

## 1. ABSENCES / ATTENDANCE

- You are asked to advise the school office before 10.00 am each day your child is absent.
- Upon returning to school, your child is to give the classroom teacher a signed note explaining the absence.
- **If your child arrives late, an adult must sign them in at the office.**
- **It is essential that students arrive at school early to enable them to be organised for the school day.**
- When organising family holidays it is advisable to plan these for holiday times not school times.
- School work will not be given out to absent students.

## 2. AFTER SCHOOL CARE

This is being run out of the School Library (3.00-5.30pm). Please notify the school office before 10.00am for bookings and any changes. Please be aware that there is a waiting list and some days are full. Payment must be made in advance at school office to ensure your child a place.  
**Costs:** 3.00pm-4.15pm - \$7.00. After 4.15pm - \$12.00 per child.

## 3. ASSEMBLY

Every Friday at 2.15pm. ALL WELCOME

## 4. ACCIDENTS / ILLNESS

In the event of any accident / illness requiring medical attention, the parents will be contacted. If parents can not be contacted, the child will be taken to the local medical centre for any urgent check.

All students who visit the Sick Bay for minor injuries and illness will receive a note to take home.

## 5. SCHOOL BANKING

Every Monday morning in the School library.

## 6. BOARD OF TRUSTEE MEETINGS

Held every 4th Thursday of the month at 7.30pm in staffroom. (Unless the dates of holidays necessitate a change.) All welcome.

## 7. DENTAL CLINIC

At present children attend the Dental Clinic situated at Gladstone School, Seaview Terrace Mt Albert or Pt Chevalier Primary School. Assessments are completed at school and appointments will be sent home. **(Phone No: 846 7812)**

## 8. EARLY LEAVERS

An early leaver's slip must be collected from the office and given to the Class Teacher / the Teacher on duty.

## 9. HEALTH/SAFETY

- **Due to many students having allergies to peanuts, we ask if possible, that products containing nuts not be sent to school.**
- Chewing gum, confectionary and fizzy drinks are **not** permitted at school.
- No glass containers are to come to school
- **Uniforms:** No jewellery except for watches. Studs only for pierced ears.
- **Money/** Money should not be brought to school unless for a specific reason.
- **Toys:** Toys/cards are to be kept at home unless requested by the teacher.

## 10. HOMEWORK

Rooms 1,2,3,5

Reading forms the basis of homework. Students are expected to read at home each night. Once students are reading at appropriate levels, they do not need to bring home readers each night. We encourage parents to read, discuss and enjoy stories with their children. The books students bring home should be easy and will be a lower level than the ones they are reading at school.

### Rooms 4,6,7,8,9

The focus for homework is for the students to read independently at home, research to support topic learning, consolidation of basic facts and tables, spelling and religious education and completion of any class work as needed.

## 11. LIBRARY

Is open Monday – Friday from 1.10 – 1.45 pm for children to use.

## 12. NEWSLETTER

The school newsletter is sent home each week on Thursday. Please check your child's school bag for this. If your child is absent from school, spare newsletters are available in the office foyer.

## 13. OFFICE HOURS

Monday to Friday 8.30am – 3.30pm

## 14. PARENT TUTOR PROGRAMME

We have a voluntary parent tutor reading programme to assist children with their reading. If there are any parents interested in helping, please contact the School Office. Only 1 hour a week and begins in Week 2 Term 2 of each Year.

## 15. PTA

We value the regular help provided by the PTA with Fund-raising and support of school activities. Please watch newsletters for requests for help in specific areas. Meetings are on the 2nd Monday of the month at 7.30pm in Library. All welcome.

## 16. REPORTING TO PARENTS

### TERM ONE:

**Week 3:** Wednesday 16<sup>th</sup> February Parent, Student / Teacher Conference.

**Week 10:** Summative Term letter

### TERM TWO:

**Week 9:** Interim Written reports/Parent interviews. Wednesday 29 June

### TERM THREE:

**Week 9:** Parent/Child Conferences (Wednesday September 28th)

### TERM FOUR:

**Week 7:** Final Written reports sent home.

## 17. REQUESTING INTERVIEWS WITH STAFF.

If parents require a meeting with staff at any time during the year, please ring the office to organise an appointment. The staff has many commitments after school, if possible please limit visits to above times.

