

## STAFF 2024

<b>Principal</b>	Bernadette Hall		
<b>Deputy Principal</b>	Glenys Jakicevich		
<b>Deputy Principal</b>	Tracey Balks		
<b>Y3/4 Leader</b>	Jennie Dean		
<b>Office Manager</b>	Deborah Rudolph		
<b>Director of Religious Studies</b>	Maria Wilson	R4	Y3/4
<b>Manaia Whanau Leader</b>	Sarah Cash	R23	Y3/4
<b>Pukenui Whanau Leader</b>	Jane Gunson	R12	Y5/6
<b>Parihaka Whanau Leader</b>	Kathy Pirrit	R18	Y5/6
<b>Hatea Whanau Leader</b>	Jacqui Taylor	R2	Y2
<b>Kauika Whanau Leader</b>	Sharon Wendt	R13	Y5/6
<b>Teachers</b>	Vivienne Clegg	R1	Y5/6
	Debra Crook	R3	Y3/4
	Karyn Marnitz	R8	NE
	Johanna Pool	R9	NE
	Rachael Civil	R10	NE
	Whaea Rose	R11	Y3/4
	Daniella Nieddu	R14	Y2
	Hannah Bakulich	R15	Y3/4
	Debra Hepi	R16	Y5/6
	Sharyn Smith	R17	Y3/4
	Karwyn Werder	R19	Y3/4
	Tracey Barber	R20	Y1
	Teresa Webber	R21	Y2
	Jenny Bassett	R22	Y5/6
<b>Hatea Whanau</b>	Rooms 1, 2, 3, 4		
<b>Kauika Whanau</b>	Rooms 13, 14, 15, 16, 7		
<b>Manaia Whanau</b>	Rooms 20, 21, 22, 23		
<b>Parihaka Whanau</b>	Rooms 17, 18, 19, 9		
<b>Pukenui Whanau</b>	Rooms 8, 10, 11, 12		
<b>ESOL Teacher/ Reading Recovery</b>	Leasa Hirst		
<b>ESOL - Migrant Support Assistants</b>	Jerlene Sevilla, Jolly Joy		
<b>Learning Support Co-ordinator</b>	Nirvana Withers		
<b>Music Facilitator &amp; SLT Reliever</b>	Emily Nakouzi		
<b>COL &amp; SLT Reliever</b>	Gaylene Smith		
<b>Y5/6 Support Teacher &amp; SLT Rel</b>	Brad Kini		
<b>Information Facilitator</b>	Denise Lewis		
<b>School Secretary</b>	Rachel Ashcroft		
<b>Office Assistant</b>	Melanie Douglas		
<b>Family Care Worker</b>	Rosie Ponifasio-Hughes		
<b>Caretaker:</b>	Shaun Hacker		
<b>Learning Assistants</b>	Maria Alvarez	Daniela Andrae	Carlee Bowman
	Roseanne Cook	Jacqui Johnson	Nikki Love
	Kathryn Martin	Julie McFarlane	Zani Waanders
<b>Senior Leader Teacher Relievers</b>	Wilma Batchelor		
	Katherine Lindsay		
	Serena Ross		
<b>Cleaners:</b>	Spotless Services Ltd		
<b>After School Care:</b>	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:  
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*"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.



## 2024 Term dates

1	Tuesday 30 <sup>th</sup> January	Thursday 12 <sup>th</sup> April
2	Monday 29 <sup>th</sup> April	Friday 5 <sup>th</sup> July
3	Monday 22 <sup>nd</sup> July	Friday 27 <sup>th</sup> September
4	Monday 14 <sup>th</sup> October	Friday 16 <sup>th</sup> December

## SCHOOL HOURS

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

**8.15am** Children come into classrooms to put homework books in desks etc.

**8.45am** Bell - children into class.

**10.25am** Interval.

**10.50am** 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.

## ABSENCE

Parents should telephone 4371039, text 027 2784303, or email; [absent@sfx.school.nz](mailto:absent@sfx.school.nz) 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 office is notified in writing. **If you are going overseas or on holiday during school term please ensure a letter is written before the absence.**

## AFTER SCHOOL CARE (held in Parish Hall)

Whangarei After School Care Inc – Lyn Rapana, Co-ordinator Manager

Phone 4362004 AH or 027 3384634 or [rapana7@xtra.co.nz](mailto:rapana7@xtra.co.nz)

### HOURS

- Close of school to 5.15pm

### CURRENT CHARGES

- \$18/day \$90/week

- 2 children \$ 34/day \$170/week

- 3 children \$49/day \$245/week

- Late pick up will incur a \$30 fee

- WINZ childcare subsidy available

**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 Carissa 027 752 6062**

## 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.

### **BICYCLES and SCOOTERS**

Children Year 3 and below are discouraged from riding bicycles to school. There is a bike and scooter area where bikes are to be placed on arrival at school. Pupils must not ride or scoot their bikes and scooters 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 and passport if born overseas.**

### **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.

### **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.

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.

