

## 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 Parish Hall (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 except if we have been to Mass on a Friday morning. 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. Bank books can be placed in the banking box in the school office foyer.

## 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

(Years 1-3)

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. Other homework will be religious Education and basic facts for Numeracy.

(Years 3-6)

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

## 11. LIBRARY

Will be open again from Monday – Friday from 1.10 – 1.45 pm and is also open every morning at 8.00am.

## 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 HELPERS:

There are many ways parents can be involved in the life of the school. If you are able to assist with reading, classroom support, gardening, walking school bus please let the office know. We would love to have your help.

## 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 the staffroom. All welcome.

## 16. REPORTING TO PARENTS

**TERM ONE:**

**Week 3:** Friday 1<sup>st</sup> March Parent, Student / Teacher Conference.

**TERM TWO:**

**Week 10:** Interim Written reports/Parent interviews. Tuesday 9 July

**TERM THREE:**

**Week 9:** Parent/Child Conferences (Tuesday 24 September)

**TERM FOUR:**

**Week 10:** Final Summary 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 COSTS

**Attendance Dues:** \$97.00 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) \$8.00** per child per year.

## 19. 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. If students do not have a hat they will be required to play in the shaded areas of the school. These are available to be purchased from the school uniform room (\$8.00)

## 20. SCHOOL MASS

The whole School attends mass during the school year to celebrate special events. This is usually the first Friday of each month at 9.15am. 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 – 11.00am	11.00 am – 11.30 am Morning break
11.30 am – 1.00 pm	1.00 pm – 1.50pm Lunch break
1.50 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 (This must be the PE uniform).

## 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 / Mrs Jones	Choir	Miss Wood/ Miss Koehrer/ MsWishart
Liturgy team	Mrs Jones	Environment	Mrs Dickson / Mrs Tsang

## 25. STAFF/TEAM MEETINGS

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

## 26. STATIONERY

Stationery can be purchased from 8.30-9.00am at Stationery Shop in Foyer.

## 27. UNIFORMS

Uniforms can be purchased from Elizabeth Michael at New North Road Kingsland. Hats are still available at the school office,

## 28. WASTEWISE

Green recycle bins are at the front of the school for paper and cardboard recycling. They are emptied every Wednesday morning. The Student Health Team receive funds and trees for the school.

# ST FRANCIS SCHOOL



2 Montrose St, Pt Chevalier, Ph 846 4696

Email [office@stfrancis.school.nz](mailto:office@stfrancis.school.nz) Web [www.stfrancis.school.nz](http://www.stfrancis.school.nz)

Principal : Marianne Booth

Parish Priest : Father Ford Ph 846 7612

## General Information Booklet 2013

### TERMS AND HOLIDAYS 2013

#### TERM ONE:

THURSDAY 7TH FEBRUARY TO THURSDAY 19TH APRIL  
(EASTER SUNDAY MARCH 31ST)

#### TERM TWO:

MONDAY 6<sup>TH</sup> MAY TO FRIDAY 12<sup>TH</sup> JULY  
(Queens Birthday – 3rd June)

#### TERM THREE:

MONDAY 29TH JULY - FRIDAY 27<sup>TH</sup> SEPTEMBER

#### TERM FOUR:

MONDAY 14<sup>TH</sup> OCTOBER TO FRIDAY 20<sup>TH</sup> OF DECEMBER  
(Labour Weekend: 28th October)