



ST PATRICK'S CATHOLIC SCHOOL

An Introduction to our School

2014

Our Vision: 'Empowered today for tomorrow's world'

ST PATRICK'S CATHOLIC SCHOOL

February 2014

For parents and caregivers new to our school, welcome to St. Patrick's Catholic School



We are a Catholic full primary school catering for students in their first eight years of their schooling.

I believe that we have three key elements that make for a successful school:

- Children who show respect, are motivated to learn and are generally well behaved
- A professional and dedicated teaching and support staff who work tirelessly to meet the spiritual, learning, social, cultural, and sporting needs of the children
- A supportive parent body and Parish who are actively involved in the various school activities and the learning of their children

We strongly promote the theme of partnership between the school and the home. Strong emphasis is placed on academic excellence and appropriate social behaviour. We firmly believe that school is a place of learning.

I believe we have a special learning environment and encourage your on-going participation in our learning community.

God Bless

Brian Belczacki
Principal

BOARD of TRUSTEES

The Board of Trustees are the governing body of our school who set and monitor the strategic direction of the school, thus allowing the Principal and staff to manage the day to day operations of the school.

The Board is composed of an elected body, an appointed body (Bishop's representatives), the staff representative and the Principal as executive officer of the Board. The Board currently meets roughly monthly/twice per term on the 2nd Wednesdays at 6pm in the Staffroom. Dates are on the school calendar that can be accessed from the website. www.stpatta.co.nz

Board meetings are public meetings and anyone has the right to attend although it is courtesy to advise the Board Chair/Principal you would like to attend (as a visitor).

Board Elections are scheduled for 2016 for the parent representatives.

STRATEGIC PLAN & ANNUAL PLAN

The Board of Trustees develops a Strategic Plan based on the Vision Statement: ***'Empowered today, for tomorrow's world'*** with broad goals that are developed into an annual plan by the staff.

Learning at St Patrick's...

At St Patrick's Catholic School learning happens when the student....

- is becoming actively involved in an activity/experience that allows them to learn something that they didn't know before
- understands more, becomes more skilful, and adjusts their attitudes towards others and learning
- accepts, changes, thinks, uses, builds, communicates, improves, plans and sees the possibilities
- works in partnership to define and develop their learning intentions and success criteria in the learning journey
- takes responsibility and showing initiative in their learning
- gets the chance to have a go
- is participating
- is becoming up-skilled
- is applying their knowledge and understanding to different situations and is 'using their nous!'
- connects with what is being taught and moves forward
- teaches others
- constantly adjusts/moves their knowledge to make way for different/new/changing knowledge
- takes risks and learns from mistakes

RELIGIOUS ACTIVITIES AT ST PATRICK'S CATHOLIC SCHOOL

SCHOOL & PARISH

We have a close working relationship with our parish community and very much consider ourselves one Catholic worshipping community here in Te Awamutu. Our parish priest is Fr Joe Stack who, with two of our Proprietor's reps are on our Board of Trustees, while a board member and myself are on the Pastoral Council as representatives of the school. We take EVERY opportunity to include all of the our community in school events and ensure that our newsletters are available for parishioners to look through. A further sign of our unity will be the re- positioning of our Administration offices up between the church and the presbytery, construction to begin in 2014.



MASSES

We often have a school Mass at the beginning and/or end of each term on Fridays at 9:15am and for special Feast days, i.e. St Patrick's Day, St. Joseph's Day and Holy Days of Obligation. Classes join the regular mass-goers on most Fridays at 9:15am and you are very welcome to attend these as well as School/Parish Sunday Masses held about once per term.

RELIGIOUS EDUCATION CURRICULUM

The school follows the NZ Religious Education Curriculum approved by the NZ Catholic Bishop's Conference. This Curriculum, delivered in a digital format, is composed of six main strands; **God, Jesus Christ, Holy Spirit, Church, Sacrament** and **Communion of Saints**. It is also supported by the following modules; **The Liturgical Year, Prayer, Sacramental Celebrations**, and **Myself and Others**. Each strand and module is taught annually with learning becoming more sophisticated as students progress through the school.

