

SCHOOL PROCEDURES

Absences

Regular attendance at school is a requirement of the Education Act 1989. If your child is absent, please telephone the school office to notify the class teacher and please also send a note of explanation on their return to school. If your child is late, they must report to the school office on arrival, before going to their classroom.

Assemblies

Full school assemblies are held fortnightly in the school hall. At these assemblies, classes are rostered to lead the school in liturgies, students receive certificates in recognition of achievements and at times guests address all students. The assembly time is advertised in the school newsletter and on our school App. Parents are most welcome to attend these assemblies.

Attendance Dues / Special Character Contribution

Statements are sent out twice a term and comprise of the following:

2024 Attendance Dues - \$129 per term, per student - compulsory

2024 Special Character Contribution - \$15.00 per term, per student – tax deductible

These contributions can sometimes fluctuate, but parents will be informed if this happens. School contributions will be displayed on the statements that are sent home. If parents have difficulty in paying these, you are encouraged to speak with the school's Finance Officer about payment options, or alternatively, make an appointment to speak with our Parish Priest / Principal.

Change in Contact Details

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

Dental Clinic

While all students receive annual dental check-ups, for emergency treatment or change of appointment times, please contact the Dental Therapist, 46 Beach Road, Papakura - Telephone: (09) 299 8112.

Medical History and Vaccination Records

Please ensure that the school has up to date medical history and vaccination records for your child. If you are unsure, please contact the school office to confirm that we have up to date details.

School Hours

Students are encouraged to arrive at school between 8.15 a.m. and 8.45 a.m. with period one commencing at 8.55 a.m. Morning tea is between 10.40 a.m. and 11.10 a.m. with period two running from 11.10 a.m. until 12.45 p.m. Lunch is taken between 12.45 p.m. and 1.25 p.m. Children are dismissed at 2.55 p.m.

Leaving School Grounds

Students require permission to leave the school grounds. An adult must sign the *Leave of Absence* book when a student is taken out of school during school hours. Should a student return on the same day, the adult must also sign the student back in.

Lost Property

Parents are asked to name all children's clothing. In the event that items of school uniform have gone missing, parents and students are encouraged to look in the lost property box located at the student office.

Newsletters

Newsletters are sent home with the eldest student in each family every fortnight, and are also posted on our school website. These newsletters are to keep you informed of school and parish events and at times to show examples of students' work. Please check your child's bag for these newsletters. At times we send home a 'flyer', a one page newsletter with specific information. When necessary, we also send out school App alerts to keep families informed as new information comes to light.

Parent Appointments

If you would like to discuss any aspects of your child's education outside of the school's formal reporting times, please make an appointment in the first instance with your child's classroom teacher to discuss these. For wider school issues, parents are welcome to contact the Team Leaders, Deputy Principal (SEnCo), or the Principal.

Parent Involvement

The school welcomes parent involvement in many areas of the school's life. Opportunities for involvement include being a member of the Board of Trustees, PTFA (Parent Teacher and Friends Association), on road patrol rosters, on our Gala Committee, transporting and helping at specific school events such as productions and sporting events, and making classroom resources or supporting a teacher with activities inside the classroom.

Reporting to Parents

Two formal reports and a Goal Setting Sheet are sent home during the year:

A Goal Setting Sheet is shared with parents during Term 1 at 3-Way Conferences.

A Progress Report is provided at the end of Term 2 and an Achievement Report at the end of Term 4.

Outside these times, parents are welcome to make an appointment with their child's teacher to discuss their progress.

School Uniforms

Uniforms are available for purchase from the SAS Sport Shop located at 28B Wood Street, Papakura. The shop hours are Monday to Friday 8.30 a.m. to 5.00 p.m. AND Saturdays 9.00 a.m. to 1.00 p.m. Shop Telephone: 296 6063 - or visit: www.theuniformshoppe.co.nz and click 'shop online'. For a copy of the uniform price list, requirements and policy, please visit our website on: www.stmaryspapakura.school.nz (located under Policies/Uniform). WINZ Quotes are available through SAS Sports. Please ensure all items are 'clearly named'.

