

ST JOSEPH'S CATHOLIC SCHOOL ONEHUNGA



MISSION STATEMENT

"St Joseph's exists to provide quality education within a caring community that models itself on the teaching of Jesus Christ and expresses itself through the traditions of the Catholic Church".

Welcome

St Joseph's is a Roman Catholic state integrated school for boys from Year 0 - Year 6 and girls from Year 0 - Year 8.

Established in 1848, the school is one of the three oldest Catholic primary schools in the Auckland diocese. It was staffed by Sisters of Mercy for 143 years. The last Sister of Mercy being previous principal who retired in 1997.

'To Love and to Serve' is the school's motto. Pastoral care is an important element of the 'Special Character' of the school.

St Joseph's Board of Trustees

The board is responsible for the governance of the school. Board members are committed to working for the best possible Catholic education for the students of St. Joseph's. The board usually meets on the third Thursday of every month at 6.30pm in the school boardroom. These are public meetings and parents may attend. Parents are encouraged to contact board members to keep up to date with matters relating to the School. A current list of board members is available at the school office and on the School's website.

Members are comprised of the principal, staff representative, four proprietor's representatives and five parent representatives. Elections take place every 3 years.

School Hours

Start 8.45am - Finish 2.50pm;

Morning Tea 10.50am – 11.10am;

Lunch 12.40pm – 1.30pm

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Behaviour Guidelines

Our discipline rests on the encouragement of respect for the feelings of other people and for property. We set high standards of courtesy and mutual consideration between adults and children. The kind of behaviour we expect is made very clear to the children and is often discussed with them. It is important that all families are familiar with the Behaviour Guidelines Booklet. A copy of this booklet is given to every new family to the school.

Replacement copies are available from the School office and it is also available on the School website.

Our Mercy Values of Respect, Compassion, Justice and Service play a key role in St Joseph's Behaviour processes.

Enrolments

Enrolment papers are available from the School Office during school hours. We encourage parents to enrol well before the child's fifth birthday.

Please bring back the following papers when enrolling your child: Enrolment form, Preference of Enrolment form, Birth Certificate, Baptismal Certificate and Immunisation Certificate. It is essential that you ask your parish priest to sign the Preference of Enrolment Form (for preference enrolments only). An explanation of the preference criteria is provided in the School's enrolment pack. An appointment with the principal can be arranged on request.

Pre school visits for new entrants, for your child to meet the teacher and observe classroom routines will be made upon confirmation of acceptance.

On your child's first day please report to the School office first so that all the paperwork can be checked.

School Uniform

The school prides itself on the way the children wear their uniform. The high standard of dress and clean and tidy appearance of our students is a reflection of the general expectations of the school. The support from parents is essential to maintain these expectations. Key points of the School's policy covering school uniform and student appearance is included in the enrolment pack. The full policy is available on the School website.

Please be aware that the BOT has approved a school uniform change for 2019. School uniforms will be available from The Warehouse Royal Oak

Children in senior classes, Rooms 6 – 11, will be expected to bring their PE uniform every day for fitness. Juniors can bring any shorts/tops.

School Fees

Attendance Dues are used by our proprietor Bishop Pat Dunn to help pay for the upkeep and provision of buildings for Catholic schools in the Auckland Diocese. The Special Character Levy also goes to the Diocese to fund the Religious Education advisers and programmes in all Catholic schools. A brochure explaining these payments in more detail is included in the application pack and is available from the school office.

Stationery, Intermediate Technology, Trip & Copy Fees come directly to the school to cover costs for these items.

Parents complete the school fee form making a choice of payment—annual, term, month or by automatic payment. Invoices are sent out at the beginning of the year, term or month and parents are expected to pay by the due date on the invoice.

If families are having difficulty in meeting the cost of all or part of their school fees they should contact the executive officer or principal to discuss the matter. Please do not delay — to do nothing is not acceptable.

Home Learning

Home Learning is set by teachers on a regular basis. Parents are encouraged to foster a love of reading. Reading to your child and listening to your child read are both useful ways to improve your child's reading skills. Expanding your child's oral language through having good conversations with them is also very important.

Learning Support

Through the Board of Trustees and other initiatives we are able to offer programmes of extra support for students needing help with Language or students needing further extension.

✚ School Communication

NEWSLETTER

There is written communication with parents every second Monday afternoon via a school newsletter.

CLASSROOM LEARNING

Classroom communication is often updated through the online platform of SEESAW. Each child has a page on this. To access it a letter is sent to you on how to access your child's page and class page.

SCHOOL APP

Alerts are being sent out through this app so please download it.

To download the app just search SchoolAppsNZ in the app store, and then enter St Joseph's School Onehunga to find our School App.