PRAYER

The week starts with a Prayer Assembly where the whole school gathers to pray. Class prayer starts and finishes the day, as well as prayer before and after meals. All staff meetings begin with prayer, with the staff meeting especially for prayer at 8am on a Friday morning.

RETREATS

During Year 8 provision is made for the children to take part in a Retreat. The Retreat is a special time when the Year 8 students come together to pray and reflect as they round off their Primary education. Experienced personnel join with the staff to lead the Retreat at a suitable venue.

MISSIONS

Mission money is collected each Friday. The money is forwarded to a nominated charity. You are urged to encourage your children to participate in the weekly collection. This is a great way of teaching your child about giving.

VINNIES

They are the youth section of St Vincent de Paul Society, who do often unseen charitable works, within the church world wide. Students from Year 7 & 8 are invited to part of our school's Vinnies group who carry on this tradition of service to others. This includes visiting rest homes, making cards etc.

SCHOOL UNIFORM

We are very proud of our uniform that reflects us as being Catholic and a Josephite school. Our uniform builds on the traditions of the past but shows a modern trend for the future in branding – our new school crest – and in fabric choice for easy care and to look good, for longer...



Girl's Uniform	Boy's Uniform
<p>Y1-6 Maroon/blue check pinafore Y7-8 Maroon/blue check skirt</p> <p>Polo Shirt St Pat's crested - Short sleeve for summer, optional long sleeve for winter Y1-6 : Maroon with blue centre Y7-8 : Blue with Maroon centre St Pat's branded navy blue jersey</p> <p>Footwear : Black 'school' sandals – recommend Roman Sandals – summer. Black leather 'school' shoes (not sports shoes or boots, no heels) with navy blue (below the knee) socks.</p> <p>Hat. St Pat's crested bucket hat (Terms 1 & 4)</p>	<p>St Pat's branded navy blue shorts (summer & winter).</p> <p>Polo Shirt St Pat's crested - Short sleeve for summer, optional long sleeve for winter Y1-6 : Maroon with blue centre Y7-8 : Blue with Maroon centre St Pat's branded navy blue jersey</p> <p>Footwear : Black 'school' sandals – recommend Roman Sandals – summer. Black leather 'school' shoes (not sports shoes or boots) with navy socks with Maroon stripe – winter</p> <p>Hat. St Pat's crested bucket hat (Terms 1 & 4)</p>
<p>Options available : St Pat's branded beanie, St Pat's branded scarf St Pat's branded showerproof jacket, St Pat's branded tracksuit Tracksuits are to be worn over uniform</p>	
<p>ALL ARTICLES OF CLOTHING SHOULD BE CLEARLY NAMED</p>	

The school holds a small stock of all uniform in varying sizes, please feel free to contact the school office to come in for fitting.

THE SPORTS UNIFORM



Physical Education/Sports Uniform – Girls & Boys

St Pat's branded light weight unisex shorts.
St Pat's branded light weight unisex sports polo top

Options available :

St Pat's branded showerproof jacket, St Pat's branded tracksuit.
Tracksuits are to be worn over uniform

Sporting codes – representing the school.

Basketball tops are hired, Netball skirts are hired, Tracksuits are hired
(Bond/cleaning charges apply)

The school holds a small stock of all uniform in varying sizes, please feel free to contact the school office to come in for fitting.

ALL ARTICLES OF CLOTHING SHOULD BE CLEARLY NAMED

Uniform Accessories / Jewellery

(all subject to current review)

One plain stud per ear may be worn

Cultural or religious icons/emblems may be worn under clothing

Watches may be worn

NO makeup, hair colouring or nail polish to be worn

Hair clips etc are to be only school colours; navy, maroon or black

PROCESS FOR ORDERING

Online	From the school office.
<p>The online link to the Uniformity website for credit card payments is : http://www.uniformity.co.nz/consumer/schools/17 (note there is an underscore after 17).</p> <p>Online orders can be placed up until 12pm on Thursdays.</p> <p>All orders received during the week up until 12pm on Thursday will be despatched to arrive at the school on the following Friday.</p>	<p>Payments by cash, cheque and eftpos are accepted at the office with orders. Order forms are available from the office. Order forms are completed and are then faxed to Uniformity.</p> <p>Orders through the office can be placed up until 3pm on Wednesdays.</p> <p>All orders received during the week up until 3pm on Wednesday will be despatched to arrive at the school on the following Friday.</p>

