, or emergency contact, cannot be contacted by telephone, the child will remain in the Health Room. Under no circumstances will a child be sent home unaccompanied without parent/caregiver permission.
- c. If the child is in a very distressed condition and the parent/caregiver cannot be contacted, the family doctor will be consulted or the child taken by ambulance to Starship Hospital for treatment.
- d. Parents/Caregivers will be expected to come to school to administer any necessary medication required by their child. In the event of it being impossible for this to occur, a non-medical member of staff may accept responsibility for administering the medication. A comprehensive policy is held at the school and requires that a specific form be completed and signed by the parent/caregiver and the staff member who is consenting to administer the medication.

ALLERGIES – The following must be adhered to

We have a number of students in our school with severe allergies. Exposure to certain foods can result in anaphylactic reaction.

- There should be no trading of food, food utensils and food containers between children (which is also discouraged in any event on general health grounds)

- It is ideal that children with severe food allergies should only eat lunches and snacks that have been prepared at home
- Bottles, other drinks and lunch boxes provided by all parents for their children should be clearly labeled with the name of the child for whom they are intended
- Parents and caregivers should refrain from sending or bringing food (eg sweets, cakes etc) to school as treats for birthdays or the like
- When there is to be a celebration at school or a curriculum topic which may involve food tasting (Mission Day etc) parents will be notified in adequate time that this event is to take place. This may be done through newsletter, or by classroom teacher.

ADDRESSES AND TELEPHONE NUMBERS

Parents are asked to ensure that the school is advised of any change of address or telephone number.

AFTER SCHOOL CARE PROGRAMME

An After School Care Programme, run by the Parnell Community Trust, is available to all families. The programme runs from Monday to Friday in the Parish Hall. Information is available from the School Office or on 630 2839.

APPOINTMENTS WITH PRINCIPAL AND TEACHERS

All interviews must be arranged through the office, or with the teacher concerned, and will take place out of class hours.

ATTENDANCE

Children are required to be regular and punctual in attendance. The Board of Trustees is legally required to take all reasonable steps to ensure that students enrolled in its school should attend whenever it is open.

Teachers are not responsible for children **before 8.30 a.m.** and **after 3.15 pm** and children should not remain at school outside of these times. In the morning, a warning bell sounds at 8.55 a.m. to enable children to prepare for the day. Parents are requested to leave at this time. School begins at 9.00 a.m. Once children are at school they are not permitted to leave the grounds without a teacher's permission.

BEHAVIOUR EDUCATION

Our Lady of the Sacred Heart School fosters a positive approach to discipline both inside and outside the classroom. Children are rewarded for good behaviour and successes. Children are consistently encouraged to accept responsibility for their own behaviour.

At the beginning of each year, teachers and children develop guidelines for the year. Children are required to meet the consequences of inappropriate behaviour.

Parents are notified at the beginning of each year of the School Rules and the procedures to be followed for dealing with inappropriate behaviour. These

rules and consequences are listed in the leaflet “Guidelines for Behaviour”.

All members of the school community are encouraged to make the teaching staff aware of any incidents of bullying behaviour at school. Children must tell their teacher if they are hurting because someone keeps saying or doing things such as:

- calling them names
- saying or writing nasty things about them
- making them feel uncomfortable or scared
- leaving them out of activities
- threatening them
- taking or damaging their things
- deliberately hitting, kicking or biting them
- making them do things they do not want to do.

If children are unhappy at school, and they do not want to tell a teacher about what is happening, it is important that parents discuss the matter **with the class teacher**. Teachers cannot take action unless they are told.

Incidents occurring at school must be dealt with at school as soon as possible. Please notify the class teacher if you have any concerns, or you believe your child is being bullied.

BELL TIMES

Bells are rung at the following times:

8.55 am	Children prepare for class
9.00 am	Classes begin
11.00 am	Morning break
11.20 am	Classes resume
12.30 pm	Supervised lunch
12.40 pm	Children dismissed for play
1.25 pm	Play stops. Children prepare for class
1.30 pm	Classes resume
3.00 pm	Children dismissed from classrooms

BELONGINGS

All items of clothing, worn or brought to school, are to be clearly named. Bags, books, pencil cases, lunch boxes, bottles, sports gear etc, are to be clearly named. If your child has an article of clothing previously owned by another child, please change the name on the article. Articles found can then be returned to the owners. Refer Lost Property.

