

MONTE CECILIA CATHOLIC SCHOOL

Our Mission

Monte Cecilia Catholic School will empower our people to strive for excellence through collaboration and service; to be life long learners and contributors to the world, inspired by our Mercy tradition.

Information Booklet 2018

P: (09) 6255018

F: (09) 6255034

E: office@montececilia.school.nz

W: www.montececilia.school.nz

34 Whitmore Road, Mt Roskill, Auckland

TRUTH

RESPECT

INTEGRITY

COURAGE

Dear Parents

Welcome to Monte Cecilia Catholic School. This booklet is designed to help you with the ways things work at Monte. We look forward to a progressive and positive relationship as we work together in partnership in your child's education.

This Information Booklet provides you with a useful reference for school procedures, dates and contact people. It is issued to **new families** as they enrol. If you have queries that are not answered in this booklet, please contact the school office. We also encourage you to look on our website for information you may need. There are forms to download and links to follow for a variety of your needs.

Monte Cecilia Catholic School is a decile 6 State Integrated Primary school for years 1-6 students. We have no zone, but preference of enrolment is given to Catholic children who have a preference certificate. 5% of non-preference students may be enrolled.

Children in our school are from a wide range ethnic groups including Māori, Pakeha New Zealanders, Australian, Dutch, Korean, Latin American, Middle Eastern, Niuean, Sri Lankan, Indian, Tongan, Samoan, Filipino, African and Chinese.

As a member of the Monte Cecilia Catholic School community, we welcome you to become actively and positively involved in school activities. Children like to see their parents at school attending functions or helping. It helps to make them feel secure and confident. If you have skills, talents or interests you would be willing to share with school, please let us know.

God bless,

Michele Mill
Principal

ABSENCES, LATENESS and WITHDRAWALS

Regular and punctual attendance is a requirement of the Education Act. If your child is absent or going to be late, please telephone the school office or use the tab “**Report an Absence**” on the website to notify us and please send a note of explanation on their return to school. The school is audited on its roll and all absences need to be explained to the auditors.

Any child who arrives at school after 9 a.m. must be ***personally*** signed in at the office by a parent or caregiver. The student entrance gate is locked at 9am.

Any requests to withdraw a child from school, for ***any reason***, must be sent to the Principal in writing. This ***must*** be done prior to the time/day of the withdrawal. Under the Education Act, only the Principal can grant permission for children to be withdrawn from school.

All children must be signed in and out at the office between 9am and 3pm.

AFTER and BEFORE SCHOOL PROGRAMME

Monte Cecilia Before and After-School Care Programme is **independently operated** and managed by SKIDS.

The SKIDS After School Care Programme operates Monday to Friday, from 3.00pm to 6.00pm

The SKIDS Before School Care Programme operates Monday to Friday, from 7.30am to 8.30am

To book in, call: George or Hazel

09-275 3458 (8.30am – 5pm) or 0800 900754

You can also click on our SKIDS link under the **Information** tab on our school website for contact details.

AFTERNOON PICK UP

Please collect your children at the designated area in front of the school administration stairs. This is the pick up and drop off zone. If you are early and walk in, please do so through our **library**.

The student entrance gate is unlocked at 2.40pm and locked again at 3.15pm. Students not picked up from the car-park pick up point by 3:20 pm will be brought into the school reception area to wait with a teacher on duty. You will need to sign your child out from here. **Please be on time.**

Any children not picked up by 3:30 pm will be placed in SKIDS After-School Care. Normal charges will apply.

ASSEMBLY TIMES

Monday 9am: **Prayer Assembly** in the Middle Hub

Any other Assemblies and Celebrations will be advised as required.

Parents/whanau are welcome and encouraged to attend all our gatherings.

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BOARD OF TRUSTEES

Together with the Principal, the Board of Trustees govern Monte Cecilia Catholic School. The Board of Trustees usually meet on the 3rd Tuesday of each month in the meeting room. Unless otherwise advised, these are public meetings and you are most welcome to attend. Members of the Board are available to discuss matters relevant to the overall governance of the school. Their contact details are on our website.

botchair@montececilia.school.nz For day-to-day management issues, please contact the Principal directly principal@montececilia.school.nz

Chairperson

Mr James Russell (Parent Elected)

Finance Committee Chair

Mr Craig Tolley (Parent Elected)

Secretary

Mr Trevor Lee-Joe (Proprietor Appointed)

Parent Elected Representative

Mr Jeremy Howcroft

Mrs Natalie Thomas

Staff Representative

Mr Oliver Fahey

Proprietor's Appointed Representatives

Mr Trevor Lee-Joe

Fr. Francis Poon

Mr Dinesh Perera

Principal

Mrs Michele Mill CEO

BEHAVIOUR MANAGEMENT

The Basic Premises of Good Behaviour Management

Teachers are assertive – not hostile or non-assertive

Students are secure in their environment. Boundaries and consequences are clear

A system is in place that is: Public, Transparent, Fair and Just, Simple

We follow *“The Monte Cecilia Catholic School Way”* which is displayed all around school.

