

ST MICHAEL'S CATHOLIC SCHOOL

2012 HANDBOOK



*“Be it known to all who enter here that CHRIST
is the reason for this school”*

St Michael's Catholic School, 2012



The School crest represents clockwise from top left: St Michael the Protector Angel; Jesus Christ the Rising Sun Light for the Way; the School and Parish all gather for Sunday Mass; The Book – Learning inspired by the Good News – the Bible.

St Michael's is an integrated Catholic Primary School for boys and girls from Year 0 to Year 6. St Michael's was established in 1916 on its present site in Beatrice Road, Remuera by the Religious Order of the Sisters of St Joseph who ran the school until 1977. The Sisters of Cluny were associated with St Michael's until 1993. Today, lay staff are appointed to run St Michael's Catholic School.

St Michael's serves the Roman Catholic Diocese of Auckland, and more specifically the Remuera and Parnell Parishes. Pupils represent several cultural and ethnic groups and come from a variety of socio-economic groups.

St Michael's Catholic School is housed in two buildings with the Senior classes in the original building and the Junior classes in the newer block which was officially opened by Bishop Patrick Dunn on 29 February 2004. St Michael's has a maximum roll of 270 children.

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Table of Contents

St Michael's Catholic School, 2012	2
St Michael's Vision, Values and Goals	4
Welcome from the Principal	6
St Michael's Parish	7
School Governance.....	9
Parent Teacher Association	11
School Organisation.....	12
Layout of School Grounds	15
Communication.....	15
School Uniform	17
Teaching Staff	20
House System at St Michael's	21
Academic Curriculum	22
Health & PE Curriculum.....	25
General Information	27

St Michael's Vision, Values and Goals

Be it known to all who enter that CHRIST is the reason for this school"

Christ is the unseen but ever present teacher in its classes, and the model and inspiration for parents, teachers and children.

Te aatawhakaaro o te kura o Hato Mikaire, Ki nga iwi ngai tatou puta noa I tomo mai –Ko Hehu Karaiti

*Te Kaupapa Tino Tapu [Ko Hehu Karaiti]**

*Te Kaiako Matangaro [Ko Hehu Karaiti]**

*Te Kaiarahi o nga Kaiwhakapituranga [Ko Hehu Karaiti]**

Te Kaiwhakaara Pumau

Mauri Ora!

Vision Statement

"St Michael's is a Catholic School, where all are committed to creating a loving, caring and joy-filled environment, inspired by Jesus Christ and gospel values. A place where children are challenged to attain the highest possible standards in all areas of life, within a community of family, school and church".

The St Michael's Graduate

The St Michael's Catholic School Graduate:

Self confident

Mature

Christ Like

Student

Grace

Respect

Awe

Drive

Using gifts and talents

Academic knowledge

Taking Action

Enthusiasm

- Live in Mary MacKillop's way
 - Be Christ-like to others
 - Be faith-filled, inspired by Jesus Christ to live by the values of the gospel
 - Achieve to their full potential in all areas of life
 - Be an independent, confident, life long learner
-

Special Catholic Character Goals

- To develop in each child a knowledge, understanding and respect for the Catholic faith and a love of Jesus.
- Pastoral care is fostered amongst children and the wider school and Parish community.
- To know about the Josephite Charism through St Mary of the Cross MacKillop and how this can positively impact on our daily actions.

- To be other centred, not self centred.
 - To live our Catholic faith.
-

Values

New Zealand Curriculum values to be encouraged, modelled and explored are:

- Excellence
 - Innovation, inquiry and curiosity
 - Diversity
 - Equity
 - Community and participation
 - Ecological sustainability
 - Integrity and
 - Respect
-

Achievement Goals

- To embed and sustain effective teaching practices so that each child will attain and exceed targets across the curriculum.
 - To have in place effective data collection, analysis and measurement systems to accurately monitor performance against targets.
 - In conjunction with our core curriculum, provide resources and teaching programmes that encompass gifted and talented, sports, special needs, cultural and religious education.
-

Environmental Goals

- To create, sustain and develop an environment, both physical and emotional, that is conducive to learning.
- To prepare children for their next stage of learning in an environment that encourages high standards of achievement and a love of learning.
- To recruit, develop and retain the highest quality personnel both teaching and support.
- An environment where everyone in our School community feels safe and is aware of their rights and responsibilities
- To continually move forward, through innovation, creativity and endeavour.

Welcome from the Principal



A very warm welcome to St Michael's Catholic School. At St Michael's we constantly strive to live by our vision statement and within the Josephite Charism with its focus on the human dimension, both student, family and staff. The staff at our School are committed to Catholic Education within an environment which allows each child to reach their full potential.

The Board of Trustees are dedicated to supporting all areas of the schools governance and are supportive of the drive for high achievement. We hope your association with St Michael's Catholic School will be a fruitful one as when we enrol your child we also enrol your family. We are keen to foster a close relationship between home and school as we all work together in the holistic education of your child.

We encourage and welcome your participation in our many school events through the year and if you would like to meet your child's teacher please make an appointment time outside of the hours of 8.30am and 3.00pm.

