

# Marian Catholic School Prospectus



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# ***Empowered to Learn, Inspired for Life***

[www.marian.school.nz](http://www.marian.school.nz)

## **Principal's Welcome**

*Kia ora koutou ma te Atua koutou e manaaki*  
Greetings and God's blessings to you all,

Welcome to Marian Catholic School. We are a thriving school in the heart of Hamilton East catering for students from Year 1 through to Year 8.



Our school was established in 1989 following the amalgamation of St Mary's Cathedral School and Marist School which had previously coexisted on adjoining sites. Our living charism, *Live Christ - Be the hands, face and voice of Jesus*, has been developed from the founding charisms of the Sisters of Our Lady of the Missions foundress, Euphrasie Barbier and the Marist Brothers founder, Marcellin Champagnat. This active, behaviour-based Charism is designed to support tamariki to develop a lived faith, witnessing Christ who is active in our world and bringing their lives to their faith and their faith to their lives.

The school provides a safe and supportive environment for all students. We are a wonderfully diverse school made up of many different cultures. We actively seek to connect with our parents to build positive partnerships.

Learning is our core business and we are committed to offering future focused learning opportunities that utilise a range of technologies and teaching approaches to develop confident, connected, life-long learners. We believe each child is a capable learner and we support them to take an active role in navigating their learning journey. Our children are supported by dynamic teachers and a dedicated team of support staff. The teaching staff have a range of expertise, interests and experience. They work collaboratively sharing professional skills and knowledge to help the children achieve. We warmly invite you to visit our school, or call for further information.

*Nga Mihi Nui*  
Debra A White  
PRINCIPAL

## Our Vision

### Our Motto

*Bring Christ into the World*

### Our Mission

*To provide children with the tools to become successful life long learners in a Catholic Context*

