

Holy Family School



Parent Information Booklet 2011

Vision:

Holy Family School students embrace and embody the Gospel Values and are life long learners who think critically and contribute confidently to society

Mission:

To provide our students with a comprehensive education within a Catholic environment

Curriculum Definition:

The Holy Family curriculum is a tool for teaching and learning that interprets the 2007 New Zealand Curriculum in a way that meets the needs of our students, families and wider community

Cultural Diversity Statement:

The school continues to recognise the cultural diversity of New Zealand, and, in particular the importance of Maori as the foundation community of New Zealand

School Contact Details

169 Mungavin Avenue, Porirua East 5024

Email: office@holyfamily.school.nz Website: www.holyfamily.school.nz

Phone: (04) 237 7664 Fax: (04) 237 6109

Office Hours: Mon-Thurs 8:30am-3:30pm Fri 8:30am- 3:00pm

Senior Management Committee

Karl Vasau- Principal

Caron Watson- Deputy Principal

Wendy Howe- Assistant Principal

Peter Setefano- Director of Religious Studies

Curriculum Lead Team

Wendy Howe (Maori/ICT/ English)

Mary Jane Godinet (PE/Health/ Technology)

Sharon Clarke (Maths/Numeracy)

Anne Marie Kortens (Arts/ESOL/Special Needs)

Fisiena Lupo-Samoa (RE/Science/Social Studies)

Classroom Teachers

Room 1: Faafetai Taulalo (Fixed Term) – Manutagi – Year 1/2

Room 2: Peter Setefano (Syn Leader- Manutagi) – Year 3/4

Room 5: Fisiena Lupo Samoa – Piwakawaka – Year 3

Room 6: Anne Marie Kortens – Piwakawaka – Year 2

Room 7: Sharon Clarke (Syn Leader- Piwakawaka) – NE

Room 8: Kiri Winiata – Piwakawaka – NE-Year 1

Room 9: Mary Jane Godinet (Syn Leader- Tui) – Year 5/6

Room 10: Caron Watson – Tui – Year 5/6

Room 10: Gina Lefaoeseu – Tui – Year 5/6

Room 11: Wendy Howe – Tui – Year 4/5

Assistant Teachers

Heather Manley – Classroom release time

Celia Roche – Reading Recovery

Monica Brodie – ORRS

Teacher Aides

Metua Tengaru , Te Atawhai McDonnell, Pauline Williams, Wilma Cameron, Julia Kelly, Mehepa Gaulofa, Marilyn Tengaru, Katarina Simpkins

Support Staff

Christine Johnco – Office Manager
Lucia Lefaoheu – Office Assistant / Library
Denise Sione – Fruit in Schools / Patrols
John Gunther – Caretaker
Te Atawhai McDonnell – Cleaner

Holy Family School Board of Trustees List 2011

Patricia Setefano- (Chairperson) Elected
Br Pat Lynch- Proprietors Representative
Fr Pene Patelesio- Proprietors Representative
Joanne Bland- Elected
Malei Fuimaono- Elected
Willie Ranfurly- Elected
Christina Mikara- Elected
Karl Vasau- Principal
Caron Watson- Staff Representative
Christine Johnco- Secretary

Absence

If your child is unable to attend school please phone the school on 237 7664 before 9am. You can also text the Principal on 021859888 or email office@holyfamily.school.nz . We also expect that a written note explaining the reason for their absence will be sent to school the day they return.

If your child is late to school, they must be noted in the lateness book which is kept in the library Monday to Thursday, and in the office on Fridays and take a late slip to their teacher.

Our school is part of the RAAAY's Project which is a partnership of Porirua schools to raise the attendance rates in our area.

Assemblies

Syndicate Assemblies are held regularly.

Whole school assemblies are held 3 times a term on Fridays.

Attendance dues

\$92.00 per term

These may be paid in one of the following ways:

1. By Automatic Payment from your bank account to the Catholic Schools Board Ltd
2. By cheque to the Catholic Schools Board Ltd

For most parents the Automatic Payment method is the easiest.

From the Principal...

"The policy of our Church, and indeed of Holy Family Parish is that no Catholic child being brought up as a Catholic will be refused admission into a Catholic school on the grounds that the attendance dues cannot be paid in part or in whole.

