

ST JOSEPH'S CATHOLIC SCHOOL PUKEKOHE

P.O Box 1292
Pukekohe 2340
Phone: 2387745

94 Seddon Street
Pukekohe 2120.

Website: www.stjosephs.co.nz

Email: stjoesoffice@stjosephs.co.nz

OUR SCHOOL

Tena koutou katoa, Talofa lava, Malo e lelei, Mauri, Kamusta, Namaste, Annyeong haseyo, Greetings

Welcome to St Joseph's Catholic School Pukekohe where we provide quality Catholic education for Year 1 – 8 students.

As defined in our Integration agreement, St Joseph's Catholic School Pukekohe "is a Roman Catholic School in which the whole school community, through the general school programme and its religious instruction and observances, exercises the right to live and teach the values of Jesus Christ."

Our vision is "To be in right relationship with God, with ourselves and others, and with the environment."

Together with staff, parents, students and our parish community we work to create a positive, caring, Christian environment where excellence is encouraged, diversity valued and success celebrated.

The school works in partnership with parents and the wider school community to provide students with a holistic education encompassing academic, social, spiritual, emotional and physical dimensions.

We are committed to ensuring that when students leave St Joseph's Catholic School, Pukekohe, they have the necessary competencies, values and attitudes to continue their education journey, and to take their place within society and the Catholic Church community.

Ursula Hall
PRINCIPAL

DATES AND HOURS

TERM DATES FOR 2021

Term 1	Tuesday 02 February	Friday 16 April
Term 2	Monday 03 May	Friday 09 July
Term 3	Monday 26 July	Friday 01 October
Term 4	Monday 18 October	Thursday 15 December

PUBLIC HOLIDAYS FOR 2021

Waitangi Day Monday	08 February
Good Friday	02 April
Easter Monday	05 April
Easter Tuesday	06 April
Anzac Day	26 April (in holidays)
Queen's Birthday Monday	07 June
Labour Day Monday	25 October

SCHOOL WEBSITE

The St Joseph's School Website address is www.stjosephs.co.nz

Please visit our site for more information about the school, for regularly updated news, and our school calendar.

SCHOOL HOURS

Our school day begins with the first bell at 8:30am and students should get prepared and be settled in their room ready to start the school day with prayer at 8:45am. Students should not be dropped off to school too early as there is no teacher supervision prior to 8.30am.

8.30am	Children come into classrooms to be organised for the beginning of the school day
8:45am	School Starts
10:40am	Morning Break
11:20am	Classes recommence
12:55pm	Lunch Break
1:35pm	Afternoon classes begin
2:45pm	School Dismissal

The teachers are available in their classrooms from 8:30am. Please note the Dublin Street gates are locked at 3:00pm and any children who have not been picked up by this time are asked to wait in front of the main administration block. Teachers are on playground duty during interval and lunchtime, and on bus duty after school, to ensure students board the bus safely.

Late Students must report to the office to get a pink slip to take to their teacher. This is so we know they have arrived at school safely.

2021 STAFF LIST

PRINCIPAL		Mrs Ursula Hall
DEPUTY PRINCIPAL		Mrs Lori Mravicich
ASSISTANT PRINCIPAL		Mrs Robin Burns
DIRECTOR OF RELIGIOUS STUDIES		Mrs Mairead Gallagher
SENCO		Mrs Tricia Kenny
SENIOR TEACHER	Years 7 & 8	Mrs Robin Burns
SENIOR TEACHER	Years 4,5 &6	Mrs Linda Sokimi
SENIOR TEACHER	Years 0 - 3	Mrs Mrs Lesley Wallace

CLASSROOM TEACHERS

Mrs Robin Burns/Mrs Mairead Gallagher
Mrs Bridget Hartland
Mr Elroy Muller
Mrs Kelly McArthur/Mrs Tiana Farrell
Mrs Maree Clark/Mrs Tricia Kenny
Mrs Linda Sokimi
Mr Alan Surrey
Mrs Sophie Hartnett
Mrs Lesley Wallace
Mrs Joanna Wilcox
Mrs Suit-keen Kovati-Waru
Miss Claudia Farrell
Miss Nicole Sarginson