### Our Vision

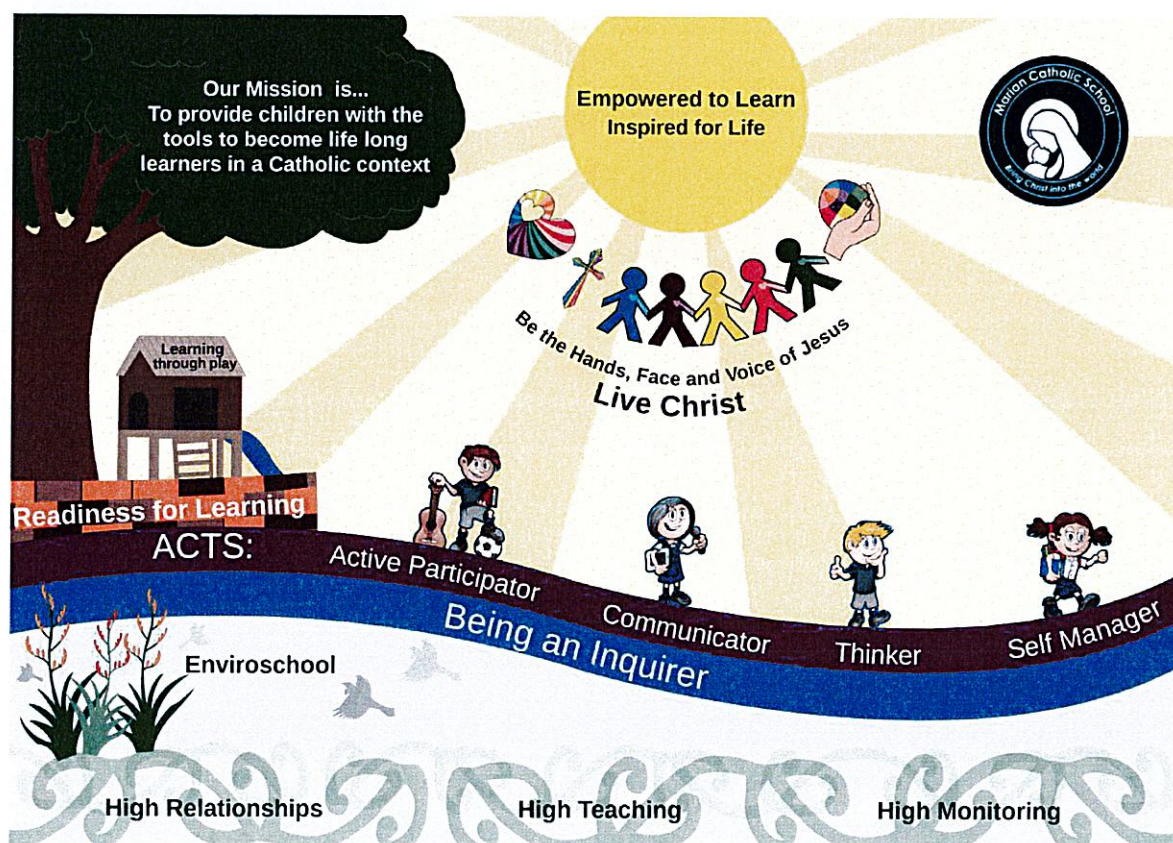
*Empowered to Learn, Inspired for Life*

### Our Charism Values

**LIVE CHRIST-**

**Be the Hands, Face and Voice of Jesus**

*Live Love, Live Faith, Live Community, Live Mission*



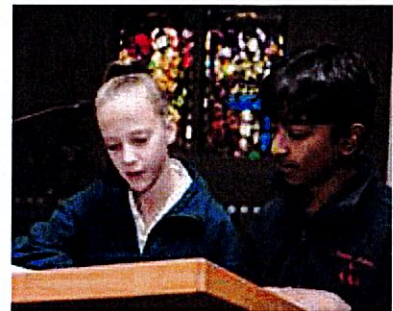
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## Our Learning

### Religious Education

Being a Catholic School means that Religious Education underpins everything we do and all learning interactions. It leads us to understand what it is to be Catholic – It is a given at our school. For our students we aim to instill in them the essential faith knowledge, experiences and understanding for them to be able to "Live life to the Full" as members of the Catholic Church. Participation in the Mass and Sacraments, having a sound knowledge of prayer and the fundamentals of the Catholic faith, surrounded by a supportive faith community, will lead our students to demonstrate the following understandings:

- *Being Christ- Like in their actions*
- *That as a follower of God – You are never alone*
- *That it takes courage to be themselves within their faith*
- *That it's "cool to be Catholic"*
- *Knowing right from wrong*
- *How to live by the Fruits of the Holy Spirit*



These understandings will lead them to be the hands and face and voice of Christ and truly "*bring Christ into the World*"

### Being an Inquirer and our Local Curriculum

*'Inquiry is a way of being rather than something we do a couple of times a week.'*

*Inquiry is about engagement, about lighting a fire within students so they want to investigate and find out more. We aim to develop students as Inquirers so they develop skills and attitudes that prepare them for the future. Our focus on inquiry based learning means our learners are developing their inquiry skills and their ACTS through different curriculum areas. Inquiry based learning is active learning where the students are making decisions in their learning and taking increased levels of ownership. Our inquiry based approach is driven by students' curiosity about the world around them. It encourages connection, co-operation, and collaboration by allowing students to tune in, question, find out, take action and reflect in shared, authentic learning experiences across the curriculum.*

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## Our ACTS

The Marian ACTS are an important part of our learner profile. They are capabilities our students develop to live and learn today and in the future.



**Self Manager**

### *Active Participator*

*As Active Participants we interact effectively by contributing and cooperating with others in an inclusive way.*



**Communicator**

### *Communicator*

*As Communicators we listen and respond to others, and clearly communicate our ideas and thinking*



**Thinker**

### *Thinker*

*As Thinkers we actively ask questions, and think critically and creatively.*



**Self Manager**

### *Self Manager*

*As Self Managers we take responsibility for ourselves, our behaviour and our learning.*

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## The Arts

### Music Lessons

We have approval for nine Out of School Music classes to be funded by the Ministry. The classes we offer at Marian are as follows: Clarinet, Beginner and Advanced Guitar, Beginner and Advanced Flute, Beginner and Advanced Violin, Saxophone and Trumpet. Not all age groups can do each instrument, more information is given out at the start of every year.

### Orchestra

On Wednesday's our Music Co-ordinator conducts our school's orchestra. A great way for our students to get together and perform in a real orchestra. They practise through the year to perform at the end of year concert and a local rest home.



### School Bands

We are blessed to have the services of Mr Sam Trenwith from Music House, who is at Marian on a Wednesday to organise our students in our School Bands. We try and have at least 3 bands every year at Marian. These bands practice through the year and go on to compete at the local Band Slam and Band Quest. They also could perform for the school at various occasions throughout the year.

### Choirs

Students have the opportunity to sing in church during our Liturgy and Mass. Our choir has also participated in the Kids for Kids concerts.

### Performances and Shows

Each year we organise visiting performers to come to school and classes and Learning Communities also attend shows at local theatres or schools.

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## Cultural

To celebrate our cultural diversity, we have the following groups available for your child to join at present: Kapa Haka, Pasifika, Indian Club and Spanish Group. We have specialized Teacher Aides and teachers to facilitate these groups and share their knowledge and their passion with the students. We have a Cultural Assembly during the year that enables the students to showcase to the school and parents what they have learnt during the year.

### Kapa haka

All students have the opportunity to attend kapa haka. Our junior students all attend so they have an opportunity to experience kapa haka and to learn waiata. In our middle and senior school students can opt into our kapa haka groups. Marian also has a performance kapa haka group who have the opportunity to ....



### Pasifika

Marian has a junior and senior school Pasifika group. The students meet once a week and learn dances which they have the opportunity to perform during the year to the school and community.

