

Haere Mai

Welcome

A warm welcome to the Marian School Community; a community primarily made up of families who reside in the Cathedral and St Matthew's (Hillcrest/Silverdale) Parishes. It also embraces families from all over the city and surrounding rural areas because of the school's central location and proximity to other educational institutions.

We welcome your interest and support and encourage you to become involved with the school.

This booklet is produced to firstly welcome you to Marian School and secondly to give you some information which will help you understand the operation of our school.

Our Board of Trustees is made up of six elected representatives, four Bishop's appointees, the Principal and one elected staff representative. The Board normally meets each month on the second Monday at 7:30 p.m. in the Staff Room.

Parents/Caregivers are always welcome to attend.

The P.T. F.A. is an active group who assist in the school in a variety of ways. New members will be warmly received at any time. Information about their projects and activities are noted in school newsletters and on the website under PTFA

The school's address and phone numbers are listed here:

Marian School Phone: 07 856 7515 Fax: 07 856 2766
30 Beale Street, Hamilton East
P.O. Box 4244, Hamilton East, Hamilton 3247

Email: Principal: jcoulam@marian.school.nz
Secretary: mpanettiere@marian.school.nz
Website: www.marian.school.nz

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INTRODUCTION

Marian School was established in 1989 following the amalgamation of St Mary's Cathedral School and Marist School which had previously coexisted on adjoining sites. The new school occupies the buildings and grounds of its predecessors.

Marian is a full primary Catholic integrated school that caters for boys and girls from Year 1 through to Year 8. It has a maximum roll of 600 domestic students and within this the Integration Agreement allows for the enrolment of 48 non-preference children.

Marian School hosts two satellite classes of students enrolled at Patricia Avenue School. These pupils form part of the senior school.

The school has always been very fortunate with the high calibre of staff. Together with ancillary and part time staff, over 50 people are employed at the school to attend to the educational needs of all our children.

SCHOOL PHILOSOPHY

Marian School is building a Christian Community characterised by respect, acceptance, concern for others, and involvement in the life and teachings of the Catholic Church.

We are part of a large community in which partnership with parents, professional and voluntary support agencies, and the wider church community is encouraged. We will endeavour to develop each child to his or her full potential in an atmosphere that fosters independence, creativity, diligence, pride in oneself and pride in one's school.

SPECIAL CHARACTER

The special Catholic character is an integral part of school life. All children participate in the Religious Education Programme and attend Masses and other liturgical celebrations that mark important occasions in the church's year. Every Monday morning at 9am a school liturgy is held in the Cathedral. Daily prayer is a feature of each classroom programme.

On one day of the school week, syndicate groups join in celebrating at a regular parish Mass in the Cathedral. A full school Mass is held at the start and at the close of each term. Parents are always welcome to attend. Classes help with the preparation of the liturgy and also assist at the sacrament of the Anointing of the Sick at regular intervals.

The special character is evident throughout the school by the care pupils and staff show to all people they come in contact with, modelled on Gospel values. The School also offers C.F.L.E. (Christian Family Life Education) programmes in the Middle and Senior syndicates and these are taught by C.F.L.E. trained teachers.

In the Year 7 and 8 area of the school, a Young Vinnies Group gives students the opportunity to put Gospel values into action by offering their services to people in the community. Students also have the opportunity to attend a day retreat held annually.

Sacramental programmes such as First Reconciliation, Eucharist and Confirmation are parish based with classroom programmes complementing a child's preparation. Enrolments for these programmes are received through the parish office. Recognising the evangelising mission of the school, support will be given to children preparing for the reception of the sacraments of Baptism, Reconciliation, Eucharist and Confirmation under the auspices of the parish.

ENROLMENTS

Preferential

- a) The school is open to all children with a connection to a Parish Community. A *preference card*, signed by a Priest which states that at least one parent has an established connection with a Parish, must be received by the school for each child wishing to enrol. These cards are available at the school for your convenience.

The criteria for the preference card is as follows:

- The child has been baptized or is being prepared for baptism in the Catholic Church.
 - The child's parents/guardians have already allowed one or more of its siblings to be baptized in the Catholic faith.
 - At least one parent/guardian is a Catholic and although their child has not yet been baptized, the child's participation in the life of the school could lead to the parents having the child baptized.
 - With the agreement of the child's parents/guardian, a grandparent or other significant adult in the child's life, such as an aunt, uncle or godparent, undertakes to support the child's formation in the faith and practices of the Catholic church.
 - One or both of the child's non Catholic parents/guardians is preparing to become a Catholic
- b) Once a Preference Card has been obtained, an Enrolment Contract Form can be filled out which parents sign indicating that they consent to their child participating fully in the Religious Education Programme and to pay Attendance Dues to the Catholic Integrated Schools Office. The Preference Card and Enrolment forms are then presented at the school.

