

## ***MISSION STATEMENT***

- To provide a balanced, child-centred education which integrates Catholic faith, life and culture.
- To develop the whole person with dignity in our school community.

## ***SHARED VISION STATEMENTS***

- The School will become like a family, involving parish, parents, students and staff working together, in which good relationships and communications exist.
- The School will participate in a variety of sporting and cultural events, both in school time and outside school time.
- Everyone will have a clear idea of what skills need to be achieved at each level.
- Every child will be allowed the opportunity to participate in special activities.
- Children will have a deeper knowledge of God and God's love and a greater understanding of the practice of the Catholic faith.
- Children will leave the school having been encouraged to think for themselves and believe in their own ability to achieve
- Children will have an awareness of their own uniqueness and specialness.

## INFORMATION FOR NEW/PROSPECTIVE FAMILIES 2010

Welcome to St Patrick's Catholic School. We hope you enjoy your time at our school.

### ***STAFFING***

The school staff is as follows:

Danny Nicholls	- Principal
Josephine Smith	- Deputy Principal/Yr 2/Literacy Leader/SenCo
Martine Tindall	- New Entrants/Yr 1/Junior school leader
Margo Clark	- Yr 6/Senior school leader
Kay Wieneke	- Reading Recovery
Elaine Hanford	- New Entrants
Donna Kiff	- Yr 1
Rona Price	- Yr 2 – release for Jo Smith 2 days per week
Shelly Fitness	- Year 2 & 3/DRS/Middle school leader
Christine Rose	- Yr 2 & 3
Jacinta Nicholls	- Yr 2 & 3
Sue Green	- Yr 4 & 5
Kate Harland	- Yr 3 & 4
Tim Fletcher	- Yr 5 & 6
Anna Tate	- Yr 7 & 8
Donna Johns	- Office Manager
Karen Harty	- Office Assistant
Kaylene Carson	- Librarian/Resources Manager
Grainne Simons	- Teacher Aide
Amanda Smith	- Teacher Aide
Barbara Painter	- Teacher Aide
Gillian Stephenson	- Teacher Aide
Roy Farrier	- Caretaker

### ***CLERGY***

Our Parish Priest is Father Leonard Danvers. The presbytery phone number is 378 7440. Mass times are Saturday at 5.30pm and Sunday at 9am. For further details you can contact the Presbytery.

### ***ENROLMENT PROCEDURES***

An appointment with the Principal is to be made in the first instance where an Enrolment Contract and relevant forms will be issued. At this point a Preference Enquiry Form is filled out and this is sent to the Parish Priest. You will be sent a form by the Parish Priest and at this stage you need to ring and make an appointment with him. All 'Preference' enrolments must acquire a green 'preference' card from Father Leonard Danvers. Preference cards will then be held at the school office. Enrolment Contracts must be returned to the office prior to your child/ren starting at St Patrick's. Please speak to the Principal if you are unsure about your preference status.

### ***ABSENCES***

If your child is absent please ring the school before 9am. If your child is absent without notification, the school office will phone you. Your child will be marked as truant if the office has not heard from a parent or guardian in regards to their absence. In the case of frequent, unexplained absences, you will be contacted by your child's teacher in the first instance.

### ***NEW ENTRANTS***

We like children to have had some class visits before starting school. This helps to familiarise them with school routines and is a way of gently easing them into full-time school life. Please talk to the Office Manager about arranging these. Wednesday is the normal day for New Entrant visits.

### ***READING RECOVERY***

Once children turn 6, they are tested on their reading and writing abilities. To catch children before they fall behind, some children between 6 - 6.5 years will be given the opportunity to accelerate their reading and writing progress through participation in Reading Recovery. This year we will have hours for 3 children at a time to enter this programme. The Reading Recovery teacher is Kay Wieneke.

### ***ENROLMENT RECORDS***

- a) In the case of students who have never been enrolled before, an Enrolment Record is created in the Ministry of Education database called ENROL.
- b) In the case of other students, their Enrolment Record on ENROL will be updated to show their enrolment at St Patrick's.
- c) When the student leaves the school to go to another school, the ENROL database will be updated.