Our programmes cater to the individual needs of each child and I hope that their experience at St Michael's Catholic School will be a positive and valuable one. We aim to make a difference to each child so in turn they will leave us to make a difference for others.

Please do not hesitate to contact me if I can be of any further assistance.

Carolynn Phillips
Principal

St Michael's Parish

Welcome from Monsignor Arahill



There are two ways to reach St Michael's Catholic School: from Beatrice Road and from Bassett Road.

If you come along Bassett Road you look up and see the tower of St Michael's Church. If you come to the school by Beatrice Road then you have to pass the Church to walk down to the school. That's one of the good things about the Church and the school – see one and you see the other!

Easy to agree, then, with the statement in the foyer of the school and on all school letterhead: "Be it known to all who enter here that Jesus Christ is the reason for this school!"

I trust you will enjoy your time at St Michael's Catholic School – that you will be fully involved in its life and the life of the Parish. If there is any way I can help, please do not hesitate to contact me.

(Monsignor) Brian Arahill
Parish Priest

Contact Details

Monsignor Arahill: bfarahill@clear.net.nz
Secretary: Pat de Zoete/Annamarieke Ymker

Parish Office Hours: 9am – 1pm, Monday to Friday
Parish Office: 520 1226, Fax: 520 1956
Email: stmichaels.remuera@clear.net.nz
Website: www.catholicremuera.org.nz

Mass Times

Sunday Eucharist:	Saturday 5pm, Sunday 8am and 10am
Weekday Masses:	Monday, Cluny Convent 7.15am Tuesday and Thursday, 8.15am Wednesday 9.15am Friday 12.05pm Saturday, 8.15am

A separate Liturgy of the Word for children is offered every Sunday at the 10.00am Mass except on the third Sunday, in term time, when we celebrate the Family Mass.

St Michael's Parish, Continued

School Masses

Whenever a fifth Sunday occurs in a month, a 10am Mass will focus in a particular way on the link between school and Parish. At school Masses all school children are expected to attend Mass in full school uniform.

Wednesday Masses – Every Wednesday 2 buddy classes will attend the Parish Mass.

During the year classes will attend a 9.15am Parish Mass, or participate in a class Mass or special liturgy. Details will be listed on the Term Calendar.

Family Masses – Every 3rd Sunday of the Month a class will perform the Ministry of the Mass.

Becoming Church Programme

Children in Year 4 are invited to take part in the Becoming Church Programme, which celebrates the First Reconciliation, Confirmation and First Holy Communion of our young people. This programme helps parents to prepare their children for further initiation into the Church. The lessons begin at the start of each school year and continue until the Feast of Corpus Christi in June.

Monday Meditation

Each Monday morning the whole school participates in meditation in the Parish Centre led by Monsignor. Parents are welcome to join the children and teachers for a time of reflection and meditation. This is a very special element of St Michael's Catholic School.

School Governance

Report from Chairperson of the Board of Trustees

On behalf of the St Michael's Board of Trustees, I would like to welcome you all to St Michael's Catholic School. We believe that we have a very special environment which enables children to learn and develop to their full potential, whilst surrounded by a caring family atmosphere.

Our Principal Carolynn Phillips and her team of teachers and support staff, work extremely hard to ensure that our children have a great learning experience. As a Board, we endeavour to give our teachers all the resources they need to deliver quality education.

Our special Catholic character is what makes our school different. Monsignor Arahill takes a very active role which strengthens the integration of the Parish and the school.

I would like to thank all existing parents for their ongoing support, and would encourage those new to our school to become actively involved in both school and Parish life. Your Board of Trustees will continue to work hard to ensure that St Michael's Catholic School remains the special place it is today.

John O'Brien
Chairperson

Role of the Board of Trustees

The Board of Trustees is entrusted to work on behalf of the stakeholders of the school. Governance emphasises strategic leadership rather than administrative details, and ensures that the Board complies with legal and policy requirements as set by the Ministry of Education. The Board's focus is to ensure the needs of all students and their achievement is paramount. An important distinction is made in that the Board delegates all authority and accountability for the day to day operational organisation of St Michael's Catholic School to the Principal.

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School Governance, Continued

Members of the Board of Trustees for 2010-2013 Term

Bishop's Reps: Nico Buyck
Margaret van Meeuwen
Jonathan Spencer
Catherine Everitt

Parent Reps: John O'Brien (Chairman)
Hayden Kingdon
Caroline Stone
Jim Piper

Principal: Carolynn Phillips

Teacher Rep: Catherine Westwood

Sub Committees

The Board roles are broken down into the following sub committees:

- Special Character
- Finance and Property
- Personnel

Election of New Board Members

The Board of Trustees is comprised of four Proprietors representatives, five elected parent representatives, the Principal and a teacher representative. The Proprietors applications are submitted to Bishop Pat Dunn for selection. Parent representatives must be nominated by a member of the school, and voted on by the school parent community. Re-elections for the Parent representative positions are held every three years. The teacher representative is nominated and elected by the staff of the school.