PRICELIST : 2014

Polo shirts – Junior short sleeve size 4,6,8,10,12,14 Junior Long Sleeve..... size 4,6,8,10,12,14 Senior (Y7-8) short sleevesize 8,10,12,14,16,S Senior (Y7-8) Long sleeve.....size 8,10,12,14,16,S	ALL \$45.00
School woollen jerseysize 4,6size 8,10,12size 14,16,S	\$65.00 \$73.00 \$80.00
Boys shorts – all sizes size 4,6,8,10,12,14,16,76cm, 80cm	\$35.00
Girls tunic - all sizessize 4,6,8,10,12,14,16	\$85.00
Girls pleated skirt (Y7-8) – all sizes..... size 8,10,12,14,16	\$67.50
School rain jacket – all sizes.....size 6,8,10,12,14,16,S	\$85.00
Girls navy socks – 3 packshoe 5-8, 9-12, 13-3	\$10.00
Boys ¾ socks – one pairshoe 7-10j, 11-1j, 2-5, 6-9, 11-13	\$10.00
School Bucket Hat – one size	\$15.00
School Beanie – one size	\$10.00
School Scarf – one size	\$10.00
Unisex sports polo – all sizessize 4XS, 3XS, 2XS, XS, S	\$40.00
Unisex sports shorts – all sizes.....size 4,6,8,10,12,14,S GIRLSsize 6,8,10,12,14	\$25.00 \$26.00
Unisex Sports Jacket SPORTS ONLY..... size 6,8,10,12,14 size XS,S,M	\$60.00 \$65.00
Unisex Sports trackpants SPORTS ONLY size 6,8,10,12,14 size XS,S,M	\$35.00 \$40.00

ABSENCE FROM SCHOOL

As it is a legal requirement that children in NZ attend school all absences from school do need to be advised in writing. However, if your child is away from school you are asked to notify the school either by telephoning the office by 9:15am or sending a written message with another member of the family. This enables us to know where the children are during the day. When your child returns to school there **should bring a written note from you explaining the reason for absence**. If you need to take your child away from school during the school day or are returning them to school during the school day, your child needs to be signed in or out through the school office.

AFTER (AND BEFORE) SCHOOL CARE.

The school leases the hall to TA KidZone for (before) and after school care. This is run by a separate organization from the school. There are also other facilities in Te Awamutu. The provider is Simone Monkley, Ph 027 485 3038, email kidzone.simone@hotmail.com

ASSEMBLIES

The school begins each week with a Prayer Assembly in the church at 8:55am. Team Assemblies alternate each Friday afternoon, please see the newsletter or calendar to see which week, which team have an assembly. The whole school has at least one assembly per term to celebrate the learning undertaken during the school wide unit of work, or where there is an important guest or theme to celebrate.

CONCERNS & COMPLAINTS

If you wish to raise a concern or have a complaint, these should be addressed in the first instance to your child's classroom teacher and then through to the Team leader. If there is still no resolution, in writing, to the Principal and if there is still no resolution, then finally, in writing, to the Board of Trustees.

DENTAL CLINIC

The children are treated at the Mobile Dental Clinic which visits the school annually. Outside of their scheduled visit, the Dental nurses can be contacted by phoning 0800 talk teeth.

ENROLMENTS

As a Catholic integrated school the school's integration agreement stipulates a dual enrolment system : **Preference** (where students or their families have an established connection with the Catholic Church) and **Non Preference** (where there is no such connection). It is the Parish Priest that determines **Preference** according to five criteria set down by the NZ Catholic Bishops Conference.

All enquires for enrolments are initially made through the office to gain an appointment with the Principal.

You may also need to make an appointment to see the parish priest if you wish to gain a 'preference' enrolment. Application for Enrolment documentation for completion by you will be provided by the school, however the following documents (originals) are also required.