### ***LUNCHES***

These may be ordered between 8.45am-9am each morning, at the school office. The P.T.F.A. would welcome any help in taking orders. Please phone the office if you are able to help. Friday is Subway Sandwich day and available to order is a ham, salami, vege delight or roast beef roll with a cookie for \$5. You may order drinks and chippies, but all other items are unavailable on this day.

#### Ordering System

- Put child's name / room number and order on the outside of an envelope
- Put correct money inside please if possible
- Drop envelope into container at reception from the students entrance to the administration building

### ***JUICIES***

These are sold after the second bell goes at lunch time during Terms 1 and 4. These are made from 94% fruit juice and have no added sugar, artificial colours, artificial flavours or preservatives. An awesome way to include fruit into your child's diet! Juicies are \$2 each and Juicie cards, which give you 5 clicks, are \$10 which save finding \$2 every day. These are available from Mrs Johns in the school office. All profits from sales are put back into the school.

### ***BELL TIMES***

As stated in the Board's policy on Student Supervision, the school will take responsibility for students on school premises between the hours of 8.30am and 3.30pm.

School starts	9.00am
Morning recess	10.30am
End of recess	10.50am
Lunch break	12.40pm
End of lunch	1.25pm
School finishes	3pm

## **UNIFORMS**

Uniform items can be purchased through the local Postie Plus shop in Horomatangi Street.

### **GIRLS SUMMER**

Burgundy Polo Shirt  
Pinafore/Culottes  
Sweatshirt  
Black Sandal Shoes  
School Sunhat

### **GIRLS WINTER**

Pinafore/Culottes or Navy Cargo Pants  
Burgundy Long Sleeved Polo  
Navy Blue or Black Tights  
Polarfleece and/or Sweatshirt  
Black or Navy Socks  
Black Shoes

### **BOYS SUMMER**

Burgundy Polo Shirt  
Navy Cargo Shorts  
Sweatshirt  
Black Sandal Shoes  
School Sunhat

### **BOYS WINTER**

Navy Cargo Pants  
Burgundy Long Sleeve Polo  
Polarfleece and/or Sweatshirt  
Black or Navy Socks  
Black Shoes

The uniform is compulsory and all clothing must be named. If children are not in uniform a note needs to be sent to school explaining why.

- Uniforms to be worn during school hours. Exceptions to be noted.
- No other form of clothing to be worn during school hours, unless directed by the teacher.
- Any child who is not in school uniform, must bring a note to the teacher.
- Uniforms both at school and at public functions should be of correct school standard.
- Parents may seek assistance towards uniform costs should it be required.
- The uniform is to be worn correctly at all times. It represents our school and our standard. Sloppiness in the wearing of the uniform is not acceptable.
- All sport uniforms should be neat and tidy and school issue only.
- The uniform is very expensive so should be used to encourage personal care and tidiness.
- Summer uniform may be worn from the beginning of Term 4 as the weather turns warmer, until end of Term 1.
- Our uniform is something we are proud of. Please assist us in keeping it of high standard.
- Please **NAME ALL CLOTHING ITEMS**.

## **JEWELLERY**

Jewellery is restricted to personal items, along these guidelines, to allow for safety.

- Rings - not allowed.
- Bracelets and necklaces are if it is a necessity eg. Medic alert, taonga.
- Watches are allowed.
- Earrings, if worn, must be studs.

Dispensation from these guidelines can be given at the Principal's discretion.

## **HAIR**

Long hair is to be kept off the face.

Hair ties or head bands are to be worn depending on hair length.

## **SHOES**

Shoes are not to be worn in the classroom.

Please ensure **ALL SHOES ARE TO NAMED**

## ***STATIONERY***

School exercise books are sold through the school. Dictionaries, Reading bags and My Word Books are also available through the school office.