The Rationale

It is important that all pupils at Monte Cecilia Catholic School have equal access to opportunities that are offered as part of the daily learning programme. All students are given an equitable opportunity to feel happy and safe at school, so as to learn here.

The major resource that the school has to offer the students is the time of its staff, both individually and collectively. An effective behaviour management programme ensures that this resource is distributed as equitably and as positively as possible.

Everyone has rights along with important responsibilities at Monte Cecilia Catholic School.

We recognise those students that are seeking to utilise their learning opportunities to the full, and seek to minimise the disruption caused in this process, by a minority of students.

We also differentiate clearly between those actions of a careless or forgetful students and calculated, threatening actions of a trouble-maker.

Behaviour Management in Action (we always begin in class with the teacher)

This operates on a series of steps. In most cases, the entry point is step one. Those actions which have a harmful, direct effect on other persons or property are dealt within the **severe clause**.

Step 1.

Name recorded and/or a warning given. In class system.

Step 2.

Five minutes time out away from the group or class activity.

Step 3.

Report to a Deputy Principal to complete a think sheet.

Step 4.

Report to a Deputy Principal.

A letter is sent home/ a call is made to parents outlining concerns and indicating disciplinary action to be taken. This is usually a lunch time ‘time out’ the following day.

Step 5.

Report to the Principal.

A Phone call or letter is sent home.

The Principal is involved at this stage as the overall discipline leader of the school.

Alternatives outside this procedure may also need to be explored.

These could include: Restricted participation in school activities, Contracts, Outside agencies.

Other procedures such as: Stand-down / Suspension / Exclusion as outlined in the Education Act.

Severe Clause

Any student whose behaviour is considered severe, will automatically progress to **Step 5**.

This could be for the following:

- Blatant disrespect to teachers
- Verbal, physical or emotional bullying of another
- Verbal, physical or emotional abuse of another
- Deliberate damage to property
- Tantrums
- Leaving the school grounds without permission
- Truancy
- Substance abuse.

CAR PARK

The Car park has a speed limit of NO more than 5km/h.

PLEASE ensure ALL drivers who drop or collect your children are aware of the car park rules. DO NOT park in the Disability parks unless you have a displayed disability sticker. Please do not park where cones or signs advise no parking. Road rules apply. Be considerate and keep left. Children are to enter and exit any vehicle via the **LEFT side ONLY**. Parking for short periods to drop or pick off is on the LEFT of the ring driveway and in the carpark towards the church. **School entry is only via Whitmore Road** – no school parking in the church grounds off Hillsborough Road. When entering the carpark towards the church, you are driving over a PEDESTRIAN WALKWAY, **be cautious**. Concrete pathways are to be used at all times for pedestrian access, do not allow your child to walk across the tar seal. Follow staff instructions in the car park to keep us all safe.

CHARTER

The School Charter and Strategic Plan is revised annually, approved by the Board of Trustees and forwarded to the Ministry of Education. Copies of the Charter are available for perusal on request from the School Office

CHANGE OF ADDRESS

It is extremely important that parents can be contacted in an emergency. Please ensure that the school **always** has up to date home and emergency phone numbers.

COMMUNICATION

- Primary whole school communication is through the **Daily Notices** tab which are emailed and stored on our website. Please ensure you are signed up to these notices and newsletters via Mrs Follows in the office. Please keep your email address updated.
- A term newsletter which is emailed and then stored on the website.
- Our website also holds static information, archived notices and newsletters.
- We have a **PARENT PORTAL** which is for reminders and repeats of notices and individual information pertaining to your child. You are required to join this and can access it through a PC or an APP which is called **@school**. You will be emailed a login and password on enrolment. It is your responsibility to keep your details PRIVATE and do not share with your child. This Portal holds all personal information about your child, school accounts etc. Contact the Principal if you have issues regarding access. The Parent Portal can be easily accessed through the tab **Parent Portal** on the website.
- Home learning journals
- Teachers emails or the good old fashioned phone call !
- Please note teachers are not able to, or required to, respond to emails between 9am and 3pm or after 5pm in the evening / before 8am in the morning. Expect a 24 hour turn around for most email responses from teachers.