### Indian Club

All students are welcome to deepen knowledge of Indian culture. Alongside this there is opportunity to experience culturally significant occasions such as Diwali through participating in creating rangoli patterns, learning some traditional Indian dances and exploring traditional Indian stories. Working with the neighbouring high school we have a group of Malayalam speakers come in to work with students.

We are establishing a parent support group to gather once a term to provide opportunities to make connections within the school.

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## Spanish Group

Students are encouraged to share their learning from the week in their own language. Opportunities to learn about their country, traditions and cultural occasions are also explored. At least once a year students are encouraged to present songs to our school community.

Currently there is a dedicated time, once a week, for parents to meet, discuss school events and build connections facilitated by a Spanish speaker.

## Sports

### Inter-school Events

Students have the opportunity to participate in inter-school sports events such as swimming sports, athletics, winter sports days, cross country, tough girl and guy challenge. Marian is part of the Hamilton East cluster and the Catholic schools cluster.



### Marian School Sports Teams

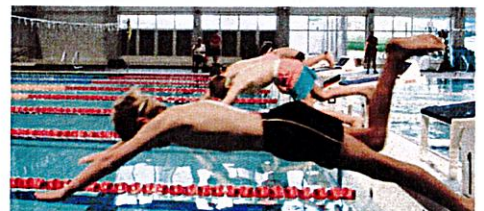
We offer the following 'out of school' sports where the children represent Marian Catholic School. Our students play netball, touch rugby, water polo and futsal.

### Saints United Sports

Saints United is a sports club set up by all the Hamilton Catholic Schools (*St Columbas, St Joseph's, Marian, St Peter Chanel and St Pius Schools*). It is to ensure our students have the opportunity to play a variety of sports which they may not have had the chance to do representing their individual school. Saints United have Basketball, Cricket, Hockey, Netball and Lacrosse teams.

### Aims Games

AIMS Games is the largest sporting event for 11-13 year olds in the Southern Hemisphere and hosts hundreds of school teams across 21 sporting codes. Marian has entered football, rugby, netball and futsal teams in the past as well as individual sports such as squash, badminton, cross country, gymnastics and swimming.





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## Education Outside the Classroom (EOTC)

Education outside the class experiences are an important aspect of learning. These experiences give the students the chance to challenge themselves and grow in confidence. EOTC experiences also support learning that is happening at school.

### Camps

The Year 7 and 8 students have a three to four day camp at the start of the school year where they get to learn more about themselves and their fellow students.

The Year 5 and 6 students have a two to three day camp during the year. A mixture of team building, environment based challenges and learning opportunities are provided to challenge and inspire our learners.

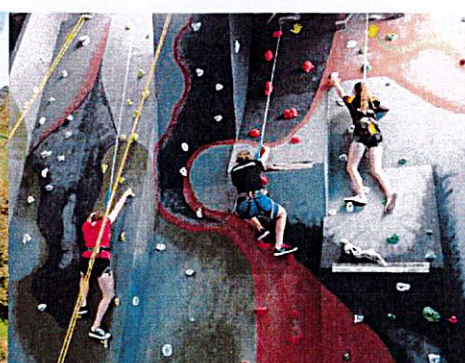
Our school camps are a much-anticipated outing looked forward to by students and parents every year.



### Trips

Classes and Learning Communities organise trips in our local community to places such as the Waikato Museum, Hamilton Garden, Hamilton Zoo, Clarence Street Theatre and to see local schools to see productions.

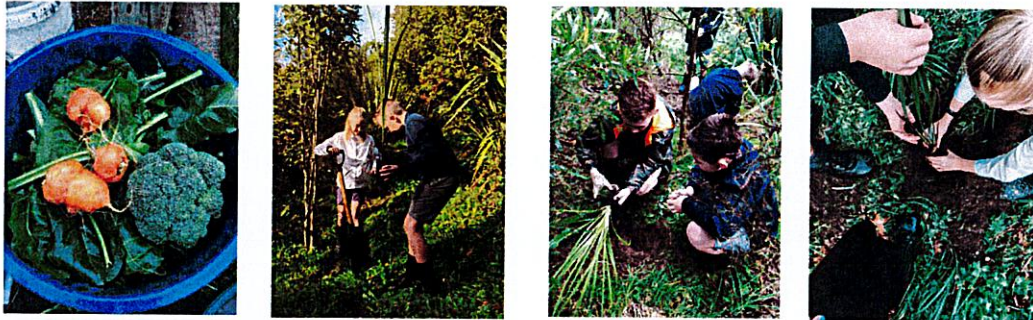
Previous years trips to support learning have included dairy farms, the supermarket, offsite retreats as part of our RE programme and visits to Rangiaowhia commemorations.



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## Enviroschools

Marian Catholic School is an Enviroschool working towards our Silver award. We have student gardens around the school, worm farms, paper recycling and a restored gully. Our children are involved in designing projects and creating more sustainable, healthy, caring environments and places for students to enjoy.