Stationery

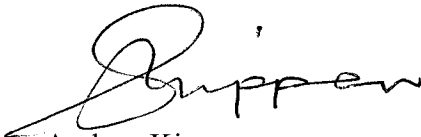
Stationery may be purchased online through Office Max. Stationery lists are provided with the end of year school reports for each new year. Stationery lists are also posted on our school website for your convenience. Some replacement stationery items are available for purchase through the school office.

Student Health

Our Public Health Nurse visits the school on request to monitor our students' health. Vision and Hearing tests are carried out on all Year One children and then on a follow-up or referral basis.

- **Head Lice** - Are occasionally a problem at any school. A standard letter is sent home to all parents of a class where head lice are detected, outlining appropriate treatment.
- **Sick Bay** - To provide a place for the treatment of minor injuries occurring at school. Parents will be notified when their children are unwell and asked to collect them from school. Parents are always contacted if children have been seriously hurt. The care and well-being of the students at St Mary's Catholic School is always a priority.

- **Immunisation** - Parents are asked to produce an Immunisation Certificate, which is located in your child's Plunket Book or may be requested from your GP.
- **Medication** - Parents whose children require any medication to be taken during the school day are asked to inform the school secretary and to sign a consent form. The school secretary will share information with the classroom teacher. All medical supplies will be kept in a secure place in the school office.
- **Healthy Food** - Children have more chance of making the most of learning opportunities if they eat a healthy balanced diet. For this reason, we discourage sweets, fizzy drinks and highly coloured and flavoured snack foods at school.
- **Peanut Allergy** - Many children are now presenting with various allergies and parents are asked to keep the school informed of any such changes. Peanuts present a health and safety risk to many children. St Mary's Catholic School encourages peanut-free foods and snacks on site. We appeal to all parents and staff to make every effort to avoid bringing items to school which contain any traces of peanuts.



Audrey Kippen
Principal

November 2023

ST MARY'S CATHOLIC SCHOOL, PAPAKURA - UNIFORM REQUIREMENTS



Authority	St Mary's Catholic School Board of Trustees.
Overview of recommendation	Following a review of the current uniform procedure, the Board has approved the following uniform requirements.
Enforcement	The enforcement of the uniform procedure and any interpretation that may be required is the responsibility of the Principal or his/her appointee.
Winter - Boys	<p>Grey winter school shorts OR Schooltex Grey Winter Trousers.</p> <p>Grey knee-length socks (no stripes) or optional ankle grey socks if worn under trousers.</p> <p>Royal Blue Regulation Short or Long Sleeved School Polo Shirt.</p> <p>Navy Blue Regulation School Sweatshirt OR Navy Blue Regulation School Jersey.</p> <p>Black school shoes. (Any style – there is not a regulation style shoe).</p>
Summer - Boys	<p>Grey summer school shorts.</p> <p>Royal Blue Regulation Short-Sleeved Polo Shirt. (Optional long-sleeve).</p> <p>Navy Blue Regulation School Sweatshirt OR Navy Blue Regulation School Jersey.</p> <p>Black School Sandals. (Any style – there is not a regulation style such as Roman sandals at present). OR Black school shoes. (Any style – there is not a regulation style shoe).</p> <p>Black ankle socks may be worn with shoes.</p> <p>Navy Blue Regulation School Hat or Cap.</p>
PE Uniform - Boys	<p>French Blue Regulation School PE Polo Shirt. (Yr 4 and older)</p> <p>For Year 1 - 3, a t-shirt in the child's House Colour is all that is required.</p> <p>Black PE Shorts – any style / no outer stripes or labels.</p> <p>Optional Winter – Navy Blue or Black track pants.</p> <p>Optional Sports Shoes.</p>
Winter - Girls	<p>Blue Tartan Regulation School Skirt or Culottes.</p> <p>Black Tights OR Black Ankle Socks OR Black Knee-High Socks. (Socks are NOT to be sports cut).</p> <p>Royal Blue Regulation Short or Long Sleeved School Polo Shirt.</p> <p>Navy Blue Regulation School Sweatshirt or Navy Blue Regulation School Jersey.</p> <p>Black School Shoes. Heel to be no higher than 2.5cm.</p>
Summer - Girls	<p>Blue Tartan Regulation School Summer Tunic.</p> <p>Black School Sandals. (Must have a back ankle strap and be worn as intended). OR Black School Shoes. Heel to be no higher than 2.5cm.</p> <p>Black ankle socks may be worn with shoes.</p> <p>Navy Blue Regulation School Sweatshirt or Navy Blue Regulation School Jersey.</p> <p>Navy Blue Regulation School Hat or Cap.</p>