PART TIME TEACHERS

Mrs Jillian Saia
Mrs Fleur de Farias

READING RECOVERY

Mrs Karen McCulloch

TEACHER AIDES

Mrs Deborah Chapman
Mrs Jeannette Irwin
Mrs Nia Ali
Mrs Andrea Dominikovich-Gray

Mrs Joan Murphy
Mrs Patricia Roberts
Mrs Caroline Harrington

ADMINISTRATION

Mrs Aimee Cunningham

Mrs Nia Ali/Deborah Chapman

ACCOUNTS

Mrs Fiona Marlow

CARETAKER

Mr Peter Jones

CLEANER

Mrs Tariangi Ruben

Crest Cleaners

BOARD OF TRUSTEES

Our Board of Trustees is the governing body of the school. It comprises of the following:

- * Six elected members
- * One elected staff representative
- * Principal
- * Four Proprietor's representatives including our Parish Priest

The Board decides, in consultation with the Bishop, the principal, the staff and community, which direction the school will take and how government requirements will be met. This is set down in our School Charter and Strategic Plan, and Integration Agreement. The Board normally holds their meeting on the third Wednesday of each month, in the boardroom at 7.00pm. The Board has governance over all the school finances, are the formal employers of the school staff; although the Principal remains the professional leader and manager of the school. The Trustees also manage and maintain school property.

CURRENT BOARD MEMBERS:

CHAIRPERSON	Simon Dykes (Parent Representative)
DEPUTY CHAIRPERSON	Sandra Hawke (Bishop's Representative)
SECRETARY	Elvira Barrington (Parent Representative)
TREASURER	Losa Helu (Bishop's Representative)
PRINCIPAL	Mrs Ursula Hall
PARENT REPRESENTATIVES	Mrs Nikki Tarapa, Michael Noble, Carolyn Cornu, Hayden Donelley
BISHOP'S REPRESENTATIVES	Father Robert, Allan Murillo
STAFF REPRESENTATIVE	Mrs Lori Mravicich

PARENT TEACHERS ASSOCIATION

PARENT TEACHER ASSOCIATION

Our PTA, and friend's of the school, work to foster relationships amongst the school community, to raise funds to improve the facilities of the school, and to support the interests, wellbeing and educational advancement of our students and families. We meet once a term, and warmly welcome your involvement. More information can be found on our PTA facebook page: St Joseph's School Pukekohe - PTA & Friends

ST JOSEPH'S CATHOLIC SCHOOL'S PRINCIPLES

Learning Principles

St Joseph's Catholic School Learning Principles are:
TRINITY, EDUCATION, LEADERSHIP, FAITH, ENVIRONMENT, and
FOUNDATIONS

TRINITY:

Matua, Tamaiti, Wairua Tapu.

We are a community that demonstrates aroha, tika and pono in our relationships with each other.

Child Speak

We are growing to be more like Jesus with The Holy Spirit working through us and God the Father watching over us.

Relation to NZC Principles:

Cultural diversity

The curriculum reflects New Zealand's cultural diversity and values the histories and traditions of all its' people.

Inclusion The curriculum is non-sexist, non-racist, and non-discriminatory; it ensures that students' identities, languages, abilities, and talents are recognized and affirmed and that their learning needs are addressed.



EDUCATION:

We are empowered through collaboration, critical thinking, problem solving and creativity, to strive for excellence and reach our personal potential.

Child Speak

I Love Learning

We strive to do our best.

We think creatively.

We are willing to try new things.

We can communicate.

Relation to NZC Principles:

High expectations

The curriculum supports and empowers all students to learn and achieve personal excellence, regardless of their individual circumstances.

Learning to learn

The curriculum encourages all students to reflect on their own learning processes and to learn how to learn.



LEADERSHIP:

We use innovative ideas to be excellent role models serving our community and using our talents to inspire others

Child Speak

We are using our talents to shine

We help each other to be great

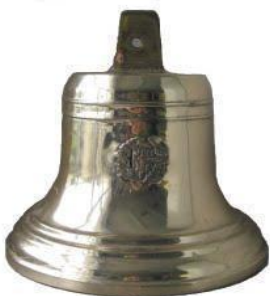
We look for new ideas

We are becoming excellent role models serving our community.

Relation to NZC Principles:

Coherence

The curriculum offers all students a broad education that makes links within and across learning areas, provides for coherent transitions, and opens up pathways to further learning.



FAITH:

Building on the charism of our founding order, the RNDMS, we apply the teachings of the Catholic Church and gospel values in living our daily lives.

Child Speak

We have Catholic beliefs

We live by Jesus' example

We continue our school traditions

Relation to NZC Principles:

Community engagement

The curriculum has meaning for students, connects with their wider lives, and engages the support of their families, whānau, and communities.