Non-Preferential

- a) Up to 48 children with non-preference status may be on the school roll.
- b) Parents are able to place their child's name on the waiting list at any time. Children will be offered placement as vacancies occur, and in accordance with the school's policy.

ENROLMENT PROCEDURES

We encourage parents to pre-enrol their child/ren as early as possible, preferably by the age of 3, including younger siblings of children already at the school. Parents of children approaching school age are encouraged to bring them to visit the school prior to the child's birthday so that he/she can become familiar with the environment. A phone call to the office is required to arrange a time.

CURRICULUM AREAS - Special Notes

All curriculum areas are covered as laid down in the National Curriculum Documents. While the Religious Education Programme is a specific curriculum area, it is also an integral part of all curriculum areas throughout the school.

Technology

Marian Children have access to a growing range of technological tools and programs to enhance their learning. The school is networked and each class has an e-mail address.

Education Outside the Classroom

Opportunities to use direct learning experiences outside the classroom will be an integral part of the programme of work at Marian School. These include outdoor experiences, which will increase students' knowledge and appreciation of the school area, local district and the wider community.

Library

The school has a well resourced library, the library stock is fully computerised and issuing is done by library staff and by older children, who are specially trained as librarians. Multi-media computers and supervised access to the Internet are available during school hours in the Library for student research. Each class has library periods during the week and there are additional opportunities before school and during the lunch break for children to use this attractive facility. There is also a parent section if parents wish to borrow from the library. Most children may borrow two books at a time. However, please note that failure to return books may result in a request for replacement costs.

Maori / Pasifika

The school has both a very strong Pasifika and Kapa Haka group. Children from Year 3-8 can choose to be involved in these groups.

Music

Marian School offers Out of School Music Classes in a variety of orchestral instruments and guitar. Lessons are given by *qualified* tutors either before or after school hours. The school includes singing in its curriculum for all classes. This is taken by an experienced musician who also runs the senior and middle school choirs for those interested. Opportunities exist for children to participate/perform in musical productions singing contests and in School

Liturgies. In addition we have a school orchestra, two bands and a senior and junior choir.

Physical Education

- All classes have regular exercise. Children need the correct Physical Education gear to be able to fully participate (please refer to the Uniform Guidelines).
- Opportunities are available for participation for both boys and girls in the following sports:-
 - Rugby, Soccer, Cricket, Swimming, Athletics, Netball, Basketball, Touch, Cross Country, Waterpolo, Flippaball, Tennis, Hockey, School teams and Kiwi Sports.
- The school offers the chance for children to participate in sport at a higher level through the Catholic InterSchool Competitions and the Waikato Full primary Association competitions. These include: athletics, swimming, cross country, winter sports (rugby, netball, soccer, hockey), touch rugby and cricket. Year 5 and 6 children have similar opportunities.
- Swimming is part of the Physical Education programme for children in years 1-6 and every pupil must participate. Please ensure your child has his/her swimming togs and towel daily once the season begins in Term I.
- We are grateful to, and rely on, the Marist Rugby and Soccer Clubs for organising teams during the winter. Parents' assistance is vital for our children's participation in the various codes.
- We are committed to the Fair Play Charter under the auspices of the Hillary Commission.

Tech-arts (Year 7 and Year 8)

Year 7 and 8 pupils attend lessons in Computing, Hard Materials Technology, Food Technology, Art and Graphics and Design provided at St John's College each week, travelling there and returning by bus. The children leave for tech-arts at 8.45 am so need to be at school a little earlier on the day they are scheduled for Tech-arts. At the commencement of the year some charges will be made for materials which will be used by the students. Children are required to wear their black leather school shoes to Tech-arts as it is a health and safety requirement.

SPORT

Saturday Morning sport

School-based opportunities exist for pupils of the school to participate in Friday night junior cricket, Saturday morning sport for cricket, netball, hockey and softball. Rugby and soccer are offered via the Marist Sports Club, which operates through the school.

