

STAFF 2013

Principal	Craig McKernan		
Deputy Principal Asst. Principal	Glenys Jakicevich Colleen Ferguson		
Executive Officer Director of Religious Studies Puriri Whanau Leader Kowhai Whanau Leader Kauri Whanau Leader Karaka Whanau Leader Rimu Whanau Leader	Pamela Head Maria Russo Tracey Balks Lynn Douglas Jane Gunson Sharon Wendt Jacqui Taylor	R9 R2 R11 R20 R17	Y3 Y4 Y5/6 Y4 Y1
Teachers	Rose Magnussen Maree Hudson Rachael Civil Dianne Black Helen Saunders Kathy Pirrit Rua Smith Jenny Bassett Jo Collyer Karwyn Werder Teresa Webber Deb Hepi Sarah Cash Dianne Nicholls Tracey Alison	R1 R3 R4 R6 R7 R8 R10 R12 R13 R14 R15 R16 R18 R19 R21	Y5/6 Y1 Y2 Y1 Y0 Y2 Y5/6 Y1 Y3 Y4 Y2/3 Y5/6 Y5/6 Y1/2 Y3
Kowhai Whanau Puriri Whanau Kauri Whanau Rimu Whanau Karaka Whanau	Rooms 1, 2, 3, 4, Hall (Term 4) Rooms 7, 8, 9, 10 Rooms 11, 12, 13, 14 Rooms 6, 15, 16, 17 Rooms 18, 19, 20, R21		
Family Worker	Liz Beazley		
ESOL	Leasa Hirst		
Reading Recovery	Maria Russo		
Secretary Office Assistant Information Facilitator	Deborah Rudolph Raewyn Edwards-Bercic Denise Lewis		
Teacher Aides	Beverly Adams-Philpott Jacqui Johnson Sariah Pita Scott Thornton	Kay Booth Kathryn Martin Nicola Probert Zani Waanders	
Caretaker:	Shaun Hacker		
Cleaner:	Spotless Services Ltd		
After School Care:	Whangarei After School Care Inc		



St. Francis Xavier
Catholic School.



*To Love, to Learn and to Serve
Kia Aroha, Kia Akona, Kia Aro Atu*

MISSION STATEMENT

Inspired by the Gospel Values, St Francis Xavier Catholic School encourages us all to have a passion for learning and serving.

THE CHARACTER OF A CATHOLIC SCHOOL

Statement from the Guidelines for Integration Booklet from the Bishops Conference December 1979.

The Special Character of a Catholic School is defined in the Integration Agreement as follows: -

"The school is a Roman Catholic School in which the whole school community, through the general school programme and in its religious instructions and observances, exercises the right to live and teach the values of Jesus Christ."

These values are as expressed in the Scriptures and in the practices, worship and doctrine of the Roman Catholic Church, as determined from time to time by the Roman Catholic Bishop of the Diocese.

By fostering these ideals, a Christian Living Community will be developed.

OUR SCHOOL CHARISM

The Charism (spiritual quality) of our school is based on the faith and life example of St. Mary of the Cross, who founded the Sisters of St. Joseph Order.

The main principles of her Order arose from her respect for human dignity and compassion for the poor and needy of Australasia.

These were;

Listen to God's call

Make room for all

Have an attitude of gratitude

Do your bit

Her overriding philosophy was to "never see a need without doing something about it."

ST FRANCIS XAVIER CATHOLIC SCHOOL

FOUNDED IN 1995

ST FRANCIS XAVIER CATHOLIC SCHOOL EMBLEM



St. Francis Xavier
Catholic School.



This emblem is entwined in three parts reflecting the Trinity.

- ... the Cross of Christ
- ... the Holy Spirit as signified by the dove
- ... the Kauri tree of Northland

The Treaty of Waitangi and appreciation of biculturalism is signified by the kowhaiwhai pattern, which shows the koru pattern representing the repeating of new life. The Catholic Schools Special Character is the basis of the emblem.

ST FRANCIS XAVIER

1506 - 1552

Born 7 April in Pamplona

Died 3 December in Goa

Xavier was educated at the University of Paris.

In 1529 while in Paris, he met the Spaniard Ignatius of Loyola. He and a group of others joined Ignatius to found the Society of Jesus.

Xavier first worked as a Missionary in Portugese India during 1542. He further preached in Malacca and on the Islands of Malay Archipelago where he founded many Christian communities.

He also introduced Christianity into Japan and China

He was canonised - recognised as a Saint in 1622.