1. The child's birth certificate (or passport),
2. A baptismal certificate (where applicable),
3. Immunisation certificate.

EOTC – EDUCATION OUTSIDE OF THE CLASSROOM (CAMPS)

All students have the opportunity to leave school for 'real life' education, with senior students having the opportunity for overnight experiences. All of these experiences cannot happen without parent support. Specific permissions are gained for each occasion with specific Board approval where overnight activities are organized. Opportunities for fundraising, where costs are large, are available. The school does not operate 'a no pay no go' policy as all students are expected to attend with the financial difficulties sorted out later.

HAIR

As a simple health precaution, long hair (boys & girls) should be tied back. Hair should be checked often as head lice are found in all schools. Please notify the school if you find lice so that other families can be notified. Children's hair needs to be treated before they return to school. They do not need to stay at home for the duration of the treatment. As per the uniform procedure, dyed hair is not acceptable.

HEALTH

Our school has an excellent Health programme which aims to develop healthy habits and attitudes. In Year 5 - 8 the children study Pubertal Change. This is an age appropriate programme. There is an opportunity for parents to view and discuss the content of the programme before the sessions begin. We believe our programme is extremely successful because it is built around the values and teachings of our Faith.



There is also a safety unit for all children called Keeping Ourselves Safe. Before this unit commences there will be extensive parent consultation and education.

HEALTH NURSE

The school is in regular contact, and has regular visits from, the local health nurses. They can be contacted through the school office.

HOMEWORK

Children have homework every day

Year 1 – 3	=	Quarter of an hour
Year 4 – 6	=	Half an hour
Year 7 – 8	=	Up to an hour

As children develop the skills necessary for Reading, students (especially in the junior to middle school) will have regular home reading. Most students should have some form of Spelling lists / words that they will need to learn. Students especially in the middle to senior school may have a weekly homework sheet or be expected to carry out research related to a particular area of individual or class study.

ICT (Information & Communication Technology)

All students have access to a range of technological devices that are now an integral part of 21st Century learning. The most used is the computer. All classes have computers that students have ready access to, which includes access to the internet. The school is proactive in regards to cybersafety on the internet and employs the services of 'WatchDog' which helps to monitor access to inappropriate websites.

Digital IT Devices – see also Mobile Phones

Digital devices such as Smartphones, iPads and tablets are currently not allowed at school (see the allowances for smartphones under mobile phones). The school is currently working towards digital learning environments that will include 'BYOD' – bring your own devices.

Cybersafety Agreements

The cybersafety agreement (Section D) is now signed by parents (and students over 10 years) as part of the enrolment process (and is then updated annually) and students are made aware by classroom teachers as to what to do if they inadvertently access an inappropriate website at school. We actively encourage parents to play their part by also actively monitoring ICT use at home by :

- thinking about where computers are located in the house
- deciding where children can use mobile devices in the house
- knowing what websites children are accessing
- Knowing what access children have to social media sites

IMMUNISATION

As part of the enrolment process, the school requires your child's immunisation record which is checked by representatives of the Department of Health. If the record is incomplete, they will make contact with you to ascertain why / whether this has been a deliberate decision. It is not compulsory to have your child immunised in New Zealand. Once your child is at school, any immunisation programmes run through the school eg MMR at Year 7, will be fully explained to the relevant students with full information, including consent forms, coming home. Parents may opt out of these programmes or have the immunisations carried out by their own GP.

LIBRARY

Children are required to have a separate library bag so that books can be taken home. Classes visit the library weekly.

LOST PROPERTY

It is essential that all items of clothing are clearly named. If clothing is found in the grounds, it is placed in the Lost Property bins. These are located in the cloak bay of the Junior Block, on Room 8's veranda and outside Room 9. Once a week an effort is made to ensure that children check the contents of the bin.

LUNCHES

Children are encouraged to bring healthy lunches to school. Items such as; sandwiches, fruit and yoghurt are encouraged and 'pre packaged food' should be considered as a treat. Fizzy/high energy/high sugar drinks are actively discouraged and please, no lollies or chewing gum.

