

St Joseph's
Catholic School
New Plymouth



2021
Parent's Handbook

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Tena koutou ki nga hau e wha. Nau mai haere mai ki te whanau o Hato Hohepa, Ngamotu

Greetings to everybody.

Welcome to the 2021 school year. We hope that you will enjoy your association with our school and we look forward to working with you in achieving the best in your child's education.

St Joseph's is a Contributing State Integrated (Catholic) Primary School catering for children from New Entrants to Year 6. We are a very well resourced school that provides a broad curriculum built around Christian Living, creativity, knowledge and skills essential for the future. These skills and values are embedded in the school Eight Competencies (8 C's) and Gospel Values.

An emphasis is given to achievement in the core learning areas of literacy and numeracy as well as developing and fostering an appreciation of the arts, technological and scientific skills, social, outdoor, leisure and sporting skills.

St Joseph's School currently has a full roll and benefits from strong community support. Children and staff feel a strong sense of belonging and we enjoy an ongoing association with past and present students and families. We encourage you to become an active member of our school community.

A positive partnership between parents/caregivers and the school is essential for an effective education. Open communication is fostered and time will always be made to respond to a query or concern.

Parents are encouraged to use our facebook page, website and especially our School App regularly – especially the events tab for updates on pending events.

We reprint this handbook each year and welcome suggestions to improve it.



Mike Dowd: Principal

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MISSION – WHAT ARE WE HERE FOR?

Mission Statement

Our Mission School, provides a genuine and ongoing encounter with Christ; strives for excellence in education and hauora for all.

He kura manaakitanga, he kura whakapono ki Hehu Karaiti, kahikitia te mātauranga, me te hauora o te tangata.

Our Mission Statement is supported by our school vision, motto, shared values and core beliefs. We see our Vision as the way forward. It gives direction and purpose to all that we do. Our actions, our thinking and our methods will be driven by this collaborative Vision.

GOSPEL VALUES

**A guide for judging the *rightness* of our actions
in pursuing our vision.**

***Tika, Pono, Aroha,
(Justice, Respect, Love)***

“This is what Yahweh asks of you:
only this, to act justly, to love tenderly
and to walk humbly with your God”

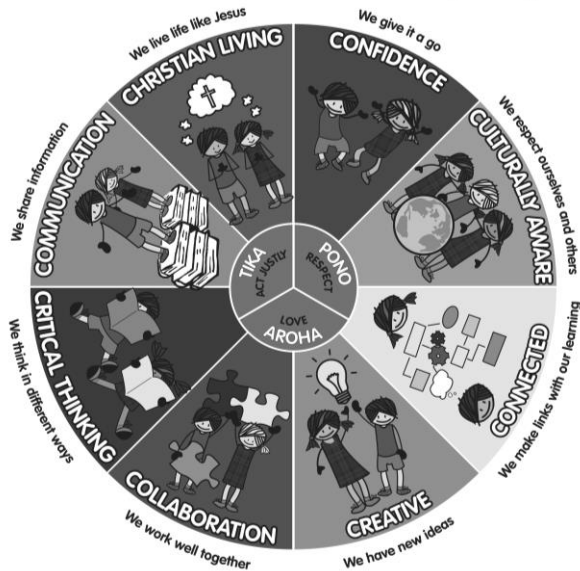
Kia mau ki te tika, Kia aro ki te hā o te tāngata,
Kia hikoī whakaiti ki te taha o tou Atua

(Micah 6:8)

VISION – WHERE ARE WE HEADING?

We will provide quality learning opportunities that actively promote the development of our 'Eight Competencies' – The 8 C's & Gospel Values.

THE EIGHT COMPETENCIES (8 C's)



LOGO



The school logo was introduced in the late 1980's. The logo incorporates a cross, the mountain, the sea, a koru and a book representing learning and the Bible.

It also includes our School Motto: "Skills and Values for Life".

HATO HOHEPA PEPEHA

Ko Taranaki te Maunga
Ko Tokomaru te Waka
Te Atiawa te Iwi
Ngati Te Whiti te hapu
Ko Pukehe te pā tawhito
Ko Mangaotuku te Awa
Ko Hato Hohepa te Kura

Taranaki is our mountain
Tokomaru is our canoe
Te Atiawa is our Iwi
Ngati te Whiti is our hapu
Pukehe is our ancestral Pa site
Mangaotuku Stream is our river
Saint Joseph's is our school.

