

# *St Patrick's School Kaiapoi*

## **School Profile:**

St Patrick's is an integrated full primary Roman Catholic school offering education with a Special Character to boys and girls from new entrants to Year 8.

"The school is a Roman Catholic school in which the whole school community through the general school programme and in its Religious instructions and observances exercises the right to live and teach the values of Jesus Christ. These values are as expressed in the Scriptures and in the practices, worship and doctrine of the Roman Catholic Church as determined from time to time by the Roman Catholic Bishop of the Diocese of Christchurch."

Established in 1926 by the Sisters of Our Lady of the Missions, St Patrick's is now fully staffed by lay teachers. The school is an integral part of St Patrick's Parish, Kaiapoi. The Bishop of the Diocese of Christchurch is the proprietor. The school and parish work closely together to support families in meeting the spiritual, academic, physical, emotional and moral well-being of the children. A special feature of our school is the care and concern evident amongst its members and the supportive atmosphere prevailing throughout the community.

Parents are expected to be actively involved in the faith development of their children. The Family/Whanau books assists parents understand the students' Religious Education programme. A weekly Forming Faith programme also provides an opportunity for parents to understand more about the Catholic faith.

We are very fortunate to have a supportive Parent Teacher Association who provide pastoral care for parents, organise and run the uniform shop, and fundraise for additional resources for the school. Our parents are also very involved helping in classrooms, organising sausage sizzles, coaching or supervising sports etc.

Situated in a rapidly growing urban area 20 minutes from the centre of Christchurch, Kaiapoi's increasing population is placing considerable pressure on local schools rolls. With our nearest Catholic schools in Rangiora and Papanui, St Patrick's draws children from all over Kaiapoi, Woodend, Belfast, Brooklands, Clarkville, Ohoka and surrounding country areas. A number of our children travel to school on the school bus service operated through Kaiapoi High School.

*Introducing Ourselves.....*

St Patrick's is currently a seven teacher school with a maximum roll of 208 students. A decile 8 school, the socio-ethnic composition largely reflects that of the wider Kaiapoi community. We have a small number of students of Maori, European, and Asian descent. The school is very well resourced, with attractive grounds and classrooms, and has access to the parish lounge and hall.

A wide range of other agencies also provide support for the school. Catholic Education Office, Special Education Service, Public Health Nurse, Police Education, School Dental Therapists, Advisory Services and National Library, etc. The school has an excellent relationship with our neighbouring schools; in particular Kaiapoi High School, Kaiapoi Borough and Kaiapoi North. We also enjoy sporting interchanges with our Catholic neighbours, 'St Josephs' in Rangiora and Papanui.

The philosophy of our school is to foster the talents and abilities of each individual student. From the beginning of their schooling teachers recognise the children's unique learning styles and encourage them to take control of their own learning and behaviour. They are taught to set goals and targets, to understand their rights and the responsibilities that come with them, but most importantly to learn to live their lives according to the values and teachings of Jesus Christ.

#### **Board of Trustees:**

Since 1989 all State and State Integrated schools in New Zealand are governed by a Board of Trustees where five members are elected from the local school community. In Catholic Integrated Schools the Proprietor also appoints four representatives to the Board who are responsible to him for ensuring the Catholic Special Character is promoted and protected. St Patrick's School has always been very well served and continues to be well served by our Board of Trustees.

The Board meets twice a term and is responsible for setting policy and overseeing the governance of the school. Sub-committees of the Board ensure the National Administration Guidelines are appropriately addressed.

The Principal as Chief Executive Officer and also as a member of the Board, is responsible for the professional leadership and management of the school. The Principal is expected to manage the day to day running of the school, establish and maintain programmes for continuous improvement and to keep the Board well informed of students' progress and achievement.

#### **Staff:**

The school is currently staffed by a team of seven full time teachers and two part-time teachers, as well as the Principal.

Support staff at the school include the office secretary (8.30 - 3.30), the cleaner/caretaker and one teacher aide.

All staff members are highly skilled competent professionals who have the best interest of all children at heart. We are truly fortunate and grateful for their dedication to the students and commitment to education.

**Mission Statement:**

"We aim to provide the best possible education for our children in a Catholic environment."