Children can buy lunches weekly each Friday and healthy options are sold in accordance with Government guidelines. The latest price list is available from the office or on the school's website.

MEDICATION & SICKBAY

If your child has regular medication (other than inhalers for Asthma) or a well into a course of antibiotics (following an illness), these should be handed into the office with the administration details. PLEASE MAKE SURE THAT YOUR CHILD IS WELL ENOUGH TO BE AT SCHOOL and the antibiotics being taken are being well and truly effective. Students are to come to the office to take this medication. Where your child is taking regular medication at school, you will need to complete a Care Plan.

STUDENTS WITH ASTHMA

Inhalers are usually kept with the students so they can self medicate as necessary. However, an Asthma Care plan should be completed at the time of enrolment and be updated annually.

SICKBAY

Students come to the Sickbay when feeling unwell or after an accident. The office staff are First Aid trained. Unwell students are assessed and either parents are contacted or they are returned to class. For accidents, minor concerns are dealt with while parents are contacted for all serious injuries and for any bumps to the head.

MOBILE PHONES

These have become a key communication device that many parents allow their children access to. If you require your child to have a mobile phone at school, your child must either; hand the phone into their classroom teacher or the school office. Students are responsible to collect these at the end of the school day.

NEWSLETTER

This is a very important communication tool between home and school and is published every Thursday. It is also posted to the school's website www.stpatta.co.nz . Please take the opportunity to read about what is happening at the school. You can receive a digital copy of the newsletter directly to your own email address. Please contact the office if you require this service.

SCHOOL & OFFICE HOURS

School begins at 8.45 a.m. and concludes at 2.50pm. Patrol wardens are on duty 8.15 - 8.40am and 2.50 – 3.05pm. The office is open from 8:15am until 3:15pm.

Students at school before 8:15am

If students have to be at school before 8:15am they are to be seated until the 8:15am bell either on the Senior balcony (Rms 9-11), Rm 8's balcony (Rms 5-8) or outside Mrs Sutton's office (Rms 1-4). We would, however, prefer that NO students are on the school site before the 8:15am bell.

Students still at school at 3:10pm

On occasions student are still at school after 3:10pm when after school supervision ceases. If your child has not been collected by this time, they will be taken to the office where the staff will begin to make contact with you.

PARENT TEACHERS ASSOCIATION (PTA)

This group of dedicated parents / caregivers with the Board of Trustees, are the backbone of our home-school partnership. They provide three areas of support for our school through fundraising, pastoral care and practical support for school events.

a) Fundraising

This assists the school to provide resources, which cannot be met through Ministry of Education funding. (Priorities are usually established at the beginning of each year but are responsive to changing circumstances as presented by the Principal). This includes applications for Grant monies.

b) Pastoral Care

This includes keeping regular contact/visiting families new to our school and maintaining contact through times of joy, such as the birth of a baby, or sadness.

c) Support for School Events

Actively supports the community by organising or serving such things as food or providing 'person power' where there are large school events.

PUBLISHING OF CHILDREN'S IMAGES ONLINE.

There are specific guidelines that the school adopts for this with permissions sought as part of the enrolment process. Please contact the office if you require further information.

REPORTING OF STUDENT PROGRESS

All parents receive regular updates on the academic progress of students. These occur at a minimum of 3 times per year; Goal setting in March, mid-year interviews in June/July and an end of year written report in December. Teachers are very happy to informally meet with parents at other times but you would generally need to make an appointment.

THE NATIONAL STANDARDS in Reading, Writing, & Mathematics

This nationwide assessment system has set benchmarks for what students should be able to do at the end of their first, second and third years at school and then at the end of Year 4 to 8 respectively, in Reading Writing & Mathematics.

Whether students have achieved according to the relevant benchmarks does not come from a single test but is a result of gathering information from three sources; testing, student's work and discussion with the child. From this information, teachers make an overall professional judgement.

Teachers will report on progress towards the relevant standards at mid year interviews for students in Year 4 to 8, while for students in Years 1 to 3 teachers will report to parents on progress towards the standards at the 'six months' point and then at the end the term following the relevant year at school.