PE Uniform - Girls	<p>French Blue Regulation School PE Polo Shirt. (Yr 4 and older) For Year 1- 3, a t-shirt in the child's House Colour is all that is required. Black PE Shorts - any style / no outer stripes or labels. Optional Winter - Navy Blue or Black track pants / leggings. Optional Sports Shoes.</p>
Jewellery	<p>Students may wear a wristwatch. Students may wear one single earring or a pair of small plain stud earrings (i.e. one earring per lobe). Students may wear a necklace if it is of Religious or cultural significance but must not be visible. No other jewellery is permitted.</p>
Hair	<p>Hair must be clean, tidy and not over the eyes. If hair is touching the shoulders it must be tied up. The only accessories permitted are: School tartan scrunchies, navy blue or black or white plain hair ties or head band OR black or blue hairclips. Any braiding is to be tied back off the face (beads not accepted). Colouring, dyes or extreme hairstyles are not permitted. For example, extreme hairstyles include but are not limited to: shaven heads, number-one haircuts, spikes, side shavings, sparkly/glitter accessories ornate hair pieces or rat's tails.</p>
Makeup	<p>No student at St Mary's School is permitted to wear makeup or nail polish when attending school, when in school uniform, or when representing the school.</p>
Coats	<p>A plain dark blue or black jacket may be worn outside at school. Optional – School Jacket (Not to be worn in the classroom). Jacket to be phased out and no more sold. Raincoats are acceptable.</p>
Non Regulation Clothing	<p>Students can wear non-regulation clothing under the school uniform, providing it is not visible. Undergarments that are worn are not to be visible, with the exception of black shorts worn by girls under their dresses.</p>



St Mary's Catholic School, Papakura

Core Procedure: Uniform (NAG 6)

Rationale:

The purpose of the school uniform is to provide an outward sign of our unity and identity as St Mary's Catholic School, Papakura to each other and the community at large.

Purpose:

1. To affirm the dignity of each student as a child of God, through the provision of safe, tidy, comfortable and appropriate clothing to wear whilst attending the school or taking part in its various activities.
2. To affirm our identity as a Catholic school through the inclusion of appropriate symbols, logos and wording on core uniform items.
3. To provide clear and detailed guidelines for parents, students and staff.
4. To enhance the tone of our school and help build self-esteem among its students and pride in St Mary's Catholic School, Papakura.
5. To allow for the seasonal changes.
6. To avoid competitiveness in dress.

Guidelines:

1. The Principal is responsible for ensuring a high standard of uniform at all times.
2. The normal periods for the summer and winter uniform will be:

Summer	...	Term One and Term Four
Winter	...	Term Two and Term Three
3. The Uniform requirements are to be read with and form part of this procedure.
4. All students are to wear the full sports uniform (*or a school-provided playing strip*) when representing our school at sporting events.

The Principal has the discretion to authorise/approve casual days/kakahu kainga for fundraising and special events.

Conclusion:

The Board of Trustees would advise any proposed change to the current school uniform to the community through its consultation process. Should circumstances deem a change appropriate then the Board of Trustees would, via the above process, consult with the school community and make a decision using the information from the community's response. A transition period would be adopted for any change, the length of which would be decided by the Board of Trustees, taking into account the degree of change involved.

Following any major uniform change, there would be a minimum period of four years, following the transition period, before any further major change could take place, providing however that no external factors are involved.

Review (Core Procedure / Administrative Guideline)

This procedure may only be reviewed by the Board of Trustees. Any recommendations for change must be submitted to the Board for consideration.

Board Authorisation – Board Minutes of 23rd June 2022