

# Stella Maris Catholic Primary School



## Parent Information Handbook

50 Silverdale Street, Silverdale, P.O. Box 103, Silverdale 0944, Auckland



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# Stella Maris Catholic School

## MissionStatement

As a Christ centred community, inspired by Mary and our Catholic faith, we will challenge, support and empower.

Welcome to Stella Maris School, we hope this booklet provides you with the information you need to help you become part of our school community. Please let us know if there is any additional information you would like to see included in next year's edition.

Our contact details:

Phone: 09 427 9189

Email: [achieve@stellamaris.school.nz](mailto:achieve@stellamaris.school.nz)

Website: [www.stellamaris.school.nz](http://www.stellamaris.school.nz)

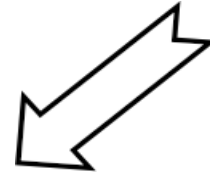
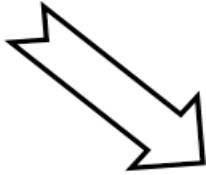
# Stella Maris Catholic School

## Mission Statement:

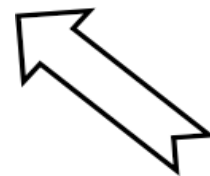
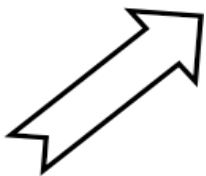
As a Christ centred community, inspired by Mary and our Catholic faith, we will challenge, support and empower.

## Marian Values:

Trust	Courage
Service	Empathy
Obedience	Strength
Loyalty	Faith
Compassion	Wisdom



Each corner of the Stella Maris Compass informs and directs our culture to both enrich our community and ensure that we are always on the journey to True North, the foot of the Cross.



## Key Competencies:

- Thinking
- Relating to Others
- Using language, symbols and texts
- Managing self
- Participating and contributing

## The Three Kete Of Learning:

**Te Kete Tuatea** – The Kete of Mental and Physical Challenges.

**Te Kete Aronui** – The Kete of Emotions

**Te Kete Tuauri** – The Kete of Prayer

## “Three Kete” – By Patricia Grace

It was the first day of term, and I didn't want to go back to school after the summer holidays. More weeks of being stuck inside, I thought. But no one could stop the bell ringing, so we all trooped into class.

Our teacher this year was Ms Rawhiti. She was sitting at the front of the classroom playing the guitar. She pointed at our shoes.

“Tangohia o hū!” she said. “We take off our shoes when we come into class.”

We put our shoes outside and came back into the room.

“E tu,” said Ms Rawhiti.

Everyone stood up, and we sang the waiata that was on the overhead projector. Then we bowed our heads for a prayer. When we were all sitting down again, Ms Rawhiti held up a flax kete.

“Heaha tēnei?” she asked.

Marama's hand went up. “He kete tēnā,” she said.

“Āe,” said Ms Rawhiti. “He kete tēnā”. She smiled, and for a minute, it kind of felt like the sun had come out. Then she held up another kete – and another.

“Now,” she said, “I'm going to tell you the story of the three kete.”

“Tihei mauri ora!” she said, and she looked at us so hard that a shiver ran down my spine. “These three kete are the kete of knowledge. They were brought to Earth by the god Tane. Before he left on his great journey to find the three kete of knowledge, Tane chose a place for the wharekura, the school of learning, to be built while he was away. This was where the kete would be kept when Tane returned to Earth with them.

“Tane began his journey by climbing the ropes of swirling whirlwinds that his brother Tawhirimatea had made. Tane climbed to the second overworld and on into the third. His wicked brother, Whiro, was trying to reach the kete of knowledge before Tane.

“When Tane reached the third overworld, Whiro was just behind him. Whiro sent his followers – the owls, the bats, the mosquitoes, and the sandflies – to attack Tane.

“Tane might have been beaten, but Tawhirimatea blew the attackers to the far corners of the heavens.

“Finally Tane reached the eleventh overworld, where he found Pu-motomoto, the gateway to the topmost heaven. Here he was met by Rehua, the god of kindness, who gave him the three kete of knowledge.

“Whiro still hoped that he could get the kete from Tane. As Tane made his way back down to Earth, Whiro was waiting for him in the ninth overworld. When Tane and Whiro met, there was a great battle. This time, too, Tane might have been beaten, but the knowledge in the kete made him strong.

