



## **MISSION STATEMENT**

**'A well balanced education  
achieved through virtue  
and knowledge  
in a faith-filled community'**

### **Vision Statement**

Reignier Catholic School is a school where all children are growing to be living witnesses to the Catholic faith. By striving to achieve personal standards of excellence our students will develop a passion for learning and become connected, life-long learners who are ready to face the challenges of the world.

### **Core Beliefs and Values**

#### **Excellence**

The children at Reignier Catholic School will be challenged to strive for personal standards of spiritual, social, emotional, cultural, intellectual and physical excellence so as to become well-rounded, honest Christians.

#### **Integrity**

Children will be expected to act with integrity. In accordance with the characteristics of Christian life students behaviour will be honest, responsible, accountable and ethical.

#### **Justice**

Children will be committed to showing justice and compassion towards others, courage of conviction, the ability to recognise and reconcile differences, and to developing an understanding of true equality in the eyes of God.

#### **Community**

Reignier Catholic School is part of a faith-filled community. The school will encourage the children to actively participate and serve within their home, school, parish and global communities for the good of others.

#### **Respect**

The school will enhance and foster in the children a respect for family and community values, a respect for others, an appreciation of their differences, and a respect for the environment.

# WELCOME

We are pleased to welcome you to Reignier Catholic School. We look forward to a happy and rewarding partnership during your association with our school community. Our school is a state integrated primary school teaching students from New Entrants to Year 6.

*Reignier Catholic School has a proud tradition of faithfulness to God and one another, and excellence in education be it academic, sporting or cultural. We are pleased to share that tradition with you, having every confidence that your child will benefit greatly from being a Reignier Child.*

*Regards*

*Anton Heyns*

*Principal*

Our Contact Details:

**Physical Address:**

Reignier Catholic School  
99 Guppy Road  
Greenmeadows  
NAPIER 4112  
New Zealand

Telephone:

Facsimile:

Email:

Website:

**Postal Address:**

Reignier Catholic School  
PO Box 5147  
Greenmeadows  
NAPIER 4145  
New Zealand

(06) 844 2144

(06) 844 7263

[admin@reignier.school.nz](mailto:admin@reignier.school.nz)

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

## **OUR SCHOOL OFFERS YOUR CHILD**

- An experienced and enthusiastic team of professional teachers and support staff
- A safe physical and emotional environment
- A spiritual dimension based on Catholic traditions and sound Christian values
- An education which challenges every child to reach his/her potential
- Opportunities for leadership, responsibility, cultural and social development
- Programmes of work which effectively target extension and remedial needs
- Opportunities and practical experiences in using Information technology
- A wide range of physical activities and sports, including E.O.T.C.

### **Numeracy and Literacy**

Reignier is known for delivering programmes which help all children achieve their potential. We have a proud tradition of achieving high academic results in both numeracy and literacy. The junior programme has a strong phonics base, and numeracy and literacy continue to be the core subjects taught.

### **Religious Education**

The national Religious Education programme is taught throughout the school. It is designed to give our students knowledge and understanding of the Catholic teachings, encourage faith and spirituality and develop Gospel values that extend to all aspects of school life.

### **Information Technology**

Our school offers programmes that enhance learning and prepare students for the ICT challenges of the future. Professional tutoring is available throughout the school programme. Children learn to use computers, digital cameras, interactive whiteboards as tools for finding, sharing and presenting information, and for recording and tracking their own progress in learning.

### **Arts**

In addition to our classroom programmes, a wide range of activities are available to children. The school has an excellent choir and orchestra, and out of class tuition is available for keyboard and recorder. Kapa Haka is available for part of the year. The school performs a very professional musical every second year, and various year groups are involved in cultural events such as Kids for Kids, Music Festival and Maori Festival. Children are encouraged to reach performance level and the school offers many opportunities for performance in all aspects of drama, music, singing and dance.

### **Sport**

We are a fair play school and our pupils are involved in a wide variety of organised team sports during our winter and summer months. Alongside our classroom PE programmes the school offers netball, basketball, hockey, cricket, t-ball, rippa rugby, volleyball, gymnastics and optimist yachting. The school encourages healthy competition by running House competitions in such activities as cross country, athletics, tabloids, winter and summer sports.