Created in consultation with Ngati Te Whiti 2007

THE CURRICULUM

Students receive a broad education through a balanced curriculum covering essential learning areas where priority is given to the development of high levels of competency in Literacy and Numeracy and Religious Education with a school wide emphasis on the development of our 'Eight Competencies' and Gospel Values.

CORE BELIEFS

The **environment** reflects and appreciates the efforts of all students. It is:

- Supportive
- Secure
- Stimulating
- Structured

The **programme** is child centred and inclusive:

- Acknowledges and caters for individual student needs and learning styles.
- Promotes co-operative and collaborative learning.
- Has meaningful context, sequence and purpose.
- Reflects the needs and interests of the students and community.

The **student** will take responsibility for their own learning through:

- Goal setting and reflection.
- Being encouraged to take risks.
- Taking pride in their learning and school.
- Developing collaborative self-management skills.

The **teacher** will empower learners by:

- Modelling a love of life long learning.
- Providing purposeful, stimulating and varied programmes.
- Valuing the efforts of all students.
- Setting high levels of expectation in all areas.
- Providing opportunities for students to make choices.
- Encouraging active involvement in decision making.

The **community** reinforces our school vision and shared values by:

- Being actively involved in the life of the school.
- Supporting and promoting the school and its activities.
- Honouring their commitment to our school's Catholic Character.

BRIEF HISTORY OF THE SCHOOL

St Joseph's School (also known as Heidelberg in its early years) was founded by the Congregation of Our Lady of the Missions and officially opened on 24th October 1926 by the late Archbishop Redwood in the presence of a large assemblage among whom were the Mayor of New Plymouth (the late F E Wilson), and the Minister of Education of that period, the Hon R A Wright.

At that time, the school consisted of four classrooms measuring 27 feet by 24 feet, a smaller classroom and a teacher's room and conveniences. An infant room was added in 1938. Fatima Hall was built on the school grounds in 1950 and was used as a Mass centre and later as an additional classroom.

In 1962 two new classrooms were built to accommodate the ever increasing numbers enrolling at the school and again in 1964 a further two classrooms were added complete with toilet and washing facilities for all the Infant Department and a staffroom for Infant teachers.

In 2007, Fatima Hall was converted into two classrooms and an English language space. In 2011 two new classrooms were built (Cullinane & Te Hononga) and in 2013 Pohutukawa classroom was built with Trinity being constructed alongside in 2015. A major earthquake strengthening and modernisation of the classrooms took place in 2015.

Currently the school comprises six teaching blocks, library, administration offices and a hall, all sited on an elevated position. The grounds are both substantive and attractive, providing open spaces for a range of recreational activities. Facilities include a swimming pool, three engaging and challenging adventure playgrounds, an all weather cricket wicket, a large covered sandpit and a Sacred Space (Mo Tatau).

School policies, procedures and programmed activities strive to capture and live the Special Catholic Character dimension of the school. Teaching instruction covers nine curriculum areas - the eight core NZ Curriculum Learning Areas, Religious Education and a focus on our 8 Competencies (8 C's) & Gospel Values.

Pupils wear a uniform to engender pride and to strengthen the identity of the school within the wider community.

The school thrives on an active integration with the local Catholic community and encourages active parental involvement and support across all aspects of 'school life'.



ST JOSEPH'S CLASSROOMS

Barbier - Euphrase Barbier was the French Sister in charge of the order of Sisters called the 'Sisters of the Missions'. These nuns arrived in New Zealand in the 1800's and set up many of the Catholic schools in New Zealand including Sacred Heart Girl's College NP.

McKenna - This School is the Dean James McKenna Memorial School named for the man who was a Priest here for 30 years from 1889. He left his estate for the purposes of Catholic Education.

Mission - Mission is the name of the French Holy Order of Sisters who founded St Joseph's Catholic School on the original site near the current location of St Joseph's Church and Parish.

Carroll - Monsignor Michael Carroll was the Parish Priest in New Plymouth during the 1970's and early 1980's. A monument to Monsignor Carroll is on the cliff tops high above Back Beach.

Heidelberg - Heidelberg School was the original name given to St Joseph's School. The estate where much of the housing surrounding the school is located on was called Heidelberg Estate.

Redwood - Archbishop Redwood declared the School open and bestowed it with his blessing on 24th October 1926.

Lourdes - Lourdes is the famous site in France where Our Lady appeared before Bernadette and where the famous holy water of Lourdes is from. This town and its waters were very important to the Mission Sisters who originated from France.