CONCERNS

If you have a concern, please contact your child's teacher in the first instance.

Most problems are easily sorted out if they are dealt with early.

When a teacher has been contacted and you feel the concern has not been resolved please contact one of our Deputy Principals and then if still unresolved, the Principal.

DENTAL CLINIC

All students receive annual dental checkups. However, for emergency treatment or change of appointment times contact the Dental Therapist on 634-3216.

DOGS / ANIMALS / PETS

Please do not bring your animals into the school grounds.

There are a number of reasons we do not allow pets to be brought to school, mostly Health and Safety. We also do have children who have real fears (of dogs in particular.)

ENROLMENTS / PRE-ENROLMENTS

Criteria for Preference of Enrolment in Integrated Catholic Schools

- 5.1 The child has been baptised or is being prepared for baptism in the Catholic Church.
- 5.2 The child's parents/guardians have already allowed one or more of its siblings to be baptised in the Catholic faith.
- 5.3 At least one parent/guardian is a Catholic, and although their child has not yet been baptised, the child's participation in the life of the school could lead to the parents having the child baptised.
- 5.4 With the agreement of the child's parent/guardian, a significant **familial** adult such as a grandparent, aunt or uncle who is **actively** involved in the child's upbringing undertakes to support the child's **formation** in the faith and practices of the Catholic Church
- 5.5 One or both of a child's non-Catholic parents/guardians is preparing to become a Catholic.

Agents of the Bishop, Who May Sign the Certificate on his Behalf

- 6.1.1 Parish Priest of their Parish of Residence
- 6.1.2 Assistant Priest of their Parish of Residence
- 6.1.3 Priests appointed under c. 517/1
- 6.1.4 Deacons and lay persons appointed to pastoral care under c. 517/2
- 6.1.5 Ethnic chaplains who liaise with Parish Priests or their delegate
- 6.1.6 Local committees appointed by the Bishop or by any of the above agents of the Bishop

There is always high demand for places at Monte Cecilia Catholic School so pre-enrolment of all children is essential and this includes siblings.

Applications for enrolment should be received by the school before 1st July of the year prior to starting school. Forms are available to download on the website or by contacting the school office for an enrolment pack.

FOSTERING INDEPENDENCE

We value the partnership we have with parents and welcome the opportunities we have to help children become confident and independent learners. Self Management is a **key competency** that is integral to all learning. We know that:

- Children are capable of looking after their own belongings, getting themselves ready for the classroom day, hanging up their own bags and tidying up after themselves. Children need to be expected to and allowed to, do these things.
- Making mistakes is an essential part of learning
- Taking risks makes us more resilient
- Children have different strengths and skills
- We are loved for who we are, not for what we do.
- Being successful means doing our very best, not being better than others.
- All our children are unique and sacred, created in the image and likeness of God.

HAIR

- No hair dye, highlights or bleach.
- Haircuts should be tidy and conventional.
- No Mohawks (1cm is acceptable)
- No rat's tails
- No patterns or shaven bits out of hair
- No dreadlocks.
- A buzz cut must be **even** all over.
- Longer hair must be kept clean and tidy and kept off the face.
- Correct hair ties/ head bands are burgundy, black or school uniform material (available at Elizabeth Michael).
- Hair at the back should not touch the collar. When touching the collar, tie the hair up.
- Nits (*See STUDENT HEALTH and WELFARE*)
- Whanau will support and respect our school expectations on uniform and help their children to do the same.

HEALTH AND SAFETY

All visitors and contractors are required to sign in and out at the office.

All parents on-site between 8:55 a.m. and 3 p.m. **must** sign in and out at the office.

This is a requirement under the Health and Safety in the Work place Act.