"The future of the world belongs to the younger generation. Thus the Catholic school aims to offer young people the means to acquire the knowledge they need in order to find a place in society which is strongly characterised by technical and scientific skill. But at the same time it aims, above all, to impact a solid Christian formation." (Congregation for Catholic Education 1997. *The Catholic School on the Threshold of the Third Millennium.*)

**Curriculum Requirements and Student Achievement:**

Develop and implement learning programmes

To provide all students in Years 1-8 with opportunities to achieve for success in all the essential learning and skill areas of the NZ Curriculum

Giving priority to student achievement in literacy and numeracy, especially in Years 1-4.

Giving priority to regular quality physical activity that develops movement skills for all students, especially in Years 1-6.

Through a range of assessment practices, gather information that is sufficiently comprehensive to enable the progress and achievement of students to be evaluated; giving priority first to:

Student achievement in literacy and numeracy, especially in Years 1-4; and then to

Breadth and depth of learning related to the needs and abilities and interests of students, the nature of the school curriculum and the scope of the NZ Curriculum (as expressed in the National Curriculum Statements).

On the basis of good quality assessment information identify students and groups of students:

Who are not achieving

Who are at risk of not achieving;

Who have special needs; and

Aspects of the curriculum which require particular attention;

Develop and implement teaching and learning strategies to address the needs of students and aspects of the curriculum identified:

In consultation with the school's Maori community, develop and make known to the school's community policies, plans and targets for improving the achievement of Maori students:

Provide appropriate career education and guidance for all students from Year 7 and above, with particular emphasis on specific career guidance for those students who have been identified by the school as being at risk of leaving school unprepared for the workplace or further education / training:

### **St Patrick's School Strategic Goals 2010:**

#### **Catholic Character:**

**To foster a Catholic environment that promotes knowledge of and respect for catholic values.**

**To actively establish a stronger relationship between the Parish and school community.**

- Actively promote Catholic and Charism values.
- Foster relationships in the community by encouraging parish, home, school partnership.
- Ensure Religious Education is taught in a meaningful, authentic way, relevant to the whole community.

#### **Student Achievement:**

**To provide learning opportunities for the development of students' knowledge, skills and attitudes in all curriculum areas with an emphasis on numeracy and literacy.**

**To create an environment for all children to develop leadership and service within the wider community while developing their capability to become life long learners.**

- Finalise the writing and implementation of the St Patrick's curriculum.
- Provide more rigorous feedback to parents and children inline with the National Standards.
- Celebrate the success of learners.
- Meet the needs of all learners by providing differentiated programmes of work.
- Actively encourage the use of ICT and innovative integration of thinking skills in teaching and learning programmes.

- Ensure teachers have adequate resourcing and effective professional development to enable best practice.

### **3. Physical Environment:**

**To provide attractive, functional and safe buildings which reflect a modern learning environment.**

**To provide well-presented and secure grounds and boundaries.**

- Apply to the Diocese Education Office Financial Assistant Scheme and other funding organisations to expediate property projects.
- Continue to generate income for the school, so as not to rely completely on Ministry funds.
- Continue to enhance the environment of the school, considering aspects of safety, enjoyment of students, quality maintenance and attractiveness.

### **4. Community:**

**Provide financial and organisational practices that enable children and staff to reach their full potential.**

**Ensure that each individual within the school community takes shared ownership of achieving our school vision.**

- Maintain insightful management of finances to enable the fulfillment of all objectives in the strategic plan.
- Continue to generate income for the school, so as not to rely completely on Ministry funds.
- Provide an environment where staff are valued and highly motivated to model best practice in teaching and learning.
- Continue to successfully utilise eTap to improve efficiency in administration, record keeping and reporting.
- Promote a shared school vision, held by the community of parents, students and staff.

*Caring    Co-operating    Called to others*

These values come from the charism values of the Mission Sisters who founded St Patrick's Kaiapoi in 1926. Incorporating the New Zealand curriculum values, our charism values of contemplation, communion and mission provide the foundation for the St Patrick's curriculum. We have used 'child friendly' words to describe these values so the children and wider community easily remember them. They are our '3 Cs' - caring, co-operating, called to others.