## WHO WE ARE

### **Teaching Staff 2019:**

Principal	Anton Heyns			
Deputy Principal	Sheryl Riceman	Rm 7	St Patrick	Year 1&2
Director Religious Studies	Mel Davis	Rm 2	St Angela	Year 3&4

Teachers	Sarah Mellon	Rm 5	St Gerard	Year 0&1
	Kara-Leigh Jones	Rm 6	St Mary McKillop	Year 1&2
	Pip Brooker	Rm 8	St Thomas More	Year 1&2
	Stephanie Ellison	Rm 4	St Therese	Year 3&4
	Gary Nairn	Rm 11	St Dominic	Year 5&6
	Debra Gibson	Rm 9	St Bridget	Year 5&6

Part-Time Teachers	Erin Smith	Release Teacher
	Rachael Quinney	Release Teacher
	Lara Hollier	Reading Recovery Teacher

<b>Support Staff 2019:</b>	Karyn Gouder	Office Manager
	Kevina Ward	Teacher Assistant
	Andrea Dawson	Teacher Assistant
	Jolene Lawton	Teacher Assistant
	Nicole Bergman	Librarian

<b>Property Staff 2019:</b>	Chantel Niemann	Caretaker
	George Coldicutt	Cleaner/Pool

## **BOARD OF TRUSTEES**

Chairperson	Patrick Jones
Proprietors Representatives	Patrick Jones Vanessa Rau Sarah Pilcher
Parent Representatives	Maria Labat Chris Marwick Chris Fletcher-Jenssen Michael Johnson Danielle Rogers
Principal	Anton Heyns
Staff Representative	Sheryl Riceman
Board Secretary	Andrea Dawson

## **PARENT AND TEACHER'S ASSOCIATION**

Chairperson	Kristi Lambert
Treasurer	Michelle O'Neill
Secretary	Anna Quinn

## Children's Responsibilities

- To look and listen carefully to anyone speaking to you.
- To treat others with dignity, respect and Christian kindness.
- To respect the rights and property of others in the school community.
- To work hard and always do your best.
- To show self control in all your actions.
- To stay within the school boundaries.

### School Rules

#### **1. GENERAL**

- Once at school, all children must stay at school and not leave the school grounds until the end of the school day except with permission from the Principal.
- The car parks and cycle racks are out of bounds. Children using the Guppy Rd entrance must use the path when entering and exiting the school.
- Classrooms are out of bounds at all times unless the teacher is in the room.
- Children are to use the foyer only when going to the Office.
- At lunch time pupils are to remain in the eating areas until they are released by the duty teacher.
- Lollies and chewing gum are not permitted at school.
- All food and drink is to be eaten in the eating areas.
- Children must walk around buildings and on concrete areas.
- Pupils causing damage must report breakages to a teacher on duty.
- No radios, walkmans, electronic games, cell phones or skateboards/roller blades allowed at school.
- Students are not allowed in the staff room except when sent on specific tasks.

#### **2. UNIFORM**

- Full uniform (either general or sports) must be worn, and worn correctly according to the uniform policy, at all times. Correct footwear must be worn to and from school.
- Long hair must be tied back.
- Sweatshirts are only to be worn correctly, not around the waist etc.
- The only jewellery allowed are watches and studs (1 per ear). Earrings or sleepers are not allowed. Any religious or cultural jewellery worn around the neck is to be kept out of sight.
- No nail polish or make up.
- During Terms 1 and 4 a sunhat must be worn during the breaks. Children without a hat go to the shaded area.

#### **3. BEFORE AND AFTER SCHOOL**

- Adventure playgrounds are out of bounds before school, and after school unless monitored by a parent.
- While waiting to be picked up by parents, children must wait within the school grounds by the gate.
- The Kea Crossing must be used to cross the road when the school patrol is present.
- The Kea Crossing monitors' instructions are to be obeyed.

## General Information and Becoming Involved

### Absences

If your child is going to be absent please phone the school office before 8.55am and let us know. Please phone each day your child is absent. Steps will be taken to ensure the safety of your child if no message is received. It is helpful if we are made aware of any home circumstances that may be impacting on your child as this enables us to support them while they are at school.

### Assemblies

Please join us.

Presentation Assembly    Friday in the hall at 2.30pm – 3.00pm

### Attendance

School begins at 8:55am sharp. Timely arrival at school means class programmes start without interruption. Please note that regular lateness is recorded on the attendance register. 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.

### Attendance Dues

Catholic Schools Board Fees are \$447.00 yearly or \$111.75 per term.

You are asked to pay by Automatic Payment or an account will be sent to you from the Catholic Education Management Board, Wellington. Because this is an Integrated school and owned by the Catholic Schools Board, this is a **compulsory fee** which you will be expected to pay. This covers the maintenance and building of buildings owned by the Diocese.

You are also asked for a school fee payable to the school of \$40 per year or \$10 per term. This is a **voluntary donation**. It covers the religious education resource and other minor expenses. You may claim this back in your tax return each year if you pay it. This will be added each term in your term account.

Please if you don't understand the difference between these two fee structures, ask at the office.

### Behaviour

All students are expected to behave in accordance with Gospel values. If teachers have concerns about student behaviour, parents will be contacted in order for home and school can work together to address any issues.

### Book Club

Ashton Scholastic pamphlets are sent home once a term. It is optional for families to order from these. Any orders are returned to the school office with the money before the due date stamped on the order form.

### Board of Trustees (BOT)

The Board meets on the third Wednesday of each month in the staffroom. These meetings will be advertised in the weekly newsletters and are open for you to attend. Speaking rights may be arranged in advance through the board Chairperson. Board of Trustee elections are held every three years. All parents have voting rights.