Parent Teacher Association

Welcome from the PTA

The main aim of the PTA is to fundraise for the 'extras' needed to benefit our children's education and to organise social occasions for parents and families to meet, have fun and be part of our school/parish community. We have many new faces on the PTA this year and we have established representatives for each class who will coordinate activities for your class specifically.

We welcome any parents wanting to get involved in the PTA. We meet on the second Wednesday of each month at 7pm in the staffroom. If you are unable to attend meetings but would like to get involved in some other way please contact either Emma Gordon or Kylie Clegg.

Emma Gordon email: bruceandemma@yahoo.co.uk or Kylie Clegg email: m.k.clegg@xtra.co.nz

Current Members of the PTA

PTA Leader	TBA
Finance	Emma Gordon
Secretary	Kylie Clegg
Grants	Claire Donnelly

PTA Class Representatives will be posted in each class in 2012.

Term Dates

St Michael's term dates are those set by the Ministry of Education for Primary schools in New Zealand. The dates for 2012 are:

Term 1 Thursday 2 February – Thursday 5 April

Term 2 Monday 23 April – Friday 29 June

Term 3 Monday 16 July – Friday 28 September

Term 4 Monday 15 October – Friday 14 December

School hours are 8.50am – 2.55pm

Office hours are 8.30am – 4.00pm

School Organisation

Holidays

During the term, the following days will be observed as Public holidays and children will not attend school:

Waitangi Day	Monday 6 February
Good Friday	Friday 6 April
Easter Monday	Monday 9 April
ANZAC Day	Wednesday 25 April
Queen's Birthday	Monday 4 June
Labour Day	Monday 22 October

Bell Times

8.30am	children may enter classrooms
8.50am	bell for children to line up, school day begins
10.30am	morning tea break
10.50am	classes resume
12.30pm	lunch time
1.25pm	hand bell, return PE gear to shed
1.30pm	line up for afternoon classes
2.55pm	school day ends
3.15pm	report to office bell (for children yet to be picked up)

- Please endeavour to have your child at school before the 8.50am bell to prepare for his/her day's learning.
 - Encourage your child to learn self-organisational skills for his/her personal property as a preparation for each day
 - Children are not permitted to leave the school grounds unless accompanied by a parent/caregiver. Permission needs to be obtained from the school before a child leaves.
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School Organisation, Continued

Absences

If for some reason your child cannot attend school on a given day, please notify the school by note, telephone message or email before 8.50am on that day. Ph: 520 0933, or email: secretary@smcs.school.nz.

At 8.55am each morning the Register of Attendance is called to ensure all children are accounted for. The names of absent children are then sent to the office to be checked, and if absences are unexplained parents will be contacted. The Register of Attendance is called again after lunch at 1.30pm.

If your child is to be absent for a longer period of time please contact the Principal in writing.

On your child's return to school a note must be given to the School Office. After 3 (three) consecutive days absent a medical certificate needs to be sent to the office.

Holidays In School Time

We strongly encourage all families to take holidays during term breaks. On occasion we understand this is unavoidable. Please request permission in writing from the Principal at least two weeks prior to the holiday being taken.

Extended Leave

Because of roll pressures any family withdrawing their child from school for extended leave where they need to be removed from the school roll, will lose their place at St Michael's Catholic School.

This is unfortunate but we are unable to apply for staffing increases or Ministry funding as our roll drops at certain times of the year.

All extended leave is at the discretion of the Principal. We hope you understand the school's predicament and are not disappointed if your request for extended leave is declined.