STUDENTS IN THEIR FIRST YEAR AT SCHOOL

After students have had six weeks at school, they will attend a one on one interview with Mrs Sutton known as the 'School Entry Assessment'. It is a wide ranging test that gives an early indication of what your child can and cannot do. You will be asked to come and meet with your child's teacher who will discuss this information with you. After one year at school, a similar wide ranging test is given known as the 'Six Year Survey'. This information will also be discussed with you as will any plans for intervention. The results of this survey are also considered when the teacher makes a professional judgement on whether your child has achieved the National Standard in Reading, Writing and Mathematics after their first year at school.

SPORTS

Most Saturday sports (except Netball) have now been taken over by the local clubs, with contact details generally being in the school newsletter as the season comes around. School sports consists of : Swimming in Term One, Netball and Basketball in Terms 2 and 3, Cross country in Term 3 and Athletics in Term 4. The PE programme is designed to generally support these sporting codes through increasing fitness and providing basic skill development.

Generally students from Year 4 (8 years old) become eligible to represent the school in the local Te Awamutu Interschool events for Swimming, cross country and Athletics. The Year 7 & 8 students are eligible to represent the school in the Catholic Interschool Events. The very best being chosen to represent the school in the Waikato Full Primary Schools events. Please refer to the school's website and/or the school newsletter.

STATIONERY

Parents purchase the stationery requirements. A stationery list is sent home at the end of each year and is also available on the school's website with copies at Papers Plus in Te Awamutu. The school holds a small stock of books so that any extra books required throughout the year may be purchased at school. A stationery pack is provided for New Entrant children and you will be given an account for this.

STUDENT WELFARE & BEHAVIOUR

Graeme Norman (DP in the senior school) has overall responsibility for student welfare and behaviour across the school with Cass Sutton (DP in the Junior school) having specific initial responsibility for the Junior children. Each classroom teacher operates an assertive discipline that is based on the values of Jesus and fosters individual responsibility for actions. Like most NZ schools, there is a zero tolerance for violent behaviour or bullying. All of the staff see education as a partnership between parents, teachers and the child and so your support and feedback is greatly appreciated.

TECHNOLOGY (YEAR 7 & 8)

The school contracts Te Awamutu Intermediate School to deliver the Technology at the specialist classrooms located at their school. Students travel to and from the centre by bus. The programme is one negotiated between the two schools and usually runs for one morning per week for two terms of the year. Incidental costs for consumables are the responsibility of the parents. These will be advised by Te Awamutu Intermediate School and paid directly to them.

TRANSPORT - BUSES

Approximately 60 children travel by bus. There are 14 bus services to the school - most of which are shared with other schools. At the end of the day, duty teachers check students onto buses to ensure that children get on the correct bus both at our school and at the interchange point at Te Awamutu College. It is important to let the office know that your child is **NOT** on a bus on a particular day to avoid duty teachers looking for them. Please make sure that your children know to **wait** at the side of the road until the bus has moved at least **two power poles** past the stopping point before crossing. If you are waiting for your child, please wait on the **same side of the road** as the bus stop. Further details about children travelling by school bus are available from the office on request.

DELIVERING/PICKING UP YOUR CHILDREN TO/FROM SCHOOL

We all agree that the safety of our students is paramount. To this end, we ask that when dropping off or picking up your children from St Patrick's, you park in a responsible place and **DO NOT** double park or stop in front of the driveway entrances. For Junior school children please do not pull into the driveway on Rewi Street to drop off or pick up children as the risks are great when reversing around small children. After school, children wait either in the Junior courtyard area (Rewi Street pick up) or on the Rooms 9-11 balcony (church carpark pick up). Parents are expected to park and collect children from these places. Please do not ask your child to walk out of the school grounds to meet you as duty teachers are only supervising at the two collection points.

USING THE ROADS

Children have difficulty judging the speed and distance of traffic. Please ensure your children are familiar with the route to school, and the safety skills needed to cross roads. This is covered at school but needs to be reinforced at home too.