## 18. SCHOOL HATS

In the interests of protection from the sun, it is compulsory for all children to wear sunhats whenever they are outside the classroom during Terms 1 & 4. These are available to be purchased from the school uniform room (\$7.00)

At the beginning of each year, the children are issued with a list of stationery requirements, which are purchased at school. During the year, stationery can be purchased from 8.30-9.00am at Stationery Shop in Foyer.

#### 19. SCHOOL COSTS

**Attendance Dues:** \$92.50 per child per term. This is a legal requirement and the dues are forwarded to Catholic Schools Board. If you have difficulty in meeting these dues you may speak in confidence to the Principal.

**Voluntary Activity Fees:** \$30.00 per term per child; \$50.00 per term for two children, \$70.00 per term for three or more children. These fees are a voluntary donation which is tax deductible. This money goes directly to the Bishops account for future capital works at St Francis School.

**Catholic Schools Voluntary Levy** - \$10.00 per term. This is used to support the Religious Education Advisers and is also tax deductible.

**Religious Education Digital Resources (voluntary payment) \$16.00** per child per year.

#### 20. SCHOOL MASS

The whole School attends mass during the school year to celebrate special events. Please check newsletter for details.

#### 21. SCHOOL TRIPS

For the purpose of ensuring that all children gain as wide experience as possible, school trips and camps are a part of our curriculum and further enhance the enjoyment of learning. Permission slips are required. **No slip - no trip.**

#### 22. SCHOOL HOURS

9.00 am – 10.45am	10.45 am – 11.15 am Morning break
11.15 am – 1.00 pm	1.00 pm – 1.50pm Lunch break
1.45 pm – 3.00pm	

#### 23. SPORT

Students' sport and fitness are a large part of our curriculum and Year 5/6 participate in Inter-School Sports both on a competitive and non-competitive level. Senior (Year 4-6) children are expected to have a change of clothes each day.

#### 24. STAFF RESPONSIBILITIES

Library Mrs Mahoney	Uniforms Mrs Wilkie
Sports Director Mrs Milne	Religious Education Mrs Jones
Special needs Mrs McGivern	Wastewise Mrs Milne / Mrs Tsang
Student health team Mrs Milne	Environmental Team Mrs Milne/ Mrs Tsang
Music Theatre / Choir Miss Donnelly/ Miss Wood	Banking Miss Wood

#### 25. STAFF/TEAM MEETINGS

The staff meets each Monday at 3.20pm Parents are asked to respect this time when collecting children.

#### 26. STATIONERY

#### 27. UNIFORMS

Can be purchased at the uniform shop on Wednesday between 9.00-10.30am. Alternatively send money and order to school in an envelope and given to office.

Summer uniform to be worn Term 1 and Term 4 Winter Uniform to be worn Term 2 and Term 3. The PTA have second-hand uniforms available. Any issues with school uniforms please see/write Mrs Wilkie.

## ST FRANCIS SCHOOL



*Francis of Assisi*

### General Information Booklet 2011

## TERMS AND HOLIDAYS 2011

**TERM ONE:**

**TUESDAY 2ND FEBRUARY TO FRIDAY 15 TH APRIL  
(EASTER SUNDAY APRIL 24TH )**

**TERM TWO:**

**MONDAY 2 ND MAY TO FRIDAY 15<sup>TH</sup> JULY  
(Queens Birthday – 6th June)**

**TERM THREE:**

**MONDAY 1<sup>ST</sup> AUGUST - FRIDAY OCTOBER 7TH**

**TERM FOUR:**

**MONDAY 25<sup>TH</sup> OCTOBER TO FRIDAY 16<sup>TH</sup> OF DECEMBER  
(Labour Weekend: 24th October)**