School Organisation, Continued

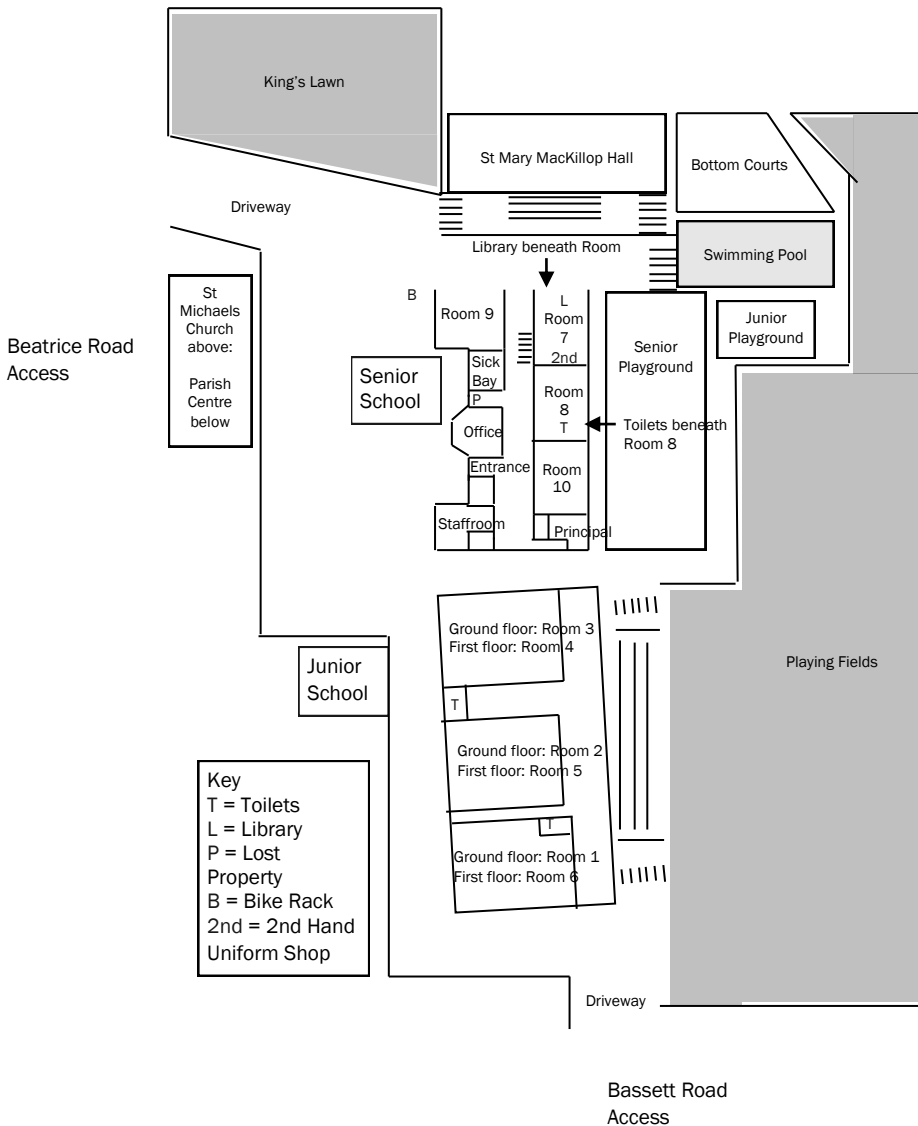
Signing In/Out Register

The register is held in the office and must be filled in when children arrive late, go home sick or leave for an appointment during the day.

Morning Routine

Every morning children need to line up outside their classroom at the 8.50am bell. On a Monday, children then proceed to the Parish Centre for Meditation. On other days of the week children will either proceed to fitness, or enter their classroom for prayers and the start of the day. On a fitness day, children need to be dressed in their P.E uniform by the 8.50am bell. At the start of each term, teachers will inform parents and children which days P.E uniform will be needed.

Layout of School Grounds



Communication

Newsletters

A fortnightly school newsletter is uploaded to the website on the 'Events' page on a Thursday. Newsletters are designed to keep parents informed about school, including Parish activities. Other notices will go home in your child's red 'notice folder'. A hard copy of the fortnightly newsletter is available on request through the school office.

Open Door Policy

Parents/caregivers are most welcome to discuss their child's progress or other important information throughout the year. In the first instance teachers should be approached, then the syndicate leader, then the Principal. As teachers are very busy, meetings should be organised at a mutually agreed appointment time, after school hours. Likewise, teachers will contact parents for an appointment if there are aspects of a child's progress which need to be discussed further. Please make appointments to see the Principal through the office secretary.

Term Calendar

At the start of each term a Calendar will be sent home to each family. The Calendar will list each significant school, Parish, PTA and BOT event for the term. The Calendar is also available to download from the website from the 'Events' page.

Notice Boards

Notice boards are located in the senior and junior block. All current school newsletters, sports notices, updates from the PTA and BOT, term calendar and community information are on display. Copies of newsletters, sports notices and lunch order menus can be found in the plastic display holders on the senior noticeboard.

Website,

www.smcs.school.nz

All information contained in this handbook is available on the website. The 'Events' page details current and upcoming events and enables downloading of current and past newsletters and school calendars. The 'Your Class' page gives further information and photos relevant to each class, it also gives homework information and refers children to website links to support their learning.

School Uniform

Uniform Requirements

It is important that your child wears his/her uniform with pride and is always in a clean and correct uniform. Children must come to school and leave at the end of the day in full uniform. The summer uniform is worn in Terms 1 and 4, winter uniform in Terms 2 and 3. There will be a transition period at the beginning of Terms 2 and 4 between the summer and winter uniform change over.

Summer Uniform

Girls

Green checked Dress

Brown sandals or winter black shoes and white ankle socks

White or green sunhat or green school cap (must be worn outside at all times)

Boys

Grey short sleeved cotton shirt
Grey cotton shorts

Brown sandals or black shoes and long grey socks

White or green sunhat or green school cap (must be worn outside at all times)

Winter Uniform

Girls

Beige long sleeved blouse

Green tartan tunic

Green tartan tie

Black knee high socks or tights

Black shoes

Green jumper or cardigan

Boys

Grey long sleeved shirt

Green tartan tie

Grey flannel shorts

Grey knee high socks

Black shoes

Green jumper or cardigan

Optional

Green St Michael's jacket

Green St Michael's jacket

New Uniform

The new uniform will be introduced commencing Term 2, 2012. All items will be on sale through Elizabeth Michael Corporate Wear in Kingsland. They are one of the largest uniform providers in Auckland and make many uniforms for other Catholic schools such as Baradene, Marist and St Peter's.