Junior Dictionaries	-	\$3.50
Reading Bags	-	\$5.00
Dictionaries	-	\$10.00

## ***HOW CAN YOU HELP?***

We are always looking for containers (eg. Icecream), cardboard, paper, boxes, cotton reels, material, supermarket bags etc, etc. If you have anything you think the school could use please send it along. Computer paper, coloured paper or cards are especially welcome - but we will take just about anything.

## ***PARENT HELP***

If you have time that you could spare on a regular basis to help out in the classroom, especially in the Junior rooms, this would be appreciated. Please contact your class teacher. Your assistance helps us provide quality programmes. Help is also often needed on class trips and you will be asked for this as the need arises.

## ***SACRAMENTAL PROGRAMME***

St Patrick's Parish offers opportunities each year for children to prepare for reception of the Sacraments for Reconciliation, Confirmation and Eucharist. This preparation is for Year 4 and above. Please contact the school or the Parish for further information.

## ***SPECIAL ABILITIES***

The expectation of the school is that all students will work to their abilities within the class programme. The school uses thinking tools to provide extension alongside the Multiple Intelligences. This give all students the opportunity to work to their abilities and interests.

## ***HOMEWORK***

### ***Juniors***

Younger children will have a reading book most nights. Please take time to share this with your child. Listen to them read, read to them or read with them. Remember to encourage their efforts. Make reading a fun time. You are establishing the habit of a lifetime and success is important if they are to become life long readers. Reading to your child is the best way to encourage children to become readers.

Reading books and poem books. Families are asked to listen to children read, encourage and praise them and then sign their notebook/diary. It is also a good idea to read the book to your child so they hear what good reading sounds like. Some reading will go home each night, Monday to Thursday. Books are to be returned in their book bags the next day.

### ***Middle***

Years 2-4 will have nightly reading and weekly homework sheets. Encourage them to plan the use of their time to do this in. A little praise goes a long way.

### ***Seniors***

Weekly homework sheet.  
Spelling and basic facts.  
Families are asked to check and sign homework.

- Teachers will send home more specific homework requirements at the start of each year.
- All classes will have Religious Education homework from time to time.
- Independent reading should be encouraged each night.

If you have any queries about your child's homework please contact the class teacher.

### ***BEHAVIOUR MANAGEMENT***

We have a school wide approach to Behaviour Management. You will be issued with a copy of this on enrolment and it will be discussed with you. You are required to sign that you support our effort to make St Patrick's School peaceful and non-violent.

### ***REPORTING TO PARENTS***

- A goal setting interview is held at the end of Term 1.
- Student-Led conferences are held at the end of Term 2 (see enclosed brochure)
- An Open Day is held at the end of the year.

### ***WHANAU GROUPS***

On arrival at school your child will be put into a Whanau group. These groups meet some Fridays at 9.45pm. They are activity based – sport, drama, art – and aim to provide students with a variety of sporting and cultural experiences.

### ***KAPA HAKA***

Kapa Haka is taken throughout the school. This is timetabled for one hour per week. The students in this group train for the Tuwharetoa Festival. Eileen Bowden, a school parent, trains this group assisted by Margo Clark and other teachers.

### ***ASSEMBLIES***

These are held weekly on a Friday at 9am. You are welcome to join us for these. They alternate between whole school and syndicate assemblies. School assemblies are held in the Assembly Area.

### ***SCHOOL PRAYER***

Prayer is an important aspect of our school. Each morning begins in this way in the class. However, each Monday morning the whole school gathers in the church at 9am for a school prayer time. Classes are rostered to lead this prayer which is about 10-15 mins in duration. Families are welcome to join us for this.

### ***YOUNG VINNIES***

A group of students from Yr 3 and above meet regularly to respond to needs in the community. Past projects have included the food bank, Christmas stockings for Women's Refuge and quilts for the Taupo Maternity Hospital. This group is led by Shelly Fitness, Kay Wieneke and Elaine Hanford.