CYCLING, SCOOTERS, SKATEBOARDS TO SCHOOL

Children should be **10 years** or older to ride to and from school unless accompanied by a parent or adult. (This is in-line with Police recommendations). Only Standards approved helmets (for cycling) must be worn.

SCHOOL FEES – DONATION & ATTENDANCE DUES

ICT Donation - the 2014 rate is yet to be set by the Board of Trustees

In 2013, the Board asked all families for a *voluntary donation* of \$80.00 per child per year (\$160.00 for 2 children, with a maximum charge of \$200.00 per family), to be specifically used to upgrade ICT equipment for our school. The donation is tax deductible and receipts are available from the school office.

RE Digital Resource Donation – introduced in 2010

In 2014, the school will continue to be charged \$8.00 (\$12.00 in 2012, \$ 8.00 in 2013) per child per year by the NZ Catholic Education Office for the use of the RE Digital Resource to be used in all NZ Catholic Schools from 2010. This resource has replaced the RE Activity Books. The Board asks all families to pay this *voluntary donation* of \$8.00 per child per year. The donation is tax deductible and receipts are available from the school office.

STUDENT ACCOUNTS

Each student has an account where all school costs incurred by your child eg camps, trips, sports costs, are debited. Statements are issued each term or on request. The ICT and RE Digital Resource donation (see above) are also been debited to this account. Any unpaid 'donations' will be credited off these accounts in November of each year. Many people take the opportunity to set up regular internet payments. If you wish to do this, our bank account details are : **St Patrick's Catholic School Te Awamutu, Board of Trustees**, account number : **12-3134-0048177-00**. Could you also email our bursar (patty@stpatta.co.nz) with any details of payments made, as she tracks payments made directly into our bank account.

PAYMENTS BY EFTPOS

The school has eftpos facilities available through the office. This can be used to pay students accounts, stationery and to pay for Friday lunches. We do not accept payments by Credit Card and there are no 'cash out' facilities available.

Attendance Dues.

As our school buildings are owned by the Catholic Church, our schools are able to charge an 'Attendance Due.' These are charged by the Diocese to assist with the upkeep of buildings.

The Attendance Dues Rates for 2014 are :

Primary Schools Students (Year 1-8)..... \$406.00 (inc GST)

Secondary School students (Year 9-13)..... \$812.00 (inc GST)

There is also a Catholic Character contribution (donation) of \$40.00 (max per family \$120.00)

There are subsidies that are available, please make contact with me.

MONEY TO SCHOOL

Please ensure all money is in an envelope that is clearly labelled with your child's name, Room no. and what the money is for. If you have an account or a tear off slip, please include this. Please remind your child that money should be handed into the office as soon as they arrive at school so that it is not 'forgotten about' in your child's bag. All money is receipted, however, receipts are only printed where the payment is over \$20.00 or if specifically requested.

CATERING FOR STUDENTS WITH SPECIAL NEEDS AND ABILITIES

Programmes exist for students both with Special Needs and Abilities. Identification of students is carried out at the beginning of each year. Cass Sutton has overall responsibility for students with special needs (SENCO) while Graeme Norman has overall responsibility for students with Special Abilities (GATE). If you believe that your child is in need of any special assistance or should be accessing the Gifted and Talented Programme, please discuss this initially with your child's classroom teacher.

SWIMMING

We believe that it is really important that all children gain confidence and then competence in and around water. Swimming takes place in Weeks 1 – 6 of Term 1. Children require togs and a towel, named and in a bag. Swimming is part of the Health & PE Curriculum and as such is compulsory. If your child is not swimming on a particular day, please send a note to your child's classroom teacher explaining the reason for this. Middle to senior students use the facilities at the Te Awamutu Aquatic Centre (we are charged for this, which is passed onto parents), while junior to middle school students use our school pool. Middle and Senior students also have the opportunity to participate in safety programmes around water. These take place either at the TA Events Centre and/or at Raglan Beach.

VISION AND HEARING TESTING

These tests are carried out on all New Entrants in their first year of school and follow ups for other children are at the request of teachers or parents. Should your child have any anomaly in their results, you will be contacted to make your own arrangements for follow up or more in depth testing.