“Tane defeated Whiro and threw him down to the underworld. Now Whiro brings sickness, bad thoughts, and death to people. His followers – the owls, the bats, the mosquitoes, and the sandflies – came to live on Earth, where they still annoy us today.

“When Tane last returned to Earth with the three precious kete of knowledge, he hung them in the wharekura. The knowledge from the three kete was spread around the whole world to help all people.”

Ms Rawhiti’s voice changed. As she held up the first kete, it was as though she’d come back from a faraway place.

“The first kete was Te Kete Tuatea,” she said, “the kete of mental and physical challenges.” She held up another kete. “The second was Te Kete Aronui, the kete of emotions.” Then she held up the last kete. “The third was Te Kete Tuauri,” she said, “the kete of prayer.”

“Nō reira rā, tamariki mā,” said Ms Rawhiti, looking at each of us in turn.

“It’s your job, as students, to put something new into your own kete of knowledge everyday.”

At three o’clock, just before we went home, Ms Rawhiti sat at the front of the room, strumming on her guitar. “What did you put in your kete of knowledge today?” she asked us.

“I learnt a karakia,” said Jason.

“Tino pai,” said Ms Rawhiti. “Can you tell us which kete the karakia belongs to?”

“Te Kete Tuauri, the kete of prayer,” said Jason.

“Homai te pakipaki,” said Ms Rawhiti, and we all clapped.

“I sang a waiata, and I painted a koru,” said Mai-Ling. “They go in the kete of emotions.” We all clapped again.

Then Rajiv put up his hand. “I did the haka,” he said, “and I wrote a story about it.”

“That goes in the kete of mental and physical challenges,” I said, and I sort of gave myself a fright because I don’t usually say anything in class unless I have to. When everyone clapped, I didn’t know if it was for me or for Rajiv – or maybe for both of us.

We said our karakia for the end of the day, but afterwards, I didn’t go home straight away. I hung around having a good look at the kete hanging on the wall and wondering who’d made them.

Ms Rawhiti was watching me from the back of the room, but I wasn’t worried. I had this kind of good feeling inside me. I wasn’t sure, but I thought that, this year, maybe it wouldn’t be so bad coming to school.



# Key Competencies

## Capabilities For Living And Lifelong Learning

The New Zealand Curriculum identifies five key competencies:

- Thinking
- Using language, symbols and texts
- Managing self
- Relating to others
- Participating and contributing

People use these competencies to live, learn, play, work, and contribute as active members of their communities. These competencies draw on knowledge, attitudes, and values in ways that lead to action. They are not separate or stand-alone. They are the key to learning in each area of the curriculum.

Successful learners make use of the competencies in combination with all the other resources available to them.

The competencies continue to develop over time, shaped by interactions with people, places, ideas, and things. All students at Stella Maris are supported to develop the Key Competencies in variety of contexts, in both their learning and play, at an age appropriate level.

## Thinking

Thinking is about using creative, critical, and metacognitive processes to make sense of information, experiences, and ideas.

Students who are competent thinkers and problem solvers:

- actively seek, use, and create knowledge
- reflect on their own learning
- draw on personal knowledge and intuitions
- ask questions
- challenge the basis of assumptions and perceptions.

## Using Language, Symbols, And Texts

Using language, symbols, and texts is about working with and making meaning of the codes in which knowledge is expressed. Languages and symbols are systems for representing and communicating information, experiences, and ideas. People use languages and symbols to produce texts of all kinds: written, oral/aural, and visual; informative and imaginative; informal and formal; mathematical, scientific, and technological.

Students who are competent users of languages, symbols, and texts:

- can interpret and use works, number, images, movement, and technologies in a range of contexts
- recognise how choices of language, symbols, or text affect people's understanding and the ways in which they respond to communications
- confidently use technologies to access and provide information and to communicate.

## Managing Self

Managing self is associated with self-motivation, a “can-do” attitude, and with students seeing themselves as capable learners. It is integral to self-assessment.

Students who manage themselves:

- are enterprising, resourceful, reliable, and resilient
- establish personal goals, make plans and set high standards
- have strategies for achieving goals and meeting challenges
- know when to lead, when to follow, and when and how to act independently.

## Relating To Others

Relating to others is about interacting effectively with a diverse range of people in a variety of contexts.

Students who relate well to others:

- are open to new learning
- are able to take different roles in different situations
- listen actively
- recognise different points of view, negotiate, and share ideas
- know when to compete and when to co-operate

By working effectively together, they can come up with new approaches, ideas, and ways of thinking.