BICYCLES

Pupils cycling to school are required by law to wear helmets and to know, and obey, the road rules, including dismounting at crossings. Bicycles must be left locked in the bicycle rack for the duration of the school day. The school does not accept responsibility for the safety and security of bicycles on the property. Children who ride scooters or bikes to school must *walk* with their

scooter/bike through the grounds for the safety of other students.

BOARD OF TRUSTEES

Unless advised otherwise, the Board of Trustees meets twice a term on advertised dates in the Community Room at 7.30 p.m. The agenda for the meeting is displayed on the Notice Board on the Monday prior to the meeting. The minutes of the previous meeting are on the Notice Board and filed in a folder in the Office. Parents/Caregivers are welcome to attend Board of Trustees meetings.

CARE OF SCHOOL ENVIRONMENT

Children are encouraged to take a pride in their environment and to recognise that buildings, equipment and grounds are precious resources. All pupils are responsible for keeping the grounds tidy by using the bins provided for litter. Plants are to be treated with respect. School equipment and books should be used with care. We are now working on better recycling methods in line with Sustainability Drive.

CELEBRATIONS

The school enjoys many celebrations throughout the year, our Liturgies, our assemblies, and special feast days, especially Mercy Day. Parents, family and members of the parish community are invited to join us in these celebrations.

Birthdays are usually acknowledged within classrooms. Often families invite friends to celebrate birthdays with their children. To avoid hurt by exclusion, we ask that invitations to birthday celebrations be distributed away from school.

Health & safety requirements require the school to be vigilant with food which may cause allergic reactions and harm some children. The school asks that parents/caregivers refrain from sending along to school food (sweets, cakes etc) as treats for birthdays.

If food is to be provided by the school as part of a celebration, parents/caregivers will be informed prior to the occasion. **(See Allergies)**

CELL PHONES

Children do not need cell phones at school. If they are provided with a cell phone for personal use out of school hours, the cell phone must be named, left in the school office and collected at the end of the school day.

CHARTER

The School Charter is revised annually, adopted by the Board of Trustees and forwarded to the Ministry of Education. Copies of the Charter are available for perusal from the School Office and on the notice board in the foyer.

CLASS PLACEMENTS

Children are placed in classes according to a wide range of criteria including age, previous placements, previous year's programmes of work and their

needs. Class placements are at the discretion of the Principal in consultation with teachers.

Composite classes cannot be avoided and these will vary from year to year according to the numbers at each year level. Children placed in composite classes are not disadvantaged because of their placement and will be required to work at their appropriate curriculum level.

COMMUNICATION

Parents are very welcome into the school and are invited to participate in a variety of activities. The school values communication with parents and this is achieved through frequent newsletters, the Notice Board, Board of Trustees newsletters and P.T.F.A. newsletters. Curriculum matters are dealt with at Curriculum Meetings. Pupil progress is reported through dialogue at Parent/Teacher meetings, by appointment, and by written report. The school newsletter is received electronically – please inform the office of your email address. The school website is another form of communication. The address is www.olsh.school.nz

COMPLAINTS

The school has a comprehensive Complaints Policy. Correct procedures for addressing complaints constructively ensure that matters are dealt with honestly and fairly. These following procedures help develop a climate of trust and are in keeping with our Special Character:

- If a parent/caregiver has a complaint, it must be brought to the attention of, and dealt with by, the class teacher. The Complaint Form will be completed and signed by the parent/caregiver and the teacher. The complaint will be received by the Principal and filed in the Complaints File.
- If the parent/caregiver considers that the complaint has not been addressed satisfactorily by the class teacher, the parent/caregiver should then make an appointment to discuss the matter with the Deputy Principal and / or Principal.
- Parents/Caregivers have a right to inform the Board of Trustees if they feel their complaint has not been addressed satisfactorily by the school. In this instance the complaint must be conveyed in writing.

CONSULTATION

The Board of Trustees is required to consult with its community at various times, in particular in relation to the content of the Health and Physical Education Curriculum, the revision of the School Charter, the development of the Strategic Plan and during the review of the Catholic Character of the school.

To assist future development, Parents/Caregivers are urged to respond to surveys and questionnaires.

DAMAGE TO PROPERTY

Any damage or breakages must be reported at once to the school office or duty teacher. If a rule has been broken and has been part of the cause, the

pupil or pupils responsible will be required to pay part or all of the cost of repairs. Parents will be advised.