## Digital Technologies / Technology

We use digital technologies integrated across the curriculum. All classes have ipads. Year 3-8 classes have 1:10 ipads and 1:3 chromebooks. Year 1 and 2 classes have 1:3 ipads. All children have the opportunity to use technology to support their learning. We are wanting students to access information and to be creative and use technology in an interactive way.

Students have opportunities to experience coding using mbots ....

## EPRO8

Each year a teacher runs an EPRO8 programme where students .... Teams are entered in a interschool competition where they have the opportunity to

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## International Students

At Marian we provide our international students and their families a warm and welcoming environment.

We accept up to 20 students from around the world at all levels. Year 7 and 8 students are welcome to stay with our Homestay Families. The homestay parents belong to the Marian school community.

Our International Student Coordinator, Michelle Vevers, is onsite everyday to assist with a personal approach to help with the process of enrolling. The role of the International Student Coordinator is to assist students and parents to feel welcome and to support them within the school and the community.



During the school year our International Families are invited to join in with many of the school's activities and share their culture. Marian Catholic School has a cultural day every year where families get together and celebrate.

Marian Catholic School has a special character, where Catholic Spirituality and Faith are practised every day.

The students attend regular Full School Masses at the Cathedral, which is situated next to the school grounds.

Our students are instilled with a strong sense of supporting each other and contributing to the whole community through a sense of social justice and support for fellow man. They are asked to display these values on a day to day basis.

We develop a strong sense of high achievement and expectations of the individual students, so they can thrive within the well supported school and community environment.



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## Intermediate Schooling - Years 7 and 8

We recognise our Year 7-8 students as emerging adolescents and make specific provision to cater to the needs and interests of these students at this important development stage in their lives. As young adolescents, we acknowledge the need to have an especially developed engaging curriculum that fosters both high academic achievement and emotional intelligence in a creative, safe and open environment.

Our Year 7-8 programme is based on the New Zealand Curriculum. This means that the basic framework for curriculum delivery is prescribed by the Ministry of Education (and audited by the Education Review Office) to ensure that our Year 7-8 students have programmes similar to Year 7-8 students in other full primary, area or intermediate schools.

We make a special effort to encourage the development of leadership skills. Our senior students are our leaders. They are encouraged to take on roles of responsibility within the school and community and be positive role models in all that they do.

Our Year 7-8 students are a valuable part of our school 'whanau'. We are proud to talk to our students about the 'Marian Family' and our senior students are encouraged to take care of our younger students in the school and to be aware of the needs, thoughts and feelings of others.

Our Year 7-8 students are supported by dynamic teachers and a dedicated team of support staff. The teaching staff have a range of expertise, interests and experience. They work collaboratively sharing professional skills and knowledge to help the students achieve their potential.

### Leadership Opportunities

A huge benefit of having your child attend a full primary school is the various Leadership Opportunities that are available to them. Being given the chance to Lead the younger students in sporting activities and House based activities provides our students with the means to gain more confidence and to "Lead by Example".



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At the start of each year our year 7 and 8 students attend camp (locations vary year by year). At this camp our students are given the means to talk to their individual teams about why they would make a good house captain. From these speeches each team has 4 House leaders for each house: Red, Blue, Green, Yellow and Purple.

At Marian Catholic School we also offer other various leadership roles:

### Student Council

Students chosen from the House Leaders get the chance to have a voice in school based on our curriculum.

### Sports Council

Sports council students spend time organising sports games during lunchtimes for the younger students. They also help at school-based sporting activities eg cross country and athletics.

### Cultural Leaders

We are lucky to have strong Cultural diversity at Marian Catholic School. Our Cultural Leaders assist our lovely Pasifika support teachers in creating some amazing performances shown to the School and at outside school performances.

### Young Vinnies

With a primary basis on making the world a better place. Young Vinnies are a group of students who work for social justice and want to make a difference in the world. Through organising raffles and donating money for Charities they do great work.

### Enviro Schools

Enviro schools is an exciting opportunity for students to be empowered and to work together to create more sustainable, healthy, caring environments and places for everyone to enjoy. They spend time working in our Gully Restoration project.

### Special Character

Students work together to enhance the Specialness that makes Marian Catholic School a great school. Through assisting in Church Activities, welcoming special visitors to the school and being great role models, they show that we are “the face, the hands and the voice of Jesus”

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## **Tech Arts**

Once a week our students are collected by bus from school at 8.45am and taken up to St John's College to partake in Tech Arts in their Technology department. They are delivered back to Marian at 11am in time for morning tea.

Our Students classes are split into 2 groups. One group goes on a Tuesday morning and the second group goes on a Friday morning.

