



# **INFORMATION FOR NEW/PROSPECTIVE FAMILIES**



**ST PATRICK'S**  
CATHOLIC SCHOOL TAUPŌ

# STRATEGIC PLAN 2024

## OUR MISSION TĀTOU KAUPAPA

Immersed in the teachings of Jesus and our Catholic faith, St Patrick's Catholic School will provide a quality, nurturing, meaningful education for our ākonga.

*What does this mean at St Patricks...*

- We will provide a quality education where every tamariki values and demonstrates compassion & kindness
- Our students will have confidence, integrity and a heart full of trust and faith in God, guided by the Holy Spirit.
- Our students will develop a love of learning

## OUR VISION TĀTOU MOEMOEA 1 John 3:17-18

**FAITH IN ACTION / TE WHAKAPONO ME ANA MAHI**

*What does this mean at St Patricks...*

- We do what Jesus wants us to do
- We see a need and do something about it
- We live out our faith with actions not just words
- We love others
- We show empathy, acceptance, forgiveness, kindness and caring



## OUR VALUES TĀTOU WHAKAPONO

### KINDNESS / ATAMHAI

- We demonstrate love to all people
- We help others
- We are kind and caring
- We are tolerant and forgiving
- We manage our behaviour so it is for the benefit of others

**Ephesians 4:32**

### INTEGRITY / TAPATAHI

- We are honest
- We do what is right
- We treat each other with dignity and respect
- We have strong beliefs and values
- We stand up for what we believe
- We live out our Catholic faith

**Titus 2:7**

### DETERMINATION / HIRINGA

- We demonstrate a 'can do' attitude
- We have a growth mindset
- We set goals and work toward them
- We are brave and try new things
- We challenge ourselves and don't give up
- We are independent

**Philippians 4:13**

### UNITY / KOTAHITANGA

- We are part of a community
- We know and have pride in our whakapapa
- We can build good relationships and friendships with others
- We are team players, share our knowledge with others and collaborate
- We are Kaitiaki - we care for our environment

**Romans 12:5**

### FAITH / WHAKAPONO

To enable each child to grow in faith through encounters with Jesus in a Catholic setting

### LEARNING / AKO

To provide quality, meaningful knowledge based education using an evidenced based curriculum prioritising mathematics and literacy

### WELLBEING / HAUORA

To contribute to the well being of our students and wider school community by using te whare tapa wha model

### COMMUNITY / HAPORI WHĀNUI

To be visible contributors to our parish, school, local community and environment by demonstrating our school motto of Faith in action - Te whakapono me ana mahi

## OUR GOALS TĀTOU MAHI

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To enable each child to grow in faith through encounters with Jesus in a Catholic setting

## **INFORMATION FOR NEW/PROSPECTIVE FAMILIES 2024**

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

### ***STAFFING***

The school staff is as follows:

Maureen Harris - Principal  
Matt Astle - Deputy Principal / SENCO  
Elaine Hanford - New Entrants Koru team leader  
Kylie Craggs/Janine Ramsay Y1/2 Teacher  
Aimee Wright/Donna Kiff - Y2/3 Teacher  
Maryann Attwood - Y/3 Teacher  
Tracey Burley/Matt Astle - Y4/5 Teacher Pikorua team leader  
Theresa Brady - Y4/5 Teacher  
Lorena Morris - Y5/6 Teacher  
Ling Clarke - Y6 Teacher  
Sherryl Crawford/Debbie Smith - Y7/8 Teacher  
Charlene Ede - Y7/8 Teacher Toki Team leader  
Hayleigh\_anne Pine - Year 7/8 teacher  
Melissa Reid - STEAM Teacher/CRT release  
Martine Tindall - Special Ed Teacher  
Ruth Jackson-Potter - Special Ed Teacher  
Dibble Leersnijder - Release Teacher  
Donna Johns - Office Manager  
Kylee Patrick - Office Administrator  
Kaylene Carson - Music Tutor  
Sharon Griffin - Teacher Aide  
Corinna Pandel - Teacher Aide  
Naomi Keane - Teacher Aide  
Holly Barchum - Teacher Aide  
Tracy Bouma - Teacher Aide  
Jodi Steele - Teacher Aide  
Judith Leonard - Teacher Aide  
Aimee Wright - Teacher Aide  
Georgie Day - Teacher Aide  
Mark Gardyne - Caretaker

### ***CLERGY***

Our Parish Priest is Monsignor Trevor Murray. Contact him on [office@tongarirocatholic.nz](mailto:office@tongarirocatholic.nz) / 378 7440. Mass is Sunday at 9am.

### ***ENROLMENT PROCEDURES***

Please contact the school office to organise a time to meet with the School Principal. A meeting with our Parish Co-ordinator is required to acquire a 'Preference Card for enrolment'. Enrolment Contracts must be returned to the office prior to your child/ren starting at St Patrick's. Please speak to the Principal or the school office if you are unsure about your preference status.