## Participating And Contributing

Participating and contributing is about being actively involved in communities. Communities include family, whānau, school, church and sports/clubs. These communities may be local, national or global.

Students who participate and contribute:

- have a sense of belonging
- have the confidence to participate in new contexts
- are able to contribute appropriately as a group member
- make connections with others
- create opportunities for others in the group
- understand the importance of balancing rights, roles, and responsibilities
- understand the importance of contributing to the quality and sustainability of social, cultural, physical, and economic environments.

## References:

The New Zealand Curriculum (2007)

<http://keycompetencies.tki.org.nz/>

<http://nzcurriculum.tki.org.nz/The-New-Zealand-Curriculum/Key-competencies>

# Prayers Frequently Used At Stella Maris

## The Sign Of The Cross

Ki te ingoa o te Matua	In the name of the Father
te Tamaiti,	and of the Son,
te Wairua Tapu	and of the Holy Spirit
Amene	Amen

## Stella Maris Catholic School Prayer

O Mary, Star of the Sea,  
we entrust this day to you  
Look upon us with a mother's love  
Keep us in your heart  
Protect us from all harm  
and be our guide on life's journey  
Amen

## The Lord's Prayer

Our Father, who art in heaven,  
hallowed be thy name.  
Thy kingdom come;  
thy will be done,  
on earth as it is in heaven.  
Give us this day our daily bread,  
and forgive us our trespasses,  
as we forgive those who trespass against us,  
and lead us not into temptation,  
but deliver us from evil.  
For the kingdom,  
the power and the glory are yours  
now and forever  
Amen.

## Hail Mary

Hail Mary, full of grace, the Lord is with you.  
Blessed are you among women,  
And blessed is the fruit of your womb, Jesus.  
Holy Mary, Mother of God, pray for us sinners,  
Now and at the hour of our death.  
Amen.

## Charism Stella Maris (Star Of The Sea)

The name of Stella Maris was chosen to honour Our Lady and acknowledge her as our protector in this land close to the sea. Star of the Sea is one of the most ancient titles for Our Lady. In using this title we see Our Lady as our guide or leader, someone who could navigate the stars, who watches over us and leads us to Jesus. In following Jesus' way and living the Marian Values we shine for God.

To identify and develop our charism at Stella Maris we acknowledge and honour Our Lady by:

- celebrating the Feast of Assumption of Our Lady, 15th August as our Feast Day with a liturgy and suitable reverence to the day
- recognising the month of May as Mary's month through prayer and liturgy
- praying a decade of the Rosary daily in October
- acknowledging and preserving the statue of Our Lady in the white rose garden at the entrance to school building
- displaying the same picture of Our Lady in classrooms as on the newsletter, certificates and other school-wide publications
- daily reciting of the school prayer which honours Our Lady
- singing the school song 'Stella Maris' along with waiata and hymns to Mary at assemblies, liturgies and other school-wide gatherings

## Admission Procedures

Application for entry to Stella Maris can be made through the School Office. The Principal encourages all parents of prospective students to come into the school. This enables the school to gain a good knowledge of how we are best able to meet the needs of your child. Application is first made as a pre-enrolment application. This has been put in place so as not to disadvantage others wanting a place for their child at Stella Maris. You will be advised in writing once your pre-enrolment has been lodged. Please note pre-enrolment notification does not necessarily assure any child of a place at Stella Maris. This is dependant on places available in the school at a given time. Full enrolment packs and information can be found also on the school website. Please visit [www.stellamaris.school.nz](http://www.stellamaris.school.nz)

When enrolling your child please ensure you bring a copy of their Baptismal Certificate, Birth Certificate, proof of residency and Immunisation Certificate. A signed Preference Form from your Parish Priest will need to be sent to the office as soon as possible to complete your child's enrolment pack.

If you are not enrolling your child as a Catholic student, you are not required to submit a signed preference form. Your application will be placed on a waiting list and if a place becomes available you will be contacted.

It is helpful at the time of enrolment to identify any health, social, learning, or other issues your child might have.

You will be notified in writing once your child's enrolment has been confirmed. At this time the office will also provide you with the information you need to ensure an easy and anxiety free start at Stella Maris.

Applicants to Stella Maris require documentation to indicate they fulfill the requirements of the Bishop and the Catholic Schools Office. This is discussed at the initial interview.

It is recommended that all siblings be enrolled as early as possible in order that places are kept for them.