### **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.*

## INTERNET BANKING AND EFTPOS

Payment by internet banking for attendance dues and school donations is St. Francis Xavier Catholic School. 12-3101-0077924-00 Please ensure your **CHILD'S NAME** is shown as a detail in the transaction. **NOT** the parent's name.

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. This programme is called Diving Deeper.

## 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 1 and at the end of Term 2 for all levels of the school, and parents receive a written report on their child's progress in Term 2 and Term 4. 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 Whanau Leader...thirdly if not satisfied, then with the Deputy Principals and 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/PERFORMANCE

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/or group.

## 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. We have joined the Government's School Donation scheme and no longer request a Parent Donation. The following are not covered by the scheme.

**The Proprietors Capital Development Donation:** will assist the development of new capital projects. The funds are deposited in our Proprietors Account and can be drawn on to build new facilities for our students.

**The Catholic Special Character:** contribution is a voluntary donation of \$15.00 per term (\$60.00 per annum) per student. This contribution provides the main source of funding for all services provided to St. Francis Xavier Catholic School by the Catholic Education Services Board. The Catholic Education Services Board assists schools to provide a Catholic education for your child through the preservation and enhancement of the Catholic Special Character in our schools.

**Attendance Dues:** Attendance Dues are a compulsory payment under the terms of the Education and Training Act 2020 (**Act**) and are a condition of enrolment. Attendance Dues are charged for all students who attend Catholic integrated schools in New Zealand.

Attendance Dues are collected on behalf of the school's Proprietor, the Roman Catholic Bishop of Auckland. The Attendance Dues are forwarded to Auckland Common Fund Limited, a company established by the proprietors of Catholic Integrated Schools in the Diocese of Auckland responsible for the collection of Attendance Dues.

Under the Act, Attendance Dues are used for servicing and repaying loans to develop new building projects in the proprietors' schools as well as paying for building insurance and compliance costs, collection, and administration.

At the time you enrol your child at a Catholic School, you are required to sign an agreement stating that you accept that you will pay the Attendance Dues and that you understand that payment of the Attendance Dues is a condition of enrolment and the continuing attendance of students at the school. Attendance Dues are not a donation, and they are not tax deductible.

Payment of Attendance Dues should be made in full at the beginning of the academic year or, in agreement with the school, by instalment (weekly, fortnightly, monthly or per term) during the academic year. The Attendance Dues cannot be paid in full at the end of each academic year.

Failure to pay the Attendance Dues may put your child's place at the school at risk.

Overdue accounts may be referred to a debt collection agency by the Proprietor.

The agreement is legally enforceable and the person who signed the agreement remains legally liable for payment of the Attendance Dues. Responsibility for payment of Attendance Dues may be transferred to another Parent/Caregiver provided that the new Parent/Caregiver first signs a novation agreement accepting responsibility for payment of Attendance Dues, on terms acceptable to the school and the Proprietor.

Any civil agreements between parents/caregivers do not take precedence over the signed legal agreement.

The agreement may not be varied or terminated by the Parent/Caregiver without the prior written consent of the Proprietor.

Financial assistance with Attendance Dues is available to families of preference students in cases of genuine financial difficulties. Part of the criteria for receiving this assistance is that regular payments have been made at an affordable level.

### **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 10 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 or phone call from parents requesting permission.

### **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 by Room 21. 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 for the 1<sup>st</sup> week. 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.

**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. Do not walk your children through this car park.**

### **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 1 & 4. 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. A medical certificate is required if your child is away unwell for 3 or more consecutive days. This is a requirement for the Ministry of Education to ensure children are not playing truant.**

## STATIONERY

Some stationery is available from the school office. Stationery can only be ordered **on-line in December and January** at <https://nzschoolshop.co.nz/> Alternatively, stationery lists can be collected at the school office. The stationery list can also be accessed on our website [www.sfx.school.nz](http://www.sfx.school.nz)

## SWEETS AND SOFT DRINKS

Children are not permitted to have sweets. Plastic bottles are recommended. Energy drinks are not to be bought to school. Children are encouraged to drink water.