### ***ABSENCES***

If your child/ren are absent for whatever reason please ensure you contact the school office, preferably before 9am. Your child will be marked truant if the office has not heard from anyone in regards to their absence. Also, if your child is late to school (the bell rings at 8.55am) please sign them in at the front desk. In the case of frequent, unexplained absences, you will be contacted by your child's teacher

in the first instance. For all absences please use any of the following:

**Phone:** 07 378 0205

**Mobile:** 027 756 4498

**Email:** [office@stpatstaupo.school.nz](mailto:office@stpatstaupo.school.nz)

**App:** Search 'Skool Loop' in Google Play or the App Store to install, then search St Patrick's Catholic School Taupo inside the app.

### ***SCHOOL FACEBOOK***

St Patrick's Catholic School has a Facebook page to enable parents and caregivers to keep up to date with current activities in the school. Search St Patrick's Catholic Primary and Intermediate School, Taupo. This will also be our primary contact mechanism in an emergency situation.

### ***SCHOOL APP***

Our school app is a great way for the school community to be in touch with what is happening at the school. Through the app you can read our school newsletter and other notices that go home, inform the office of your child's absence, contact the school office, and book school interviews as well as give permission for school outings. You can download it for free through the App Store or Google Play – search 'Skool Loop' then search St Patrick's Catholic School Taupo inside the app.

### ***SHAMROCK STARTERS***

The Shamrock Starters is a transition-to-school programme that aims to be informative, educational and an enjoyable experience for you and your child. The programme endeavors to create a sense of belonging and well-being for all participants and families. Pamphlets with more information are available from the school office.

### ***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***

PITA PIT weekly on Wednesdays, INDIAN weekly on Thursdays and SUSHI weekly on Fridays. All orders are now placed online so no need to worry about lunch money! It's simple, all you need to do is register at [www.lunchonline.co.nz](http://www.lunchonline.co.nz) and follow 4 easy steps to get started: 1. Register an account  
2. Add member/s including your child's name, school and room number  
3. Make a payment so you have funds in your account before you order  
4. Select your lunch and place an order

Orders can be placed anytime throughout the week, just make sure it's in by 9am of the days order. Access to a computer is available at the front office if required. Any questions in regards to school lunches, please don't hesitate to ask.

### ***PEANUT ALLERGY***

We often have children attending our school who have (potential life threatening) allergies to peanuts. We ask that parents/caregivers be aware of this when packing the school lunches, specifically peanut butter, nutella and nut bars.

If your child has an allergy to these sorts of foods, you must inform the school and provide all medication to ensure the safety of your child.

**BELL TIMES**

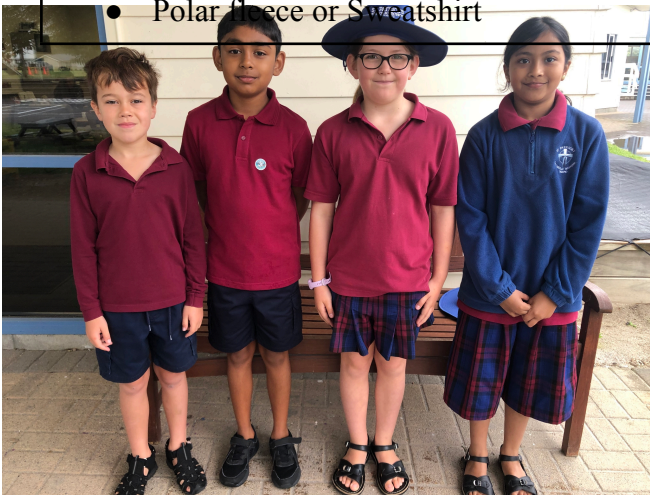
The school will take responsibility for students on school premises between the hours of 8.30am and 3.30pm.

- School starts 8.55am
- Morning break 11am
- End of break 11.25am
- Lunch break 1pm
- End of lunch 1.50pm
- School finishes 2.55pm

**UNIFORMS**

Our uniform is something we are proud of. Please assist us in keeping it of high standard.