Each child over the whole year will get a chance to learn each of the following subjects:

- Design and Visual Communication
- Digital Technology
- Food/Cooking
- Visual Arts
- Materials Technology

This gives each of them a great introduction into these subjects and helps them decide if they may like to follow in this area for High School.

### **Design and Visual Communication**

The study of Design and Visual Communication enables students to develop and communicate design ideas and potential outcomes, it will provide them with the skills to interpret and communicate visual information.

### **Digital Technology**

This combines the elements of Computer Studies and Information Management. An introduction to ICT literacy is essential in this era. An introduction to coding is a favourite component.

### **Food/Cooking**

An introduction to learning about nutrition and basic cooking methods. The children will be making muesli and baking brownies like a professional.

### **Visual Arts**

This course gets students involved in drawing, design and painting. To see an artwork come together from the planning stage to a completed artwork is good perseverance. This encourages thinking, managing self and relating to others.

### **Materials Technology**

A fun introduction into working with wood, metal and other materials. Children will plan and build something to bring home. Past constructions have been a bird feeder and a peg board.

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## **New Entrants**

We are committed to every child having the best possible start to their schooling. A collaborative relationship between home and school has a positive influence on children's learning. Support your child by:

- Having your child at school in plenty of time to complete routines and to have time to play and settle. The school day starts at 8:55 am.
- Taking time to talk with your child about their learning and their day
- Being positive about school
- Keeping in contact with your child's teacher
- Keeping up to date with what is happening at school

In the mornings we focus on literacy and numeracy and the afternoons the other curriculum areas. At Marian your child learns to develop a personal relationship with God, and to try to act like Jesus and to:

- Be independent
- Follow simple rules
- Work with others
- Take turns, be patient and share
- Get along without their parents
- Do set tasks.
- Get along with children and adults
- Enjoy books, stories, poems and music
- Respect people from other cultures and ethnic groups
- Appreciate people's differences
- Choose and make their own decisions

When children start school we have a focus on our ACTS 'Self Managing'. The children will be encouraged to take responsibility for themselves, their belongings, their behaviour and their learning. This will be shown by children carrying their own school bag, bringing their book bags and library bags into the classroom, putting shoes in the correct place and completing any home learning, including reading their home reader.

### **Readiness for Learning**

It is important to develop a transition to school from home and ECE that supports learners in their first year of school. We have identified the skills we believe a learner needs to be curriculum ready as reading and writing are dependent on foundation skills being in place. We look at the learning readiness skills and class teachers put learning programmes in place to address these needs.

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## Literacy

Children learn from being read to and from reading. Developing enjoyment about reading and books from a young age helps contribute to their attitude towards learning to read. They learn:

- How to look after books
- Know that a book has words and pictures
- Know that words are what we read
- Know that books have a start, a finish, a front, a back and a right way up
- Gain meaning from what they hear and read
- Know that reading goes from left to right and is read one word at a time

Children will start to read when they are ready and children progress at different rates. While children may move quickly through the lower levels this pace slows down as books become more complex.

In Writing children need to:

- Recognise their own name
- Write their own name using upper and lower case letters correctly
- Hold a pencil correctly
- Learn the alphabet and sounds
- Believe they are writers and are able to write stories

## Reading at Home

The children will usually have a reading book Monday-Thursday. This may be a book they have read in class, or a book from a browsing box depending on their reading level. Home reading is designed to develop fluency and enjoyment and should not be a challenge for the children.

- Sign the home learning book
- Set the scene with few distractions.
  - Make the reading session relaxed and enjoyable at a time when they are not tired
  - It is important your child sits still when they read
- Encourage them to:
  - Read fluently or like talking
  - Point to each word as they say it
  - Talk about the pictures and the story
  - Remind them of similar events in their lives
  - Practise reading alphabet sounds and/or word lists found at the back of the Home Learning book



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## Numeracy

Children need to:

- Have lots of experiences with sizes and shapes
- Know the colour names
- Know such words as up, down, in, out, like, behind, under, over, between, more, fewer, same etc
- Know the names of numbers
- Match numbers and know how many

## Learning through Play

In LC1 we include Learning through Play opportunities within our programmes.

- Research shows that children learn most effectively when engaged in self-directed play.
- Play develops all aspects of learning – physical, social, emotional and cognitive.
- Children build learning dispositions such as self-managing, communication, resilience, active participation and thinking. They imagine, explore and invent.

As a team we come together for Taakaro and Hākinakina. Taakaro means play. In these times the children explore outside with a variety of equipment. Teachers observe and work alongside students to lift their play. Hākinakina is about movement and using sport equipment. Approaching learning in this way levels the playing field and ensures readiness for learning for all children, while extending those children who need it.