On enrolment, parents are asked to sign that they agree to support the Special Character of the school, and that they will uphold and support the policies adopted by the Board of Trustees. Children at Stella Maris have the good name of the school in their keeping at all times and it is expected that they set and maintain a high standard of behaviour both inside and outside of the school, always acting in the "Spirit of Stella Maris."

# School Information

## Absence (Student)

Please ensure you notify the school office by 8.30am should your child be absent. There is a dedicated phone line for absence messages to be left or you can register an absence through the school app. It is important that you notify the school each day your child is absent as your child's safety is paramount and each unexplained absence is investigated. When your child returns to school we ask that a note explaining their absence is provided. If you know in advance that your child will be absent please notify the teacher and school office in writing. It is helpful if we are made aware of any home circumstances that might be impacting on your child as this enables us to support them while they are at school.

For your convenience you can email directly to [absences@stellamaris.school.nz](mailto:absences@stellamaris.school.nz) or report an absence via the school App

## Assemblies

These are held fortnightly on Monday at 11.20am in the school hall. Whole school liturgy is every second Thursday at 8.55am in the school hall. We welcome parents and families to join with us.

## Attendance

School starts at 8.45am sharp. All children need to be at school and getting ready to start lessons by 8.40am each day. We would suggest that you could help your child's progress by ensuring they are at school some time between 8.30am and 8.40am as it enables them to enter the school day in an organised and calm manner. Timely arrival at school also means class programmes can start without interruption. Please note regular lateness is recorded in an attendance register and the class teacher and then the Principal will contact parents if there have been continual lateness.

It is important that children arrive each day on time and are not absent for reasons other than illness, or special family circumstances. Regular and continuous instruction ensures a good foundation for progress. Parents of children who are absent for reasons other than illness need to inform the school in writing. If your child is going to be absent for more than five days it is requested that you notify the Principal in writing. E: [principal@stellamaris.school.nz](mailto:principal@stellamaris.school.nz)

## Behaviour

All students are expected to behave in accordance with Marian Values, our School Charism and in the Spirit of Stella Maris. At Stella Maris there is a school wide code of behaviour that is known to all children, teachers and community members. If teachers have any concerns about students, parents will be contacted in order that home and school can work together to address any issue.

## Bicycles, Scooters And Wheels

The New Zealand Police have advised that due to the local road conditions and location of Stella Maris cycling to and from school is ill advised unless accompanied by a parent.

## Board Of Trustee Meetings

These are public meetings and are held once a month, and advertised in the school newsletter. All parents are welcome to attend. Speaking rights are arranged in advance through the Board Chair. If you have skills that could support the Board in carrying out their governance role, please discuss this with any Board Member or the Principal. Board of Trustee Elections are held every three years. All parents have voting rights. The BOT Members can be contacted via email [bot@stellamaris.school.nz](mailto:bot@stellamaris.school.nz)

## Brain Food

Classes stop for a short break around 10.00am each day. At this time the children can have a quick and healthy snack. This snack can be fresh or dried fruit, **No nuts allowed**, vegetables (fruit and vegetables need to be cut into small pieces), cheese and crackers. The students need to eat this as they work so it needs to be small, easily managed and not messy. **TOTAL NUT FREESCHOOL**

## Car Parking

Please drive slowly and with caution at all times in the school grounds.

Please note that Silverdale Street has a 50 km speed restriction. There is a speed restriction of 5 km within the school car park and you are asked to drive with care and caution.

Morning. In the morning there is a drop and drive available in the designated drop off zone. There is parking available for parents to park as well as identified pram parks to assist people with pre-schoolers.

The school gates at the Silverdale Street entrance will be closed from 9:15am – 2:15am daily. Access to the school will be through the top gate off Old Mill Road.

Afternoon. In the afternoon students can be picked up from their classroom or the drop off zone where there is a teacher on duty until 3.00 pm.

Please do not park in the drop zone at any time.

After 3.00pm. Any children not picked up by 3.00pm will be taken to the seats outside the office so they can wait safely for pick up. Thank you, the co-operation of all, will ensure our school and students are safe. Any student not picked up by 3.15pm will be placed in SKIDS at your cost, unless you have contacted the school office.

## Cellphones, iPads Or Other Electronic Devices

Cellphones are not permitted in class. Should your child need a cell phone for safety before or after school we ask that cell phones are handed into the school office during school hours. Phones need to be named and switched off. Any phone found in class will be confiscated. The school accepts no liability for personal devices.

