



Principal's Welcome

Nau mai, haere mai to Our Lady Star of the Sea School, in the idyllic setting of Sumner Village. We provide a quality Catholic education through to Year 8, in a welcoming and inclusive community environment.

Our Mission Statement calls for us to provide broad and equitable opportunities for learning, focused on Catholic values and community. We strive to develop the whole child and prepare them to live out their lives with empathy and care for others.

Our school has a rich history and continues to be an important part of the life of the local community. We are guided by our values of serenity, tika, aroha and respect that were instilled in the school's inception in 1928. We have high expectations of our students in their relationships with one another and staff.

At Our Lady Star of the Sea we offer a diverse curriculum in modern, well-equipped facilities. We understand and value the importance of relationships and with small class sizes and a child centred focus, we are able to offer a personalised learning journey for our tamariki. In its simplest form we strive for our children to love coming to school and love learning.

We look forward to being partners in your child's education and I invite you to contact us to come in for a chat, arrange a school tour or simply pop into the office for all enrolment enquiries.

Nga mihi,

Nathan Burford
Principal/Tumuaki
principal@ourladystar.school.nz

MISSION STATEMENT:

It is the mission of Our Lady Star of the Sea School to provide a Catholic education to both Catholic pupils and to others whose parents choose a Catholic education for their children. The needs of children and their learning shall be paramount.

The Board of Trustees aims to provide the best possible learning opportunities for every child at our school. This requires high quality teaching programmes within a caring and Catholic environment, which will enable each child to develop to the best of his/her ability in all aspects of education.

General Information

Our Lady Star of the Sea School is a Catholic Integrated school situated 14km from the centre of Christchurch in the seaside village of Sumner. Situated beside the Catholic Parish, the school has a close relationship with the Parish and is an integral part of the Parish Community. The Special Character of the school fosters the teachings and values of Jesus Christ and expects the staff and students to reflect these beliefs in their everyday life.

Our parent community is very important and actively involved in many aspects of school life, e.g. educational trips outside the classroom, parent help in the classroom, sporting events, library, social and fundraising activities and playground supervision.

The school has a maximum roll of 130 students from Y0 -Y8. Our staffing requirements are met by one Principal (also a classroom teacher), a Deputy Principal, three teachers, two part-time teacher aides, a part-time office manager, a part-time caretaker and a part-time cleaner. The vertical grouping within the classrooms encourages co-operative learning, independence and children taking responsibility for their own learning. At the same time they are expected to show respect and tolerance towards each other. The school is set in pleasant spacious surroundings. There are four well-resourced classrooms (with two of them being new classrooms), a staffroom, offices, storage rooms, a hall and a library. There is a sports field, tennis/netball court, adventure playground and sandpit area for the children to play in. We promote a sun-protection policy.

We participate in the Sumner Area Music Programme and the Christchurch Schools' Music Festival. Our Kapahaka group also performs for the parents during the year. Our senior school students are taught technology at Te Aratai College. Students from Years 5-8 participate in winter sport at Hagley Park.

Throughout the year we also have contact with other Catholic Schools in the Christchurch area. We believe that the spiritual and physical health and well-being of our students is essential before any learning can occur. We endeavour to provide quality education programmes in a caring and supportive environment.

OUR CATHOLIC CHARACTER

At school we will:

- **Provide a Religious Education programme based on the teaching of the Catholic Church.**
 - Religious Education is an essential area of learning. The R.E. programme provides a faith environment in which the spiritual and moral development of each student is fostered thereby creating a whole person. Students are encouraged to respond freely to God according to their gift of faith. It teaches students to develop ways of integrating faith, life and culture. The relationship between family, school and parish are vital to the student's ongoing development of faith.
- **Prayer and Liturgy.**
 - The school will provide children with opportunities to participate in prayer and liturgy, in the classroom on a daily basis, in termly assemblies involving the whole school, in school Masses at least once a term, in the Sunday Family Mass and on special feast days. Families are welcome to attend.