He was declared patron of the Orient in 1748.

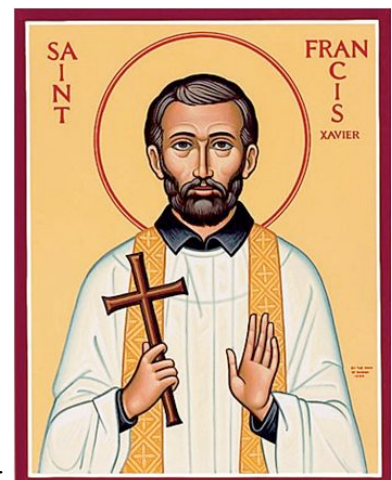
He was declared patron of the faith in 1904.

He was declared patron of all missions in 1927 along with the French nun Theresa of Lisieux.

Navigators too honoured him as their patron.

His body is enshrined in the Church of Good Jesus in Goa, India.

His Feast day is 3 December.



2013 Term dates
Primary and Intermediate schools

Term	Start date	End date
2	Monday 6 May	Friday 12 July (98 half-days)
3	Monday 29 July	Friday 27 September (90 half-days)
4	Monday 14 October	Friday 13 th December (86 half-days)*

* Days which ensure that the school has been open for instruction for **384 half-days** in 2013.

2013 Holidays

Schools must be closed in 2013 on Saturdays and Sundays, and on the following remaining days:

- * Queen's Birthday - 3 June (Monday)
- * Labour Day - 28 October (Monday)
- * Christmas Day - 25 December
- * Boxing Day - 26 December

SCHOOL HOURS

PLEASE NOTE: CHILDREN ARE NOT TO BE DROPPED OFF AT SCHOOL BEFORE 8.00am.

8.15am	<i>Children come into classrooms to put homework books in desks etc.</i>
8.45am	Bell - children into class.
10.15am	Interval.
10.40am	Classes recommence.
12.30pm	Lunch.
1.20pm	Afternoon classes begin.
2.50pm	School finishes.

Teachers are often preparing lessons before school, so if they are not in their classes please report to the administration area. Please report to the office if you require assistance. Three duty teachers will supervise the children, during interval and lunchtime and after school until the final bus leaves.

ABSENCE

Parents should telephone the school before 8.40am if their child is to be absent or late to school. **A written note is to follow every absence.** This is a requirement for the Ministry of Education to ensure children are not playing truant. If children are to be absent for three days or more, it does help if the class teacher or secretary is notified in writing.

AFTER SCHOOL CARE (held in Parish Hall)

Whangarei After School Care Inc– Lyn Rapana, Co-ordinator Manager 4356244 or 027 3384634

HOURS - Close of school to 5.15pm

CURRENT CHARGES - \$12.50/day \$62.50/week 2 children \$ 22.97 a day \$114.85/week
3 children \$33.90/day \$169.50/week

Location is the Parish Hall. In order to operate efficiently, there are rules set by the school and the After School Care Supervisor. These rules include the returning of equipment and boundaries in which the children must remain etc. The children are expected to abide by the rules and failure to do so will result in the child being removed from the service. It is also important that you remind your child/ren at the beginning of the day that they are to go to After School Care.

**If children are *not* attending but are booked in, please contact
Kay Watson 027 7526062**

ASSEMBLY

A school assembly is held during each term. Additional assemblies will be advised on the term event sheet, which is included with the first newsletter each term, or through the fortnightly newsletter.

Syndicate assemblies are held during the term at the discretion of the syndicate leader.

BLOOD BORNE DISEASE

In the interest of child health, welfare and concern for others, the parents of enrolling pupils must disclose information related to a child's infectious status. Please request a copy of the school's 'Blood Borne Virus Procedure'

BOOK CLUB

Leaflets are distributed to pupils 4 times per year for personal buying of books. The school then places a bulk order with Scholastic and books are distributed when the order is filled. **Cheque should be made out to Scholastic New Zealand.**

BUSES

Children living outside the metropolitan area may be entitled to Ministry of Education funded bus transport to and from school. Children within the city will pay a fare if travelling by bus. Children on Ministry funded transport are picked up during school at 2.40. This bus takes the children to WGHS/WBHS Depot where they transfer to their specific bus line. The reverse applies before school.

Maunu district bus leaves Kensington Park at 2.50pm.