Please remember, that where there is hardship, parents will be warmly welcomed by the Principal to make an appointment to see him. He is able to give advice and help.

The Parish is a family where members help and support each other. The school is there to serve and encourage the sharing of peace and joy amongst all members of the Parish in the name of Jesus Christ."

Baptism Certificate

For Catholic families. Your child's baptism certificate needs to be brought to the Parish Priest. It must be seen by the Parish Priest. It will be returned to you immediately.

Birth Certificate

Your child's birth certificate needs to be brought to school with the enrolment forms. It must be seen by the Secretary to check the birth date and a photocopy will be kept on file. The birth certificate will be returned to you immediately. A passport can also be used in its place.

Breakfast in Schools

We are fortunate to have breakfast in schools provided for by the Red Cross. Children are able to come to school and have breakfast free of charge between 7:30am and 8:30am. Volunteers are always welcome so please see Mrs Godinet for more details.

Clothing, Shoes, Bags and Books

These must be clearly marked with your child's name.

Dental Clinic

Dental Clinic is not on school grounds. Students attend the clinic at Windley School once a year. Year 6 Students collect and accompany students to the clinic.

Duffy School

We are a school that participates in the Duffy Books in Homes programme. Children and the school get free books throughout the year and a special Duffy theatre visits our school once a year. We also get regular visits from Duffy role models who remind the children of the importance of reading.

Friday Mass

Whole school Mass is held 3 times a term. A special community morning tea is held straight after the first mass of the term in the staffroom. Syndicates will rotate in a cycle to run the masses. Time Friday 9am.

Homework

To be decided within syndicates. Please see your child's teacher for further information.

Holy Family School Houses

Four houses are Lucille- Blue, Jean-Marie-Red, Kildare-Green, Delaney-Yellow. Students at Holy Family School are allocated a House when they start school. The main aim of each House is to win the House Shield at the end of the year by accumulating as many points as they can. Points are awarded in classes by the teachers, or as reward for completing important school wide tasks, or at events such as sports days. Each House has year 6 student leaders and staff allocated to them. Children are encouraged to wear their House colours when they are participating in school wide events.

Leaving school grounds- Students/ Staff

No student is allowed to leave school grounds within school hours without permission from Principal/ Secretary or Syndicate Leader.

Lost Property

Any clothing or property which children leave abandoned is gathered and stored in the green lost property bin in the quadrangle. It remains there for children and parents to claim.

New Entrants

Please supply your child with a pair of named underpants in case of accidents. Ensure your child reads every night and brings their book bag everyday. Attendance is also very important and your child needs to be at school everyday when they are well enough to do so.

Parking

Parent's cars are not permitted in the school grounds between the following times: 8am – 3:30pm. Please do not double park outside the school or park on the yellow lines on Mungavin Avenue and in front of the office. Please be particularly careful on wet days.

Permission

This is needed every time a student leaves the school grounds. Holy Family School Permission slips for each student must be signed by a parent at the beginning of the year or when they start at our school.

Reports

Written reports are issued in term 2 and 4. A formal 3 way conference is held in term 2 and an informal interview is organised for term 4.

Road Crossing

Holy Family and Windley School students patrol the Mungavin Avenue crossing near the Holy Family Church. It would be helpful if you take your child on practice walks along the route to be used and point out where the patrols would be.

School Bus

The school bus operates after school each day. The route is from school to Ascot Park. Bus passes may be purchased from the driver or Mana Coach Services.

School Hours

- ❖ School Starts: 8:45am
- ❖ Morning Break: 10:30am – 10:50am
- ❖ Lunch Break: 12:30pm – 1:30pm
- ❖ Handbell: 1:25pm
- ❖ School Finishes: 2:45pm

School Lunches

Monday to Thursday Lunches can be ordered in the Library or office from 8:30am – 8:45am

On Fridays Sausages and Frankfurters can be ordered in your child's classroom for \$1.50. You can start ordering these on Thursdays.