At St Patrick's we nurture learners who inquire, are confident and manage self. Our curriculum builds on these characteristics as the child progresses through years 1 - 8. We realise children will develop these attributes at different stages along their learning journey therefore we focus on the beginner, intermediate and advanced learner.

### *The Confident learner:*

A learner who is confident.....		
Beginning	Intermediate	Advanced
Contributes ideas	Shares ideas	Is pro-active
Responds to others and participates	Takes on roles	Is a role model
Follows simple instructions	Asks others to join in	Shows leadership
Recognises oral, written and visual language features, including ICT	Follows instructions	Seeks new challenges
	Uses oral, written and visual language features including ICT	Organises activities and games
		Debates and justifies opinions
		Competently uses oral, written and visual language symbols and texts including ICT

### *The Self manager:*

A learner who manages self.....		
Beginning	Intermediate	Advanced
Is aware of learning goals and intentions	Understands personal goals and intentions	Establishes and uses independent strategies to meet goals and learning intentions
Follows routines independently	Is focussed on applying and achieving teaching and learning routines	Has the desire and skills to initiate own learning and complete it within a set time frame
Copes with change in a routine	Accepts and understands change	Accepts, understands and initiates change
Can say what they have done and learnt	Can say, "What do I still need to know?"	Can say what they know and what their next step is

## *The Inquirer:*

A learner who inquires.....			
Beginning	Beginning	Intermediate	Advanced
Is a critical thinker	Listens to others	Expresses own ideas and those of others, making links and connections	Modifies views, actions and opinions
	Explains an action	Develops own opinions	Is able to challenge own ideas and those of others, and accept another point of view
	Asks a why and how question	Explains and justifies	
Is a logical thinker	Is able to formulate a question	Is able to use questions and begin to communicate/ analyse findings	Is able to use complex questions in their inquiry and access a range of ICTs
	Is able to work together with others	Is able to work effectively together	Collaborates effectively and sets SMART goals
Is a lateral thinker	Offers creative ideas and reasoning	Organises creative ideas and reasoning	Demonstrates flexible, innovative thinking
	Learns how to ask relevant questions	Uses thinking tools to research/ answer questions	Effectively presents inquiry using a range of thinking tools
Is a reflective thinker	Uses Six Hat Thinking		
		Uses Blooms, P.M.I	
			Uses Habits of Mind

**Absences:**

If your child is going to be absent, parents are asked to inform the school by telephone by 9.15am on the day of the absence. A check of absences is made daily, shortly after the commencement of class. If your child is absent and no message has been received, the school secretary will telephone home to check why your child has not arrived at school. This system is in place to protect your children and consequently we ask for your cooperation. A note to explain your child's absence is necessary if the secretary or class teacher have not been notified of the reason for absence.

**Attendance Dues and School Donation:**

All Catholic Schools charge Attendance Dues which are a legally binding charge on all parents and caregivers who have enrolled their children at a Catholic school. This is payable unless, in special circumstances, the charge has been waived by the Proprietor of the school for specific issues associated with a family. In the Christchurch Diocese the Attendance Due charge is \$33.75 (incl GST) per child per term. Attendance Dues are authorised under the Private Schools Conditional Integrated Act and are used to pay for costs associated with the land and buildings for the Catholic Primary Schools in the Diocese.

Where a parent has four or more children at a Catholic Primary School their attendance dues invoice will be for three children only, ie the fourth child, and any further children, will not be charged for attendance dues.

The Diocesan Catholic Special Character Contribution is \$5 per term for 2010. The Catholic Special Character Contribution is collected on behalf of the Catholic Education Office and is used to cover costs associated with the provision and delivery of professional development and advisory services in support of Catholic Special Character in Catholic primary schools in the Diocese. This financial contribution is a tax deductible donation.

Both Attendance Dues and the Catholic Special Character Contribution are paid to the parish and the parish sends an account out at the beginning of each term.

The school Activity contribution is additional. This is set at \$40 per pupil and contributes towards an extra school activity or performance per term per pupil. This financial contribution is a tax deductible donation.