Fatima - Our Lady of Fatima is the title given to the Blessed Virgin Mary by those who believe that she appeared to three shepherd children at Fatima, Portugal on the 13th day of six consecutive months in 1917, starting on 13 May. This room is of course part of the original Fatima Hall, which is currently being utilised as two classrooms.

Lawn – Father Tom Lawn was the Parish Priest at St Joseph’s for 17 years until 2009. Father Tom was involved in our Parish School and visited the School regularly. This room is of course part of the original Fatima Hall, which is currently being utilised as two classrooms.

Cullinane – Bishop Peter Cullinane is the recently retired Bishop from the Palmerston North Diocese.

Te Hononga - Te Hononga classroom has been named in honour of Lindsay MacLeod. Te Hononga means the place of unions and relationships, a place of bringing people together.

Pohutukawa – Pohutukawa classroom has been named in recognition of the large number of trees on our school grounds in which we can play and grow.

Trinity – Trinity is God as three persons, the Father, the Son and the Holy Spirit. The Trinity was at the heart of Euphraise Barbier's prayers. Trinity reminds us to carry on her Mission in prayer.

ST JOSEPH'S SCHOOL STAFF

Principal: Mr Mike Dowd
Deputy Principal Senior School: Mr Michael Healion
Deputy Principal Junior School: Mrs Fiona Hopkirk
Director of Religious Studies: Miss Wendie Hildred

Teachers:

Mrs Fiona Hopkirk	Year 0
Mrs Julia Ropitini	Year 0 & 1
Mrs Jenna Woods	Year 1 & 2
Mrs Helen Carswell	Year 1 & 2
Miss Tanisha Perrett	Year 1 & 2
Miss Wendie Hildred	Year 3 & 4
Mrs Leanne Bartlett	Year 3 & 4
Mrs Eileen Murphy	Year 3 & 4
Mrs Rochelle Edgecombe	Year 3 & 4
Miss Bridie Zarifeh	Year 3 & 4
Ms Jane Anne Bricknall	Year 3 & 4
Ms Hayley O'Neill	Year 5 & 6
Mr Michael Healion	Year 5 & 6
Mrs Mylene Tribo	Year 5 & 6

Mrs Sharon Thomson (Literacy Support)
Classroom Release – Ms Eileen Murphy, Mrs Sheryl Firth
& Mrs Jenna Gawler

Teacher Aides: Ms Angela Watson-Cowie Mrs Katie Chapman
Mrs Jenny Moore Mrs Jude Fevre

Office Administrator: Mrs Sharon Fisher
OSCAR Administration: Mrs Janine Baldock
Librarian: Ms Angela Watson-Cowie
OSCAR Co-Ordinator: Mrs Jenny Moore
OSCAR Staff: Mrs Cheryl Wylde, Mrs Briar Horgan,
Miss Kazarra Castle & Mrs Mel Corbett
Groundsman: Mr Wayne Hopson
Cleaners: Mr Johan & Mrs Noreen Ongchangco

2021 SCHOOL CALENDAR

TERMS & HOLIDAYS

Term 1	Thursday 4 th February	to Friday 16 th April
Term 2	Monday 3 rd April	to Friday 9 th July
Term 3	Monday 26 th July	to Friday 1 st October
Term 4	Monday 18 th October	to No later than 20 th December

Public Holidays

Waitangi Day	Monday 8 th February
Taranaki Anniversary Day	Monday 8 th March
Good Friday	Friday 2 nd April
East Monday	Monday 5 th April
Easter Tuesday	Tuesday 6 th April
Anzac Day	Monday 26 th April
Queen's Birthday	Monday 7 th June
Labour Day	Monday 25 th October

“Teacher Only” days are scheduled to enable professional development to occur. We appreciate your co-operation on these days.

BOARD OF TRUSTEES

Chairperson:	Leisa Kelsen
Deputy Chairperson:	Claire Bolger
Treasurer:	Leisa Kelsen
Principal:	Mike Dowd
Staff Representative:	Michael Healion
Elected Trustees:	Leisa Kelsen Ruka Te Moana Trisha Welsh Landon Elder
Proprietors Representatives:	Tony Basile Claire Bolger Gerry Tooman

The Board has the responsibility of governing the School for the betterment of all children. Meetings are held twice a term commencing at 5.30pm. Notice of meeting dates will be included in the school newsletter and parents/caregivers are most welcome to attend. BOT members are available to parents and caregivers with regard to matters relating to the governance of the school.