Children who travel on buses are required to behave sensibly. In the event of a pupil from our school misbehaving, an initial warning will be given. Should the behaviour persist or similar misdemeanors occur, the parents of that child may be required to find alternative transport for 2 weeks. If after 2 weeks the concerns are expressed again, then parents will need to find alternative transport for the remainder of the term.

BICYCLES

Children Year 3 and below are discouraged from riding bicycles to school. There is a bike area where bikes are to be placed on arrival at school. Pupils must not ride or scoot their bikes in the grounds between 8.25am and 3.25pm. While riding bikes to and from school, pupils are required to wear safety helmets.

All children and parents crossing the road must comply with Ministry of Police expectations.

BIRTH CERTIFICATE OR PASSPORTS

All enrolments must be supported by a birth certificate or passport.

CAMPS

On occasions, the senior school will participate in organised camps. There will be an associated cost and a need for parental involvement. You will be advised if there is to be a camp.

CLASS TRIPS

From time to time classes visit places of educational interest as part of their studies. There may be an associated cost. If transport is required, we may hire a bus to cover this. Sometimes it is more economical to ask parents to provide cars. In such cases, it is expected that any offered car is adequately covered by a normal insurance policy and seat belts are provided for all of the children in the registered car. A current warrant of fitness is a requirement. **Seat belts must be used by all children.**

CHANGE OF ADDRESS AND TELEPHONE NUMBER

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

CHEQUES, INTERNET BANKING AND EFTPOS

Cheques for material, books, class trips and school dues should be made out to St Francis Xavier Catholic School. Cheques for photos etc are made out to cash or the name of the business taking school photos.

Cheques for Book Club should be made out to Scholastic New Zealand.

Cheques for lunches should be made out to Subway and .35 cents added for stamp duty.

Payment by internet banking is St. Francis Xavier Catholic School. 12-3101-0077924-00 Please ensure your **CHILD'S NAME** is shown as a detail in the transaction.

There is an EFTPOS machine at the office for stationery purchases and school contributions.

CHILDREN WITH SPECIAL ABILITIES

For children achieving academically across the curricula, a range of extension groups operate. Children involved are selected on ability and classroom performance.

CLASSIFICATION

Children are classified in year groups in accordance with the National Curriculum Framework e.g. Year 4

SCHOOL - HOME COMMUNICATIONS

Regular newsletters are sent to parents on a fortnightly basis (via the eldest child) to keep them informed about school matters and the dates of coming events. An event sheet outlining happenings during the term is sent out early in each term. Events and dates are then confirmed in subsequent newsletters.

Parent interviews take place in Term I and at the end of Term 2 for all levels of the school, and parents receive a full oral report on their child's progress.

Parents are urged to take an active interest in school activities and are most warmly invited to attend school functions.

CONCERNS

Any concerns about your child should be discussed firstly with the classroom teacher...secondly with the senior staff member of the team...thirdly if not satisfied, then with the Principal. Please make an appointment for these meetings.

School wide issues should be discussed with the Principal. If further communication is then required, a formal letter should be addressed to the BOT.

CULTURAL

Generally, four times per year a cultural item is organised for the pupils. These are organised to reinforce the importance of the arts and involve an invited guest or entertainer.

DENTAL CLINIC

The pupils have access to Primary Dental Health Care – Please ring 0800 My Teeth if you wish to make an appointment for your child. The Primary Dental Health Clinic is in Alexandra Street – off Rust Avenue.

ENROLMENTS

We call for early pre-enrolments. Children may start school from the date of their fifth birthday. A projected roll booklet operates, collating potential enrolments over the coming five years.

EXCUSED

If a child is to be excused from Phys. Ed. or sport for medical reasons, a note must always be presented. If long term (more than three consecutive days), then a doctor's certified note must be organised.

FUNDING

Because the school is a non-profit making organization, fundraising is an accepted part of education. To support major fundraising, we have an annual school fee of \$30 per pupil, or \$60 maximum per family. From this you receive bus transport to swimming, entry to a minimum of four cultural performances per year at \$10 total approximately and bus transport for school excursions. Parents will be advised if a school magazine will be produced and orders for this can be made in Term 3. Please note that the magazine is not included in the school fee, as the cost is prohibitive. These are just some of the examples of the tax-deductible donation - it is obviously value for money.

A \$40 per child per year Diocesan Levy is also charged and this money goes to the Catholic Board of Management to employ staff so that they can provide support services for our Catholic schools. This is tax deductible.