ENVIRONMENT:

We are active participants in caring for our environment as guardians – Kaitiaki for future generations.

Child Speak

We care for the earth

We respect each other

We are active participants

We are looking after the earth for the next generation

Relation to NZC Principles:

Future focus

The curriculum encourages students to look to the future by exploring such significant future-focused issues as sustainability, citizenship, enterprise, and globalization.



FOUNDATIONS:

Together we are strong – We build on the vision of those who came before us, acknowledging our bicultural identity and the diverse strengths of our community

Child Speak

Together we are strong

We follow the Treaty of Waitangi

We are all friends of our school community

Relation to NZC Principles:

Treaty of Waitangi

The curriculum acknowledges the principles of the Treaty of Waitangi, and the bicultural foundations of Aotearoa New Zealand. All students have the opportunity to acquire knowledge of te reo Māori me ōna tikanga.



SCHOOL DESCRIPTION

St Joseph's Catholic school is situated in the Pukekohe Township.

The Sisters of Our Lady of the Missions, our founding order, established St Joseph's School on its present site in 1923.

The approved maximum role of the school is 435. The number of non-preference positions is 22.

The children of the school come from the Parishes of Pukekohe, Tuakau and Waiuku.

A majority of new entrants to St Joseph's School have attended pre-school. After Year 8, some students attend Catholic Colleges in the Auckland area while other students attend Pukekohe High School, Wesley College or Tuakau College.

St Patrick's Parish, Pukekohe, plays an integral role in school life.

SCHOOL INFORMATION

RELIGIOUS CELEBRATION

The children attend the St Patrick's Catholic Church for Mass, Reconciliation and the celebration of other special occasions throughout the year. These are arranged by the Director of Religious Studies (DRS) and Parish Priest in conjunction with the Principal. Liturgies are held at the school.

ENROLMENTS

We call for pre-enrolments in early August for the next year. Children may start school from the date of their fifth birthday.

A pre-enrolment register operates collating potential enrolments over the coming five years. All Applications for Enrolment must be accompanied by a Baptism Certificate, (if Baptised in the Catholic Church) Birth Certificate, Immunisation Form, Passport and Visa Proof of residence eligibility for students born overseas. Please contact the Principal or visit our school website should you require details of the board's enrolment policy.

SCHOOL POLICIES

A link to our school policies can be found on our school website or through www.schooldocs.co.nz

1. Go to www.schooldocs.co.nz/
2. Click **Search for your school**
3. Start typing the school's name and then select it from the dropdown list.
4. Enter the community **username**: stjosephspukekohe and **password**: mission.

HOME/SCHOOL PARTNERSHIP PROGRAMME

As part of our Home – School Partnership Programme - a pre-school literacy and numeracy programme is run every second Wednesday morning from 9.00 – 9.30am in the staffroom. Any pre-schoolers pre-enrolled are invited to come to these sessions with their parents. It is hoped the sessions will help prepare children for formal instruction at school. The parents of prospective New Entrant children will be contacted one month prior to coming to school to arrange an interview. From this interview the children will take home a pack containing literacy and numeracy activities.

PRE-ENTRY VISIT FOR PARENTS

In addition to the pre-school interview it is expected that New Entrants will have at least one school visit just before starting school. The visiting times are usually mornings from 8.45am–10.40am. These may be arranged through the school office as part of the Home/School Partnership Programme. Please note parents **must stay on site** during pre-entry visits.

STUDENT ENROLMENT RECORDS The Ministry of Education requires the school to keep student enrolment records for all students. For students who have never been enrolled in a NZ school before, a digital Enrolment Record will begin for the student, and in the case of other students, their Enrolment Record will be digitally requested from the student's previous school. Parents enrolling children in a New Zealand school for the first time must provide a birth certificate for the child. Parents of children born overseas must produce documentation to show they are entitled to be enrolled in a New Zealand school. The school office will explain the documentation required. When the student leaves the school to go to another school, the Enrolment Record will be updated and passed on to the student's next school. Enrolment and

assessment data is stored on the Ministry of Education's computerized student management system 'Enrol', and our school student management system-eTAP. Parents may request a copy of information stored. This information will be used to complete forms required by the Catholic Integrated Schools' Board, Health Department, the Ministry of Education, and the Education Review Office, and for administration and assessment purposes by the school.

PARENT HELP

Parents are very welcome to help in class. If you are interested in helping in a classroom please see your child's teacher. Parents are also called on to help supervise school or class outings and sports days. This help is invaluable to pupils and very much appreciated by the teachers.