The school Donation is \$50 per pupil and assists the general operation of the school as a necessary supplement to the operations grant from the Ministry of Education. It is classified as a donation and as such is tax deductible.

One annual account is sent out at the beginning of the year. Parents are strongly encouraged to make either a one off payment or arrange automatic payments. Families facing serious financial difficulties are invited to contact the principal to discuss other arrangements.

The Religious Education cost of \$20 contributes towards the production of the digital resource introduced in 2010. This replaces the children's activity book which is no longer purchased. This financial contribution is a tax deductible donation.

### **Behaviour Management:**

Teachers and staff at St Patrick's School expect and maintain a high standard of acceptable student behaviour. Behaviour management is viewed as a shared responsibility between the school, home and the wider school community.

The school Behaviour Management Programme is based on Restorative Practice and our 3Rs -

Respect for God

Respect for self and others

Respect for property and the environment.

The Restorative Practice model is designed to deal with relationship issues that arise from time to time at school.

The model can be applied to all levels and aims to assist all involved to reflect, repair and reconnect. It is about restoring relationships between people through a controlled environment. This allows for individuals to listen, to hear how it has been for others and to gain sufficient understanding and empathy to support the healing process. Teaching staff are provided with Restorative Practice training which is ongoing.

### **Bicycles:**

The bicycle stands are located beside the senior court. Children must walk their bicycles into the school grounds and have a lock to secure bikes in the stands.

As young children do not develop peripheral vision for some time New Zealand Police recommend children be at least 10 years old before they ride unaccompanied on the road.

Children do not ride scooters, roller blades or skateboards to school. These are best kept for home.

### **Bus Transport:**

A number of children are eligible (3.5km away) to travel on the school bus service. Hawarden Bus Company has been contracted by Kaiapoi High School to transport these children to and from St Patrick's School. The roll is taken each morning with the class register, and students are checked off at 3pm before they get on the bus. It is very important that children know how they are getting home if they are travelling home by other means.

Children are given very clear guidelines and expectations as to their behaviour on and waiting for the bus. Inappropriate behaviour will result in a three-day removal from using the bus and continuous misbehaviour may eventuate in a permanent ban.

#### **Choir:**

The St Patrick's school choir performs at various events throughout the year. Children from Year 5-8 perform in our choir at the local Kaiapoi Schools' Music Festival as well as the Primary Schools' Music Festival held in October at the Christchurch Town Hall on alternate years.

#### **Education Outside the Classroom:**

Students at St Patrick's enjoy frequent opportunities to experience learning outside the classroom. These experiences range from overnight camps to YMCA activity days to visiting the local community. School trips and excursions are planned and purposeful and are closely related to learning programmes.

From time to time visiting performers or performances are held at school. These are also closely linked to specific curriculum areas.

The weekly sausage sizzle and other fundraiser lunches provide funding to support the EOTC programme.

#### **Health:**

The school Health Nurse visits the school on the third Monday of each month and any specific health problems can be discussed with her. Specialist services are available to parents if and when required - these include speech therapy, educational psychology, and health services such as hearing and vision testing.

Dental treatment is free and provided on a regular basis through Kaiapoi Borough School, telephone 327 7233.

If children are unwell at school, parents are contacted and a request made that the children be collected and taken home. An emergency contact person is important to stand in when we cannot contact parents in such circumstances.

If children have medication that has been prescribed, parents please put in writing the details. The medication will be held in the office and administered as prescribed. Medication such as bee sting pills can be kept at school for emergencies. Inhalers are kept in the teacher's desk drawer for children in Rimu and Rata and children from Y3 up are encouraged to be responsible for their own inhalers so they have ready access to them.

Immunisation of new entrants is significant in preventing childhood diseases. Parents are required by law to inform the school of the immunisation status of their children.

A certificate from the Plunket Book or doctor is required as evidence. If your child is not vaccinated you may be requested to keep him/her at home in the event of an outbreak of disease e.g. measles.

**Homework:**

The format of Homework, or Learning Extension is currently being revised inline with our new curriculum. Regardless, all children in Y4-8 are expected to read for at least 20 minutes each night and practise basic facts. Your child's teaching will inform you if your child has spelling or word study as well.