### ***ENVIRO GROUP***

The Enviro group meet weekly and are responsible for special projects in the school. All classes support this group with their programmes. This group is very committed and has won several major awards. Our walkway behind Rm's 1 – 4 is an example of what they have achieved.

**ATTENDANCE DUES**

Payment of Attendance Dues is required by law. A contract to pay attendance dues is a condition of enrolment at a Catholic school. Attendance dues are used to pay for land, some building work, related costs such as maintenance, also insurance on school buildings, mortgages, loans and debt repayments. The dues collected are pooled and are used to meet the Proprietor’s costs on all school buildings. Over time, all schools benefit.

Attendance dues are \$340 per year per student (including gst) and are payable directly to the Catholic Integrated Schools Office and not to the Parish or school. Payments can be made by automatic payments. The necessary forms for this can be obtained through the school office or by phoning the CISO on (07) 856 6989. While all parents and caregivers are encouraged to pay the full amount of dues, financial assistance can be granted for any of the following: family reasons, hardship, loss of income, redundancy, extended unemployment or death of the breadwinner. Contact CISO, or discuss the problem with your parish priest or principal, who can recommend your case to CISO.

**CATHOLIC CHARACTER LEVY**

The Catholic Character Levy provides the Pastoral Resource Office with ongoing financial support to continue to provide the teaching of the religious education programme and to ensure the Catholic Character continues to flourish in our schools.

The donation you are asked to give is \$20 per year per child, but not more than \$60 per family if there are more than 3 children in the family. The Diocese will gratefully receive greater or smaller amounts. This is a voluntary contribution.

**ACTIVITY FEE DONATION**

The Board of Trustees has approved an annual activity fee of \$16 per child per year or \$24 per family. This may be paid at \$4/\$6 per term or as one payment. Please return the slip below with your payment. This is a donation and is not compulsory. You may claim it against your Income Tax.



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**Activity Fee**

Family Name: \_\_\_\_\_

Payment enclosed for:

- Family                       1 term     2 terms     3 terms     1 year
- One Child

Amount Enclosed: \$ \_\_\_\_\_

## ***SCHOOL DESCRIPTION***

1. St Patrick's School is a state integrated full primary school offering a Catholic education through a range of classes. The school was opened in 1997 with a roll of 66. It is affiliated to the Parish Church situated on the same site. The roll is currently around 230 with a maximum roll of 340.
2. The school's Special Character is promoted through regular instruction in religious and moral education and participation in church worship and liturgies, aimed at a level appropriate to the children.
3. The school is situated on approx. 2.1 hectares of land, approx. 1.5 km from the town centre. It enjoys panoramic views of the National Park Mountains.
4. The school logo consists of a cross in two shades of blue and white, with a circle encompassing the background and the school name surrounding it. The school's motto is Integrate Faith and Life
5. The school grounds include large playing fields, adventure playgrounds and an asphalt area for the playing of netball and tennis. The grounds are continually enhanced by the planting of shrubs and trees.
6. An Enviro group has helped to lead the school in the development of the grounds and creating special areas. It has one awards for its projects and integration of its ideals into the school and class curriculum.
7. The school buildings comprise twelve main classrooms, a reading recovery room, library, and Administration Building. A small hall is currently being developed.
8. The Board is responsible to the Proprietor under the requirements of the Private Schools Conditional Integration Act 1975 and the Integration Agreement for the School.
9. St Patrick's School has access to and uses a range of excellent outdoor educational facilities for visits and camping.
10. The school has a predominantly Caucasian roll with the remainder being 16% NZ Maori, 8% Filipino, 3% Pasifika, 9% other including English, African and Australian.
11. English is the primary written and spoken language of most of the students. The Maori language and culture is promoted in the classrooms. Kapa Haka is promoted throughout the school, with a group meet regularly to train for the Tuwharetoa Festival.
12. An ESOL programme is currently in place for the Filipino students.
13. With current resourcing, the school is unable to provide instruction in te reo Maori. Families who approach the school requesting curriculum delivery through this medium are directed to the local Kura Kaupapa Maori.
14. The students are drawn from families right across the socio-economic spectrum.