All classes have access to computers, laptops and iPads for use in class. If your child brings an electronic device to school for their personal use they are to follow school rules and ICT agreements for its use. Please check your insurance regarding its cover at school, the school accepts no liability for personal devices.

## Class Names

All classes and other rooms are named after Saints or other significant people within the Catholic Church.

## Composite Classes

The term composite means that there is more than one-year level in a class. In a composite class, as with a single year level class, the many levels of social, emotional, academic abilities and maturity are catered for through a differentiated programme. At Stella Maris there are some composite classes, depending on numbers and pupil/teacher ratios.

## Communication

**The Stella Beacon** is a weekly electronic email that will send out reminders of events and happenings coming up in the next week or so. To register to receive this invaluable “e-copy” simply visit the Stella Maris Website, and on the bottom of the homepage enter your name and email address and submit. You will then be registered to start receiving the ‘Beacon’. Please note that it does not replace the weekly newsletter, which goes home on a Thursday and is also sent electronically to those who have registered for the ‘Beacon’.

**The School App** can be downloaded at the App store or Google play for non apple users.

- Search SchoolAppsNZ
- Download the App
- Open the App
- When asked to send notifications – click allow
- When asked to search your school – type Stella Maris in the search bar
- Lastly, Subscribe to the Alert Groups you would like to receive alerts for
- You are now all set

**Newsletters** are published weekly as a means of communicating with families about what is happening at school and upcoming events. Please look out for the newsletter in your child’s bag each Thursday. It is also available to be downloaded from the school web site. In addition a digital copy will be sent to those who are registered for the ‘Beacon’.

## Concerns Or Queries

If you have any concerns or queries regarding your child please see your class teacher as soon as possible. It is usually easier to deal with issues when they first arise. If you wish to discuss the matter further you may contact the team leader then Associate Principal. If you wish to take the matter further please make an appointment with the Principal. Refer to the school website or school app for contact details.

## Curriculum

At Stella Maris we deliver the New Zealand Curriculum, meeting the requirements of the Essential Learning Areas, and the New Zealand Catholic Primary Schools Religious Education Programme.

All teaching and learning is couched within the Special Catholic Character of the school. The philosophy of the curriculum is underpinned by the ideals of The Marian Values and a Mary Charism.

The learning throughout the school is based around four concepts per year, one per term. All inquiry for the term is based around aspects of the term’s concept.

## Dental Clinic

Treatment is free for children from the age of two years to 18 years. It is the parent’s responsibility to enrol their child/ren in the dental service. Our local clinic is Silverdale phone 09 426 8470. [ARD.silverdale@waitematadhb.govt.nz](mailto:ARD.silverdale@waitematadhb.govt.nz)

## Early Closing

We close at the end of each term at normal school closing time. Should there for any reason be earlier closing, parents will be notified well in advance, via the newsletter, beacon or text out.

## Educational Visits / Learning Experiences Outside The Classroom (LEOTC)

The value of LEOTC is widely recognised and at Stella Maris as it is linked to concept inquiry for the term. We ensure strict guidelines are upheld when organising trips (e.g. checking for WOF, registration, seat-belts etc.) Please do not be offended by these enquiries when you volunteer for transport as it is in the best interest of our students.



Ratios of adults to students are imperative so please consider whether you are able to help out. Each family is asked to sign a trip/LEOTC permission slip at the beginning of the school year. Parents are advised of all trips in advance. If for any reason you do not want your child to participate in a trip event you are asked to advise the school in writing.

## Emergencies

PLEASE ensure that the school has all your contact and emergency numbers. Should you move, change phone numbers etc, it is imperative that the school office is notified. Where this has not happened and we are unable to contact a parent or guardian the school will make a decision in an emergency in the best interests of the child.

## Head Lice

This is a perennial problem in all schools. If we become aware of evidence of head lice we will send home information. Experience tells us that vigilance is the best weapon against head lice. See the information sheet from the Waitemata District Health Board available on our school website [www.stellamaris.school.nz](http://www.stellamaris.school.nz) under News and Information.

## Health

Vision and hearing checks are carried out soon after a child is first enrolled in New Zealand Schools. Should you have any concerns please talk to your child's teacher. The Public Health Nurse is available to talk to parents and children on any issue. This can be arranged through the office.