HOME LEARNING

Home learning will consist of the following:

- Children are to read every night (up to 20 minutes). This may be their teacher allocated reader, other reading material allocated by the teacher or a library book. Reading is recorded daily in their reading log books/sheets or diaries.
- Children may have spelling or sight words to practice and remember.
- Children need to practice their basic facts and mathematics knowledge. This may come occasionally in the form of a worksheet given by the teacher, but usually on Maths Buddy (www.mathsbuddy.co.nz)
- KidZone on our website is full of a variety of options to learn and practice skills anytime away from school
- We have Start Right Homework Books for sale at the office, per year level for those parents wanting to monitor extra paperwork at home
- Hub teachers will keep parents informed through students' home learning journals and may suggest resources that may be useful should parents wish their children to do 'extra' work outside of class time. Home Learning sheets and letters are also published via our Parent Portal. *We encourage parents to let time at home be for 'being a kid' so the home learning that is set is not too onerous. We believe that it is essential for children to be able to have down time and to pursue activities that stimulate, motivate and encourage their natural passion for learning, creativity and innovation.*
We ask that parents ensure that School Readers are returned to school **each** day.
- Faith Journals (Religious Education workbooks) need to be sighted, commented on and returned to school at the end of each learning strand.
- Please use the National Family Whanau Book available to guide and support your child's faith journey with the curriculum perspective.

LEARNING PLACEMENTS

Children are placed in hubs according to their age / year level. Children will be required to learn at their appropriate curriculum level. *In any one class, students may be working at a range of levels, both in the different learning areas, and within a single learning area. They will work at their own rate while being encouraged to strive for higher goals. 'The New Zealand Curriculum Framework, Ministry of Education'*

LITURGIES and MASSES

School liturgies are celebrated regularly on important feast days. Parents are invited and encouraged to join us for these celebrations. Dates and times will be advised in the school newsletter, website calendar and daily notices.

We usually celebrate Weekly Friday Mass at 10am (rostered per year level.)

We have a beginning of year and beginning of term Mass (4 x a year.)

We have an End of Year Mass (all students are expected to attend this out of school hours).

Every term we have one SUNDAY FAMILY Mass where it is expected that our families attend.

LOST PROPERTY

Please ensure your child's clothing and personal items are named. In the event that items of school uniform have gone missing, students are encouraged to look in the lost property tub in their hubs. Staff are not responsible for managing children's belongings. Lost property is regularly laid out in the walkway area at the student entrance to the school every Monday and Wednesday. Personal items will be donated to Monte Cecilia Housing Trust if not claimed at the end of each term.

LUNCHES

Sushi lunches are available to purchase every Monday and Friday. There is a lunch menu with prices available on the website. You are required to send the correct money in a sealed envelope with your child's name, hub name and lunch order written on the front. This should be given into the office **BEFORE 9:30 a.m.**

We do not encourage any form of juice or fizzy at school or unhealthy eating options.

We do encourage Water – this is our drink! We also request that children are given healthy options for morning tea and lunch to help their learning day.

LITTER FREE

Monte Cecilia is a 'Litter Free' school. This means that litter produced by children's morning tea and lunches is put back into their lunch boxes. Any uneaten food is returned home. Please ensure your child brings a lunch box to school each day to assist us with this. We promote healthy lunches that are 'package' free. Please use reusable containers and avoid packaged foods. Bits of wrapping and packets fly away quite easily and this goes against our belief of being guardians of our earth.

MORNING DROP OFF

All students enter through the student entrance next to the administration block. This gate is unlocked at 8.30am and locked again at 9am. School starts promptly at 9am with prayer and roll. **Please be on time.** If you are late, please sign your child in at the office and they will walk through the library to get to their hub. These children are marked **LATE** on our daily roll.

Drop off is in the carpark between 8.30am and 8.55am – please stop in the designated drop off area as instructed and respect others drivers and our pedestrians at ALL TIMES.

MUSIC TUITION

Music tuition for Piano, keyboard and Guitar is available through the Auckland Modern School of Music. Children receive tuition during class time. Lessons are 20 or 30 minutes in duration. Please phone Victoria Jurgens on 625-5635.

NEWSLETTERS and Notices

Daily notices are usually sent out by email when one is required.

Newsletters are emailed home for general information.

Weekly events are emailed once a week via hub news/ parent portal to keep you informed of hub, school and parish events.

All general communications are also available/ archived on the school website:

www.montececilia.school.nz

You will be automatically registered for an electronic newsletter to be emailed to you from the school website on enrolment. If you do not receive the emails, please contact the office; Michelle Follows ASAP to ensure your email address has been activated. Please keep your email address up to date at the office.

OFFICE HOURS

School Office Hours: **8.30am - 2.30pm**. Our Office Manager is Michelle Follows.