15. The school is fully staffed with 11 full-time teachers and a Librarian and four Teacher Aides. The teaching staff represent a mixture of youth and experience with a broad range of strengths, skills and interests which have supplemented the school's basic curriculum. They are committed to the goals of the school's Special Character. The Office Manager works between 8am – 3.30pm.
16. The school currently operates a Reading Recovery programme, funded by the Ministry and the Board of Trustees. Close links are also established with other educational advisory services, GSE and RTLB.
17. The school has an effective Behaviour Management Plan based on reparation and accountability rather than retribution.
18. The Virtues programme is a school wide programme linked to the Gospels. Each class is required to promote this. In-school support is provided for this. The Virtues are integral to the Behaviour Management Plan.
19. The school also promotes the use of thinking tools. These are expected to be integrated into all areas of the curriculum eg Edward de Bono's Six Thinking Hats, Thinker's Keys, Bloom's Taxonomy and Multiple Intelligences.
20. The use of eLearning in classes and planning is highly promoted. Etap and KnowledgeNet are two tools provided to enhance this.
21. The school has an Integrated approach to curriculum planning and delivery. This helps to ensure that student needs and interests are catered for, using the curriculum achievement objectives. The curriculum is used to meet the needs of the students and school community.
22. The school promotes Inquiry Learning and encourages students to take responsibility for their learning.
23. The school has a strong P.T.F.A. group, who meet monthly.
24. Parents are encouraged to participate and help in the classroom.
25. St Patrick's Catholic School Board of Trustees is an EEO employer.

## EDUCATION REVIEW OFFICE

TE TARI AROTAKE MATAURANGA

AREA TWO – TAINUI – WAIARIKI

HAMILTON OFFICE

29 May 2008

To the Parents and Community of St Patrick's Catholic School

These are the findings of the Education Review Office's latest report on **St Patrick's Catholic School**.

St Patrick's Catholic School is an integrated full primary providing education for Year 1-8 students. Established in 1997, the school is situated in extensive grounds adjacent to the St Patrick's Catholic church in Taupo. The school's special Catholic character is clearly reflected in all aspects of school operations. In recognition of its Enviro-school status, students, staff and trustees have worked hard to establish an attractive native garden area.

This report focuses on the school's use of assessment information to inform teaching and learning. It also includes an evaluation of the quality provisions for health and safety, progress in Māori student achievement, Pacific student achievement and how the school is managing professional development and learning for teachers.

The school has responded appropriately to the recommendation in the previous Education Review report. Teachers have undertaken significant professional development to enhance numeracy and literacy teaching and learning across the school. Teachers use externally referenced assessment tools to collate and analyse student achievement data in reading and mathematics. This data shows that in 2007 students in Year 3-8 made good progress with more students than expected nationally, achieving in the average and above range in reading.

Teachers are providing students with high quality learning opportunities. They are enthusiastic and keen to improve their knowledge about current research in best practice in literacy and numeracy teaching and learning. A range of effective teaching strategies is used to focus students on the purpose of each lesson and to enhance their learning. High levels of student engagement are evident in all classes.

Teachers regularly engage in reflective discussions about professional readings. Good use is made of externally referenced assessment tools to provide information that informs decision making within the school. Teachers use data to group students, and identify those needing additional support or extension with their learning. They are increasingly using this data to target their teaching on identified individual student and group needs. Ongoing professional development in assessment is likely to further empower students as independent learners.

Positive and respectful relationships between students and teachers contribute to calm, positive learning environments. A school-wide virtues programme reinforces the caring, family-like school climate. The board of trustees has useful systems in place to support a safe physical and emotional learning environment.

The principal provides strong professional leadership for the board, staff and school community. She is knowledgeable about educational initiatives and provides clear direction for school development. Her reflective, inclusive approach is fostering a collaborative learning culture within the school.