<i><b>SUMMER</b></i>	<i><b>WINTER</b></i>
<ul style="list-style-type: none"> <li>● Burgundy Polo Shirt</li> <li>● Navy Cargo Shorts</li> <li>● Navy Cargo/Track PantsPants (with no logos)</li> <li>● Pinafore/Culottes</li> <li>● Polar fleece or Sweatshirt</li> <li>● Black Sandals</li> <li>● School Sunhat</li> </ul>	<p><i>Same as summer but with:</i></p> <ul style="list-style-type: none"> <li>● Black or Navy Socks/Tights</li> <li>● Black shoes (with no glitter or logos on them are suitable) instead of sandals</li> <li>● No sunhat necessary</li> <li>● Black or navy thermals can be worn under polo shirt</li> </ul>
<b>SENIOR UNIFORM</b> The Year 7 & 8 students wear;	
<ul style="list-style-type: none"> <li>● Burgundy polo top with a white trim around the collar</li> <li>● Fleece lined black jacket with the school logo</li> <li>● Navy Cargo Shorts</li> <li>● Navy Cargo/Track PantsPants (with no logos)</li> <li>● Pinafore/Culottes</li> <li>● Polar fleece or Sweatshirt</li> </ul>	<p><i>In Summer</i></p> <ul style="list-style-type: none"> <li>● Black Sandals</li> <li>● School Sunhat</li> </ul> <p><i>In Winter</i></p> <ul style="list-style-type: none"> <li>● Black or Navy Socks/Tights</li> <li>● Black shoes (plain black NO logos)</li> <li>● No sunhat necessary</li> </ul>



1. Uniforms to be worn during school hours. 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.
2. Uniforms both at school and at public functions should be of correct school standard.
3. Parents may seek assistance towards uniform costs should it be required and there are plenty of uniforms available second hand from school - ask in office.
4. The uniform is to be worn correctly at all times. It represents our school and our standards. Our uniform is something we are proud of. Please assist us in keeping it of high standard.
5. All sport uniforms should be neat and tidy and school issue only.
6. The uniform is very expensive so should be used to encourage personal care and tidiness.
7. Summer uniforms may be worn from the beginning of Term 4 as the weather becomes warmer, until the end of Term 1.

### ***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. Only 1 earring per ear.

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. Hair ties must support the school colours ie navy, black or maroon.

### ***SHOES***

Plain black school shoes with no glitter, no white soles or logos on them, are suitable.

Please ensure **ALL SHOES ARE NAMED**

### ***STATIONERY***

Class stationery lists are made available at the beginning of each year through our school app and on the St Patrick's School website. Please check with your child's teacher if they are coming from another school and already have a lot of stationery with them.

### ***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.

### ***HOME LEARNING***

#### ***Koru Hub***

Please take time to share any books that come home 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 lifelong readers. Reading to your child is the best way to encourage children to become readers and your child gets to hear what good reading sounds like.

Families are asked to listen to children read, encourage and praise them, and then sign their notebook/diary. Poem or RE books may go home over the weekend to share as well. Books are to be returned in their book bags the next day. Year 3-4 will have daily reading and weekly spelling words. On occasions, additional work may be sent home to support the students' learning.

### ***Toki Hub***

Years 5-8 will have basic facts, reading, and projects as required.

Families are asked to check and sign homework.

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

### ***BEHAVIOUR MANAGEMENT***

We have a schoolwide approach to Behaviour Management. You will be issued with a copy of this on enrolment. You are required to go through this with your child/ren so you both understand and support our effort to make St Patrick's Catholic School peaceful and non-violent. Feel free to ask any questions you may have at enrolment.

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

- Meet the teacher and family picnic to be held in Term 1
- Written reports are sent home at the end of Term 2 & 4
- Seesaw posts will happen regularly
- Parents and caregivers of new entrant children are encouraged to meet with the class teacher after the first 6 - 8 weeks at school. A suitable date will be arranged to suit family and teacher.

### ***KAPA HAKA***

Kapa Haka is open to all students. All years 1 & 2 children participate. The school participates in the Tuwharetoa Festival every year at the end of Term 3.

### ***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 10.30am for a school liturgy. 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 & MINI 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. These groups are led by Elaine Hanford and Lorena Morris.

### ***ENVIRO GROUP***

The Enviro group meets weekly and are responsible for special projects in the school. All classes support this group with their programmes. This group is very committed, our bushwalk 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 approximately \$444 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 amount is subject to change.

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 families experiencing financial hardship.

### ***CATHOLIC CHARACTER CONTRIBUTION***

The Catholic Character Contribution 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 \$50 per year per child, but not more than \$150 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. If you wish to set up an automatic payment to cover these fees for the year, \$10 per week from the beginning of the school year will ensure this is settled.

### ***SCHOOL POLICIES***

Copies of all school policies are available via School Docs - schooldocs.co.nz search for our school then enter the username: stpatstaupo / password: faith

## ***INFORMATION FOR PARENTS OF 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 School Office about arranging these. Tuesday is the normal day for New Entrant visits.

### **Attendance:**

It is expected that your child will attend school every day the school is open for teaching. If your child is to make steady progress he/she needs to be at school *every* day.

It is important that your child is here at school 5 - 10 minutes before the first bell to organize themselves and have time to connect with their classmates before school. Please help your child to arrive on time. If your child is going to be late or absent please notify the school office or class teacher before 9am.