PARKING

Parents are to **ALWAYS** use the Whitmore Road entrance at drop off and pick up times. There are carparks available for short periods in the carpark. Please refrain from using our church entrance and carpark unless you are attending Mass or are a SKIDS parent.

Please abide by a speed limit of 5kmph in school grounds. Please obey all NO PARKING signs and ALL road markings. Be aware and considerate when driving along Whitmore Road. Please share this information with all helpers who ferry your children. We try to drive in AND out by turning left.

Regular updates are sent out about our carpark and respect for all who use it. We do expect your FULL cooperation at all times.

PARENT HELP

We welcome and encourage parents to become involved in the life of the school. There are many opportunities, such as:

- Joining the PTA
- Helping in classrooms as the need arises
- Helping on school trips and events
- Supporting school functions, both social and educational
- Coaching sports teams
- Helping process and repair resources and books and Library duties

PARENT PORTAL

We have a **PARENT PORTAL** which is an individualized information portal about your child. It is also used for reminders / repeats of notices and individual information pertaining to your child. You will be able to access your school accounts and notices on this portal. **You are**

required to join this portal, and can access it through a regular PC / tablet (as long as you are connected to the internet) or an APP on your smart phone, which is called **@school**. You will be emailed a login and password on enrolment. It is your responsibility to keep your details PRIVATE and do not share with your child. This Portal holds all personal information about your child, school accounts etc. On our website you will find the direct link to login to the Portal. Contact the Principal (principal@montececilia.school.nz) if you have issues regarding access. Your email address and contact information has to be up to date for this to work.

P.T.A

The Parents and Teachers Association exists to promote close contact and wide co-operation between Parish, School and Home. Many facilities and equipment have been provided through the hard work of interested parents. It is a great way to become involved and meet new friends. Meetings are usually at school on the 2nd Thursday of each month at from 7pm – 8.30pm

Should you wish to become involved in the work of the PTA please contact;

Chairperson Mrs. Amanda Tolley

Secretary Mrs. Julianna Lee-Joe (monte.cecilia.pta@gmail.com)

The **PTA** have a communication TAB on our website if you wish to check on notices sent out by them.

PRAYER

At Monte Cecilia Catholic School, prayer is seen as fundamental to the faith formation of the students. Prayer is an essential part of our daily school life. Each hub has a prayer centre as a focus. Classes begin and end each day in prayer so it is important that all children arrive at school **on time** so as not to miss or interrupt this important start to the day. If arriving late, children are expected to slip in quietly and join the prayer time. Parents are welcome to join the class for Morning Prayer. (Please prearrange with the hub teachers and we request that you please leave the class on the completion of prayers.)

The school has the dual task of: catechesis and evangelisation, and as such students will be at various stages in their personal journey.

Students are challenged, encouraged to take part and use a variety of prayers and prayer forms.

Students will be exposed to the different ways of prayer

- Introduction to Prayer *Karakia*
- Traditional and Devotional Prayer
- Contemplative and Imaginative Prayer

Parents are invited to join our **‘Mums and Dads in Touch’** prayer time each Tuesday morning at 9:00 a.m. This is an informal group who gather together in the meeting room at school to pray for the needs of our school community. Ask at the office for more information.

PRIVACY

Monte Cecilia Catholic School upholds the requirements of the Privacy Act and takes all reasonable steps to ensure that all information is treated in confidence and only used for the purpose for which it is intended. To this end, we are unable to release contact details of other parents or children. We do request permission forms with details to be filled in at the start of each year or on new families joining our school. The PTA may ask for your contact details and we encourage you to share these to help in supporting their efforts in our school.

We also request that while parents are in the classroom they **refrain** from:

- Looking at books or work belonging to other students, unless it is on display
- Looking at or accessing materials or information held on a teachers' desk
- Looking at any other information unless invited to do so by the teachers

PRAISEGIVING and END of YEAR MASS

These are celebrations of the Spiritual, Academic and Sporting dimensions of our school. It is also where we farewell our senior students. ONLY Year 6 students receive trophies. All students receive a Certificate of Praise.

Praise giving is generally held during the last month of Term 4 at St. John Vianney Church Hall. This is a **midday event** to which all are invited.

End of Year Mass is an **evening event** beginning at 5:30 p.m. and lasting approximately 1 hour to which all are invited. Our Year 6 students and other leaving families are farewelled here.

All children are expected to attend both events in full school uniform.