DENTAL CARE

Dental Therapists visit the school to carry out dental assessments once a year. Children are examined and if a further examination is required, parents will be advised of an appointment and will be expected to take their child to the Greenlane Children's Community Clinic at Greenlane Hospital, phone 623 0078.

EDUCATION OUTSIDE THE CLASSROOM

School trips occur throughout the school year. Parents' permission and support are required. These costs, if less than \$15, are covered by the Activity Charge.

EMERGENCY EVACUATION

In the event of an emergency, Fire, Earthquake, Civil Defence, children will follow the evacuation procedures as directed and practised.

ENROLMENTS/PRE-ENROLMENTS

Catholic children receive preference of enrolment at Our Lady of the Sacred Heart School. When there is a high demand, and the school will reach its maximum roll, places will be determined by the criteria established in the School's Enrolment Policy.

Pre-enrolment of all children is essential, and this includes siblings. Parents are asked not to assume that the school "knows about" pre-schoolers. An Application for Enrolment Form is to be completed and lodged during the year your child turns 3.

FEES AND CONTRIBUTIONS

School fees/contributions are payable each term on receipt of an account, and are structured on a per child basis as follows:

Proprietor

Attendance Dues	\$107.50 per term
Special Character Donation	\$12.50 per term

Our Lady of the Sacred Heart School

Parent Contribution	\$130 per term
Capital Development Contribution	\$00 per term
Activity Charge	\$30 per term (payable with stationery at beginning of school year - \$120 total for school year)

Attendance Dues are a compulsory payment under the terms of the Private Schools Conditional Integration Act 1975 and a condition of enrolment at Our Lady of the Sacred Heart School. Attendance Dues are charged for all students who attend Catholic Schools in New Zealand.

Attendance Dues are used to repay loans for building works done at schools

in the Auckland Diocese, property related costs including school building works, buildings insurance and costs directly associated with the administration of Attendance Dues.

Attendance Dues are collected by Our Lady of the Sacred Heart School on behalf of the school's proprietor, the Roman Catholic Bishop of Auckland. The Attendance Dues collected by Our Lady of the Sacred Heart School are forwarded to Auckland Common Fund Limited, a company established by the proprietors of Catholic integrated schools in the Diocese of Auckland responsible for the collection of Attendance Dues.

Special Character Donation - The Catholic Special Character contribution is a voluntary donation of \$12.50 per term (\$50.00 per annum) per student.

This contribution provides the main source of funding for all services provided to Our Lady of the Sacred Heart School by the Catholic Education Services Board.

No contributions are made by the Government for these services.

The Catholic Education Services Board assists schools to provide a Catholic education for your child through the preservation and enhancement of the Catholic Special Character in our schools.

School Donation - We rely on the support of parents, through donations, to provide additional teaching and learning resources to meet the requirements of the curriculum. Current funding based on our school's Decile 9 rating is insufficient to sustain the standard of excellence and high achievement expected by our school community.

Capital Development Contribution – Proprietor financial contributions are collected on behalf of the Proprietor, the Roman Catholic Bishop of Auckland, are raised in terms of Section 37 (1) of the Private Schools Conditional Integration Act 1975 (Tax Deductible).

Activity Charges are included on the stationery list for each child. This fee covers such activities as visiting performers, educational and sporting trips and specific curriculum activities. Activities, which cost more than \$10, are charged separately e.g. school camp and swimming.

FOSTERING INDEPENDENCE

The school values its partnership with parents and welcomes opportunities to encourage children to become confident, independent learners. We recognise that:

- children need to be supported with their homework activities but parents are not to do the homework for them.
- children are capable of looking after their own belongings, getting themselves ready for the classroom before 8.55 am, hanging up their own bags, and tidying up after themselves. (Children need to be expected to, and allowed to, do this.)
- making mistakes is an essential part of learning.
- children have differing strengths and skills.
- we are loved for what we are, not for what we can do.

- being successful means doing our very best, not being better than others.

GUARDIANSHIP

In accordance with National Administration Guideline 5, the school has a commitment to meeting the legislative and regulatory obligations in providing a safe physical and emotional environment for the children. All issues pertaining to guardianship will fully comply with the law and will be treated sensitively, with confidentiality, and in keeping with the Special Character of our school. It would be appreciated if the school could be advised of any changes to family circumstances which may affect the child's learning.