FACEBOOK

Recent activities can often be seen by visiting Facebook (www.facebook.com/SJSOnehunga)

WEBSITE

The school website (www.sjs.school.nz) is updated regularly with events and happens of the school. It also contains important information about the school (e.g. Term dates, ERO report, Enrolment Information, Behaviour Guidelines, School bus route, our Special Character)

PARENT / TEACHER COMMUNICATION

The teachers of St. Joseph's are happy to discuss your child's performance and progress with you outside of school hours. Please see the teacher to set a time. Each year a 'Meet the Teacher' evening is held in February and a Parent/Student/Teacher conference is held in early Term 2 and early Term 3. Parents are notified of these events. A formal written report on your child's progress is sent home at mid-year and at the end of the school year. Parent/Teacher communication is also fostered through parents helping in the junior school, assisting with sports coaching and transport when required.

PRINCIPAL SENIOR LEADERSHIP

The principal, Mrs Carolyn Massey is often available at the main school gate each afternoon at 2.50pm for informal chats. Please do not hesitate to phone the office to arrange an appointment with a member of the senior leadership team to discuss any matter you feel may help the school and/or your child.



✚ Notes from Parents

Communication is required from parents for the following:

Absence from school - the school is required to keep an accurate attendance register which is an official document. Please ensure that your child's absence is explained by note or phone call. You may also text a message to the school on 02102298 254, through the school email admin@sjs.school.nz, or through the school app.

Pupil to be excused from sport or PE for health reasons. Children are expected to participate in all class activities unless there is a very strong reason.

Request to leave school early or a change in travel arrangements. No child is allowed to leave the school grounds during school hours except by a written note from a parent or by prior arrangement with a teacher or the principal.

Explanation for a child not wearing any item of correct school uniform. Parents should advise when the situation will be rectified.

HEALTH AND SAFETY

The public health nurse visits the school regularly. If you have any concerns you may make an appointment to see her through the school office.

The School has the services of a Social Worker in Schools (SWiS) three days a week. This service is provided through the Anglican Trust for Women and Children (ATWC). The SWiS works with both children and parents to support the whole family so that the learning opportunities of our children can be maximised. A brochure is available to outline the wide range of ways the SWiS may be able to help a child or family.

The dental nurses are stationed at 74 Symonds Street, Royal Oak Onehunga. The Nurses may make check-up appointments for the children and a dental van visits at least once per year. Parents may make their own appointments on Ph. 634 3216 .

From time to time there may be outbreaks of common childhood diseases such as measles, chicken pox etc. Please keep children home if they are infected. Likewise, if they have infected sores, please keep them home and seek treatment. There are a variety of leaflets in the school office if you require further information.

If your child suffers from asthma, allergies or any other medical condition, please ensure that their teacher and the school office are aware of this. The school has a policy on the administering of medication at school. Written parental consent is required on the appropriate form. Please check with the school office.

Accidents and Health Records

At least two teachers are on duty at all times during morning break and lunchtime. Accidents of a minor nature are treated in the school sick bay by a teacher or member of staff. Office staff will try to contact parents if an accident is of a serious nature or if there is any doubt as to the problem. Parents are also notified if a child is sick and should be at home. It is important that the school records are kept up to date with parents' home/work phone numbers and alternative contact numbers of family or friends in case of emergencies, so please notify the school office if there is any change in these.

A Note from the Principal

When a child enrolls at St Joseph's their family joins a school with a very long and proud Mercy tradition.

What do we stand for? The strengthening of faith, the development of pride and the seeking of excellence.

How do we achieve this? Through the strong Mercy traditions.

Why is all this important to us? We aspire to live the school motto 'to love and to serve' as God has showed us through Jesus, Mary, Joseph and the saints that have followed them.

Welcome to the SJS family!

Blessings,
Carolyn Massey



Buses

A map of the school bus route to and from St. Joseph's is available from the School office and on the School website. Please ensure your child knows where to get off the bus safely. It is easier if children are provided with a AT 'hop card' rather than cash. Children are expected to obey bus drivers and monitors are appointed by the School to assist both the driver and children. Bus behaviour expectations are clearly outlined to the children. Monitors report to the teacher in charge of buses of any issues that arise. You will be contacted if there are concerns regarding your child on the bus.

Occasionally the school bus is late collecting or delivering the children. Go Bus is the bus operator and it is recommended you contact them immediately if a bus is overdue. For lost property contact Go Bus Ph 366 6400.

Library

All children use the school library with their teacher as an essential element of their reading and researching development. Children are encouraged to borrow books to take home and juniors should use their journal bag. A charge is made by the school librarian for any damaged or lost books. The juniors have home readers each night during the week. Please make sure they are returned the next day in their journal bag.