In the first few weeks of school children can become very tired while adjusting to the changes involved. If you find your child is tired and sleeping late please feel free to talk with your class teacher and either have a rest day at home or pick your child up at lunchtime.

### **Books/Stationery:**

A stationery list can be picked up from the classroom teacher or on the school website. This list changes as the year progresses. If your child starts later in the year, the stationery needed will be reduced.

### **Duty Teachers:**

There are two staff members on duty around the playground areas during morning tea and lunchtime. Copies of our playground behaviour management plan are given to all parents and caregivers to read and sign. Children play outside and within the school boundaries.

In terms 1 & 4 school hats are expected to be worn and children must stay in the shade if they do not have their hat. On wet days children are supervised in their classrooms by duty teachers and senior students.

Duty teachers also supervise buses, and cross walkers at the end of the day. Parents and caregivers are asked to park in the designated areas and walk over to collect children from the dismissal area in front of the hall or from the classrooms. For safety reasons, new entrant and years 1 & 2 children are not allowed to play on the playground unless supervised by their parent/caregiver.

### **Health:**

An immunisation certificate can be obtained from your doctor and returned to the school office along with enrolment paperwork.



If your child is not already enrolled with the dental clinic you may fill in the appropriate paperwork and your child will have their teeth checked when the mobile dental clinic visits the school. The health nurse also visits regularly and you are welcome to consult with her if you have any health concerns with your child.

### **Liturgies and Celebrations:**

We celebrate school Masses 1-2 times each term and on special Feast days such as St Patrick's Day. Each class organizes and attends mass once a term on Friday at noon.

### **Lunches:**

Please see full information earlier in this booklet.

Children eat their lunch with their class and are supervised by their teacher either in the foyer of the classroom or outside. When packing lunch for your child please provide enough for a brain break snack, morning tea and lunch. **Please - no** fizzy drinks e.g coke/lemonade or energy based drinks such as E2 or chocolate or sweets.

There are water fountains outside rooms 2 & 3, rooms 9 & 10 and room 6. Children are encouraged to bring their own water bottle as well. At lunchtime children are expected to sit and finish as much as possible of their lunch before being allowed to go and play when the bell goes at 1.10pm.

### **Naming of School Uniform/Clothes:**

**PLEASE NAME EVERYTHING INCLUDING SHOES.** All named clothes left lying around are usually returned to the owner quickly. Unnamed clothing goes into the lost property basket in the sick bay.

### **PTFA: (*Parent, Teacher & Friends Association*)**

We have a very active and supportive PTFA which works very hard to raise money to provide extra resources for your children at school. They also appreciate help and support, and welcome new members with fresh ideas to offer. If you are not available to be on the committee, there are other ways in which you can be involved. If you would like to help please see the staff in the office for a contact name and number.

Meetings for PTFA are held monthly and are advertised in the school newsletter. Please email the school office, [office@stpatstaupo.school.nz](mailto:office@stpatstaupo.school.nz) if you would like more information on their activities.

### **Toys and other personal objects:**

These are best left at home and then no one at school will want to 'borrow' them, and they will not get broken or lost.

### **Uniform:**

All children are expected to wear the correct uniform each day as mentioned previously. Shoes and sandals with velcro are much easier for children to manage, rather than buckles or laces. Slippers can be worn in the classroom.

Nail polish and jewellery are **not** part of the school uniform.

### **Newsletter:**

A school newsletter is sent out by email, and via the school app every fortnight. Please read it as this is a very important line of communication between school and home. From time to time teachers will send home letters about class and school events and often these will require you to return signed permission slips.

## ***BOARD OF TRUSTEES***

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

Members are:

Fiona Mannington - Chair / Proprietors Rep

Adele Thurlow - Elected Rep / Vice chair

Gabriel Taewa - Secretary / Proprietors Rep

Maureen Harris - Principal

Elaine Hanford - Staff Trustee

Paul Marshall - Treasurer / Property

Georgina Deverell - Proprietors Rep

Shane Hancock - Proprietors Rep

Stephen Johns - Elected Rep

Renie Arcega - Elected Rep

Recently vacated to be appointed - Elected Rep

Please feel free to approach the Principal or class teachers if you have any concerns.

God Bless

Maureen Harris

Principal

**Contact : [principal@stpatstaupo.school.nz](mailto:principal@stpatstaupo.school.nz)**

## ***CAR PARK***

- The map below shows the direction of the traffic flow. We ask that parents/caregivers do not stop the flow of traffic, you must pull into a car park.
  - You must follow the direction of the flow at all times and be mindful of other vehicles pulling out of car parks and children in this area.
  - Please keep the area clear of vehicles where marked to allow even flow in the car parking area.
  - We also ask that no parents/caregivers enter or park in the staff/parish car parking areas.
- Thank you for your cooperation in this matter

