

Information Booklet



ST. BERNARD'S SCHOOL
he ara ki to ao

St Bernard's
Catholic School
Brooklyn
Wellington

Mission

St Bernard's School, Empowering children in their learning within a Catholic community

Vision

*St Bernard's School - he ara ki to ao
- a pathway to the world*

Motto

Strive earnestly for truth and honesty

Mercy Values

We follow the bellow Mercy Values of our founding sisters.

Compassion

Respect

Excellence

Service

Hospitality

Social Justice

Dear Parents/Caregivers

Welcome to St Bernard's School.

This Booklet will tell you much of the information you wish to know about our school. Throughout the year we will keep you informed of the School's activities, as well as keeping you informed of your child's progress. We will also alert you to any change in the pattern of your child's development for example, academic, emotional, physical or social. You too can help by keeping your child's teacher informed of any home event which is likely to have a bearing on your child's development.

At St Bernard's School our staff are a dedicated group of people who genuinely care for the children they teach. By meeting their needs, offering individual programmes within a Catholic environment, we aim to help children develop and achieve their best.

If you would like clarification or any further information please do not hesitate to contact us at school.

Sincerely

Lisa Small
Principal

History

Our school was established by the Sisters of Mercy in 1911. The school was originally known as St Anthony's, and classes were held in the church in Jefferson Street. It moved to the present site on Taft St in 1948 and was renamed St Bernard's School in 1961. In 2007 the school underwent a building programme where the main block was earthquake strengthened, remodelled and refitted with new facilities throughout.

St Bernard of Clairvaux - our namesake.

The school is named after a prominent figure of the Catholic Church in the 11th century. A profoundly important thinker and scholar, Bernard was an influential leader in his own community. St Bernard remains as relevant for us today as he did in his own times.

Special Character

As an Integrated school, Saint Bernard's has its own Special Character, which must be understood and valued by all who join its community. This character is defined in terms of the school being a Catholic School, which exercises the right to live and teach the values, taught to us by Jesus Christ.

School Organisation

Saint Bernard's is a Catholic primary school catering for boys and girls from years one to eight and is located in the Wellington city suburb of Brooklyn.

School Hours

- 9.00am - Class starts
- 10.30 – 10.50 am - Morning Tea
- 12.30 – 1.30pm - Lunch
- 3.00pm - School ends

Office Hours

- 8.30 to 3pm Monday and Wednesday
- 8.30 to 2pm Tuesday, Thursday and Friday.

Statement about Learning

Saint Bernard's school is committed to developing students who are self-regulated learners. That is, children who have an understanding of their own learning and what they need to do to achieve their best. To support children in achieving this goal, teachers share results of testing and help them identify next steps in their learning. All students are taught to self-assess their performance and to set realistic goals. The school bases its programmes on the government mandated New Zealand Curriculum and the New Zealand Catholic Bishops' Conference Religious Education Curriculum.

Pre School Visits

There is an opportunity for all New Entrants to visit school before they begin. These visits usually take place in the morning from 9.00am until 10.45 am. Most students make at least two visits which can be arranged through the school office.

Houses

When each student enters the school they are placed in a House group. Houses provide the opportunity for senior students to take on leadership roles and give all students a sense of belonging as they support their house.

Matai	-	Blue
Rata	-	Red
Kowhai	-	Yellow
Kauri	-	Green

If a child has a family association with a house, parents are asked to notify the school at enrolment and every endeavour will be made to place the child in the appropriate house.

Newsletter

These are sent home each Monday. Most families choose to have the newsletter emailed. Hard copies are also available.

Uniform

All children are expected to wear the correct uniform at all times. This includes regulation footwear. If there is a genuine reason for a child not wearing the correct uniform, a note should accompany the child to school outlining this.

- Summer uniform is worn in Terms 1 and 4.
- Winter uniform is worn in Terms 2 and 3.

If the weather turns cold before Term 2, it is permissible to change into winter uniform. The complete uniform should be worn, not a mixture of summer and winter.

Lost Property

All named garments are returned to owners where possible. Unnamed articles are placed in 'Lost Property.' These boxes are located in the reception area and inside the entrance to the school hall.

Your support in ensuring all items are clearly named is appreciated.

Sun Hats

It is important for children to wear the school uniform sunhat during morning and lunchtime breaks during Term 1 and Term 4. The school sunhat is available from the Warehouse. Please make sure that your child's sunhat is clearly named.