A \$95 per pupil per term Attendance Due is payable to The Catholic Integrated Schools Board, for every pupil attending our school. This money is purely to service loans for the construction of school buildings throughout the Auckland Diocese and is **payable to the School Office**. Your payment will then be forwarded on to the Auckland Diocese.

HEALTH and IMMUNISATION

The School is required to hold a copy of the immunisation record for all children. Please bring this certificate with you when your child is enrolled.

The Health Nurse visits the School regularly and is available to you if required.

HOMEWORK

In the Junior School, the focus will be reading with other curriculum subjects introduced as the children progress through the school. As a general guideline Senior School children should spend up to 30 minutes. Middle School (Y4) 20 minutes - Junior School no more than 15 minutes. Children are expected to complete homework.

INTERNET, EMAIL AND DIGITAL DEVICE POLICY

These policy and consent details are at the back of this booklet for your information.

LEAVING THE GROUNDS

Children are not permitted to leave the school grounds without a written letter requesting permission.

LUNCHES

NOTE: LUNCHES CAN ONLY BE ORDERED ON FRIDAY'S

- 1) Please make cheques payable to Subway. ***The cheque fee is 35 cents.***
- 2) On the Subway Envelope please tick what your child would like to order..

MARKING OF SCHOOL CLOTHES

A sensible way to mark clothes is name, phone number. **ALL SCHOOL CLOTHING IS TO BE NAMED.** We suggest you name clothing not only on the tag, but also elsewhere inside the garment. If children drop their outer clothes on the way to and from school they are then easily identifiable. Lost property is kept in the School Hall. Unclaimed clothes will be used in the school 'clothing pool'.

MEDICAL

A medical room operates for children who might be injured in the playground or are feeling unwell. Parents will be contacted if the child needs to go home, or if the injury is a concern and may warrant further treatment.

If your child is required to take medication during school hours, it is necessary for you to complete a medical form and view the procedures. The medication must be clearly labelled.

MONEY AND VALUABLES

Smaller children should give this to their class teacher in a labelled/named envelope. Children should not have large amounts of money at school. **Children are not to bring personal toys to school.**

NEW ENTRANTS

At the discretion of the teacher and in consultation with the parent, new entrants may leave school in the early afternoon. The decision to stay at school for a full day is determined by the child's ability to cope with school routines.

PARENT HELP

Parents are very welcome to help in the school. Classroom teachers have details. Parents are requested to help supervise school or class outings and sports days. This help is invaluable to pupils and very much appreciated by teachers.

PARKING

*Parents are welcome to park either on Percy Street or in the Church car-park. **Please DO NOT use the staff car-park.** Due to overcrowding of the carpark facilities at peak hours, it is imperative that parents/caregivers take extreme care. (refer Road Safety)*

PHONE

The most convenient time to contact teachers is from 8.25 - 8.40am. If a message will suffice, the person who answers the telephone will take it. Teachers will not leave the classrooms for phone calls unless the matter is extremely urgent.

Children are not permitted to use the telephone unless there are exceptional circumstances. Cell phone calls are discouraged because of the associated cost.

PHOTOGRAPHS

Photos are organised through the school on an annual basis for classes. Consent forms are required for your child's photo to be taken. Refer to the copy at the back of this booklet.

RELIGIOUS CELEBRATIONS

Mass, Reconciliation, Liturgies and celebrations of other special occasions throughout the year, are arranged by the D.R.S. and Parish Priest in conjunction with the Principal and staff.

REVIEWS

During the year, curriculum reviews, team reviews, and staff appraisal will occur for both auditing purposes and the School Development.

ROAD SAFETY

Children are supervised by Road Patrol pupils and a teacher on the Percy Street crossing every afternoon. Parents must observe the 'No Parking' restrictions on each side of the crossing. If collecting children in the church car park area, please drive into the lane closest to the school, look for your child(ren) and if they are there pick them up. If not, then please continue to a car-park. When picking up pupils please drive through the through lanes. **The car park adjacent to the Administration Block is a staff, service vehicle and Taxi carpark and not for children to be dropped off or picked up. Please take care to ensure the safety of children.**

SAUSAGE SIZZLE

The P.T.F.A. provide a sausage sizzle usually once a term. Children can purchase a sausage if they wish. Dates will be publicised in our school newsletter .

SCHOOL DEVELOPMENT

An annual plan and a three-year plan focus on all facets of the school's development. As well, a ten-year cyclical plan is organised for maintenance purposes.

SHADE AREA

In the interests of pupil health and safety, all children must wear hats during the summer months of Term I & IV. Children without hats will spend their recreation time in this area. They are encouraged to wear hats in Terms 2 and 3 also.