HEALTH CONCERNS

If a child has a medical condition and it is not recorded on the original application form, it is important that this information is written down and handed in to the office. This information is confidential to staff.

From time to time outbreaks of head lice do occur. Should their children become infected, parents are asked to address the problem immediately by purchasing medication from a pharmacy and regular "wet combing" or "dry brushing". Please inform the class teacher if you find head lice in your child's hair, as it is highly likely that other children in the class will be infected too. Long hair is to be tied back or plaited.

HEALTH & SAFETY

The school is very conscious of its responsibility for the health and safety of all members of the school community while they are on the school premises. The school asks that parents/caregivers:

- report hazards to the school office or enter it in the Hazards Notebook held on the Parent Notice Board.
- respect the concern about the sharing of food which may cause allergic reactions and be harmful to others.
- remind children not to share food with one another.
- ensure children bring hats to school throughout Terms 1 and 4.
- adhere to all the rules relating to road safety at the school gates.

HATS

During Terms 1 and 4, hats are regulation uniform and are to be worn at all times by pupils when outdoors. Non-uniform caps with logos are unacceptable. The uniform legionnaire hat is available from NZ Uniforms.

HOME LEARNING

Homework is an important part of the learning process, and parental support regarding the completion of homework tasks is encouraged. Parents will be advised by class teachers of the appropriate length of time to be spent on homework, no more than 30 min on four nights a week. Parents are asked to ensure that Religious Education Activity Clear File or Religious Education Journal, and school readers are returned to school each day.

INFORMATION AND COMMUNICATION TECHNOLOGY

Children have access to computers in their classrooms and in the library.

At present children access internet sites which are bookmarked by class teachers. Parents/caregivers will be informed of the procedures regarding the use of the Internet and will be required to give permission to allow their child to use the Internet while at school.

Use of Internet facilities at this school is strictly for educational purposes i.e. to support teaching and learning. This includes personal use and use for professional development of staff.

In the case of a student or adult being found at school to be accessing, possessing or distributing illegal pornography, or indecent material deemed to be inappropriate and objectionable in this school environment, the School will follow the guidelines established in the document School Protocol for Incidents involving the Internet.

At present Athletics is being paid for by the Board of Trustees.

JEWELLERY

No jewellery may be worn, other than plain ear studs and a watch. Unacceptable items will be taken and held in the school office for collection by parents.

Hair adornments, such as fancy clips, beads etc. are not part of the uniform. Children may wear ribbons, scrunchies or bands in the school colours.

LIBRARY

Our Library continues to be developed as the Information Centre of the school. Children are able to visit the library with their classes, in small groups for research, and at lunch times. Children are encouraged to borrow books as well as to spend time browsing and enjoying books. Parents/Caregivers are asked to encourage their children to use the library, read with and to their children, and to ensure that books are returned by the due date.

LITURGIES

School liturgies and School Mass are a regular feature of the life of the school. Parents/Caregivers are most welcome to share in these and will be advised of dates and times through the school newsletter.

Refer Special Character in this booklet.

LOST PROPERTY

Lost property is located between Rooms 6 & 7 (playground entrance). At the end of each term any unclaimed property will be disposed of in the most appropriate way. Please **name** all belongings, including articles which may have been previously owned and named by another person. We will try to return all articles to owners.

LUNCHES

Parents/Caregivers are requested to provide their children with lunches.

Lunches are available at school on a Monday. Lunches are now all ordered online. All information regarding lunches is on the school website www.olsh.school.nz . This is a PTFA initiative and contributes to the School's fund-raising activities.

MONEY/VALUABLES

Any money, which is required to be brought to school, is to be placed in a sealed envelope with the pupil's name, room number and purpose of the payment, and placed in the "Class Box" in the classroom. No other monies or valuables are to be brought to school.

NEWSLETTER/NOTICES

School newsletters will be sent home to parents/caregivers via email on a regular basis, usually once a week. Board of Trustees and P.T.F.A. newsletters are also distributed through the school.

Notices go to the eldest/only child in the school. Sometimes, a notice requires a response from parents/caregivers. Please assist by ensuring that your child returns this to the school "Class Box" by the return date. Refer to Communication with regard to Electronic newsletter.

OFFICE HOURS

Monday - Friday 8.30 a.m. - 4.00 p.m.

OPEN DOOR POLICY

Parents and caregivers are very welcome in the school and our partnership is valued. During school hours, children are in class and teachers have a programme to deliver. Unless people are on official business, the premises are to be cleared by 9.00 am each day.