Children holding non-Catholic positions in the school are encouraged respectfully to take part in the sacramental programmes. We respect all opinions.

GENERAL INFORMATION

Absences

Please notify the office before 8.45am if a student will not be attending school. This is required each day that the student is absent and a reason must be given for the absence.

Attendance Dues

Attendance Dues are collected on behalf of the Bishop of Christchurch, i.e. the proprietor of the School. All Catholic Schools charge Attendance Dues, which are legally binding on all parents, and caregivers who have enrolled their children at a Catholic school. This is payable, unless in special circumstances, the charge has been waived by the Proprietor of the school for specific issues associated with a family. Attendance Dues are \$430 (plus GST) per annum (\$107.50 per term) and the Catholic Special Character Contribution are \$60 per annum (\$15.00 per term).

The Parish sends out the account each term, and payment is accepted through the Parish office on the Parish behalf. Parents are encouraged to set up an automatic payment with their bank. The charging of Attendance Dues is authorised under the Private School Conditional Integration Act (1975) and used to pay for costs associated with the land and buildings for the Catholic schools in the Diocese.

Where a parent has four or more children at a Catholic Primary School their attendance dues invoice will be for three children only, i.e. the fourth child, and any further children, will not be charged for attendance dues.

Catholic Special Character Contribution

The Catholic Special Character Contribution is collected on behalf of the Catholic Education Office and is used to cover costs associated with the provision and delivery of professional development and advisory services in support of Catholic Special character in Catholic primary schools in the Diocese. The contribution is \$15.00 per term, per child and this is tax deductible.

School Donation

Our school donation is \$200 per annum and this is tax deductible. This reduces by 50% for a third child at the school and 100% for each child after that. This is used by the Board of Trustees to supplement/subsidise the cost of activities not covered by the Operations grant provided by the Ministry of Education. These include items such as subsidising class trips and cultural visits and providing additional educational opportunities, etc. This is a tax-deductible donation.

Changes of addresses and current student data

On enrolment, a computer file of each pupil is created including addresses, telephone numbers and emergency contacts. Please inform the school if there are any changes to be made.

Dental Clinic

Dental clinic forms are completed with the new entrant pack and contact is made directly by the dental clinic. Parents may contact the nurses if there is an emergency.

Health Nurse

The Health Nurse visits the school regularly and deals with any concerns related to the wellness of our students.

Newsletters

Regular communication is sent home in the form of an online newsletter via email every second Friday. This is also available on our School website, Facebook Page, School App and the noticeboard outside the office.

Give Us 5

We ask every family to give us at least 5 hours per year of volunteer help.

Parent Helpers

There may be opportunities to become involved as a parent helper at our school. All classroom teachers welcome the support of parents in the daily programmes, as well as sharing their expertise in areas such as Art, Maori, Information Technology, and sports coaching. We have parents supervising the playground on a regular basis and we are very appreciative of the help parents offer in so many ways. Under the Health and Safety Act we must ensure that any parent providing transport for our students signs a Drivers Declaration Form. This means that they are a safe and licensed driver, have secure seatbelts available for each passenger and that the vehicle must have a current WOF and be registered.

Room Mums

Each room has two Room Mums who assist with communication between Teachers and Parents.

School Hours

8:55am	- Class Begins
11:00 – 11:20am	- Interval
12:30 – 1:30pm	- Lunch
3.00pm	- Class Finishes

ENROLMENT

Rationale

This procedure is to assist The Board of Trustees (BOT), the Principal and the Parish Priest in dealing with the demands for students seeking enrolment at Our Lady Star of the Sea School. The prime focus of this policy is the maintenance of the school's Catholic Special Character. The school's maximum roll will not be exceeded.

The number of non-preference students will not exceed that allowed for in the school's integration agreement.

This enrolment procedure takes into account the following Statutory Acts and Catholic Diocesan policy.

1. Private Schools Conditional Integration Act (1975).
2. Education Act 1989 and subsequent amendments.
3. Race Relations Act 1971
4. Human Rights Act 1993
5. Diocesan Criteria on Preference for Enrolment at Catholic Integrated Schools.