Trustees are knowledgeable, proficient and bring a wide range of skills to their work. They enjoy positive working relationships with the principal and staff and have a good understanding of their governance roles. A useful charter has been developed for ongoing school development, which in 2006 and 2007 included appropriate targets for raising student achievement in reading comprehension. Progress towards these targets was carefully monitored and regularly reported to trustees. While a forum for consulting with the Māori community has been established, this now needs extending to include more parents.

### **Future Action**

ERO is confident that the board of trustees can manage the school in the interests of the students and the Crown and bring about the improvements outlined in this report.

ERO is likely to review the school again as part of the regular review cycle.

### **Review Coverage**

ERO reviews do not cover every aspect of school performance and each ERO report may cover different issues. The aim is to provide information on aspects that are central to student achievement and useful to this school.

If you would like a copy of the full report, please contact the school or see the ERO website, <http://www.ero.govt.nz>.

Ian Hill

Area Manager

for Chief Review Officer

## **SUMMARY – CATHOLIC CHARACTER REVIEW AUGUST 2005**

The tradition of the Church is given significant importance here at St Patrick's in Taupo and Catholic observances and customs are practised regularly within the school culture. The presence of the beautiful parish church, adjoining the school, reinforces this spiritual dimension and strong links have been established with parish and priests.

The living of the school's mission statement:

***to provide a balanced child-centred education which integrates Catholic life, faith and culture and to develop the whole person with dignity in the school community***

is truly evident throughout the school.

St Patrick's is an open, welcoming school, which maintains the feeling of being in a family where all members are aware that they are unique and special. The warmth of the leadership style of the Principal, Margaret Beck, her genuine interest and empathy with staff and children, typifies the respect and acceptance which I experienced throughout my visit. The staff work exceptionally hard to ensure that the pupils are provided with quality Religious Education within their unique integrated system. It was obvious in classrooms and around the school, that the students were encouraged to think for themselves, believe in their own ability to achieve and to make judgements and decisions as Christ would do. The teachers were continually encouraging and students received positive reinforcement throughout each day. The delivery of the curriculum is constantly being reviewed and refined which could be seen in the energy and freshness of the teaching I observed.

I congratulate the staff and all who are part of the St Patrick's community. Special Catholic Character permeates all aspects of school life. The good spirit and positive atmosphere of this school is due to the fact that the parish, parents, children and staff all work together most harmoniously. It is a school where everyone has the opportunity to flourish.

The school is committed to excellence and it is my professional judgement that St Patrick's is a wonderful example of true Catholic Character in practice.

## ***ABSENCES POLICY***

### ***RATIONALE:***

Regular and punctual attendance ensures consistency of all learning and educational programmes.

### ***DEFINITIONS:***

For the purposes of this policy:

- i) A justified absence
  - Sickness
  - Medical/dental appointments
  - Examinations
  - Sports/cultural representation
  - Family holidays where notice is given and arrangement made to continue learning programmes
  - Death of a family member or close friend
  - Special family celebrations
  
- ii) Unjustified absences
  - Truancy
  - Missed buses
  - Incorrect uniform
  - Unexplained holidays
  - Unreasonable absences
  - Repeated late nights
  - Lateness for school
  - No lunches

### **Policy on Student Attendance for a Primary School with eAR**

1. The school will take pro-active steps to increase student attendance. The Principal will report to the Board of Trustees and include attendance figures in their report.
2. Student attendance will be recorded in Attendance Registers (E19/1) two times a day through the School's Student Management System; together with the reason for any absence.

#### **A. Children**

1. Where children have regular unjustified absences, e-tap (SMS) will alert the school office via email for a 10, 20 or 30 non continuous half days absent. This notification will be emailed to the Principal and the Class Teacher.
2. For continuous absence a computer generated letter from the SMS will be sent to the family with a request to contact the Class Teacher or the Principal.
3. In the event of continued unjustified absences, the District Truancy officer will be informed.
4. Teachers are to mark the roll in the 'Attendance Register' in e-tap by 9.15am each morning. Any unknown absences are to be marked with a '?'.