## Home And School

At Stella Maris we consider a good relationship between home and school to be vital. We are always encouraging our students to work towards independence and to take responsibility for themselves, their belongings, organisation and behaviour. Time spent with your child discussing their day, listening to them read, reading to them, learning to enjoy books together is all time well spent. We encourage parents to come to us sooner rather than later with any issue that may be of concern. It is usually easier to deal with issues when they are small.

Student's progress is a matter for ongoing communication between home and school.

Triadic Interviews and goal setting are held in the first term to determine goals for a student for the upcoming year. Student, teacher and parents participate in this meeting.

Written Reports; are sent home at mid and end of year.

Mid Year Interviews, enable teacher and parent to discuss progress to date and follow the mid year written report.

Raising Concerns: In the first instance please see the class teacher. If you wish to discuss the matter further you may contact the Team Leader, then Associate Principal. If you need to take the matter further still, please make an appointment with the Principal. Refer to the Teacher List for contact details. Teacher contacts are on the school website or app.

Parents are encouraged to approach their child's classroom teacher should they have any queries with regard to their child's progress. Team Leaders and Associate Principals who lead each team are available to discuss any query. Please make appointments through the school office.

## Home Learning

There are 2 parts to the Home Learning that the children will undertake.

### Part 1: Compulsory Weekly Home Learning Activities

These activities need to be completed each week.

- **Daily Reading** – All children are expected to read daily. The Year 0-2 children will be given home readers by class teachers. Year 3-6 children will select their own reading material from the school or public libraries, books at home, newspapers etc. Details of their reading are to be entered into the reading log in their Home Learning Diaries.
- **Basic Facts** – Daily practice of Basic Facts – this can be done through Mathletics and using the Maths Bubble sheets. If a child does not have access to the Internet for Mathletics at home class teachers will organise alternative practice sheets and ensure they have regular access in the class. Flashcards, Bingo games are also a good way to support the children in learning their basic facts.
- **RE** – Religious Education activities will be set when required as part of the programme. These need to be returned to school the following day, unless otherwise stated.
- **Information Gathering** – the children may be asked to collect information to use as part of their inquiry at school.

## Part 2: SHINE Challenge

SHINE is an acronym for “Strength and Heart In New Endeavours”

The Stella Maris SHINE Challenge has been based upon the very successful PRIDE Challenge developed by the staff of Clarkville School, Christchurch in 2006. We have adapted the challenge to reflect the special character and culture of Stella Maris Catholic Primary.

The SHINE Challenge is an optional challenge that provides a variety of endeavours that the children complete throughout the year at their own pace. It also recognises the many activities that they participate in outside of school and encourages participation in new endeavours.

There are 5 categories:

1. Living the Marian Values
2. Service in School or the Community
3. Physical Activity and the Outdoors
4. Academic Excellence
5. Excellence in the Arts

Each of the categories has a selection of challenges for the children to choose from. There is a minimum number of challenges for each year level, but the children may complete more if they choose to. They must complete at least one challenge from each category but may then “major” in the area of their preference. If they complete the SHINE Challenge successfully by October they will receive an award at the end of the year.

YEAR LEVEL	Minimum number of challenges to be completed
Year 2	6 challenges
Year 3	7 challenges
Year 4	8 challenges
Year 5	9 challenges
Year 6	10 challenges

**NB: There is no maximum number of challenges.**

As the students complete each challenge they will present their evidence/reflections in a manner that they choose and share their achievement with their class teacher and classmates. The evidence could include their planning, a “photo journal”, notes made in their Home Learning book, slide show or another form of their choice. The children will need to work with parents and teachers as they plan and carry out the tasks.

## Library

Our school has an excellent library collection that represents the best available children’s literature. Every child in the school has their own borrowing code. This is part of an automated system. Students continually use the library and a love of books is fostered at Stella Maris. Please ensure that books brought home are respectfully cared for as part of developing a life long love of literacy. As a school we also recommend that you join your local library and visit with your child on a regular basis if possible. The school has regular “book week” events in which a love of literature is promoted and families are able to purchase books for both the school and themselves.

## Liturgy

Liturgy is part of the fabric of every day life at Stella Maris. Week day liturgy is held each alternate Thursdays at 8.55am and we welcome parents and families to join with us. Liturgy lasts for about thirty minutes and classes take turns at leading the liturgy. We also have a Liturgy to celebrate special occasions and welcome families to join with us for this.

## Lost Property

Lost property is located in the school hall. Small valuable items are handed in at the office.

It is vital that ALL articles of uniform and other belongings are tagged with the student’s name.