## 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 bucket hat

Regulation black Roman sandals. Alternatively, any flat, black sandal with a back heel strap.

The sandals must be plain black, NOT sparkly or coloured. Velcro or buckle fastenings are acceptable. **JANDALS ARE NOT ACCEPTABLE.**

Sleeveless monogrammed polar fleece

### **GIRLS: WINTER UNIFORM**

St Francis Xavier regulation navy skirt, shorts or trousers

Jade long or short sleeve monogrammed polo shirt

Navy woollen knee high socks. **No tights.**

Regulation flat black leather lace-up or velcro shoes

Long sleeved or sleeveless monogrammed polar fleece

### **BOYS: SUMMER UNIFORM**

St Francis Xavier regulation blue shorts

Jade short sleeve monogrammed polo shirt

Regulation black Roman sandals. Alternatively, any flat, black sandal with a back heel strap. The sandals must be plain black, NOT coloured. Velcro or buckle fastenings are acceptable.

**JANDALS ARE NOT ACCEPTABLE.**

Sleeveless monogrammed polar fleece

Regulation bucket sunhat

### **BOYS: WINTER UNIFORM**

St Francis Xavier regulation navy shorts or trousers

Jade long or short sleeve monogrammed polo shirt

Navy woollen knee high socks

Regulation flat black leather lace-up or velcro shoes

Long sleeved or sleeveless monogrammed polar fleece

### **SPORTS UNIFORM**

\* St. Francis Xavier jade and navy 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 Terms 1 & 4.

### **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.

**Uniform Hub** at 577 Kamo Road, just through the Kamo lights heading north.

**Second-hand Uniforms** are available from school. The family worker and PTFA members organises these. Please complete a form at the school office.

## **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.

<b>Chairperson</b>	Mrs. Renee Proctor
<b>Secretary</b>	Mrs. Kate McKenzie
<b>Treasurer</b>	Mrs. Anne-Marie Franks

### **ST. FRANCIS XAVIER CATHOLIC SCHOOL BOARD OF TRUSTEES**

<b>Chairperson:</b>	Ms. Joanne Ashby
<b>Treasurer:</b>	Mrs. Susan Howell
<b>Elected members:</b>	Mr. Steve MacMillan Mrs. Renee Procter Mrs. Naushaba Todd-Jones Mr. Matthew van den Bosch Mr. Peter Watts
<b>Proprietor Representative</b>	Ms. Joanne Ashby Mr. Eugene Bates Mrs. Susan Howell Mrs. Mary Mainland
<b>Staff Representative:</b>	Miss. Jacqui Taylor
<b>Minute Secretary:</b>	Mrs Anne-Marie Franks
<b>Principal:</b>	Mr. Craig McKernan

**Boards of Trustees meetings are advertised each term in our newsletters. They are on the 3<sup>rd</sup> and 8<sup>th</sup> Thursday of the term at 5:45pm.**

## Francis Xavier Catholic School Online and Media Publication of Children's Images and Work

### Rationale

This policy is developed to ensure the issues of copyright and children's safety are addressed with regards the publication of either their images or work.

### Guidelines

St. Francis Xavier Catholic School will publish the material only on its own website <http://www.sfx.school.nz> and New Zealand based websites endorsed by the Ministry of Education, such as the Ministry of Education's website Te Kete Ipurangi - The Online Learning Centre ([www.tki.org.nz](http://www.tki.org.nz)), in our school newsletter and recognized newspapers. The school may also recommend that student work, or the whole school website, be available through Te Kete Ipurangi.

#### Guideline 1: General statement

The Internet is provided for the education of and the improved delivery of curriculum material. No student is to use either email or the Internet without an adult being close enough to keep an eye on what they are doing.

#### Guideline 2: E-mail

E-mail is provided for students to make contact with other students in the interest of education.

All E-mail material is written off line.

All mail will make use of customary greetings and salutations.

The only email address to be used by students is their room one.

Information sent via E-mail shall be constructive, informative or inquiring in the interest of both the sender and receiver.

#### Guideline 3 Use of service

No swearing, rudeness is to be used in any E-mail messages.

You are not allowed to give out private information such as phone numbers, private addresses, etc in your emails

The network is not to be used by any student for things that they know that they should not be using it for at any time.

Deliberate attempts to gain access to the Internet sites containing material of pornographic, racially or religiously offensive, illegal or offensive material will be dealt with as a serious breach of school rules.

All copyright, privacy and international laws are to be abided by at all times.

#### Guideline 4: Accounts

At no time are students to place orders for goods or services over the Internet using the school name, title or funds.