The senior school also offers opportunities for some children to represent the school in golf, table tennis, basketball, softball, volleyball, cricket, touch rugby, badminton, tennis, soccer and waterpolo.

UNIFORM

Please see the Board of Trustees uniform policy for specific uniform requirements

Outlets

The Warehouse in Hamilton East and NZ Uniform Shop are stockist of uniforms for Marian School. However, the physical education tops can only be purchased at our school office. The second-hand uniform shop is operated by the PTFA and is open on Wednesdays from 2.30 – 3.30 pm during the school term. The shop is located behind the School Hall with access through the doors between the Library and the Hall.

Holiday opening hours will be advertised in the weekly school newsletter.

Expectations

The uniform is to be worn with pride. It is expected that the correct uniform be worn at all times. Children are to change out of fitness gear into their uniforms before going home.

Mufti

Occasionally the school will hold a ‘Mufti Day.’ This is generally a fundraiser where the children wear their own choice of clothing to school and not their uniform. Generally, a donation of a gold coin per child or family is requested.

SCHOOL PROCEDURES

Absence Notification

A telephone call to the office - phone 856 7515 – is required if a child is absent. Messages may be left on the answer phone. Unexplained absences will be investigated daily.

On occasions when children need to be withdrawn from class and leave the school grounds, parents need to obtain from the class teacher, a Student Leave Pass which is then left with the secretary. The school is then aware of a child's temporary absence in the event of a fire or other emergency

Assemblies

Weekly assemblies at the school are conducted on a Team basis. Teams 1, 2 and 4 hold their assemblies on Fridays. Team 3 hold their assemblies on Thursday. Check with your child's teacher for the times.

Each term we have a full School Assembly in the Cathedral.

Discipline

Marian School uses an educative and positive approach to discipline, using praise for good behaviour whenever possible. A positive award programme operates at all levels of the school to recognise the good efforts of the children in whatever they attempt. All children will know the expectations of the school and will be made well aware of the **Five Basic School Rules**: listen to all school adults, follow school rules, look after yourself, each other and the school grounds.

Classrooms follow the WITS programme as well:

Walk Away

Ignore

Talk (I don't like it)

Seek help

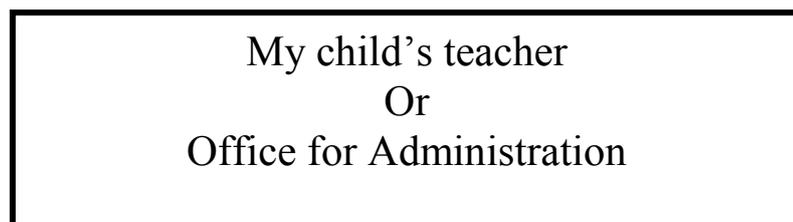
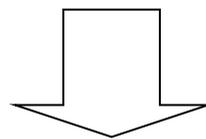
Bicycles

We discourage junior children from riding their bikes to and from school as the roads around the school are busy arterial routes. Children with bikes **must wheel** their bicycles in the grounds. It is strongly recommended that cycle safety checks be carried out regularly. **It is essential to provide a lock. Safety helmets are mandatory.**

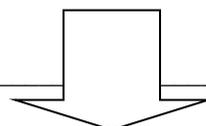
Complaints

If parents or caregivers have any concerns or complaints, these should be addressed in the first instance to the person that it concerns and then the following flowchart which is displayed around the school should be followed.

**QUERY? QUESTION?
PROBLEM?**

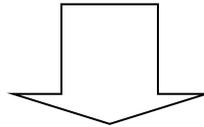


Not satisfied



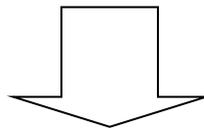
Team Leader
Toni Walters-Freke Team 1 Cathy Chadwick Team 2
Grant Stuart Team 3 Kerrie Martin Team 4

Not satisfied



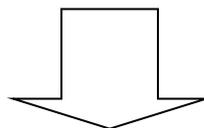
Deputy Principal
Kay Petchell

Not satisfied



**John Coulam
Principal**

Not satisfied



Write to: Chairperson Board of Trustees

Unfounded rumour or misinterpretation can cause unnecessary worry.