CLASS TRIPS

From time to time classes visit places of educational interest as part of their studies. Often it is more economical to ask parents to provide cars. In such cases it is expected that an offered car is adequately covered by a normal insurance policy, has a current warrant of fitness and registration, and seat belts are provided for the children.

ATTENDANCE DUES are \$452.00 per student for 2021 (\$113.00 per term).

Attendance Dues are collected by St Joseph's Catholic School and forwarded to the school's Proprietor, the Catholic Diocese of Auckland. Attendance Dues are used to repay loans for building work, property related costs and insurance at Catholic Schools in the Auckland Diocese. Attendance Dues are a compulsory payment and a condition of enrolment at Catholic Schools in New Zealand. They **are not** a voluntary donation. Attendance Dues can be paid in full at the beginning of the year, per term, or by regular instalments that will pay them in full by the end of the school year.

Financial Hardship

If any family is experiencing difficulty with paying the Attendance Dues due to financial hardship, please make an appointment to see our School Principal to discuss the options available or contact the Revenue Manager at the Catholic Diocese of Auckland on 09 360-3069. Financial assistance is not available for non-preference students.

CATHOLIC SPECIAL CHARACTER CONTRIBUTIONS

The Catholic Special Character contribution is a voluntary donation of \$50.00 per year or \$12.50 per student per term (Tax Deductible). This contribution provides the main source of funding for all services provided to St Joseph's Catholic School, by the Catholic Education Services Board. No contributions are made by the Government for these services. The Catholic Education Services Board assists our school to provide a Catholic education for your child through the preservation and enhancement of the Catholic Special Character.

ST JOSEPH'S DEVELOPMENT TRUST CONTRIBUTION

\$200 per student per year or (\$50.00 per student per term) with a maximum of \$400.00 per family. The St Joseph's Development Trust Contribution is a voluntary donation which is tax deductible. The Trust is extremely grateful for the efforts made by parents to pay this, as these funds are used for the development of our own school site.

INVOICES

Each term invoices for Attendance Dues, Catholic Special Character Contribution & St Joseph's Development Trust Contribution are emailed to parents or posted if we don't have an email address.

PAYMENTS

On-line banking or automatic payments (Reference: students name and details of what your payment is for) Bank account 12-3023-0338374-01. Eftpos is available at the office.

MONEY AND VALUABLES

Smaller children should give these to their class teacher in a labelled/named envelope. Children should not have large amounts of money at school. Children are also discouraged from bringing personal toys to school.

STATIONERY

At the end of each year each child will be given a stationery list to be purchased from any book shop outlet ready for the start of the following year. New entrants will be given a Stationery list prior to starting school.

LEAVING THE GROUNDS

Children are not permitted to leave the school grounds during school hours. Permission will only be granted if an adult reports to the school and signs the pupil out. The adult will then be given a coloured slip of paper which is to be given to the classroom teacher.

ASSEMBLY

Full school assemblies are held every fortnight on a Monday at 1.45am for organisational and cultural purposes. This assembly will usually include a prepared class/team item beginning with prayer. Details of the class/team responsible for presenting are published in the newsletter.

ABSENCE

Parents should ensure each child is at school during the hours that school is open. If a child is absent parents are expected to ring the school, before 9am on day/s the child is absent or email via our website www.stjosephs.co.nz or via **The Skool Loop app** (free to download) with an explanation for the absence. If contact has not already been made with the school, parents/caregivers need to provide a written explanation of the child's absence when the child returns to school. Parents, who wish to take students out of school for extended periods during school time i.e. for three days or more, need to contact the principal.

ADDRESSES AND TELEPHONE NUMBERS

It is vital for the school to have up-to-date records of home addresses, home and work phone numbers. Please advise the school promptly of any changes. It is necessary for parents to provide phone numbers where someone responsible, can be contacted in the case of sickness, accident or other emergency.

SCHOOL-HOME COMMUNICATIONS

Parents are urged to take an active interest in the school and to communicate regularly with school staff. Small worries can often be sorted out quickly and easily by parents and teachers working together for the benefit of the child.