Parents and caregivers will be able to purchase the new uniform during the school holidays at the end of Term 1, 2012. All children will be required to wear the new uniform by Term 2, May 2014. This two year phase in period will enable our school's families to get maximum wear out of their current uniforms.

School Uniform, Continued

P.E Uniform

Girls and Boys

Senior School: St Michael's P.E shorts and short sleeved P.E shirt.

Junior School: House T-shirt and St Michael's P.E. Shorts.

Optional

Green St Michael's jacket and track pants.

P E Uniforms are not to be worn to and from school unless it is a specific sport day or event. Children are to come to and from school in their full school uniform.

Sports Teams

Netball	Years 1-3 play in P.E uniform Year 4-6 netball uniform provided by school
Soccer	All years: soccer uniform provided by school, children to purchase own yellow socks from Champs Sports, Panmure
Touch Rugby	All years to play in P.E uniform
Rugby	Years 5-6 rugby uniform provided by school, children to purchase own shorts

Jewellery

Girls may wear gold or silver stud earrings only (no sleepers). Children may wear a watch, and a cross or religious symbol around their neck.

Hair

Children with hair below the shoulder must have it tied back securely. If hair bands, ribbons or hair ties are worn they must be dark green, black, white or of uniform fabric.

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School Uniform, Continued

Suppliers



New Summer Uniform



New Winter Uniform

School uniforms and school cardigans are available from Elizabeth Michael's in Term 2, 2012:
Elizabeth Michael's Corporate Wear
357 New North Road, Kingsland, Auckland

Phone: (09) 358 1680

Fax: (09) 358 1685

Email: uniforms@elizabethmichael.co.nz

Website: www.elizabethmichael.co.nz

2nd Hand Shop

Good quality second hand uniforms and P.E uniforms are available for purchase on the first Thursday of every month. The second hand uniform shop is located under the Senior block opposite the playground. We encourage families to donate any items of school clothing no longer required. Any enquiries can be directed to Angela Deehan 0274 440 772 or the School Office (09) 520 0933.

Teaching Staff

Staff for 2012	Year Group	Room	Name
	Principal		Carolynn Phillips
	Deputy Principal		Louise Campbell
	Office Manager		Genevieve Van Coller
	Year 4/5	10	Georgina van Schaijik
	Year 3/4	9	Malica Gore
	Year 6	8	Phoebe Cunningham Tyler
	Year 5/6	7	Joanna Gray
	Year 3	6	Amy Kane
	Year 2/3	5	Hanna Leigh
	Year 2/1	4	Elizabeth Simpson
	Year 0	3	(Opens in Term 3)
	Year 1	2	Catherine Westwood
	Year 0/1	1	Nicola Gray
	Office/Library Assistant		Terisa Cordtz (Part Time)
	Reading Recovery		Annette Wilson (Mornings only)
	Part Time Teacher		Paula Middleton (3 days p/week)
	Enrichment		Christine King
	Teacher Aide		Anne Kee
	Teacher Aide		Helen Totua
	Teacher Aide		Pamela Pearce
	Accounts		Avril Denton
	Caretaker		Peter Laver

House System at St Michael's

Houses

The four houses and their representative colours are:

Cluny – Blue House Pompallier – Yellow House
Patrick – Green House MacKillop – Red House

Each of the house names has significance to St Michael's.

Cluny – the congregation of Sisters of Saint Joseph of Cluny, founded in 1807. St Michael's has a close association with the Cluny kindergarten

Pompallier – Jean Baptiste Francois Pompallier, the first Catholic Bishop who arrived in NZ in 1838 and worked for 30 years bringing the Catholic faith to New Zealanders

MacKillop – Mary MacKillop was an Australian nun and together with Father Woods founded the Sisters of St Joseph of the Sacred Heart. She became a Saint in 2010 and has the Title 'St Mary of the Cross MacKillop'. We follow her four Values.

Patrick – St Patrick was born in Scotland in 385 and was taken to Ireland as a boy. He preached the gospel for over 40 years.

The houses will cover all age groups of children with older children developing leadership skills through role modelling to, and caring for our younger children. All children will be encouraged to strongly support their 'House'. All children are assigned a house and siblings will share the same house. As a new entrant to St Michael's a Sport's House T-shirt will be in your pack with a bill. Children are asked to please wear their House T-shirt and their St Michael's sport shorts for sports events.

House Points and Leaders

House points are awarded in three different ways:

1) Sports points: at each of the three major school sporting events (swimming, cross country & athletics) points are awarded.

At the end of the year cups are presented to the winning houses. Students from year 6 are chosen to be house leaders.

2) The Mary MacKillop Values are awarded across the school and displayed on a Display Board in the Senior Block. Every fortnight the winning House holds the House Cup until the next fortnightly Assembly.

3) Class Cup – At the fortnightly Assembly a Class is chosen who exhibits the Mary MacKillop Values, to hold the Class Cup for a fortnight.