## Lunch

We ask that children be provided with adequate and nutritious brain food, morning tea, lunch and drink (water only). There are a number of local suppliers who deliver healthy lunch options, if you chose to order. Please see the school website for details.

Stella Maris is a **NUT FREE and Water only school** (glass drinking bottles are not permitted). Please ensure that this is adhered to, as there are children in our school community with allergies. The result of exposure to nut products could result in an anaphylactic reaction.

## Lunchtime Activities

There are a number of lunchtime clubs for children to join. All children are encouraged to participate and have a go. Information about these is given at assemblies or through daily notices. Please call at the office or regularly check the schools website for all available activities

## Mass

Twice a year the school participates in a Parish Mass. Our Parish School Mass is regarded as an integral part of attending Stella Maris and belonging to our school community. It always provides us with great joy to see families attending Mass with their children on these occasions. One term is dedicated to Buddy Masses held in our school library. Once a year the school participates in Mass at St Patrick’s Cathedral. You are welcome to attend Mass within the HBC Parish or your local parish at anytime.

## Messages For Children

After school arrangements should be made before arriving at school for the day. We are of course more than pleased to help in an emergency. Likewise, with staff permission, children are able to use the school phone with regard to an important matter.

## Money

Please send all money required for trips and events **to the school office** in a sealed envelope, which identifies child's name, room name, amount and purpose.

## Music

Music is an important part of our core curriculum. Research shows that children taught music have improved academic outcomes, sporting performance and social benefits are also evidenced in this research. In addition to this there is the pleasure derived from music. We have a choir, and many performance and tuition groups that children are able to join. Music is encouraged across the school and information is available at the school office. Please note that there are a number of outside tutors who give private lessons for keyboard, guitar, drums, singing and drama. The school website or office can assist you with your enquires.

## Office

The school office is open from 8.15am until 3.30pm daily. Our Office Staff are always pleased to help students and parents with any queries.

## Parent Help

At Stella Maris we welcome parent help. Parent help in our school is vital to the smooth running of our school and we rely heavily on the generosity of our parent community. Classroom teachers will send out requests for help and will advise parents of the kind of help required. If you have time and would like to help, please contact your child's teacher.

## Parent Teachers And Friends Association (P.T.F.A.)

Stella Maris PTFA is a vital parent group in the school. Our school is dependent on them at many levels. They foster goodwill in the school by organising social events that bring the school community together. Their fundraising provides our School with much needed funds to supplement our operating grant from the government. They are always there to provide support for wider school activities. The P.T.F.A are always looking for new members and meetings are advertised in the school newsletter.

## Photos

Class, individual, siblings, sports teams and extra curricular photos are taken once a year at a date advised through the newsletter.

## Physical Education

All children participate in regular physical education and fitness activities as a compulsory part of the school curriculum. We emphasis physical fitness and the mastery of skills. All children are expected to participate in Physical Education lessons and fitness unless they have a note from home excusing them. It is expected that children have full PE uniform at school five days a week. If your child's PE uniform is needed for after school sports, please make sure they have a spare t-shirt and shorts at school for PE, explained with a note.

## Religious Education Instruction

Religious Education instruction is an integral part of the curriculum at Stella Maris. Children participate in instruction for between two and a half to three hours a week, depending on their year level, and will frequently have homework from the day's lesson. This is often a good opportunity for families to discuss the day's learning and share with your child in this vital learning. As part of our Religious Education programme we ask that all families purchase a Family Whanau book. This book provides a wealth of spiritual knowledge and valuable information to assist families in the faith formation of their children.

## Sacramental Programme

Students at Stella Maris participate in the Parish based Sacramental Programme. The Parish advises the school with regard to the starting dates of the programme which the school fully supports.

## School Hours

- 8.15 Children are allowed to enter classrooms  
*(the teacher needs to be in the room)*
- 8.40 Children should be at school by this time
- 8.45 Classes begin
- 10.00 Brain Food
- 11.00 Morning Tea
- 11.20 Classes begin
- 12.20 Lunch time activities
- 1.00 Lunch Eating back in class
- 1.15 Classes begin
- 2.35 Bus bell Rings
- 2.45 End of Classes for the day
- 3.00 All children who are not booked into sKids, should have been collected
- 3.00 Professional staff meetings begin

Children who are dropped off at school before 8.15am need to be in sKids until this time.

**Please contact sKids directly on mobile: 027 846 1725. E: stellamaris@skids.co.nz**

End of day procedures for parents and/or caregivers: Please wait in the main Atrium for the 2.35pm bus bell to ring before moving into Class Atriums. This is to ensure minimal disruption to teaching programmes.