Lunches

Lunch can be ordered daily from the school office. Money and the order should be handed into the school office before school begins.

Stationery

At the end of Term 4 stationery lists are issued to students in preparation for the next school year. These items can be purchased from retail outlets or can be purchased online from Office Max. A copy of stationery lists is also available on the school website. It is essential that children have all the requirements by the first day of school and that stationery is replaced during the year as it is used.

Some stationery items are available through the school office during the year.

Digital Citizenship

We believe in a digital citizenship model for supporting safe and responsible use of the internet in teaching and learning. All students using digital technologies at St Bernard's must agree to use ICT responsibly and sign our user agreement.

Reporting to Parents

Reporting takes place on three formal occasions:

- **Term 1 – Three Way Conference:** This conference, held near the end of Term 1, includes the classroom teacher, one or both parents/caregivers of the student and the student (in a rare circumstance the student may not attend). It is designed for the student to share their goal or goals from the selected focus area.
- **Mid Year:** A written interim report showing the student's progress towards the learning goals in reading, writing and mathematics, made at the beginning of the year and identifying the next steps, is sent home. The report also includes information on how parents can help at home and outlines extra support programmes if they are provided for the student at school.
- **End of Year Report:** A comprehensive written report is sent home to parents near the end of Term 4. This report will include information on the *overall teacher judgement (OTJ)* for the child in the areas of mathematics, reading and writing.

Timing of the overall teacher judgement

- The overall teacher judgement (OTJ) will be made either at the end of the year or around the anniversary of the student's school entry.
- The standards for Years 1-3 are for the anniversary of the student's school entry (for example after one year at school). This means that for Years 1-3, teachers will make their overall teacher judgements (OTJs) about students' achievement in relation to the standards at different times throughout the year. Written reports for students in Years 1-3 will be staggered throughout the school year based on the anniversary of when the student entered school.

Parents who have any worries or concerns about their child are encouraged to speak with the classroom teacher as soon as possible.

Physical Education and Sport

We have an excellent sporting programme.

All children are expected to participate in our daily fitness programme.

Students participate in inter-school sport such as: Athletics, swimming and cross country running from Year 4-8.

Parents interested in coaching and/or managing any sports teams should contact the school office or the teacher in charge of that particular sport.

Swimming

Each year children take part in an aquatics programme. These programmes are run at the Wellington Aquatic Centre and usually take place on a weekly basis during one term of the year.

Information and Technology

IT is used to support learning programmes in all classrooms. Each room is equipped with computers and a large data screen. All rooms have access to e-mail and the Internet.

We have an active website www.stbernards.school.nz . This contains children's work, the weekly newsletter, and other information about the school.

Technicraft

All our senior students attend Technicraft classes at Mount Cook School on Wednesday afternoons. These classes consist of cooking, sewing, woodwork, programming and technology.

Mandarin Lessons

Every Tuesday we have a teacher from the Confucius Institute who comes to St Bernard's to teach each class Mandarin and Chinese culture.

Life Education

We are visited once a year by Life Education 'Harold' to support the health curriculum in school.

EOTC (Education Outside of the Classroom)

The Wellington region is very rich in learning opportunities and resources, and we take full advantage of these, with visits to Te Papa, art galleries, plays and concerts offered from time to time. We also bring in outside visitors to enrich teaching programmes. Parents' consent is sought at the start of the year for all EOTC trips. Parent help with travel and supervision on these trips is often needed.

The EOTC opportunities that are provided at St Bernard's are fully embedded into our curriculum.

Kapa Haka

Each Monday afternoon our year 3 to 8 students are taught Kapa Haka. We have a strong Kapa Haka group who often perform in the community.

Library

We have a well-stocked library within the school. Students visit regularly to select books to take home. These books are to be returned the following week. There is a return box inside the library.

Classes also visit the local Brooklyn Public Library twice a term.

Out of Classroom Activities

Parents are able to book private lessons for their child/ren for activities such as, music lessons, drama classes and chess club. These activities are held either during the lunch hour or after school.

Attendance Dues

These are set by the Catholic Proprietor and are approved by the Minister of Education. 2021 dues are \$545.00 inclusive of GST, per year, per child. Accounts are sent out by The Archdiocese of Wellington and payment should be made directly to them.