FRIENDS OF ST JOSEPH'S (FOSJ)

This group is the fundraising arm of the school. Meetings are held on the first Tuesday of each month at 7.30pm in the staffroom and new members are always welcome. Minutes of the meetings are available from the School Office. If you would like more information about the FOSJ activities, contact Mike Dowd.

SPECIAL PROGRAMMES

BRIGHT BUTTONS

Bright Buttons is a transition class for four-year-old children who are enrolled to start at St Joseph's school. This class is run by a qualified teacher. All children must be accompanied by a parent/caregiver with a maximum of twelve to fifteen children in the class. This class takes place on Wednesdays from 1.30 - 2.50pm. There is no charge. For more information, contact Fiona Hopkirk on fiona@stjosephsnp.school.nz.

OSCAR

An after school care facility is provided on site from Monday to Friday, 2.50-5.30pm. This service runs from the Cricket Pavilion and is managed by a team from the School. To book for this service, you must be registered on AimyPlus (<https://stjosephsnp.aimyplus.com>) our online booking system and have your children enrolled. A School Holiday Programme is also provided during school holidays.

For assistance with this, please contact the school office or the OSCAR Manager, Jenny Moore, on 021 0828 2998 or 757 2644 (during OSCAR hours). Fees are \$7.00 per hour.

PIANO LESSONS

Private piano lessons are available during class time by a qualified teacher, Tracy Christiansen, phone 753 7997.

GUITAR & UKULELE LESSONS

Private guitar and ukulele lessons are available during class time by a qualified teacher, Joe Smither, phone 755 4432

KAPA HAKA

All students are welcome to join in with Kapa Haka.

SCHOOL FEES

DIOCESE OF PALMERSTON NORTH FEES

All students attending Catholic schools are required to pay Attendance Dues.

Currently this is set at \$455.00 per primary student per annum. The Diocese of Palmerston North administers this and invoices parents directly in March each year. You can pay the full amount immediately or in instalments or by making regular payments, weekly, fortnightly or monthly. They are happy to discuss this with you.

If this figure is beyond your means, please discuss this with the Principal or Parish Priest as solutions can be found.

SCHOOL ORGANISATION

ABSENCES

- All pupil absences will be accounted for. If the message is not left in person, parents are asked to contact the school, before 8.50am, if their children are absent. Please use the School App absentee feature, email admin@stjosephsnp.school.nz or phone 758 0364.
- **Unaccounted for children's parents are phoned by the school secretary to ascertain that they are away and the reason.**
- Children arriving late (i.e. after the bell has rung) are expected to 'check into the office' immediately on arrival.
- A written note/email/phone call should be provided if your child is going to be absent during term time for holidays, etc.
- All students should ideally be at school before 8.30am.
- Children leaving during the school day must be signed out at the office.

ACCIDENTS & ILLNESS

- Requests to administer medicines must in all cases be a signed instruction / waiver and the appropriate form is supplied by the school. Pain Relief is not supplied by the school for the use of students and cannot be verbally requested to be administered without the supply and accompanying written documentation. In general, if a child requires Pain Relief they are deemed to be not well enough to remain at school.
- Classroom teachers will inform the office of any pupil who has become sick whilst at school. Parents will be phoned and where possible asked to collect the pupil.

ADVENTURE PLAYGROUNDS

- Pupils in years 0, 1 & 2 use the Junior Adventure Playground only.
- Pupils in year 3 can use either the Junior or Senior Adventure Playground.
- Pupils in years 4, 5 & 6 to use the Senior Adventure Playground only.
- Parents are responsible for after school /out of hours' supervision of children's play on our adventure playgrounds.
- All children can use the Eagle's Nest Playground.

AFTER SCHOOL ROAD CROSSING

- Calvert Road is manned by Year 6 road patrol wardens.
- Devon Street crossing – children meet at the junior playground and are walked up the Devon Intermediate driveway and across the Devon Street pedestrian crossing to Lorna Street by an on-duty teacher.
- St Aubyn Street crossing – children meet the crossing teacher outside the office at 2.50pm.

APP

We recommend that all parents/caregivers download our School App onto their phones/tablets from the App Store - "SchoolApps NZ". Once downloaded, search in the SchoolApps NZ app for 'St Joseph's School NP'. Please ensure that you enable "push notifications" when you download the App to ensure you receive schoolwide messages regarding sports cancellations, emergencies, school updates, etc.