A range of strategies are in place to foster home school communication. These include:

- A 'Teacher/Parent Evening' held early in the first term.
- Newsletters will be sent to parents every fortnight on a Thursday by email or via the Skool Loop app and also on the school website. www.stjosephs.co.nz
- Team newsletters sent to parents at the beginning of each term
- The school website which provides a variety of relevant school information
- Written student reports - the first of these is provided at the end of Term 1. The second is provided at the end of Term 4
- Child /Parent /Teacher conferences held at the end of Term 1
- Information Evenings held at the end of Terms 2 & 3
- Term 3 interviews with classroom teachers when requested by parent or teacher . (Please make these appointments through the school office so they do not clash with staff meetings or other school arrangements.)
- Meeting with Teacher/Team Leader/DP/Principal by request.
- All parents have access to the Seesaw app which is both a communication tool between parents/teachers/students and a portfolio of work completed throughout the year.

COMPLAINTS

Occasionally parents may wish to express their concern about some issue relating to their child's progress or general welfare at school. For any school related problem, your first line of enquiry should be with the child's classroom teacher, and then the Team Leader; as often minor problems have arisen from a misunderstanding by the pupil and/or any misinformation that has been passed onto the home. With problems of a more serious nature, contact the Principal who will endeavour to resolve the problem but, if this cannot be achieved, other avenues can be pursued. Formal complaints should be submitted to the Principal in written form. All written complaints must be signed. The Principal, as professional leader and chief executive of the Board of Trustees, has the major responsibility in decision making on action to be taken in the resolution of complaints. All written complaints must be acknowledged in writing. In the special circumstance of a complaint against the Principal, complaints are to be submitted in writing to the Board of Trustees Chairman and must be signed. The assistance of the Board of Trustees may be called upon to deal with any serious difficulties. Correspondence to the Board of Trustees can be left with the school secretary or emailed to the BOT secretary - elvirab@stjosephs.co.nz

CELL PHONES

Cell phones are not encouraged at school, and if brought to school they must be handed to the teacher for safekeeping and must be turned off during school time. Children are asked not to bring digital devices other than chromebooks to school. If they do so they must hand them into their teacher. The school does not take responsibility for these items if they have not been handed in. If children have cell phones/devices confiscated by a teacher, parents must collect them from the school office.

HOMEWORK

As per school policy, homework may be given e.g. spelling words to learn, reading etc. Children are expected to do their homework as it is related to classroom work. If homework is not completed, parents will be advised. Parents are requested to sign homework books. Please contact the class teacher for details.

TECHNOLOGY LESSONS

Year 7 & 8 children attend Technology lessons at Pukekohe Intermediate School every second Wednesday from 8:45am-12:30pm.

HEALTHY EATING

As we are a Health Promoting School food & drink brought to school by children is to be healthy & not include large bags of potato chips, cheezels, burger rings, twisties, sweets, jelly crystals, instant noodles, fizzy drinks & chewing gum. We like to acknowledge children's birthdays at school but we ask that parents don't send along birthday treats-cakes, lollies etc. to be shared with the class as this makes it difficult for children with allergies & may put pressure on other parents to do the same.

PERFORMING ARTS

During the year a performance by an outside organisation is sometimes arranged. There may be a cost per child, which will be sent home prior to the performance.

FIRST AID IN SCHOOL

In case of accidents or illness at school, essential first aid is carried out and parents contacted if necessary. If individual medication is required for stings, allergies etc. it must be clearly marked and stored in the school cabinet, and parents must complete the necessary form available at the school office or on our school website. When a pupil is not well enough to participate in the class programme he/she must be kept at home.

DENTAL CLINIC

The Dental Van comes to St Joseph's Catholic School periodically. If the child needs further treatment they are given an appointment and parents are responsible for getting their child to these appointments. The dental nurse can be contacted at the Pukekohe Intermediate School, The Hub, phone 237 1070.

SCHOLASTIC BOOKS

Leaflets are distributed to pupils twice a term for personal buying of books. The school then places a bulk order with Scholastic and books are then distributed when the order is filled. Cheques should be made out to Scholastic NZ. Each classroom and the school library receive free books and resources from your purchases.

BUSES

Children living outside the Pukekohe Township may be entitled to bus transport to and from school. Please contact the school office for details re: buses and/or conveyance allowance.

ROAD SAFETY

Road Patrol pupils and a teacher/parent supervise children every morning 8:20am-8:45am, and afternoon 2:45pm-3:00pm at the Seddon Street crossing, and every afternoon at the Dublin Street crossing. Parents must observe the **No parking restrictions** on each side of the crossing and are asked to set a good example to students by using the pedestrian crossing when crossing Seddon Street. Parents are rostered on to supervise the crossing on Seddon Street from 8.20 – 8.45am. This only involves 1 morning a week for 5 weeks of each term. Parents who are willing to help with this are asked to contact the school office.