## Getting Your Child Ready for School

- Give your child plenty of practice in opening and closing their school bag and lunch box, unwrapping food and opening packets
- Let your child dress themselves and practise using buttons, zips and, when they are ready, shoelaces
- Encourage them to sit still when they are looking at a book
- Teach your child to at least be able to read their own first name (Being able to write their name correctly is ideal)
- Encourage your child to hold a pencil correctly (Let them draw and write)
- Count lots of things and introduce your child to what numbers look like and how they are written
- Teach your child the colours and the names of basic shapes like a circle, square and triangle.



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## School Information

The following are some important events, practices or opportunities for students attending our school. (Information listed alphabetically)

### ABSENCES

If your child is absent from school or will arrive late due to attending a before school appointment, please contact the school office on 856 7515 or use the absentee link on the school app. To leave a message on the answer phone please state your child's name, room number and a reason for the absence. If no reason is given it is recorded as explained but unjustified according to the Ministry of Education guidelines.

- Please avoid unnecessary interruptions to students learning.
- If the absence is long term, please put this in writing and hand to the school office.
- If students are late to school, please sign them in at the office where they will be issued with a card to take to the classroom. Late arrivals are also recorded on our attendance system.

If you follow these requests, we will not have to contact you to check on your child's safety.

If there is a concern about your child's attendance, we will contact you by text message advising of the absence and requesting a response from you.

### APP

Marian Catholic School has an app available to download to your Apple or Android device. Go to your App store or Google Play store and download 'SchoolAppsNZ', then search for Marian Catholic School. School information alerts will be sent out on this. Absentee information can be sent from here too.

### APPOINTMENTS

If your child needs to attend an appointment during school time, please sign them in and out at the school office on the school tablet.

### ARRIVING AND LEAVING SCHOOL

School starts at the first bell of 8.55am. The school takes responsibility for students from 8.30am. Students who arrive earlier than that are asked to wait in the school grounds before classrooms are opened. This allows teachers time to get their programmes organized for the day. Students are to walk their scooters, skateboards and bikes through the school grounds.

School finishes at 3.00pm. We do not encourage students to wait for you on the playgrounds due to safety and the lack of supervision. Students can wait to be collected at the steps in front of The Whare, which is located directly outside the school

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gates in the Cathedral carpark on Beale Street. All children should be collected before 3.30pm.

### **AFTERSCHOOL CARE**

We provide supervised care in the School Hall from 3.00pm – 5.30pm. Information and registration forms can be collected from the school office. We also provide holiday programmes in the Hall. These are advertised in the school newsletter closer to the school holidays every term.

### **BOARD OF TRUSTEES**

The Board of Trustees meet on the second Monday of every month in the staffroom (February to November). New board members are selected by ballot every 3 years. This will be advertised in the school newsletter closer to the time asking for nominations.

### **CELEBRATIONS**

School Celebrations/Assemblies take place every week. Each Learning Community celebrates their own children at separate times during the week. Your Leader of Learning/ Classroom Teacher will advise you of when your child's assembly will be during the school year. The LC1 and LC2 students will take turns presenting what they have been learning to other students and visiting parents. Parents are encouraged to attend.

We celebrate the end of each school term by having a Gold Card Assembly. This assembly has rostered classrooms perform for the school showing us what they have been learning throughout the term. Each class will get a chance to perform here throughout the year. At the end of the assembly our Principal presents 10 Gold Card Certificates to children of various ages throughout the school who have been nominated by their Teachers. These are given to students who truly encompass our school values and are actively showing they are the hands, voice and face of Christ.

### **CLASS DOJO**

Some classroom teachers use the App "Class Dojo" to communicate directly with parents in their class. This allows the teacher to show pictures of the children completing activities during the day. It also allows parents to be contacted by the teacher directly if needed. Each classroom has its own group so you just see your child's classroom information. If your child's teacher does Dojo they will join you up to the App at the start of the year.

### **CURRICULUM**

Marian Catholic School will report to parents twice a year. This reporting will be aligned with the NZ Curriculum expectations for each year level in all curriculum areas (Reading, Writing, Mathematics,). Student progress and achievement in Reading, Writing and

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Mathematics is also discussed at twice yearly parent/teacher/student learning discussions. Feel free to ask your child's teacher about your child's progress whenever you may have any concerns.

### **ELECTRONIC DEVICES**

The Board of Trustees provides chromebooks and iPads to support the learning in classrooms. These are shared between all the classrooms throughout the day where needed. We do not expect families to provide these for learning. Occasionally a family provides a cell phone for a student to communicate with home after school. Cell phones need to be named and handed in to the classroom teacher at the start of the school day. Cell phones are not permitted to be used by students during the school day.

### **FACEBOOK**

We have a Facebook page to share our celebrations. Parents are welcome to join and comment about our activities. Please "like" our Marian Catholic School" page to receive notifications.

### **FOOD ALLERGIES**

Schools are required to provide a safe environment for all students. At times we need your support to do this. Some students have allergies to food ranging from mild to severe. To help us with the more severe cases we ask that no peanut products be provided for your child in their school lunches.