Contacting the School

The Secretary's hours are 8:00 am to 4:00pm p.m. If you wish to contact any of the teaching staff, this is best done before school, between 12.30 and 1.30 p.m.,

after school, or you may leave a message at the office. Additionally each teacher has an e-mail address with the following format: The initial of the teacher's Christian name followed by their surname then @marian.school.nz. For example John Coulam's email is jcoulam@marian.school.nz

Home Studies

Classroom teachers set homework on an individual basis. Generally the following would apply:

Juniors : reading book and spelling activity

Middle School : Reading and spelling activity plus basic facts learning

Seniors: Finishing off activities and set maths practice activities.

Lost Property

Unclaimed articles of clothing can be found in the lost property box in each area of the school. **Please ensure all clothing is named** for easier identification.

Lunch Orders

Children may order a variety of lunches from the lunchorders.co.nz website. The lunches are delivered to the school office and the children collect them from the office. Sausage Sizzle fundraisers (when notified in the school newsletter) will occur on a Friday.

Newsletters

Weekly school newsletters will generally be given out on Wednesdays to the eldest member of a family to take home. Other newsletters from the Board of Trustees (yellow) and PTFA (blue) are distributed when necessary.

Reporting to Parents

The School reports formally to parents at the end of year. The first of the Learning Discussion are held in March so that parents can meet their child's teacher. This gives the opportunity for parents and student to discuss goal-setting with the teacher. In June, there are further learning discussions to review progress and to set goals for the second part of the year. A comprehensive report is forwarded to parents at the end of the year. Parents wishing to discuss the progress of their children at other times can arrange a suitable appointment time with the teacher concerned. Should the school have undue concern about the progress of a child, an appointment will be made with the parents to discuss the circumstances.

Road Patrol

The School Crossing in Clyde Street is patrolled each day from 8.20 until 8.50 a.m. and again at 3.00 until 3.15 p.m. We encourage all parents and students using Clyde St to make use of this crossing.

School Hours

8.55 a.m.	Classes begin
10.55 - 11.30 a.m.	Morning Interval
12.40 - 1.25 p.m.	Lunch
3.00 p.m.	School finishes

There are no alterations to these hours on wet days.

Sun Sense Policy

In accordance with our Sun Sense Policy, sunhats are to be worn during Interval and Lunchtime in the summer terms. Those children without sunhats will be directed to stay in designated shaded areas. Where

possible, out of doors P.E. and sports events will be scheduled before 11 a.m.

GENERAL INFORMATION

After-School Care

The After-School Care programme was set up by parents for parents/caregivers who need quality care for their children. Certified staff are employed as supervisors at a ratio of 10:1 offering a range of activities involving sports, the computer and other fun games. Care is available five days a week from 3 to 5.30 p.m. Enrolment forms are available at the school office. Phone contact: 027 4830 857.

Book Club

Scholastic Books operates a Book Club through the school. Pamphlets are sent home once or twice a term. Parents are free to choose whether or not to purchase. Please follow the ordering instructions on the pamphlets.

Banking

An opportunity is provided for all pupils to bank each week with the Credit Union or with the ASB. The completed slip and money should be placed with the book in the envelope provided. This envelope is brought to the school secretary on arrival at school. Pupils wishing to open a School Savings Account should request forms from the school office.

Jubilee Catholic Early Childhood Centre

Jubilee is situated next to Marian School on Clyde Street, Hamilton East. The centre provides Christian values based education interwoven with Te Whariki the national curriculum for early childhood education. Jubilee has strong links with the Marian School Junior Department and offers transitional school visits for

those children going on to Marian. The centre joins Marian for school Masses and Liturgies highlighting the Christian community we are a part of.

Jubilee offers care and education for children 3 – 5 years by qualified, enthusiastic, and committed staff. We offer a choice of morning and afternoon sessions as well as all day care.

Contact Maria or Lisa on 856 4072

Health and Well-being

- **Public Health Nurse.** The nurse visits the school at intervals. She can be contacted concerning health or welfare matters to give support and guidance.
- **Dental Clinic.** Dental Therapists visit Marian School generally once a year. They can be reached at anytime on 856 4127 for any dental concerns or for dental appointments. Preschoolers are welcome from 2 ½ years of age.
- **Sick Bay.** The school Sick Bay is staffed by the office staff who have current First Aid Certificates.
- **Sickness / Accident.** If a child is unwell at school, every effort will be made to contact parents or named relative/friend. In the case of accidents requiring a visit to the Accident & Emergency Centre, parents will be contacted. If we are unable to make contact with caregivers or other contacts, the school will act *in loco parentis*. Parents are asked to fill out an information form at enrolment. If details change, please contact the office. It is important that the school has contact phone numbers of your home, work place, and another emergency contact number in case we are unable to contact you.
- **Medication:** If your child requires medication while at school, this should be brought to the office, named and with clear instructions for dosage.