SANDWICHES

Peanut Butter, Marmite, Jam.	\$1.50
Ham, Ham & Egg; Ham & Cheese; Ham, lettuce, mayo; Chicken; Chicken & Mayo; Egg; Vegemite & cheese.	\$2.00
Chicken, lettuce, mayo.	\$2.50

FILLED ROLLS

Ham, lettuce, carrot, egg, mayo	\$2.50
Chicken, lettuce, carrot, egg, mayo	\$3.00

MINI WRAPS **\$4.00**

Ham, lettuce, carrot, mung bean & cheese
Chicken, lettuce, carrot, mung bean & cheese

FRUIT YOGHURT **\$1.50**

MUFFINS **\$2.00**

(not chocolate)

RICE BAR **\$1.50**

HEALTHY BAR **\$1.00**

CHEESE & CRACKER SNACK **\$2.00**

A full list of things that can be ordered is available from the library before school starts.

The school has a healthy lunch policy. No junk food will be allowed at school. Please give children only water in their drink bottles. Drink bottles can be filled with water from a filtered tap at school outside Room 2.

Smoke Free Environment

Smoking is not permitted anywhere in the school grounds or buildings.

Student Achievement Targets

Reading Targets

- After one year at school students should be achieving at Green (Level 12/13/14)
- After two years at school students should be achieving at Turquoise (Level 17/18)
- After three years at school students should be achieving at Gold (Level 21/22)

By the end of year 4 students should be achieving at L2B-L2A
By the end of year 5 students should be achieving at 2A-3B
By the end of year 6 students should be achieving at 3B and above

Writing Targets

After one year at school students should be achieving at L1B-1P
After two years at school students should be achieving at L1P-2B
After three years at school students should be achieving at L2B-2P
By the end of year 4 students should be achieving at L2P-2A
By the end of year 5 students should be achieving at L2A-3B
By the end of year 6 students should be achieving at L3B and above

Maths Targets

After one year at school students should be achieving between stages 2-3
After two years at school students should be achieving at stage 3-4
After three years at school students should be achieving between 4-5
By the end of year 4 students should be achieving at stage 5
By the end of year 5 students should be achieving between stages 5-6
By the end of year 6 students should be achieving at stage 6

Toys at School

Students are not to bring toys to school. If toys are brought teachers will confiscate and return them at 2.45 pm.

Uniform Policy

We are a uniform school. All parents and caregivers are informed of this when their child is enrolled. Correct uniform is to be worn to school everyday. Every child in uniform is a reflection of Holy Family School. Our children should wear their uniform proudly.

Procedure if a student is not in correct uniform:

- ❖ If a student is not in correct uniform, their teacher will give them a uniform policy to take home.
- ❖ If a student still comes to school in the incorrect uniform the classroom teacher will get in touch with the parents/caregivers.
- ❖ If a student persists in coming to school in the incorrect uniform a note will be sent home from the principal.
- ❖ For health and safety reasons students are not permitted to wear jewellery with the exception of medic bracelets and stud earrings
- ❖ **Uniform- Girls**

Tunic	Box pleat in royal blue black tartan
Jersey	Kairanga Brand- royal blue colour
Sweatshirt	To be purchased from the school only
Shoes	Black Shoes
Socks	Long or short- colour white
Summer:	Plain Blouse white School Sun Hat Sandals Roman-black, blue & brown
Winter:	Plain white long-sleeved blouse or skivvy Tights navy or royal blue

❖ **Uniform- Boys**

Jersey	Kairanga Brand- royal blue colour
Sweatshirt	To be purchased from the school only
Socks	Grey with blue band or grey plain
Shoes	Black Shoes-Winter/ Sandals Roman-black, blue & brown
Summer:	Plain grey short sleeved cotton shirt Shorts- grey cotton School Sun Hat Sandals Roman-black, blue & brown
Winter:	Long-sleeved grey winter shirt or grey skivvy Winter weight grey shorts

The uniform can be purchased from the school office.

Students must wear a school sun hat when they are outside during terms 1 & 4, and when on school trips

Vaccinations

Has your child had all the necessary injections for protection against Whooping cough, Diphtheria, Tetanus, Measles, Mumps, Rubella, Hepatitis B and Polio?

Visitors to the School

Casual visitors need to speak to the secretary or Principal and sign the visitor's book before going to any classroom.