Academic Curriculum

Introduction

Our aim at St Michael's is to cater to the individual needs of all children within the classroom. However, a number of extra programmes throughout the school are provided. These are: Reading Recovery, Rainbow Reading, teacher aide assistance and enrichment programmes.

Many external agencies also service the school including RTLB (Resource Teachers of Learning Behaviour), GSE (Group Special Education), Speech Therapist, Child Psychologist, Public Health Nurse, Occupational Therapist, NZ Police School Service, Literacy and Numeracy consultants.

User Pays

Parents are also able to pay for lunchtime French lessons and Friday Lewis Eady Music lessons.

Religious Education

The Religious Education programme is timetabled daily, and it is important that parents/caregivers support this learning programme. The children may come home with homework occasionally.

Reading

Following six year net testing, children with identified reading difficulties are enrolled in our Reading Recovery programme. Reading Recovery offers an individualised reading and writing programme which is attended by the student for half an hour a day, 5 days a week. Rainbow Reading is a group reading session held for half an hour a day, 5 days a week to provide reading support for children requiring extra reading mileage.

Learning Enrichment

Children with identified abilities are offered Inquiry Based Teaching opportunities in the Enrichment Class. Each term the children involved changes, widening the exposure of this very successful programme.

Continued on next page

Academic Curriculum, Continued

Curriculum Review

In 2012 we continue our journey in Inquiry Learning, the Integrated Curriculum and to improve Technology use by Students, Staff and Parents.

New Entrant Tests

When a child has been at school for approximately six weeks literacy and numeracy baseline data is collected. This information enables us to gauge progress when further tests are conducted.

6 Year Nets

All children at St Michael's Catholic School are tested at the age of six in areas related to their literacy development. The results this test produces enable us to compare our six year olds to other six year olds around New Zealand. The results also identify any children who may require Reading Recovery intervention.

Assessments

Students are regularly assessed from the time they start school until they leave. In order to provide information on achievement, we use a variety of methods, both nationally recognised and school based. Books are marked and assessed to ensure progress is being achieved and results are discussed with parents at the student led conferences mid-year, and at any other interview times. Overall Teacher Judgments confirm Assessment results.

External Exams

Throughout the year, children in years 4 – 6 are given the opportunity to sit the ICAS exams. These exams are internationally recognised and are conducted throughout Australasia. They are optional and user pays.

Homework

All children learn at different rates and at different levels. Your child/ren needs to be a child. Homework is given as a revision of the school day, as an opportunity to practice learning such things as spelling & basic facts or for completing unfinished classwork. Parents/caregivers are most welcome to discuss their child's understanding of their homework throughout the year via email or at a mutually agreed appointment time, after school hours. Teachers will contact parents for an appointment if there are aspects of a child's homework which need to be discussed further.

Academic Curriculum, Continued

The children should read every night and if they receive any homework it should be something they can do. If they can't do it, a note can be sent to the classroom teacher. The children are all signed up for Mathletics and this is also a valuable homework tool with regular revision of basic facts also recommended. Children may have many extra-curricular activities and teachers understand if a child is unable to complete homework on a 'busy' family night.

Please keep in touch with your child/rens teacher about homework, and use the excellent 'class pages' on the website.

Junior School Expectations:

Expect to see:-

- Reading each school night
- Spelling when reading green books and above
- basic facts practice
- Mathletics
- Sometimes see
- RE homework
- Maths related to class work that requires further practice
- Inquiry research or questions to investigate

Senior School Expectations:

Expect to see:-

- Reading (book of the day) or book log. Reading should be for 20 minutes followed by the children retelling in their own words what they have read. This can be supported by orally asking and answering comprehension questions.
- Maths Basic Facts revision.

Sometimes - Spelling word study

RE

Inquiry Research

Maths-specific to what is being learnt

Oral language-preparing presentations

Health & PE Curriculum

Health & P.E Curriculum

The following sports and activities are offered at St Michael's through the P.E curriculum.

Term 1

- Jump Jam
- Aquatics programme
- Swimming Sports Day
- Years 5 & 6 compete at Remuera Zones swimming competition held at St Kentigern's Prep School mid term 1
- Summer Sports Field Day – held in Remuera/Epsom with other participating schools, years 5 & 6 only
- Fielding and Striking

Term 2

- Jump Jam
- General fitness programme
- Jump Rope for Heart
- Invasion

Term 3

- Jump Jam
- Cross Country
- Cross Country Competition - Years 5 & 6 compete at the Remuera Zones, Years 4-6 compete at the Catholic Zones
- Gymnastics
- Invasion
- Life Education Van

Term 4

- Jump Jam
- Athletics
- Athletics Competition – Years 5 & 6 compete at the Remuera Zones held at Mt Smart Stadium mid-term 4
- Fielding and Striking

Continued on next page

Health & PE Curriculum, Continued

Health & P.E Curriculum

Sports Days at St Michael's are a wonderful way for your child to participate in different sporting activities. They are held in terms 1, 3 and 4 for swimming, cross country and athletics respectively.