Priorities in Enrolment

1. First priority will be given to preference students who are siblings of current students.
2. Second priority will be given to preference students who have an established connection with Our Lady Star of the Sea Parish.
3. Third priority will be given to preference students residing within the boundaries of Our Lady Star of the Sea Parish as defined by the Catholic Diocese of Christchurch, Fourth priority will be given to preference students who reside outside the Parish boundaries.
4. Fourth priority will be given to non-preference students.
If there are more applicants than places available in any priority group, places will be allocated in the following order of priority:
 - Siblings of past students
 - Date of pre-enrolment.

If parents / caregivers wish to enrol a child as a non-preference student they must sign a form adhering to the teachings of a Catholic school and the associated costs such as attendance dues.

BEHAVIOUR MANAGEMENT PROGRAMME

Rationale

This school believes in a positive approach to discipline.

By ensuring that

- rules and expectations are clear
- staff are positive yet firm and consistent
- children achieve success from an interesting programme
- and that children are engaged in constructive play at break times
- bullying will not be tolerated

We have rules to protect students and to ensure that children's behaviour is of an acceptable standard so that the school environment can be a pleasant, secure place for all.

Furthermore, young children learn to internalise standards of behaviour and become self disciplined through consistent management of their behaviour by parents/caregivers and teachers.

Purposes

1. To provide clear rules and guidelines for students.
2. To ensure all students, staff and caregivers know the rules and expected standards of behaviour.
3. To encourage a positive, problem solving approach to discipline.
4. To encourage students to accept, practise and internalise acceptable standards of behaviour.
5. To have a clear set of disciplinary steps to deal with problem behaviour.
6. To involve parents and caregivers in ensuring acceptable standards of behaviour.

Guidelines

1. A class treaty will be displayed in all classrooms.
2. Parents/caregivers should be consulted if their child's behaviour at school is causing concern and their support enlisted.
3. Punishments should be fair and reasonable – appropriate for the nature of the misdemeanour.

LEARNING SUPPORT

We believe every student has the right to achieve success and make progress at school, regardless of their ability. Every student with special education needs also has the right to receive extra support to ensure that they meet their full potential.

Teachers plan programmes and strategies to cater for the individual needs of the students in their class. A student who is not achieving success may be offered extra support by the school.

Classroom teachers refer children to the learning support committee when concerns are raised about student progress. The learning support meets regularly to discuss, prioritise, allocate resources and monitor progress of students on the Special Needs Register.

Support that can be provided may include specialist support, therapy, staffing, equipment and other materials, property modification and transport, as well as advice.

Our Learning Support staff run a range of programmes to support learning both with individuals, groups and in class support.

Our School works closely with the Resource Teachers of Learning and Behaviour (RTLb) Service. This group of specialist teachers accept students onto their roll when they have been referred by the school. The RTLbs work with staff, providing support and recommendations for classroom programmes.

The Board of Trustees provides significant funding to support children with their learning at Our Lady Star of the Sea School.

Our Learning support staff work with children requiring learning support in literacy and numeracy.

They, along with the teachers, are trained to teach a variety of programmes eg phonological awareness, to the children. Some children receive additional assistance within the classroom programme and some are withdrawn to work individually or in a small group with the LSW.

The Reading Recovery Programme is an early intervention programme designed to assist 6 and 7 year old children with literacy difficulties. This daily programme is run by a trained teacher.

If children enter any of the above learning support programmes the parents are kept fully informed of progress.

If you believe that your child is in need of some extra support for their learning, please feel free to contact your child's class teacher to discuss this.

At Our Lady Star of the Sea School, we believe that our teachers have the knowledge and the ability to cater for Children in the Gifted and Talented Education (GATE) programme. Through thorough planning and organisation these students are enriched and extended.