CYCLES/SCOOTERS Children Yr3 and below are discouraged from riding bicycles to school. There is a bike frame

where bikes can be parked/locked while at school and a scooter rack where scooters may be parked. Pupils are not to ride or scoot their bikes/scooters in the school grounds. While we don't discourage scooters, we are unable to provide a secure place for them to be stored. They remain the owner's responsibility. While riding bikes to and from school, pupils are required to wear safety helmets. Officially the Police and the Land Transport Safety Authority recommend that children under 10 years do not ride on the road unattended by an adult.

SWIMMING

Swimming is part of the physical education programme and each class has set lessons. Notes for non-swimming due to medical reasons should be sent to the class teacher stating the length of time the child is to be excused.

SCHOOL UNIFORM

UNIFORM REQUIREMENTS

All children are required to wear the correct uniform at all times.

Most uniform items are available from **The Uniform Shoppe**, Glasgow Road, Pukekohe. (next to Music Mania) Phone 239 1310. Some items are available at The Warehouse.

SUMMER

Girls: **Green summer tunic. Black or brown leather sandals.** The sandal must have a heel/ankle strap, and no colour variations are allowed. Roman sandals remain an acceptable option.

Boys: **Grey shorts (light weight)**

Short sleeved polo shirt with logo.

Black or brown leather sandals. The sandal must have a heel/ankle strap, and no colour variations are allowed. Roman sandals remain an acceptable option.

Hats: **All pupils must wear the official school sunhat with the summer uniform.**

WINTER

Girls: **Green tartan pinafore/skirt.** Years 0-4 wear a pinafore, Year 5-8 girls wear a skirt at least knee length which is the same material as the pinafore.

White Blouse – Year 0- 4 girls wear a white winter weight school blouse and Year 5–8 girls wear a white school blouse which is a short sleeved blouse with a split hem.

White ankle or knee-high socks and black leather/waterproof school shoes.

Boys: **Grey shorts (heavy weight)**

Grey Polo shirt with logo, long or short sleeved.

Grey knee length socks and black leather/waterproof school shoes.

School Jersey/Polar Fleece: for boys and girls. This is a regulation green woollen jersey/or polar fleece. **Alternative sweatshirts are not an option.**

Polar Fleece Vest: Boys and girls may wear the school green polar fleece vest as an optional extra.

School Beanie: **Terms 2 & 3 only.** Please note no other type of beanie or winter hat should be worn.

Optional: Green 'Stormdri' Jacket with school logo. It is for outdoor use and is not permitted to be worn in class.

Year 8 Pupils may wear winter footwear for Term 4. Year 8 girls may wear the winter uniform for Term 4 if they wish.

SPORTS UNIFORM

Boys and Girls: Yr3 to Yr8

Dark green shorts cotton or nylon. **Polo Shirt- Green & Gold** with logo on front. Sports uniforms are not compulsory in Years 1 & 2.

When representing the school students may wear dark coloured track pants for warmth with the school jersey/polar fleece, jacket or vest. Year 7 & 8 students may wear black track pants for PE instead of the green shorts. During Terms 2 & 3, Year 3-6 students may wear bottle green track pants for school fitness and PE lessons. These must not be worn when competing in sports events.

Children who attend St Joseph's **may not have their hair dyed**. This includes the use of products that bleach children's hair. Hair must be off the face and tidy. If long must be tied back with dark green, dark brown, black or white hair ties. Fingernails are to be kept reasonably short and clean and **no nail varnish** on fingers or toes is permitted.

No Jewellery other than a watch and one pair of plain stud earrings, may be worn with the uniform.

Whānau who would like their children to wear Taonga are requested to **advise the Principal to identify the wearer**. The Board of Trustees main concern continues to be safety and therefore it is recommended Taonga be removed when students are involved in any sport. The wearer is responsible for the security of their Taonga.

ALL SCHOOL CLOTHING MUST BE NAMED

A sensible way to mark clothes is - name, phone number. Lost property is kept in a box in the cloak bay by Room 4. Unclaimed clothes will be washed and given to the Second Hand Uniform shop.

Second Hand Uniform Shop

There is a second-hand uniform shop run by the PTA. If you wish to purchase second hand uniform items this will be opened from 2.30pm – 3:00pm on Monday afternoon's at the school reception.

For health reasons, sun hats must be worn in the playground in Terms 1 & 4.

PLEASE KEEP THIS INFORMATION AS A REFERENCE