We cannot run these events successfully without parent help. Dates for sports days will be on the term Calendar, and notices requesting parent help will be sent home prior to the events.

Eastern Bays Zones

In years 4, 5 and 6, children who have been placed in sports days will be given the opportunity to represent St Michael's at the Remuera and Catholic Schools Zones competitions. Parent help may be needed for these events. Notices will be sent home with children that are participating such as: Swimming, Gymnastics, Cross Country Athletics.

General Information

Accidents and Sick Bay

Any accidents occurring at school will be dealt with promptly and recorded in the accident register. The hurt child will be taken to the sick bay and assessed. Minor accidents and sickness will be dealt with at school. Parents will be contacted immediately if their child needs medical attention. In an emergency the child's doctor will be contacted or the child taken to the A & E clinic at One Health. Any knocks to the head – A parent will be contacted.

After School Care

An After School Care programme operates at the school out of the library. Hours of operation are 3.00-6.00pm. During this time children are served afternoon tea and homework is supervised. Parents wishing to use this facility should contact Linda Hetherington on 021 1721781.

Assemblies

Assemblies are an important feature of St Michael's. It is a time to come together to share school communication, share ideas, receive awards and for students to share their learning. Full school assemblies are held every second Wednesday at 2.30pm in the School Hall.

Bag Hooks

Each child in the school has a named bag hook. In the Junior block this will be in their cloakroom, in the Senior block it will be in the hallway outside their classroom.

Becoming Church Programme

Children in Year 3 are invited to take part in the Becoming Church Programme, which prepares them for Reconciliation, Confirmation and First Holy Communion. This programme helps parents to prepare their children for further initiation into the Church. The lessons begin at the start of each school year and finish at the Feast of Corpus Christi in June.

Continued on next page

General Information, Continued

Bicycles/ Scooters

Year 6 only are permitted to ride bicycles to and from school. Helmets are compulsory and a parental permission form needs to be signed. Bike permission forms are available at the school office. Bikes must be pushed down the driveway. The bike rack can be found on the asphalt adjacent to Room 10. Riding of bicycles or skateboards is not permitted on school grounds with the exception of a fund raising activity or 'Wheelie Day'.

1. Children may ride scooters to & from school but they must be closed up & carried into school & stored somewhere safe in the classroom.
 2. Children may ride scooters to & from school (the school holds no responsibility outside the school gates).
 3. The scooters must be carried to the school gate before being used on the return to home trip.
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Book Week

Book Week is held in Term 4 of each year. During this week a variety of activities take place celebrating children's reading, culminating in the very popular book parade.

Collecting Children from the School Grounds

When collecting your child from the school grounds please ensure you do not stand outside the classrooms and disrupt the end of day routine. This is the time when teachers need the children to be focused as they impart important information for the next day and hand out notices. Any child not collected by 3.15pm must wait at the school office foyer for parental collection. Parents must collect their children by 3.30pm.

Contact Information

At the beginning of the school year a Student Information Sheet is sent home with each child to ensure the school holds accurate contact details for everyone. Please contact the school during the year if your details change. **It is essential that the school be able to contact parents in the event of an illness, accident or emergency.**

Continued on next page

General Information, Continued

Damage to School Property

Vandalism is unacceptable and parents will be notified immediately.

Dental Care

When a child starts at St Michael's, parents are asked to complete a Dental Services Enrolment Form. Parents that wish to use this service will have their children seen by a Dental Nurse annually. A dental report is sent home following an examination with recommendations for dental work to be carried out. Follow up appointments will be undertaken by Victoria Avenue Dental Clinic, unless parents advise otherwise.

Enrolments

Children may attend school when they have reached the age of five. In New Zealand it is compulsory for children to attend school from the age of six. The Principal/Deputy Principal is available by appointment to discuss and meet enrolling families to the school. For further information on this matter please contact the school office to request a copy of our enrolment policy and enrolment criteria.

Fire/ Earthquake Drills

These drills are held on a regular basis. Evacuation drill procedures are located in the school office, staffroom and every classroom.

Grandparents Day

Grandparents Day is held each year near the Feast of the Assumption on August 15th to celebrate the important role that Grandparents play in children's lives.

Hearing and Vision Testing

When a child starts at St Michael's, parents are asked to complete a consent form to allow screening tests for their child's hearing and vision. These tests are carried out by Hearing and Vision technicians for each new entrant and children that require further testing. An audiology report is sent home following an examination.

Internet Access and ICT

At the beginning of each year all children and staff are required to sign a Computer and Internet Use Agreement. By signing this children and staff understand and accept responsibility for the use of PC's and the internet at school.

General Information, Continued

Junior Citizenship Award

Each year the Remuera Lions Club presents a Junior Citizenship Award to a girl and boy in Year 6 from each school in Remuera. Children are chosen that best exemplify the ideals of the Code which are; honesty, friendliness and helpfulness, generosity, courtesy, respectfulness, willingness, sympathy, carefulness, determination and loyalty.