BOARD OF TRUSTEES

The Board of Trustees consists of five elected parent representatives, four appointed Bishop's Representatives, an elected Representative of the school staff and the Principal. The Board may at any time co-opt members for either the whole term of office or to utilise a person's skills and experience for a particular purpose for a specific length of time. The term of office is for three years and the Board's role is one of governance. The Board and Staff work within the guidelines as set out in the school's Charter. The Charter was prepared by the Board of Trustees based on a framework produced by the Ministry of Education and following consultation with all the school's community. Through its executive committees, the Board is responsible for the maintenance and development of the school's facilities and is the employer of the school's staff, having a major input, along with the Principal, into staff selection.

The management of the school including day to day running, is the responsibility of the Principal who is effectively the school's Chief Executive Officer. Internal organisation of classes along with teaching programmes are the responsibility of teaching staff and the Principal.

The Board of Trustees meets monthly whereas executive committees will generally meet more frequently. The Board also reports regularly to the school's community.

Board of Trustees:

Nathan Burford	-	Principal
Michael Toomey	-	Chairperson/Proprietor's Representative
Henry Glubb	-	Parent Trustee
Amy Symington	-	Parent Trustee
Perrin Jones	-	Parent Trustee
Phil Willard	-	Parent Trustee
Adele Greig	-	Staff Trustee
Fr Job Thyikalamuriyil	-	Proprietor's Representative
Vanessa Shearer	-	Proprietor's Representative

Important points to remember

To ensure that your child's learning is most effective and that his/her time at school is productive and harmonious we ask parents / caregivers to:

- Supervise child's organisation of materials (reading folders, P.E. gear, homework books etc).
- Supervise your child's homework providing support when required.
- Read the fortnightly newsletter and school website as it has very important information including dates of upcoming events
- Make sure your child is punctual. School begins at 8.55am. (Arriving late can be very stressful for children. They need to be in the classroom in time to unpack their bags and socialise with friends prior to class starting.)
- Make sure your child is wearing the correct school uniform.
- Make appointments with class teachers to discuss the child's progress.
- Support the teachers as professionals when they make a decision concerning your child's learning and behaviour. Parents will always be the primary educators of their children. Parents and teachers should work in collaboration with one another to ensure that each child reaches their full potential.

UNIFORM

SUMMER UNIFORM

Girls

Royal blue gingham culottes
White polo shirt
Royal blue cardigan or
Royal blue v-necked jersey
Royal blue polar fleece (optional)
White or navy ankle socks
Black shoes or sandals
Royal Blue wide brim or bucket Hat

SUMMER UNIFORM

Boys

Grey drill shorts
Royal blue polo shirt
Royal blue jersey (optional)
Royal blue polar fleece (optional)
Grey ankle socks
Black shoes or sandals
Royal Blue wide brim or bucket Hat

WINTER UNIFORM

Girls

Catholic tartan (Royal Blue) pinafore Yr 0-6
Long sleeved white shirt, no logo (Yr 0-6)
Catholic tartan (Royal Blue) Culottes or Skirt (Yr 7&8)
Long sleeved white fitted blouse with school logo (Yr 7&8)
Red Tie (Yr 0-8)
Royal blue cardigan (optional) or
Royal blue V-necked jersey (optional)
Royal blue polar fleece (optional)
Navy or white socks
Black Shoes

WINTER UNIFORM

Boys

Grey flannel shorts
Or navy blue straight legged tracksuit pants
Royal blue long sleeve polo shirt with School logo
Royal blue V-necked jersey (optional)
Royal blue polar fleece (optional)
Grey socks
Black shoes

**Regulation Sunhats are compulsory in Terms 1 and 4 and are available from school.
Sports Uniform is Compulsory for Years 5-8 but optional for Years 0-4 and is available from school.
Long hair should be tied back. Studs only in ears.**

UNIFORM SUPPLIERS

Mainland Uniforms, Peterborough Street (New) or

We also have some secondhand items available just ask at the school office

WE STRONGLY ADVISE PARENTS TO NAME ALL CLOTHING CLEARLY

Notes