## School Dues And Donations

The amount per child per term is made up of the following contributions:

### **Attendance Dues**

It is your undertaking as a condition of enrolment and attendance to pay Attendance Dues as determined by the Proprietor and approved by the Minister of Education. Further more you will accept that the school can discontinue attendance of your child if you default this undertaking.

### **Special Character Contribution**

This contribution is used by the Catholic Services Board to ensure the Catholic Special Character is maintained in our school.

### **Board of Trustees Teaching and Learning Donation**

This is required by the School Board of Trustees to help pay for the shortfall in the operating grant received from the Ministry of Education and is used for the extra resources to enhance your child's learning at Stella Maris, along with general running of the school and the actual cost of this.

## Special Education Services

At Stella Maris we have a Special Education Needs Co-ordinator (SENCo) who implements a system of identification for early intervention if required. Should you, as a parent, have any concern at any time, please feel free to talk to the SENCo and Principal with regard to this.

Group Special Education and a number of other agencies work in partnership with Stella Maris to meet the learning needs of our students. We are most fortunate to have the services of The Resource Teachers of Learning and Behaviour (R.T.L.B). They are available to support and enable the learning and other needs of both gifted and talented students and our students requiring support.

## Sports

Teams play in a large range of sports, and we encourage everyone to have a go. Most inter-school involvement begins at year five. Interested students will bring home notices prior to each season.

## Stationery

Students' stationery requirements are supplied from the school office at very competitive prices. At the beginning of each year you will be required to buy the stationery pack that meets all the stationery requirements for your child.

At Stella Maris we have very strict guidelines about the presentation of exercise books and how they are maintained. If you chose to cover your child's book we ask that they are covered only in a clear contact cover. This is optional. We believe this creates a level playing field in the classroom, that is, it eliminates peer pressure regarding expensive covering materials, eliminates the use of inappropriate images on books and supports the good condition of the books. We look to parents to support this procedure.

## Uniform

School uniforms are available for purchase from Positive Image, 16a Flexman Place Silverdale

Hats are compulsory in terms one and four

### Winter Boys

Black shorts  
Stella Maris polo shirt  
Stella Maris jumper / polar fleece  
Long Black uniform socks –knee high  
Black shoes

### Winter Girls

Black culottes  
Stella Maris blouse or Stella Maris polo shirt  
Stella Maris jumper/cardigan/polar fleece  
Black shoes  
Long black uniform socks –knee high  
Black Hair ribbons / ties.

### P.E. Uniform (Boys and Girls)

Black Shorts  
Stella Maris T-shirt

### Summer Boys

Black shorts  
Stella Maris polo shirt  
Stella Maris hat  
Plain Black school sandals  
Stella Maris vest

### Summer Girls

Black culottes  
Stella Maris blouse or Stella Maris polo shirt  
Plain black school sandals  
Stella Maris hat  
Stella Maris vest  
Black Hair ribbons / ties

### Other Uniform Items

Stella Maris Jac-Pack  
Stella Maris scarf  
Stella Maris beanie  
Polar Fleece Jacket all students  
Optional Black / Grey sunglasses  
Raincoat - Black is preferred

**Sports Uniform is to be worn for games only, NOT Practices.**

### **Shoes**

Summer Shoes. Plain Black Roman or McKinlay Safari School Sandal, in Term 1 and 4.

Winter Shoes are plain black leather lace up, buckle up or velcro. Shoes need to have flat heels so that they are suitable shoes for active children. Please note that shoes need to be polished regularly, we encourage students to take responsibility for this task.

'Street-Wear' shoes, **are not** part of our school uniform and are not permitted at school. Please speak to the office staff if you need clarification.

### **Hair**

Black hair ties and ribbons.

All hair touching the collar, both boys and girls, is to be tied up and off the face.

Short hair is required to be tidy, out of student's eyes and appropriate for a student participating in learning and sports. Both students and families are asked to support this regulation.

### **Jewellery**

Children with pierced ears are only allowed to wear gold or silver studs, no sleepers are allowed. Children may wear a necklace with a cross or of cultural significance.

**There Is An Expectation That School Uniform Is Worn Correctly,  
With A Pride That Reflects The 'Spirit Of Stella Maris'.**

We thank all families for their commitment to our school, it is the support of our families that make all the difference, thank you and God bless.