School Accounts

Amounts are notified at the start of each year and accounts are posted to parents on a regular basis. Items include the Trips and Visits fee, swimming costs and other activities that take place from time to time. Accounts can be paid online. Arrangements can be made to make regular payments in instalments.

Donations

The Board of Trustees requests an annual donation to support the activities of the school. This is used to supplement funding for the general programmes undertaken by the school.

The Religious Education resource is in a digital format. There is currently an annual donation of \$10.00 to cover the cost of production and maintenance.

Money

Any forms, money, returns etc. should be handed into the school office or given to the classroom teacher. Please ensure that important items are put in a sealed envelope and that your child's name is written clearly on the front.

We also welcome payments by direct credit. The school bank account details are available from the school office.

Fundraising Group

There is a group of parents who do wonderful work for the school by organising fundraising and social events. If you are interested in becoming involved in this group, please see Felicity Evans or let Katrina at the school office know.

Board of Trustees

The Board of Trustees meets on a regular basis. If you need to contact the Board of Trustees for any reason, the school will give you the appropriate contact details.

Road Safety

Please exercise extreme care when picking up or dropping of children at school. Vehicle drivers must obey road rules in the vicinity of the school in order to protect against accidents.

For safety reasons parents must not drive into the school grounds.

The road outside the school gate is patrolled after school by senior students and a duty teacher or parent.

The students are trained with the help of the Police Traffic Safety Branch. Parents are asked to cooperate with children who are on duty, and to encourage good road sense in their own children.

Injury or Illness

There is a first aid/medical room adjacent to the school office. In minor cases, first aid will be given at school. In more serious cases the Accident and Emergency department at Wellington Hospital will be used and parents contacted immediately.

In the event of children becoming ill at school, children will not be taken or sent home unless the parent or caregiver has been contacted first.

Please ensure that your Emergency Contact Details held by the School office are up to date.

Dental Treatment

The Bee Healthy Regional Dental Service provides free dental care to all children from birth to year 8 across the Wellington Region. The Mobile Dentist van visits the school once a year and sees all eligible enrolled students. If further treatment is required you will receive an appointment at the Newtown Hub. If you wish to make an appointment outside of the annual visit you will need to ring 0800 TALK TEETH (0800 825 583) for an appointment.

Civil Defence

We are very well-prepared for emergencies. Staff are trained in dealing with a wide range of emergencies, and there is a school policy for specifically dealing with emergency situations.

After School Care

St Bernard's offers an independent onsite OSCAR approved before school care, afterschool care and holiday programme. For more information about Enjoy Childcare visit their website www.enjoychildcare.co.nz/ or call 022 651 0773

Absences

We have an absence reporting system operating within the school for children who are sick or are absent for some reason. If your child is sick or will be absent for the day please contact the school before 9.00am. The school will contact you if your child has not arrived at school by 9.30 am. Please ensure the school has a record of **all** home, work or special contact telephone numbers. Absences are recorded twice each day on the school electronic attendance programme.

Parents/caregivers are asked to advise the school of an impending absence ahead of time.

If an absence is planned for a special reason, a note or telephone call to the school in advance is appreciated. In cases of prolonged absence, i.e. a family trip, a written note is required.

Children who arrive after 9.00am must report to the office before going to their classroom.

EXPLANATIONS

The following methods of explaining student absences, either before or after the event, will be accepted from parents/caregivers:

- a. a phone call ph: 3899377
- b. email the office: office@stbernards.school.nz
- c. a face-to-face explanation
- d. a note

- e. a certificate from a health professional or other person of standing in the community (as defined by the Principal).

CAREGIVER CONTACT

1. If the absence remains unexplained when the student returns to school, the class teacher will seek to obtain an absence note through the student. The note will be presented to the office manager. If that is unsuccessful after three days, the office manager will attempt to contact the parents/caregivers by phone. If no satisfactory explanation for an absence has been received by the school within a week of the student's return to school, then the office manager will record the student as having been truant.

UNJUSTIFIED ABSENCE

2. When an absence is deemed (in terms of school policy) to be 'unjustified', the office will contact the parents/caregivers within 24 hours, either by phone or by sending a note home (evidence of the receipt of which will be required in writing). The aim of this contact is to alert parents/caregivers to the fact that the absence falls outside what is acceptable to the school and that any repetition of this will require further action by the school.