RELIGIOUS EDUCATION

Introduction

Through the Religious Education class programme we provide opportunities for children to learn what it is to be Catholic – that is, what Catholics believe, and how we celebrate, live and pray.

Structure

The expected learning in Religious Education is spread through six Learning Strands and four Learning Modules. These identify the major content areas to be covered.

The 6 Learning Strands in Religious Education are:

God - *Te Atua - Io Matua Kore* “the Father almighty”

Jesus Christ - *Hehu Karaiti* “His only Son, our Lord”

The Holy Spirit - *Te Wairua Tapu* “the Lord, the giver of Life”

Church – *Te Whanau a te Karaiti* “Community of Disciples”

Sacrament – *Hakarameta*

Communion of Saints – *Te Kotahitanga o te hunga tapu*

The 4 Learning Modules in Religious Education are:

Liturgical Year – *Te tau me ona ritenga tapu*

Prayer – *Te Karakia*

Myself and Others – *Ko au, Ko ratou*

Sacramental Celebrations – *Nga ritenga hakarameta*

Prayers

At Monte Cecilia Catholic School the children start and end every day with prayer. *Prayer plays a VITAL role in our school.*

Time Allocation

At Monte Cecilia Catholic School the children receive the following time allocation for Instruction in Religious Education every week (This time does not include Liturgies, Masses or Special Character events):

Y1-3 : 1 hour and 40 minutes

Y4-6: 2 hours

Over and above this, Religious Education is integrated in all other curriculum areas through a range of authentic contexts.

REPORTING

Written reports are issued twice per year:

- A written Goal Setting Report is sent home at the end of Term 2 which is followed by Learning Conversations at the start of Term 3. These meetings are focussed on the learning and next steps required to achieve the goals set by learners and teachers and are student led.

- A written End of the Year Summative Report is sent home at the end of the year. This is a summary of the year and informs families of the levels students are working in.

Regular sharing of the learning occurs (usually one per term as a whole school) in the form of an open evening, celebration of learning or Parent Teacher Student Sharing with Learning Conversation. This is for all year levels.

Teachers will request a Learning Conversation or meeting with you if there are any areas of concern academically or behaviourally. We have a “no surprises” philosophy where teachers talk to parents informally about any learning concerns around the middle of each term.

Monte Cecilia Catholic School has a policy of encouraging the children to be involved in all learning conversations in a “three way process” – Parent, Teacher and Child. These discussions are always about their learning and student led.

We always encourage our families to make contact with their child’s teachers if they have any queries, concerns AND also celebrations!

SCHOOL Financial Contributions and DONATIONS

Attendance Dues	\$430.00
Diocesan Special Character Donation	\$ 50.00
School Donation	<u>\$400.00</u>
TOTAL for the year	\$880.00

You are able to make payments by cash, cheque or internet banking.

If you believe you have extenuating circumstances, then please arrange to meet with the Principal to discuss your options.

Stationery

At the beginning of the year, each child will also sent an account for stationery, the school activity fee (which covers all in school activities and some trips for the year), photocopying, and Maths Buddy. This is approximately \$150 - \$200.

Replacement stationery items are available from the school office. These are usually included in the one off payment at the beginning of the year.

Year 5 and 6 students will also have a camp donation of approximately \$350 which is paid later in the year if there is a camp in that particular year.

Payment arrangements are available – speak to the office.

The school and RE donations are tax-deductible and we will issue appropriate receipts on request. Up to 1/3 (one third) of the donation cost can be claimed.

Donations paid in full at the beginning of the year are non-refundable if your child withdraws from the school during the year.

Attendance dues paid in full at the beginning of the year will be prorated back if your child withdraws from the school during the year.

SCHOOL MASS

We are part of the Saint John Vianney Parish and we value the love and support given to the school by Fr. Francis Poon and parishioners. The school often celebrates Mass together with the parish and school communities. The dates for each Terms Masses are on the website calendar and notices in the hub newsletters.

Mass is where we proclaim the mystery of our faith. At Mass we act out and we participate in the belief that there is purpose and therefore hope for this life and for another to come. The purpose of Mass is to say ‘yes’ to God’s purpose for us.

Vatican II spoke of the Mass as the source and summit of Christian life. It is our role as Catholic Educators to evangelise and bring our children to the Mass. We expect our parents and caregivers to support us and their children in this role.

It is a condition of enrolment ***that all children attend all school Masses.***

Non attendance should only be in ***very extenuating*** circumstances and should be discussed beforehand with the Principal and/or Director of Religious Studies.