ARRIVAL AND DEPARTURE

- No children are to be at school before 8:15am. Ideally students will arrive between 8.15am and 8.30am.
- It is expected that arrangements will be in place at the end of the school day for children to be picked up at 2.55pm. Children who have not been collected by 3.00pm will be placed in OSCAR.

ASSEMBLIES

The school will meet fortnightly at 2:00pm on Thursdays in the Scout Hall. Classes will take turns to organise and run the assembly. When the need arises the assembly time will change to fit in with school activities. Assemblies will provide a time:

- to present certificates.
- to inform children of organization details.
- class contributions
- personal achievement
- performance

On alternate weeks, a certificate assembly will be held at 2.20pm. During Term 1, only certificate assemblies will be held.

Every Monday morning begins with a School Prayer in the Scout Hall.

BELL TIMES

8:50am	School Begins
11.00am	Morning Interval
11.20am	Classes Resume
12:40pm	Lunchtime
1:30pm	Classes Resume
2:50pm	School Finishes

BIRTHDAYS

Student's birthdays are acknowledged and celebrated in the classroom. We ask that parents do not send along loot bags, lollies or cake, etc, to school.

BOOK CLUB/BOOK FAIR

The school subscribes to Scholastic Book Club. Orders are made through the school 2-3 times per year.

CAMPS

A Year 5 & 6 Camp is held in Term 1.

COMPUTERS/DIGITAL DEVICES

All classrooms are equipped with computers/digital devices. These will be utilised as tools across the curriculum where appropriate.

COVID-19 LEVELS

Communication will be sent out on the School App if levels change.

DENTAL CLINIC

St Joseph's children will receive appointments when they are due for dental treatment at the Rangiatea Community Dental Clinic, 131 South Road, New Plymouth, phone: 751 3507.

DISCIPLINE

The strategies outlined in the school wide Positive Behaviour Plan will be followed by all staff.

DOGS

Please refrain from bringing dogs on to the school site.

DRESS CODE

The wearing of the approved school uniform is expected.

Pupils are expected to be clean and tidy. The wearing of the school sunhat is compulsory in Term 1 & 4. The only jewellery permissible is a watch and stud earrings or items of religious or cultural significance. Children are not to wear nail polish. Long hair needs to be tied back.

FUNDRAISING

This is done mainly by the Friends of St Joseph's.

HEALTH NURSE

The school health nurse visits regularly and can be contacted through the School Office if parents have any concerns.

KEEPING SAFE

- We only play sensible games.
- We use playground equipment appropriately and safely.
- We go inside as soon as the bell rings.
- We obey the wet weather flags and stay away from out of bounds areas.
- We walk inside and around all corners.
- We only play on dry ground.
- We observe all road and bus rules.
- We only leave the school grounds with permission.
- We walk our bikes and scooters in the school grounds.
- We don't bring toys or special objects to school.

LOST PROPERTY

Parents are requested to label clothing and items. Unclaimed items will be stored in the bin in the main corridor and if not matched with owners will go into the recycled uniform store. All other items are eventually donated to charities.

NEWSLETTERS

Newsletters will be sent home as required. The eldest child from each family will be issued with a newsletter. Parents can elect to also receive the newsletter by email by contacting the School Office.

PARENT HELP PROGRAMME

Parents are encouraged to become actively involved with their children's education particularly if it suits the classroom teacher's plans. Parent help activities may include:

- Assistance with written language / reading programmes / supervision of games / repairing and making resources / sharing hobbies and interests / transport.
- Training for parent helpers is provided as required.

PHONES

All student phones need to be handed in to the class teachers or at the school office at the start of the day. They need to remain on silent.

PROPERTY

- We treat our school equipment, property and environment with care.
- We place all litter in bins.
- We leave all toys and valuable items at home.
- We ask for permission to use others' property.

RELIGIOUS EDUCATION

Religious Education is taken in each class to meet the requirements of the curriculum.

School Masses are held at St Joseph's Church approximately twice a term in which the children play an active role.

Class Masses take place in Term 2 with a buddy class in a classroom. Parents and extended family are expected to attend these special occasions.

REPORTING TO PARENTS

Formal reporting methods are as follows:

- Parent/student Learning Conferences (Term 1)
- Parent/student Learning Conferences (Term 3)

RUBBISH/RECYCLING

All pupils are encouraged to keep the school tidy. We sort out food scraps, recycling and general waste.