We love to see our parents communicating and socializing with each other, but meeting in the classrooms is an intrusion that interferes with the beginning of a day for the teacher, and pre-schoolers are attracted to the wonderful equipment!

Parents and caregivers are also requested not to gather on verandahs, in the foyers, or on the asphalt areas anywhere near the classrooms, but are asked **to wait near the gates** and approach the classroom areas no earlier than 3.00 pm.

PARENT HELP AND INVOLVEMENT

Parents are encouraged to become involved in the life of the school. There are many opportunities offered:

- helping in the classrooms when needs arise
- supporting specific curriculum activities eg Supported Reading Programme, school trips

- supporting school functions, social and educational
- assisting with transport and school outings
- joining the Parent, Teacher and Friends Association (P.T.F.A.)
- assisting with regular and ongoing tasks eg processing and mending books
- coaching sports' teams

PRAYER

Prayer is an important daily practice in the school and in each classroom. Each room has a prayer centre as a focus. Staff pray and reflect together at available opportunities, and each Friday morning at 8.15am as a regular time. Class prayer begins each day. Please make sure your children arrive before the bell so as not to interrupt this special moment in our day. Each classroom has a prayer kete which children take home on a daily roster. Please take advantage of this to share prayer with your family in the spirit of evangelization.

POLICIES

These are available for perusal from the school office and are also on the school website under Board of Trustees.

P.T.F.A.

The P.T.F.A. usually meets on the first Monday of each month at 7.30 p.m. in the Community Room. Dates are notified through the school newsletter. Parents are welcome to attend these meetings.

The P.T.F.A. actively seeks family support in all projects, which are organised to support the children and their learning, to foster pastoral care within the community and to promote the social life of the school.

PRIVACY

Our Lady of the Sacred Heart School upholds the requirements of the Privacy Act and takes all reasonable steps to ensure that all information is treated in utmost confidence for the purpose for which it was intended.

While in a classroom, parents/caregivers are asked to refrain from:

- browsing books or work belonging to another child, unless it is on display
- browsing or accessing materials held on a teacher's table

PUNCTUALITY

Children are encouraged to arrive at school before the 8.55 am bell. Latecomers disrupt classes and this is often during the class prayer time. Children who arrive after the 9.00 am bell are asked to bring a note or give a satisfactory explanation.

REPORTING TO PARENTS

It is important that parents/caregivers keep themselves fully informed as to how their children are progressing at school. The following approach assists

this process:

- This year we will continue to use contact books. This will involve the sending home of children's working Literacy and Maths books during Term 3. In these books parents/caregivers will find their child's work, for the year. These books will include the student's goals, teacher's feedback and then comments to feed forward. Throughout the year you should see consistent monitoring of students' work by both student and teacher. There will also be an opportunity for you as parents to comment constructively on your child's work with reference to their goal setting.
- Parent/Teacher Conferences: Parents and teachers meet by appointment at the end of Term 1 and Term 2 to discuss the children's progress. In Term 2 2016 we will continue with Teacher/Parent/Student conferences. Prior to the three way conference a written report of your children's progress to date and with points for discussion in the three way conference, is sent home
- Written Report: Years 1 – 3: A written statement of children's progress is sent home twice a year based on their anniversary
Year 4 – 6: A written statement of children's progress is sent home in Terms 2 and 4.
- Confidential Cumulative Record File: This cumulative file stores the records of individual progress and supports the reporting process.

Parents are invited to make appointments with their child's teacher if further information is required.

The information collated for each child reflects his/her progress and is intended for the parent/caregiver of that child. As children have different strengths and abilities and learn at different rates, it is unwise and unfair to compare or discuss reports, or portfolio material, with others.

ROAD SAFETY

When transporting children to and from school parents are requested to model safe behaviour and observe the school safety rules:

- Do not park or stop on the yellow lines.
- Do not double park.
- Do not park across the footpath into driveways.
- Escort children across the road.
- Collect children from inside the gate at home time.

Children are forbidden to leave the premises in pursuit of balls. They must request the assistance of the duty teacher. Gates are kept closed during school hours.

The School operates "Walking School Buses" on different days for different areas, leaving the School each day at 3.00pm. Please refer to **Walking School Bus** (page 23)

SCHOOL HOURS

Children are encouraged to arrive at school between 8.30 am and 8.50 am, and to leave the premises by 3.15 pm. Before 8.30am teachers are involved in preparation for the day as well as meetings. Your support in this is appreciated.