5. Parents/caregivers are to phone the school office before 9am each morning stating their child's absence and the reason for it. The office checks the 'status' of absences by 9.30am and will phone parents/caregivers of any unknown absences shown. All unknown absences are then marked with a reason code and comments are made in the area provided. If the office is unable to reach a parent/caregiver by the time the afternoon roll is to be done, they will be marked as truant or as an unjustified absence.
6. Teachers will notify the School Truancy Officer (D.P.) if they notice a student with regular or continuing absences.
7. Dental or medical appointments should be notified in advance to the class teacher. Where possible they should be made out of school hours.
8. The Principal/BOT may require a sick leave certificate for absences exceeding 3 days or on every absence where a regular pattern of medical absence is occurring.

## ***CLASSROOM HELPERS***

### ***RATIONALE:***

Effective classroom programmes can be enhanced by utilising the skills and assistance of parents/caregivers and/or the parish community.

### ***PURPOSE:***

To liaise with parents/community members and invite them to assist teachers in appropriate ways both in and out of the classroom.

To use skills that parents/caregivers have to assist in class or school programmes.

### ***GUIDELINES:***

1. Parent and caregivers who are able and willing are encouraged to help on a regular basis thus providing continuity and stability in the classroom.
2. Teacher expectations should be clearly communicated so that both children and parents know what is required.
3. Other arrangements should be made for pre-school children.
4. The choice of helpers should be at the discretion of the class teacher and/or principal.
5. Parents/caregivers can also be used to help make resources or assist as the teacher requires.
6. Parents/caregivers will pre-arrange a suitable time to assist in the classroom in conjunction with the class teacher.

### ***CONCLUSION:***

By inviting and utilising parent help in a positive and supportive way the effective delivery of classroom programmes should benefit.

Please ask at the office if you wish to find out about other policies.

## ***BUS GUIDELINES***

1. Children to get on at appropriate pick up points.
2. Children who are ineligible can ride on the bus at a cost of \$2 per trip. However, if passenger numbers are high, eligibility is at the discretion of the bus company.
3. Eligible students are:
  - 10yrs and under and living more than 3.2km from the school
  - over 10yrs and living more than 4.8km from the school.
4. A bus timetable and route is available from the office.
5. All children travelling on the bus may be issued with a set of rules provided by the Bus Controller and parents will be asked to sign acceptance of these.
6. Students are supervised getting on the bus at school.
7. Students line up in class lines. Names are ticked off on a list by the class bus monitor.
8. Students not travelling by bus should inform the Bus Coordinator or the school office.
9. The driver is in control of the bus. He/She is assisted by designated bus monitors.
10. Bus monitors will be appointed annually.

They are responsible for monitoring behaviour and reporting inappropriate behaviour to the Principal. Training is provided for them by the Police Education Officer.

11. The following steps will be taken for unacceptable behaviour.
  - 1<sup>st</sup> Offence: Warning
  - 2<sup>nd</sup> Offence: 1 week off the bus
  - 3<sup>rd</sup> Offence: 1 month off the bus
  - 4<sup>th</sup> Offence: Not allowed to travel on the bus until further noticeA clean slate every term.
8. Parents will be informed at all stages.

## ***COMPLAINTS POLICY***

### ***RATIONALE***

Occasionally there will be times when aspects of a school's performance is perceived to fall below an acceptable standard. Early recognition of the warning signals is most important.

### ***PURPOSES***

1. To ensure the requirements of the National Administration Guidelines.
2. To foster a school culture open to communication, collegiality, support and respect for each member of the team.
3. To ensure complaints are
  - recorded clearly,
  - effectively and fairly researched,
  - actions determined and followed through,
  - outcomes recorded, and
  - reporting completed.
4. To ensure effective communication so that all concerned parties are given the opportunity to be fairly heard and treated.

### ***GUIDELINES***

Many complaints will be able to be resolved by discussion and conciliation, in accordance with the school's Special Character.