SICKNESS

When a pupil is not well enough to participate fully in the class programme, he/she must be kept at home.

STATIONERY

Some stationery is available from the school office. Stationery for 2012 can only be ordered on-line in January at www.myschool.co.nz/sfx or can be purchased from Office Max Stationery Store, in Okara Drive, Whangarei. Alternatively, stationery lists can be collected at the school office. The stationery list can also be accessed on our website www.sfx.school.nz

SWEETS AND SOFT DRINKS

Children are not permitted to have sweets. Home-prepared cordial is permitted. We would rather the children did not bring fizzy drinks. Plastic bottles are recommended. Energy drinks are not to be bought to school.

UNIFORM

The following sets out the regulation uniform for students attending St Francis Xavier Catholic School. It is the responsibility of parents to ensure their children are correctly dressed.

Full, correct uniform is to be worn when students are travelling to and from school.

Please ensure your child's **clothing is named**. It is hard for children to identify their clothes when everyone is wearing the same uniform.

Please reinforce the need for wearing a regulation navy legionnaire or cricket style sun hat. When children are representing the school, they must be in **OFFICIAL** school uniform. Uniform recommendations should be put in writing to the P.T.F.A. The Uniform Committee meets in September to discuss these issues.

GIRLS: SUMMER UNIFORM

St Francis Xavier regulation summer dress or navy skirt or navy culottes

Jade short sleeve monogrammed polo shirt

Regulation navy legionnaire or cricket style sun hat

Regulation black Roman sandals

Sleeveless monogrammed polar fleece

GIRLS: WINTER UNIFORM

St Francis Xavier regulation navy skirt or culottes

Jade long or short sleeve monogrammed polo shirt

Navy woollen knee high socks

Regulation flat black leather lace-up or velcro shoes

Long sleeved monogrammed polar fleece

BOYS: SUMMER UNIFORM

St Francis Xavier regulation blue shorts

Jade short sleeve monogrammed polo shirt

Regulation black Roman sandals

Sleeveless monogrammed polar fleece

Regulation navy legionnaire or cricket style sunhat

BOYS: WINTER UNIFORM

St Francis Xavier regulation blue shorts

Jade long or short sleeve monogrammed polo shirt

Navy woollen knee high socks

Regulation flat black leather lace-up or velcro shoes

Long sleeved monogrammed polar fleece

SPORTS UNIFORM

* St. Francis Xavier jade sports shirt with school monogram.

* Black shorts.

* St. Francis Xavier regulation sunhat (in summer months)

* Optional sports uniform for girls:
Black bicycle pants.

HATS - are required to be worn when outside the classroom during Term I & IV.

JEWELLERY

Earrings - studs only.

Chain - small plain chain only

HAIRBANDS AND TIES

Navy or black bands, ties or ribbons.

'Scrunchies' made from school uniform material.

CYCLE HELMETS

Are to be worn when cycling to and from school.

SUPPLIERS

Uniforms are available from the following official sources:

Bethells Uniforms - Strand Arcade stock most of the school uniform.

Northland School Wear at 392 Kamo Road, in the arcade opposite the Four Square supply most uniform requirements including hats, footwear, and fitness gear.

Second-hand Uniforms are available.

WITHDRAWALS

Please notify the Principal, in writing or in person, when your child is leaving our school to transfer to another school, either in New Zealand or overseas. Please ensure the return of library books or class readers.

P.T.F.A.

This committee is the educational, cultural, social and fundraising committee. It is an 'open' organisation that anyone may attend. Meeting dates are advertised each term in our event sheet.

Chairperson	Mrs. Serena Ross
Secretary	Mrs. Kathleen Hill
Treasurer	Miss Chantelle Moles

ST. FRANCIS XAVIER CATHOLIC SCHOOL BOARD OF TRUSTEES

Chairperson:	Mr. Andrew Luxford
Treasurer:	Mr. Tony Morris
Elected members:	Mr. Rob Bercic Mr. Joe Crowley Mr. Richard Crum Mr. Guy McGregor Mr. Tony Morris
Proprietor Representative	Father Damian Caccioppoli Mr. Andrew Luxford Mrs. Kathryn Weir
Staff Representative:	Miss. Jacqui Taylor
Principal:	Mr. Craig McKernan

Boards of Trustees meetings are advertised each term in our newsletters. They are on the 3rd and 8th Tuesday of the term at 7.00pm.