**House System:**

When children are enrolled at school they are placed in one of four houses - Ashby, Brodie, Joyce or Lyons. These houses are named after former Catholic Bishops from the Diocese of Christchurch. House Captains plan and organise special sports afternoons and activities and play a significant role in the school-wide Swimming Sports and Athletic Sports.

**Kapahaka Group:**

St Patrick's School has an enthusiastic Kapahaka Group that performs at the Christchurch Town Hall in the annual Cultural Festival. Children from Year 4-8 are encouraged to join this group.

**Lost and Found Property:**

Any articles found at school are kept in the green bins located in the Pohutukawa, Rimu and Rata cloakrooms. Parents and children are welcome to check for missing articles. Remember it is essential to have all belongings clearly named with a laundry-marking pen.

**Lunch Orders:**

Subway can be ordered by Monday 8.50am each week for lunch every Monday. On Fridays a sausage sizzle or other lunch is usually held to raise funds for Outdoor Education programmes.

**Lunch Times:**

Children have lunch at 12.30pm with about 15 minutes to sit and eat. Duty teachers encourage children to eat all of their lunch, and return uneaten lunch home so that parents can gauge quantities required in future. All drinks are to be contained in plastic bottles and sweets are not permitted. As part of our recycling policy children take all their lunch rubbish home. Recycling bins are in classrooms for anything that can be recycled.

**Newsletters and Notices:**

The school newsletter is an important means of communication and will come home every second Wednesday with the youngest family member attending our school. Please read the details and also ensure that the children read them (or have them read to them). The newsletter will also be on the school website [www.stpatkai.school.nz](http://www.stpatkai.school.nz). If you would prefer the newsletter to be emailed to you please contact the school office.

**Parish Partnership:**

St Patrick's School is an integral part of the St Patrick's parish of Kaiapoi and the two organisations work together in close partnership with parents to provide for the faith development of the children.

Sacramental programmes are co-ordinated through the parish.

Sunday Mass at St Patrick's is 9am and a Vigil Mass is held at 6pm on Saturday. A Forming Faith session, for all parents of children new to St Patrick's is programmed every 6 months and it is an expectation that you will attend if your child is to be enrolled.

**Photographs:**

Class photographs are taken annually, usually in Term 4, and the purchasing of these is optional. The taking of individual photographs is also optional. All orders must be placed and prepaid before the photographer arrives.

**Religious Education:**

All children attending St Patrick's School participate in informal and formal Religious Education programmes as part of the Catholic Special Character of the school. Each day begins with class prayer and once a term each class attends the Wednesday or Friday parish Mass. School Masses are held once a term and children are expected to attend these.

Religious Education is a three way process - home, parish, and school. It is really important, and expected that parents will take an active interest in the faith development of their children.

**Reporting to Parents:**

Teachers formally report on the progress made by individual children on at least three separate occasions during the year. Parents of all students have their first round of parent-teacher interviews in March. Parent-teacher interviews are held again at mid-year and written portfolio comments go home at the end of Term 2 and Term 4.

Teachers maintain an Assessment portfolio and the SMS (Student management system) has detailed achievement information on all students. Achievement information is shared with parents and children at interview time.

In addition to the arranged interview and reports parents are encouraged to contact the class teacher or the principal when concerns arise. It is important to arrange an appointment and briefly outline the matter you wish to discuss so a suitable time can be arranged to discuss your specific concerns. Before school starts and straight after school are not always convenient as it does not allow the teacher time to collect their thoughts or the information needed to produce a satisfactory outcome to your inquiry. All information relating to your child or family is held confidential to the school and you as the parents or guardians.

### **Road Safety and Transport:**

Parents who transport children to and from school by car are asked not to stop on yellow lines or double park. For safety reasons, driving into the school grounds to drop children off or to collect them is not permitted.

All pedestrians entering the school are encouraged to use the Fuller Street pedestrian entrance and avoid using the vehicular driveway.

We have two supervised crossings. A teacher and senior students patrol the official crossings on Fuller and Peraki Streets after school between 3pm-3.15pm.

Travelling by bus is the preferred option for transporting our students to and from venues. There is usually a small cost to parents for this service, which is subsidised by fundraising.