If there is a child in your child's class with a severe allergy you will be notified by the class teacher and asked not to provide that particular food in your child's lunch box. We advise children to not share food with each other to avoid any cross contamination or a child inadvertently eating a product that is harmful to them.

Parents of students with allergies are asked to provide an action plan arranged with a medical practitioner. Where required, EpiPen's are provided by parents to school. Staff are trained to administer these.

### **HOME LEARNING**

Each Learning Community has their own requirements for home learning, this will be sent out to parents at the start of each term. This may include spelling words, reading and mathematics sheets.

We will endeavor to align our home learning to allow for time flexibility, choice and challenge and provide some Online learning where applicable.

### **INTERNET SAFETY**

Our students have access to and are encouraged to use a variety of online tools for research, communication and collaboration. With this great opportunity comes the responsibility to act appropriately and be safe in online spaces. Throughout their time at

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Marian Catholic School we teach students the knowledge and skills they need to be able to participate and contribute safely when using the internet.

Our safety guidelines state that students must have a signed permission form before accessing and using the internet. A new form is completed by parents and students every year.

### **ISSUES / QUERIES / CONCERNS / WORRIES**

If you have any concerns regarding any aspect of your child's school life, please feel free to contact his/her teacher in the first instance. For any administrative questions please see the school office.

If you are not satisfied after seeing the class teacher, we have a clear pathway for you to try and resolve any issues.

Teacher → Leader of Learning → Deputy Principal → Principal → Board of Trustees

### **LOST PROPERTY**

To avoid lost property we advise that everyone clearly name all property so if it is lost or misplaced, we can return it to the child. Lost property is stored in the cupboard near the stairs leading up to the St Mary's block (entrance by the Afterschool care lounge). It will be displayed at the end of each term outside of the school hall. Any items not named and unclaimed will be washed and placed into the school secondhand shop.

### **LUNCHES**

Children mostly bring their own lunches to school. A private business provides a wide range of food (hot and cold). Parents need to go to the website [www.lunchorders.co.nz](http://www.lunchorders.co.nz) to create an account with a balance. Lunches are ordered online before 8am and charged to your account. Food is delivered to school before 12.30pm and your child will need to collect it from the school office.

### **MEDICATION**

All medication is to be handed in to the school office, with the student's name and specific details on how to administer it. Each medication distributed is recorded on a Daily Medical Register to ensure it is administered.

### **MUSIC LESSONS**

Classes are held at Marian School between 8.00 - 9.30 am. Lesson times will be finalised once classes have been confirmed. Music fees are \$80 per year and instrument hire is also \$80 per year. If you choose guitar you must provide your own. Your child must commit to a full year's lessons as classes to maintain minimum class sizes.

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## **NEWSLETTER**

A weekly school newsletter is available every Wednesday afternoon. It is emailed to every parent who has provided the school with an email address. It is also available on the school website [www.marian.school.nz](http://www.marian.school.nz). Extra copies are available in the school office and on display on the notice board outside the school office. It is an important communication tool between school and parents, so should be checked every week. Please ensure your email address is up to date at the office.

## **OUT OF SCHOOL OPPORTUNITIES**

There are some extra music and learning opportunities available for students at Marian School. Private music tutors provide them and information about what is available can be collected from the school office. These will have a cost involved. If extra learning assistance from an outside agency is needed during school time this can be organized with your class teacher and our School Senco.

## **PARENT HELP**

All teachers value help in their programmes. There are opportunities to assist in reading programmes and various other activities on a weekly basis. Other opportunities include assisting on class excursions and camps. Please check with classroom teachers to see how you can help.

## **PARENT, TEACHER AND FRIENDS ASSOCIATION (PTFA)**

We have an active PTFA whose generosity has helped Marian Catholic School become rich in resources. The PTFA organizes fundraising events to raise money for the students, parents and our community. The committee meets once a month in the evenings, the date is advertised in the school newsletter. They welcome new members at any time throughout the year. Please email [marianptfa@marian.school.nz](mailto:marianptfa@marian.school.nz) for more information.

## **PARKING**

The roads around Marian Catholic School are congested before and after school. We suggest parents park in the Cathedral Carpark on Beale Street and collect your children from there. Students are welcome to wait for you on the Whare deck and cross to meet you at the crossing. You can also park along Clyde Street and walk up to school to collect your child. For the safety for all students, parents are asked to observe the No Parking areas around the school as marked.

Please note:

- The Firth St entrance is for staff parking only.

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- Notre Dame Court is private property. Please do not park there.
  - Jubilee car park is for Jubilee parents only.
  - From time to time the Police or Hamilton City Council parking wardens will monitor traffic behavior around school and infringement notices will be issued.