1. Complaints against teachers or pupils or classroom administration by parents need sympathetic and tactful handling. Much will depend on the circumstances, but staff should always endeavour to reach a satisfactory conclusion. Teachers should try to gain the complainants' confidence so they are willing to co-operate to solve the problem.
2. Should consensus not be reached or if the complaint is serious, it should be referred to the Principal.
3. Complaints should never be dealt with away from the school premises.
4. Where a staff member expects a complaint may be made, they should notify the Principal and discuss the matter with the Principal or Board Chair as soon as possible.
5. Staff should make the Principal (in the first instance, or if unavailable or of sufficient gravity, the Board Chair,) and vice versa, aware of any complaint made to them.
6. At any time complaints are made, teachers should try to obtain full information as to the nature of the complaint and try to gain the confidence of the complainant as in 1 above. If a teacher feels an interview is getting out of control, they should terminate it, and refer the matter to the Principal. If a complaint concerns the Principal the matter will be referred to the Board Chair.
7. Complaints about teachers should initially be made to the Principal, who will investigate them. Consultation will precede any action.
8. The procedures as outlined in attached Appendix will be followed, where necessary.
9. Any complaints directed through a Board of Trustees member should follow the procedure as set out in Appendix I and referred to the Principal in the first instance.
10. A complaint directly to a Board of Trustees member does not preclude procedures as set out in Appendix I.
11. Appendix III refers to guidelines dealing with disruptive, threatening adults.

## ***STUDENT SUPERVISION POLICY***

### ***RATIONALE:***

The safety of students at St Patrick's Catholic School is of paramount importance.

### ***PURPOSE:***

- To ensure students safety at all times.
- To define areas of responsibility for families and school.
- To ensure that all parties are aware of their responsibilities.

### ***GUIDELINES***

1. Parents or legal guardians are responsible for ensuring arrangements are made for their children to get to and from school or at the bus stop.
2. The school will take responsibility for students on school premises between the hours of 8.30am and 3.30pm.
3. A standard letter will be sent to families where there is a concern about leaving children unsupervised outside of the above stated times.
4. Families of students who need to arrive earlier, for good reason, must make necessary arrangements with the school.
5. Families must advise the school if there is a change of arrangements for collection of their child.
6. Students walking home will be supervised until they leave the school premises.
7. Students using the Kea crossing will be supervised by the school.
8. Students remaining at school for extra curricular activities will be the responsibility of the supervising adult.
9. While on the school bus, responsibility for student safety will be shared between the bus company, the school, and students' families.
10. In the event of a civil emergency, supervision will be provided for students until families can be contacted.
11. Procedures for students inadvertently left at school:
  - i) Family or emergency contact rung.
  - ii) If no response within a reasonable time, teachers may elect to transport student home.
  - iii) In this case another teacher/adult will be required to accompany them.
  - iv) In extreme circumstances a taxi may be rung and charged to the family.
12. If no-one is at home, Police will be contacted.

### ***CONCLUSION***

Student supervision is a shared responsibility.

***PTFA (Parent, Teachers & Friends Association)***

Meetings for P.T.F.A. are held monthly and are advertised in the school newsletter. Please phone Michelle Fletcher on 377 2507 if you would like more information on their activities.

***BOARD OF TRUSTEES***

Meetings are held on the 3rd Wednesday of each month in the boardroom at 5.30pm.

Members are:	Tim Coulter (Chairperson)	Sue Goldsmith
	Danny Nicholls (Principal)	Grant Bayley
	Shelly Fitness (Staff Rep)	Doug Johnston
	Paul Vlaanderen	Eileen Bowden
	Fr Leonard Danvers	Judith Ridd

Please feel free to approach the Principal or class teachers if you have any concerns. We hope your child's time at St Patrick's will be happy.

God Bless

Danny Nicholls  
Principal  
Contact : [principal@stpatstaupo.school.nz](mailto:principal@stpatstaupo.school.nz)