Where parent transport is used, all vehicles must be fully registered, warranted and road worthy with the correct number of seatbelts per passenger.

### **School Attendance Times:**

Children are expected to arrive at school between 8.30-8.50am. The first bell rings at 8.55am. Morning interval is from 10.30-10.50am and lunch is from 12.30-1.25pm, school finishes at 3pm. Children are expected to leave for home as quickly as possible and use patrolled road crossings.

### **School Grounds:**

Children are welcome to play in the school grounds during the weekend. We request that due care and consideration is shown to any school amenities during these times and that breakages to equipment or damage to buildings is reported to the Principal or the Board of Trustees.

Parents are also asked to be vigilant during weekends and holidays. Any suspicious behaviour or vandalism should be reported directly to the Kaiapoi Police.

### **Barbier Centre:**

All classes are timetabled to visit the school library (Barbier Centre) at least once a week. The library is also open to children during lunchtimes. We are proud of our school library collection and we work hard to provide high quality reading material for pleasure and information.

Please ensure your child has a library bag and is encouraged to use it. Please take care of our books. Damaged or lost books must be replaced.

### **School Uniform:**

Children are expected to wear correct school uniform at all times. This is as follows:

<b>Girls</b>	<b>Boys</b>
Skirt/Skort in Catholic schools' tartan	Grey shorts (summer weight)
School blue polo shirt (summer)	Grey shorts (winter weight)
School sun hat	Blue polo shirt (summer)
School blue long sleeved polo shirt (winter)	School sun hat
Dark blue school sweatshirt	School blue long sleeved polo shirt (winter)
Plain white short socks (summer)	Grey socks
Dark blue tights (winter - optional)	Dark blue school sweatshirt
Black or blue shoes or sandals	Black school shoes or sandals

Further information including a current price list is available from the school office.

### **Sports:**

Weather permitting Friday afternoon is generally "Sports afternoon". All children participate in a wide range of Kiwisport activities focussing on skill development and enjoyment. There are also opportunities to compete against other schools locally and regionally.

All students Year 4-8 must wear St Patrick's sports uniform (navy shorts and polo shirt) for Sports. In the event of school-wide sporting activities, Year 1-3s may wear any suitable navy or dark shorts with their school polo shirt.

### **Stationery:**

At the end of each year children will be issued with a stationery list for their particular class. Stationery can be ordered online with details distributed at the end of Term 4. Children are expected to have their stationery with them to start work on the first day of Term 1. Teachers prefer all students' books to be covered. This protects the books and extends the usefulness. Some stationery items can be purchased from the school office at competitive prices.

### **Student Council**

The Year 8 students form the School Council. Each year survey the rest of the classes regarding requests. They meet regularly with their class teacher to discuss requests and fundraising ideas.

### **Sun Safety:**

St Patrick's is an accredited Sun safe school. As part of our policy, all children are to wear a sunhat in Terms 1 and 4. Sunhats are sold as part of the school uniform. Children who are not wearing hats will be asked to play in the shade.

### **Swimming:**

A concentrated Swim Week is programmed twice a year at the Kaiapoi Aquatic Centre (dependent on availability). Junior children are transported to the pool by private car. We really appreciate a lot of parent help during these weeks. Towels and swimwear should be at school every day during swim week as swimming is a compulsory part of the Physical Education programme. Please send a note if your child is unable to participate on any day and remember to name all clothing and towels clearly.

### **Technology Training:**

As part of our Technology programme, students from Year 7 & 8 attend Kaiapoi Borough School every Wednesday afternoon from 1-3pm.

The cost of this programme is additional and is shared between parents and the board.

### **Terms and Holidays:**

Term dates and holidays are set by the Ministry of Education and will vary from year to year. The school year is divided into four terms with holidays of two weeks in April, July and October with the main holidays in December and January.

Parents will be informed of term dates and statutory holidays through our regular newsletter and on the school website - [www.stpatkai.school.nz](http://www.stpatkai.school.nz).

Hopefully this information will be a useful reference to new families on " How we do things around here". However if you have further queries or questions please feel free to contact the school office or speak to the Principal.

**Therese Coleman**  
**Principal**  
**February 2010**