### **PAYMENTS / SCHOOL FEES**

Invoices will be emailed out to the email address you have provided to the school. Balances owed can also be viewed through your child's Hero account. From time to time children will be required to pay for various items or class trips, this will be added to your child's school account and you will be notified. Payments can be made through your internet banking or paying by eftpos or cash in the school office. For any invoice queries please contact Mrs. Stephens at [jstephens@marian.school.nz](mailto:jstephens@marian.school.nz) or contact the school office.

### **PRINCIPAL**

Please make appointments through the office if you wish to speak to the principal. Alternately, our principal can be contacted by email: [principal@marian.school.nz](mailto:principal@marian.school.nz)

### **REPORTING TO PARENTS**

A summary of your child's progress and achievement against the NZ Curriculum is provided electronically throughout the year. It is updated regularly and can be accessed through your child's Hero Account. Your login for Hero is your email address provided to the school. If you require help with this, please contact the office.

### **SCHOOL DONATION**

The Family Activity Donation of \$100.00 per pupil or \$150 per family is tax deductible. The school is reliant upon this donation being paid as it enables the subsidizing of many educational activities and the school to function at the high standard that you have become familiar with.

### **SCHOOL FACILITIES**

Our Gerry Sullivan Events Centre (GSEC) is a cherished new addition to our school. It hosts a small basketball court, movable seating and three fully equipped music rooms. The school hosts many events there during the year. It also can be utilized for sports practices when needed.

### **SCHOOL SPORT**

We always need coaches and managers to help with teams. Please watch the newsletter for sport registrations, these are advertised at numerous times throughout the year.

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Our out-of-school sports uniforms are provided from the office, once sport fees have been paid and students have been placed into teams. These are to be returned once the sport has finished each season.

### **SCHOOL HOURS**

Children should be at school by 8.45am to help prepare for the day.

- 8.55 - 10.55am Teaching and learning time
- 10.55 – 11.25am Morning tea break
- 11.25 – 12.40pm Teaching and Learning time
- 12.40 - 1.30pm Lunch break
- 1.30 - 3.00pm Teaching and learning time

### **STATIONERY**

Stationery information is on the school website before the start of the new school year. Parents are required to purchase and supply all stationery listed for your child's class for the first day of school in the new year.

We do provide Stationery Packs for New Entrant students. Please purchase from the school office before your child starts school. These are adjusted each term to suit your child's requirements.

### **STUDENT SUPPORT**

Some students may need extra support from time to time. We have a Pastoral Care worker who is available to see students if required and agreed upon with parents. If you would like to arrange an appointment, please either contact the school office or your child's classroom teacher.

### **SUN SMART**

The school has a sun smart policy. All students are required to wear a navy school brimmed hat in Terms 1 and 4. Students without hats are restricted to shaded areas during break times.

### **TEACHER ACCESS**

Our teachers are very approachable, and we set aside some times when you can talk with them. All classroom teachers are in their rooms every day from 8.30am and again after school most days until 3.20p. If you need a private meeting or more time you can make an appointment to meet.

### **TOYS AT SCHOOL**

We strongly recommend that children do not bring toys or precious belongings to school.



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## **TRANSITION TO SCHOOL – 5 YEAR OLDS (NEW ENTRANTS)**

- Just prior to turning 5 years old we offer two visits to school to meet your child's new teacher and classmates. These sessions are on Tuesday mornings from 8.55am to 10.55am. Your child must be accompanied by a parent/caregiver for the duration of the visit.
- At various times throughout the year we hold New Parent information meetings. This session will introduce you to Marian school and expand on our key approaches to learning in the school.
- We do liaise with Jubilee Early Learning centre and organise some school visits where required.

## **UNIFORM**

### **New School Uniform**

- Our school uniform can be purchased from the Hillcrest Warehouse on Clyde Street and NZ Uniforms on Tristram Street, Hamilton Central.
- A list of uniform requirements is available in the school office or on the school website.
- The school jacket can be ordered through the school office. It is purchased by order only and we only do a couple of orders a year. Please keep looking in the school newsletter as to when the next order will be. We try to order at the start of term 1 and the start of term 2 so that they are here before winter. We have the jacket on display in the office and sizes to try on before ordering. Orders take 6-8 weeks to arrive.

### **Secondhand Uniform**

- Parent volunteers organize a second hand shop in the school Te Whare (next to Beale St carpark) every Friday afternoon 2.00 – 2.45pm. Every item of clothing is \$2. All money received goes into the school Welfare Fund.
- If you would like to donate uniform to the shop please hand good old uniform into the school office,

### **PE Uniform**

- The Marian PE Top can be purchased from the school office for \$35.00.
- The Navy shorts can be purchased from the Warehouse or NZ Uniforms.

A copy of our uniform policy can be collected from the school office and is on the school website.

## **WEBSITE**

The school website can be accessed at [www.marian.school.nz](http://www.marian.school.nz). The school site provides regular updated information about the school. Weekly newsletters can be found there, as well as term dates, sports information and staff information.

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If you require any further information about the school please feel free to contact the office or speak to classroom teachers.