SCHOOL TERM DATES

Term Dates 2018

Term One 2018 **Tuesday 30th January – Thursday 13th April**

Tuesday 6 th February	Waitangi Day
Friday 30 th March	Good Friday
Monday 2 nd April	Easter Monday
Tuesday 3 rd April	Easter Tuesday

Term Two **Monday 30th April – Friday 6th July**

Wednesday 25 th April	Anzac day (falls in the school holidays)
Monday 4th June	Queen's Birthday

Term Three **Monday 23rd July - Friday 28th September**

Term Four **Monday 15th October – TBA but no later than Tuesday 18th December**

Monday 22 nd October	Labour Day
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SCHOOL TIMETABLE

9am	School commences with Prayer
10.50am	Fitness (Winter Terms)
11am	Morning break
11.20am	Second morning session
1.00 pm	Lunch
1.45pm	Afternoon session
3pm	Finish of school

SMOKE FREE ENVIRONMENT

Under the Smoke Free Environments Act, Monte Cecilia Catholic School is smoke free **at all times**. Smoking is not permitted in or around school or church buildings or in any part of the grounds, at any time.

STAFFING PROFILE

Leadership Team

Mrs Michele Mill	Principal
Mrs Sarah McAlpine	Deputy Principal
Mr Oliver Fahey	Deputy Principal
Mrs Hanna Leigh	Director of Religious Studies (DRS)
Mrs Vickie Boffey	Director of Pastoral Care

Teachers

Mrs Sarah McAlpine	Junior Hub (John Bosco Team)	Year 1/2
Mrs Rebekah Mitchell	Junior Hub (John Bosco Team)	Year 1/2
Mrs Maree Harvey	Junior Hub (John Bosco Team)	Year 1/2
Mrs Vickie Boffey	Junior Hub (John Bosco Team)	Year 1/2
<i>Mrs Ailsa Thorpe</i>	<i>Maternity Leave</i>	<i>Year 3/4</i>
Miss Hafwen Lewis	Middle Hub (Thomas Aquinas Team)	Year 3/4
Mrs Hanna Leigh	Middle Hub (Thomas Aquinas Team)	Year 3/4
Miss Ellyse Dunn	Senior Hub (Francis of Assisi Team)	Year 5/6
Mr Oliver Fahey	Senior Hub (Francis of Assisi Team)	Year 5/6

Student Support

Mrs Lynda Gore	Teacher Aide
Mrs Deborah Wood	Teacher Aide

School Chaplain

Fr. Francis Poon P.P. St John Vianney Parish

Parish Secretary

Mrs Julianna Lee-Joe

Office Manager

Mrs Michelle Follows

Property Caretaker

Mr Don Ross

STAFF CONTACT / APPOINTMENTS

The Staff are more than happy to assist you in any way possible. If you would like to arrange to have an appointment with your child's teacher, either speak to the teacher personally or leave a message at the school office. Teachers are often unable to talk with you during interval and lunchtimes, so when you leave a message, please include an after-hours contact number.

Staff can also be contacted on email (details are also on the website):

Mrs M Mill	principal@montececilia.school.nz
Mrs McAlpine	sarahm@montececilia.school.nz
Mr Fahey	oliverf@montececilia.school.nz
Mrs Leigh	hannal@montececilia.school.nz
Mrs Boffey	vickieb@montececilia.school.nz
Mrs Thorpe	ailsam@montececilia.school.nz
Miss Lewis	hafwenl@montececilia.school.nz
Miss Dunn	ellysed@montececilia.school.nz
Mrs Harvey	mareeh@montececilia.school.nz
Mrs Follows / Office	office@montececilia.school.nz

STAFF MEETING TIMES

Staff Reflection and admin meetings:	Mondays	8.00 am - 8.30 am
Staff meetings:	Wednesdays	3:15 pm. – 5 pm
Team meetings:	Tuesday / Thursday	3.15 pm – 5pm

STAFF ROOM

Please respect this as a place for the staff to rest and relax. Please do not enter the staff room unless you have been invited to do so. If you would like to speak to a staff member who is in the staff room, please ask at the office and the Office Manager will enquire if the staff member is available.

SWIMMING

We are blessed with our own school swimming pool.

During Term 1 every class will usually swim everyday. This is an essential part of our curriculum.