Parents and siblings are asked to respect school hours and allow teachers to start promptly at 9.00am and finish at 3.00pm without interruption.

Children who are required to wait for parents after 3.15pm are requested to wait on the seat in front of Room 7.

Children who leave school early for appointments or other similar reasons must be signed out at the office by their parent/caregiver.

Children who remain after school for sports practice, or for other reasons, are to respect the following:

- Classrooms are closed for the day
- Sports equipment is not available – the shed and class sports bins are closed
- Adventure playgrounds may be used but must be supervised by the parent/caregiver.

SMOKE FREE ENVIRONMENT

The Smoke-free Environments (enhanced protection) Amendment Bill, December, 2003, requires that schools be smoke-free at all times. Smoking is not permitted in or around the buildings, or anywhere on the grounds. This non-smoking requirement also applies to out-of-school hours.

SPECIAL CHARACTER

Our Special Character permeates our school day and our curriculum. We strive to make our school community one that is seen by children to be a community of faith where each person is invited to form a personal relationship with Jesus Christ, where human justice and rights are recognised, where a genuine concern is shown for the needs of others.

We are part of the Our Lady of the Sacred Heart Parish and we value the love and support given to the school by our Priest and Parishioners. The school celebrates Eucharist with the Parish Community twice a year. It is an expectation that all children will attend these Masses wearing full school uniform. The full school gathers for Mass on a Wednesday of each month, at 9.00 am. Parents and parish community are encouraged to join us at these celebrations.

STATIONERY

School stationery is purchased in pack form only at the beginning of each school year. Further stationery may be purchased from the School Office, as it is required. Please place the order with the money in a sealed envelope and place in the Class Box.

For children who enrol during the year, a stationery pack is available within

two or three days after payment.

Children are to bring standard equipment only to school. Novelty items – pencil cases, pencils, pens, rulers, felts etc which create distraction and a competitive environment are to be kept for use at home. Named basic equipment is to be kept in a plain pencil case which can be easily stored.

SUN AND SUN SENSE

To help prevent melanoma, the school takes the following precautions:

- Children will wear sunhats which protect the face, ears and neck while working or playing outside during Terms 1 and 4.
- Children will be encouraged to apply sunscreen before going out in the sun.
- Children will sit in the shade to eat lunch.

TELEPHONE

The telephone is not to be used by the children. If there is a need for communication with home, children must go to the school office. Permission may be granted by a teacher.

Cell phones belonging to pupils must be passed into the office at the beginning of the day for safe keeping.

UNIFORM

Our school uniform is an important badge of our identity, and all items are to be worn correctly and with pride. If children persistently wear non-regulation items, parents or caregivers will be contacted.

Summer (Terms 1 and 4)

Boys

Grey short sleeved polo shirt with two maroon stripes around collar
Grey shorts
Maroon sweatshirt
Black sandals

Girls

Blue checked dress with maroon trim
Maroon sweatshirt
Black sandals **or** black shoes and white ankle socks

Winter (Terms 2 and 3)

Boys

Long sleeved grey tab shirt
Grey shorts
Maroon tie
Maroon sweatshirt
Black shoes
Long grey socks with two maroon stripes

Girls

Maroon and blue checked pinafore
Blue blouse
Maroon tie
Maroon sweatshirt
Black shoes
Long black socks

Sports Uniform (Years 3 – 6)

Black shorts
Blue T-Shirt
Sports shoes

Hats

Regulation blue legionnaire hat
(Essential to shade face and cover neck and ears)

Headbands/Scrunchies/Ribbons

Headbands and scrunchies available in winter and summer uniform fabrics
Blue or maroon ribbons acceptable

All uniform is available at NZ Uniforms in New Lynn and Manukau, and also online: go to the website www.nz.uniforms.co.nz and look under Manukau and New Lynn stores.

Second hand uniforms can be purchased through PTFA

WALKING SCHOOL BUS

We currently have three walking school buses run by volunteer parents. The routes are Manukau Road, St Andrews Road and Arcadia Road. If you would like your child to join one of these buses please contact Mrs Sarah Burrows (Room 1 teacher) or our parent contact, Chatty Pornela, tel. 022 174 3251

**Our Lady of the Sacred Heart School
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638 6200
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