Library

Each class visits the library at least once a week giving the children the opportunity to change books. We urge children to be responsible for the returning of library books at all times and for parents to encourage home reading. The Library is also open four times a week at lunchtimes.

Lost Property

The lost property cupboards are located in the Senior block opposite the Sick Bay. Any unclaimed items of clothing, P.E uniform, lunch boxes and miscellaneous items will be placed in this cupboard. Please name all your child's clothing and personal property to avoid loss.

Lunch Boxes

At St Michael's we encourage healthy eating and ask that you do not send sweets and fizzy drinks to school in your child's lunch box.

Lunch Orders

In 2012 St Michael's will be continuing with the two different lunch order options. 'Subway' will be available on a Tuesday and fresh Sushi on a Thursday. Orders must be placed by 8.50am in the box in the reception area. Your child's name, room number and items requested must be stated clearly on the outside of an envelope for Sushi or in a Subway bag with the correct change placed inside. Copies of the Lunch order menus can be obtained from the senior notice board or the website under the 'Events' page. Subway bags are available in each classroom.

Medication

Any medication your child may need for allergies or asthma must be clearly labeled and sent to the school office.

General Information, Continued

Messages for Students

Messages for students may be left with the Secretary who will endeavour to deliver them as soon as possible.

Music Lessons

Music lessons are available through the Lewis Eady Music School run each Friday at St Michael's. Group lessons are available in a range of instruments depending on numbers. For further information contact Lewis Eady on 524 4119.

Parent Help

If you are able to help in your child's class on a regular or one off basis, please contact your child's class teacher. Parent helpers are a hugely valuable resource in a variety of ways. Parent helpers are needed on sports days and for transporting children to out of school activities.

Student Led Conferences

Student Led Conferences are held twice a year. Parents are allocated a 10 minute time slot for each child at the school. This is an opportunity for students to share their progress and achievement. Parents are fully informed of their child's progress and achievement through the year.

National Standards

When Reports go out in Term 2 and Term 4, you will receive a National Standards Tracking Sheet reporting on your child's progress towards and against National Standards in Reading, Writing and Maths.

Patrol and Duty Teachers

The pedestrian crossing at the Bassett Road entrance is patrolled from 8.30am to 8.50am and 2.55pm to 3.10pm each day by the Year 6 children and supervised by a duty teacher. The parking area at the Beatrice Road entrance is supervised by a duty teacher from 2.55pm to 3.10pm each day. At 3.15pm a bell will ring, and any children not picked up from school must report to the school office for collection.

Playgrounds

There are two playgrounds at St Michael's. The top playground is available to Year 2 children and above. The bottom playground is for children in Years 0 and 1 only. Please do not allow Pre-schoolers to play on the top playground unsupervised at the end of the school day. Any accidents which occur at this time are the caregivers/parents responsibility.

General Information, Continued

Prohibited

The following are prohibited on the school grounds:
Toys, knives, valuables, glass bottles, jewellery (refer to School Uniform) and sweets (except for special occasions).

Reports

Reports are sent home twice a year at the end of Terms 2 and 4.

Road Safety and Parking

Please observe the yellow lines on Bassett and Beatrice Roads and do not park over them. Please do not use private driveways either side of the pedestrian crossing at Bassett Road for dropping off children. These rules are enforced by the school and local Police to ensure road safety for all children, and that a clear line of vision is possible either side of the pedestrian crossing. All classes participate in Road Safety programmes run by the local Police.

School Phones

The school phone may be used in cases of emergency only. Permission is needed from the secretary before the phone is used. The school phone is not to be used to arrange after school play. Mobile phones are not permitted in the classrooms.

School Photos

Individual, class and sports team photos are taken annually in August, Term 3. Photo packs are then sent home for parents to place orders.

Stationery

Stationery packs can be ordered online via the St Michael's website by clicking on the Your Class tab and clicking on the Stationery subheading. Enter your child's details and tick the box next to their Room number. Their Class Stationery list will appear onscreen which will allow you to order their Stationery.

Swimming Pool

The swimming pool is available for use in Term 1 only. Swimming caps are compulsory for every child, and are available for sale from the school office for \$10.00.

Release Time for Class Teachers

All teachers are entitled to 10 hours release time each term to be used for the preparation of lessons, marking, assessment and Professional Development.

Travel Consent

At the beginning of each year parents are asked to complete a travel consent form that gives permission for students to leave the school grounds for trips during that year.

Year Six

In year 6 children are entitled to extra responsibilities, activities and privileges. These are:

- Leadership Camp, held in Term 1
- House Leaders
- St Francis Friary Retreat
- School Patrol
- Wet Day monitoring
- Bell duties
- Overhead Projector duties
- Rainbow's End trip, held in Term 4
- Graduation Dinner, held in Term 4
- Graduation Mass, held in Term 4
- Junior Citizenship Award, presented in Term 4
- Buddy System
- Leaders in the Playground
- Caring Shed Monitors

Immunisation Records

All parents are to ensure that their child's/rens Immunisation Records are kept up to date and the office is informed with any changes/updates.