For two weeks we have qualified instructors who teach our students alongside their hub teachers. These incur an extra cost to our school and will be subsidised through parent contributions from 2018.

All levels of ability are catered for and we ask that you encourage your child(ren) to swim. Illness should be **the only reason** a child cannot swim on any particular day. A note with this valid reason, should be sent to school to excuse your child. All children, regardless of hair length, are required to wear a swimming cap.

It is extremely important that if your child has had diarrhoea that they do not swim for two weeks.

SPORTS

The school encourages students to participate in weekend or after school sports. There are options available in many clubs, ask at the office for information on the sport your child may be interested in. When we have an availability of coaches within the parent community, Netball and Flippaball are available.

Our school holds its own in school competitions in swimming, cross country and athletics.

The school also participates in the local Mt Roskill school zone competitions. Teams are generally selected from the senior school (Years 5 and 6) for the following sports; Swimming, Netball, Soccer, Rugby, Cricket, Cross country, Athletics.

STUDENT HEALTH AND WELFARE

Our Public Health Nurse visits the school regularly and on request to monitor our students' health.

Sickness

Please **DO NOT** send your child to school if they are unwell, especially if they have been vomiting or have diarrhoea. Please call the school office or email to report absences before 10am.

Classrooms are perfect breeding grounds for a variety of illnesses and these spread rapidly through a class and usually onto staff. Children must not be sent back to school until they have FULLY recovered from an illness. Children whom we deem are too unwell to attend school and/or who pose a health risk to other children and staff will be sent home.

Medication

When students need to be on medication the class teacher should be informed. Parents whose children are required to take medication are asked to inform the Office Manager, who will require you to *sign a consent form*.

Please do not send your child to school with medication to take. It is YOUR adult responsibility to bring medication to the office and discuss it with the office manager.

No medication will be administered unless a consent form is signed.

All medical supplies will be kept in a secure place in the administration sick bay area.

Healthy Food

Quality food enhances your child's learning potential. For this reason **we do not allow sweets, fizzy drinks and highly coloured and flavoured snack foods at school. We are a water only school.**

Please ensure that your child has adequate food and drink each day. Each child is required to have a water bottle.

Please do not send cakes, lollies etc to share for birthday celebrations.

Many children have food allergies and many parents prefer for their children not eat this type of food.

Sun Smart

Children must wear a monogrammed school hat at all times they are outside during terms 1 and 4. This includes coming to and from school.

Children without a hat will be required to stay in the shade areas during breaks and will be unable to participate in outside activities. Sunscreen is provided for student use in all classrooms.

Nits

Nits are an ongoing problem in all schools. For this reason we ask that all students (girls and boys) with hair below shoulder length have it tied back. This helps prevent the spread of nits between children.

If there is a concern about nits in a particular hub(s) then you will be notified. We ask that you treat your child (ren) as soon as possible and ask that you do not send your child (ren) back to school until this has been done.

Monte Mentors

Trained mediators will be on duty at lunch time to mediate with children who have disputes or problems with each other. They will also organise games for children to play from time to time.

UNIFORM

Please ensure that all items of clothing are clearly and indelibly named.

GIRLS

School Culottes
School blouse

BOYS

Black school shorts
School shirt

UNISEX

Monogrammed hat
Black Roman Sandals (Summer T1&T4) and Black Leather school shoes (Winter only T2&T3)
Black Socks (Winter only)
Jumper or Cardigan

SPORTS and Extra's

Black PE shorts
Black Anorak
House Colour T-Shirt for all sports / team events (available from the school office on enrolment)

Jewelry & Accessories

•Earrings:

ONLY Plain gold / silver studs, sleepers or small crosses for pierced ears. No colours and **one** set only.

- No multiple ear piercings and no body piercings
- No jewelry to be worn – all types
- No make-up to be worn
- No nail polish to be worn

If for any reason your child must be in the incorrect uniform for a day or two, a note must be brought to the class teacher. Any long term problems need to be discussed with the teacher or Principal.

UNIFORM SALES

All current uniform items are stocked by:

Elizabeth Michael

4 Bond Street, Grey Lynn, Auckland 1021

09-358 1680

WEBSITE

The school website is www.montececilia.school.nz

It is our primary means of information and where our daily notices and newsletters are stored.

Please ensure that you are signed up to receive newsletters and emails and please let us know if ASAP if your email address changes.

The website also has a wealth of information about the school, classroom programs, contact details for all staff and up-coming events on the Monte calendar.