St. Francis Xavier Catholic School has taken all possible precautions to maintain safety of all users and these guidelines are written and enforced in the interest of all users safety and effective use of the Internet.

Students that abuse any of the guidelines:

**Students who make infringements of the guidelines will be dealt with as for other breaches of behaviour at this school.**

### Members of the Community:

Members of the public in a controlled situation with a staff member may use The Internet or other member of the public nominated to run such an event.

Members of the public will be expected to conform to the same guidelines as expressed above although a formal signing of an agreement is not necessary.

St. Francis Xavier Catholic School publishes student material online or in publications such as local newspapers, for the following three main purposes:

- To educate the student in accordance with the national curriculum, including on the role and use of technology in society;
- To encourage the student to be part of and participate in the school community;
- To promote the school in the wider community.

(1) St. Francis Xavier Catholic School acknowledges that it cannot control who accesses the websites on which students' images or material is published or the copying, by visitors to these websites, or views them in local newspapers, of images of the students and their work.

(2) St. Francis Xavier Catholic School will identify students on the websites only by their first name, year at school and room. Students' surnames, home addresses, and telephone numbers will not be available on the websites.

(3) St. Francis Xavier Catholic School will immediately remove all material relating to a student from its website if requested by a legal guardian of the student and, in any event, once the student leaves the school permanently.

(4) St. Francis Xavier Catholic School will not publish material online that may defame anyone, be objectionable from a human rights point of view, be obscene, or infringe the copyright of third parties. All the student material published online will be subject to an editing process

The Principal is available to answer any enquiries from parents or students about the operation of the school's policy for the online or media publication of student images and work.

<b>St. Francis Xavier Catholic School Internet and Email Use Policy</b>
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### **Rationale**

The use of the Internet at St. Francis Xavier Catholic School is a privilege not a right.

The Internet is made available to staff, students and community members under the following conditions.

### **Guidelines**

#### **Staff:**

All staff whether part time, full time, teaching staff or non-teaching staff are allowed access to the Internet in accordance with the following provisions.

All Internet use shall be for the purpose of:

Providing information for students or for the teachers of students such that they may have a better understanding of subject matter.

For the up-skilling of staff through research, professional development and procurement of information via the Internet.

The use of E-mail for contact with other teaching staff on school business or to request information to the benefit of the school.

To develop their skills through usage

Personal use is permitted although access to any adult or sites/email lists etc, with objectionable material is prohibited.

#### **Students:**

Students shall be able to use the Internet under the following conditions:

An application to use the Internet shall be sent home and returned signed by the relevant caregivers.

The policy statement and a code of conduct will form the basis of the documentation that the caregiver and the students agree to.

This application enables the student to receive instruction in the use of the Internet including E-mail and World Wide Web access.

All students who use the Internet within the school will adhere to the code of conduct/Kids Pledge

### Agreement for Internet and Computer Safety - Kids' Pledge

1.	I will not give out personal information such as my address, telephone number, school or parents' work address/telephone number, or the name and location of my school without my teacher's permission
2.	I will tell my teacher immediately if I come across anything that makes me feel uncomfortable.
3.	I will never agree to get together with someone I "meet" online
4.	I will never send a person my picture or anything else without first checking with my teacher.
5.	I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell my teacher right away so that they can tell the principal.
6.	I know I am only allowed to go onto the Internet at school, if an adult is in the room with me and I will not access things that I know my parents and teachers would not like me seeing.
7.	I will be a good online citizen and not do anything that hurts other people or is against the law.
8.	I will follow the rules above.

I agree to the above

**Child sign here**

I have discussed this agreement with my child and will allow them to use the St. Francis Xavier Catholic School Computer System.

**Parent(s) sign here**

Date     /     /

***Children in the New Entrant Rooms just need to have this discussed with their parents, and their parents sign the form.***

**St. Francis Xavier Catholic School Parent Permission Form for Publishing your child's work or photo**

I .....[name of the parent/legal guardian] have read and understand St. Francis Xavier Catholic School's policy on the Internet and media publication of student images and student work and the guidelines contained in the policy.

As the parent or legal guardian of ..... [full name of student] ("the Student"), I authorize St. Francis Xavier Catholic School to publish images of the Student on the Internet, or recognized publications such as the school newsletter or local newspapers, as well as any work that he or she may create at school, in strict compliance with the school's policy for the online and media publication of student images and student work and the associated guidelines. I agree that this consent shall continue until I withdraw my consent by notice to the school or until the Student ceases to be enrolled in the school, whichever happens first.

Signature of parent or legal guardian