SMOKING/VAPING

As per Smokefree legislations all buildings, facilities and grounds at St Joseph's Catholic School are smoke and vape free at all times.

SPORTS

The children are encouraged to participate in team sport. Sports offered at the School are:

Cricket	Terms 1 & 4
Netball (Year 1-2)	Term 4
Netball (Year 3-6)	Term 2
Basketball/Miniball	Terms 2 & 3
Hockey	Terms 2, 3 & 4
Touch Rugby	Term 4

The senior school also participate in inter-school sports throughout the year. Please see the Code of Conduct at the end of this booklet.

STATIONERY

Parents are responsible for purchasing listed stationery and for paying for other stationery supplied by the school. A list for the new year stationery is sent out with the end of year report. Class teachers will send a note home if additional items are required during the year.

SWIMMING

Instructional use will be made of the pool during Term 1. Classes will swim at least every second day. Water safety is to be given priority. Recreational lunchtime swims are provided for Year 3-6 children at the discretion of staff.

Pool keys are available for a nominal fee for Term 4 and Term 1 for families to use the pool after school and during weekends.

UNIFORM: Wearing of the School uniform is compulsory.

BOYS

Summer

- Grey Shorts (lightweight)
- Short Sleeve Polo Shirt (sky blue) with logo
- Royal Blue Fleece with logo
- Brown / Black sandals (flat soled)
- A sunhat to be worn outside (cricket or bucket style - royal blue)

Winter

- Grey shorts (winter weight optional)
- Long or Short Sleeve Polo Shirt (sky blue) with logo
- Royal blue Fleece with logo
- Grey woollen knee length socks
- Black “school” shoes (flat soled)

GIRLS

Summer

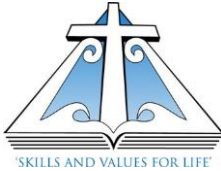
- Tunic or Culottes. Material: royal blue-black tartan wool polyester mix. The tunic is worn summer and winter.
- Short sleeve Polo Shirt (sky blue) with logo
- Royal Blue Fleece with logo
- Brown/Black sandals (flat soled)
- A sunhat to be worn outside (cricket or bucket style – royal blue)

Winter

- Tunic or Culottes (as above)
- Long or Short Sleeve Polo Shirt (sky blue) with logo
- Royal blue Fleece with logo
- Grey woollen socks (knee length) or navy tights
- Black “school” shoes (flat soled)

Terms 1 & 4 – summer uniform

Terms 2 & 3 – winter uniform



This Code of Conduct applies to all players, coaches, managers, umpires, referees, parents and spectators of St Joseph's School sports teams.

GENERAL: All players, umpires, referees, managers, coaches, parents and spectators should play sport with the following ideals in mind which reflect our 8 C's and Gospel Values:

- Respect the rules.
- Respect the officials and accept their decisions.
- Respect the opponent.
- Have a concern for equal opportunity.
- Display modesty in victory and graciousness in defeat.

This means that you should:

AS PARENTS & SPECTATORS:

- Remember that players participate for enjoyment and winning is only part of the fun.
- Talk to your child/player. Encourage them. Are they having fun?
- Are they learning that being fair and developing new skills are important?
- Do not encroach onto the playing area.
- Thank the coaches, officials and other volunteers who give their time to conduct the game.
- Attempt to have an adult supporting children at games.
- Inform coaches in advance if your child cannot attend games.

AS PLAYERS:

- Co-operate with others and treat them with respect.
- Have fun while developing your skills.
- Know the rules and follow the principles of fair play.
- Accept the umpire's/referee's decision without arguing.
- Control your temper. Swearing and yelling at team mates or the opposition is not acceptable.
- Thank the coaches, officials and other volunteers who give their time to conduct the game.

AS COACHES, MANAGERS, UMPIRES & REFEREES:

- Know and respect the rules to set a positive example.
- Teach the values of sportsmanship to your team.
- Never argue with officials.
- Discourage a 'win at all costs' attitude.
- Encourage all players to participate and ensure equal opportunity.
- Try to minimise the time on the pitch, unless umpiring.
- All 'talk' is to be encouraging. No negative talk or yelling at players.
- Ensure that it is a positive experience for players. All players are deserving of equal attention and opportunities.
- Create a positive team culture where players are modest in victory and gracious in defeat. All St Joseph's teams thank the opposition and officials at the end of the game and shake hands.
- Have a goal that all players will develop their skill set and enjoy the sport so that they wish to play again in the next season.