Children should not keep medications of any sort in their bags or desks.

Incidental Costs and Monies

On occasions, children are asked to bring small amounts of money to school as payment for school associated activities, e.g. educational shows, bus fares to sporting fixtures etc. We endeavour to keep these requirements to a minimum, preferring to send a comprehensive statement to families at the beginning of the year for all activities and materials for that year. When extra money is asked for please ensure it is put into an envelope and labelled, and that children are told to hand money in immediately either to the classroom teacher or school secretary.

Parent Help

- ***Open Door Policy.*** We encourage parents to participate with us in assisting children's learning. We operate an 'open door' policy in our classrooms which means you are always welcome.
- ***PTFA Help Roster.*** As a parent you may not be available to join the PTFA committee but this does not preclude you from offering your talents or service to the school in other equally important areas.
- ***Assistance in Classes*** and trips/camp is very welcome and often required where student to adult ratios are very low.

Parking

One of our greatest concerns is Road Safety. For this reason the **Firth Street cul-de-sac** is reserved for teacher parking **only** and we ask all parents **not** to use this access into the school for delivering or collecting their children. Clyde Street also is

extremely busy at the beginning and close of the school day and may not be an appropriately safe place to pick up your children. The **carpark behind the Cathedral is more suitable and protected**. It can be reached by turning into Beale Street off Grey Street.

School Funding

- ***Attendance Dues*** are payments made by parents of children attending a Catholic School to the Bishop of the Hamilton Diocese who is responsible for the maintenance of schools in the Diocese and to help offset any associated debts. **These Dues are a legal requirement under the Integration Act.** An account is sent out each term to parents; payment can be made using direct crediting facilities or by cheque and posted to the Diocesan Schools Office at Chanel Park. Please make cheques payable to : *R.C. Bishop of Hamilton*.
- ***Catholic Character Contribution.*** The Hamilton Diocese also requests payment to support the Catholic Resource Centre from where religious learning materials are obtained.
- ***Family Activity School Fee.*** A non-obligatory donation is requested annually by the Board of Trustees to assist in the provision of the extra items or support needed for our children not covered by government grants. This donation is tax deductible.

Support Agencies

Our school has access to normal specialist services and after consultation with parents we can use these services in the interests of children should this be deemed necessary. Ongoing contact is maintained with the Special Education Services, Public Health Nurse, Psychological Services, Child Development Centre,

Speech Therapist, Police, Waikato Sports Foundation, School of Education and the various specialist educational advisory services, the local Principals' Association and local professional organisations.

Links

The school also has close links with the Cathedral Parish, with its Priests and other personnel through school Masses and liturgies. Links have also been established with St John's and Sacred Heart Colleges and with other sister schools through the Catholic Principals' Association, Director of Religious Studies Meetings and courses organised through the Catholic Education Office, and through other inter-school contacts.

Pastoral Care Worker

Starting in a new school, a new country or a new community can be overwhelming.

The role of the pastoral care worker is to support and assist with any of the issues that arise within our families that may be impacting on their wellbeing.

Some of the services that Marian School is currently running include Parenting Programmes, Grief and Loss Programmes, and individual support for children and parents.

You can contact our worker directly extension 248 or through the school office.

IMPORTANT INFORMATION FOR INTERNATIONAL STUDENTS

Code:

“Marian School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International

Students published by the Minister of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz> “

Health And Travel Insurance:

“Most international students are not entitled to publicly funded health services while in New Zealand unless they are:

- *A resident or citizen of Australia; or*
- *A national of the United Kingdom New Zealand; or*
- *The holder of a temporary permit that is valid for two years or more.*

If you do not belong to one of these special categories and you receive medical treatment during your visit, you will be liable for the full costs of that treatment. We also strongly recommend that you obtain insurance to cover your travel to and from New Zealand.”

Immigration:

“Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at <http://www.immigration.govt.nz>.”

Costs and other conditions of enrolment are available on application from the school office or on the school website at www.marian.school.nz.

Thank you for taking the time to read this booklet. We hope you will be better informed as parents about your child's education and about Marian School and how it operates. Should any queries arise, please feel free to contact the Principal, Mr John Coulam, during school hours to discuss your concerns.