### **Class Help**

Class help with art lessons etc. Ask your child's teacher

### **Dental Clinic**

Each year your child will be checked by the dental nurse at the Greenmeadows Dental Clinic. If your child requires any treatment you will be advised and your consent will be required. If your child has a dental problem contact the school office for the clinic details.

### **Emergencies**

Please ensure that the school has all your contact and emergency numbers. Should you move or change phone numbers etc. please change your details at the office. Where this has happened and we are unable to contact a parent or guardian the school will make a decision in an emergency in the best interest of the child.

### **Education Outside The Classroom (EOTC)**

The value of EOTC is widely recognised and at Reignier as it is linked with our vision of what we want for our students. Risk analysis reports are written and passed by the Board, and strict guidelines are upheld when trips are organised (e.g. checking for WOF, registration, seatbelts etc.) Please do not be offended by these enquiries when you volunteer for transport as it is in the best interests of child safety.

The BOT requires any parents wishing to attend overnight camps to be police vetted. Forms are available through the school office and are handled only by the Principal. Information is confidential. Police vetting is a lengthy process and usually takes about 3 months for the forms to be returned. If you are interested in attending school camps, get a form filled out early in the year. Police vets are valid for 3 years.

### **Headlice**

This is a constant problem in all schools. Please check your child's hair regularly and treat it promptly if an infestation occurs. Keeping boys hair neat and short, and girl's hair tied back helps to combat the problem.

### **Health**

Regular checks are kept on children's vision and hearing. 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.

### **House Groups**

We have four House groups across the school.

Hadlee House – Blue    Te Kanawa House – Red    Hillary House – Gold    Devoy House – Green

When your child is enrolled they will be put into a House Group. They will remain in that house all the way through their years at Reignier, and all younger brothers and sisters will be allocated the same house group. We have a boy and girl leader for each House. These students are chosen at the beginning of each year from our Year 6 class. The leaders have a variety of leadership roles within the school in their final year. Your child will discover which House they are in before the first event for the year. For events involving House competition they will be asked to wear clothes in their House colours while competing.



### **Independence**

At Reignier we encourage our students to be independent and we like them to be responsible for their belongings. It would be great if you could help them prepare for the day by encouraging them to hang up their bags and put their homework in the appropriate places.

It would also be helpful if your child can:

- dress/undress for swimming
- fasten/unfasten footwear
- blow noses

### **Keyboard**

Optional keyboard lessons are available at school for students from Yrs 4 – 6. Your arrangement with the music teacher is a private one, and fees for tuition must be paid in advance at the beginning of each term.

### **Kind Carers**

As part of our quest for encouraging responsibility and stewardship, Year 6 students volunteer to act as kind carers in the Junior playground during break times. They help the younger students to sort out minor problems and direct positive play.

### **Lunches**

Lunch Online provide a service for families who have busy lives. This service enables parents to go on line in the mornings and order lunch for their children which will then be delivered to school by lunchtime. The website address is [www.lunchonline.co.nz](http://www.lunchonline.co.nz).

We encourage healthy eating and promote environmentally friendly practices in our school. Please consider which foods help children get through a busy, thinking, learning day when you are packing their lunchbox. We have a small number of children who are highly allergic to nuts. While we do not ban foods containing nuts we ask that you consider alternative options.

### **Out of School Care**

While we do not have an after school care on site, we have suitable programmes within very close proximity to the school. Please ask at the school office for more information.

### **Parent and Teachers Association (PTA)**

Our PTA is very active, and provides all the extra things for our children that they otherwise wouldn't have. Wet Day games, outdoor activities, Feast Day activities as well as long term development projects are just some of the things they provide. You are welcome to attend meetings and encouraged to become involved. Meetings are usually 2nd Tuesday of month at 7.00pm in staff room. The PTA is an important fundraising part of the school.

### **Pastoral Care**

We have a pastoral care team in the school which offers support to families, staff and students when there is a need. You may help by making yourself available for a roster to cook a meal or provide baking etc. for the team. When you enroll your child ask the secretary to pass on your details to the pastoral care team. You will be contacted when help is required. This is a wonderful way to support others within the school community.

### **Perceptual Motor Programme (PMP)**

Teachers request extra supervision when required. The Perceptual Motor Programme runs across the two middle terms for the children in years 0, 1 and 2. It is run in the hall with the help of one of our Teacher Assistants, Kevina Ward. The programme is designed to strengthen gross and fine motor skills. The children rotate around stations set up with one activity per station. Parental help is required to monitor and assist with each station.

### **Road Patrol Roster**

A parent roster to supervise the school crossing operates. When volunteering you commit to the same time slot each week. Supervision is from 8.30—9.00 am and 3.00—3.20 pm with one parent rostered on each time. The roster is made up at the beginning of the year but occasionally it is necessary to ask for extra help during the year.

### **Reporting To Parents**

Frequent communication on student progress is vital to ensure that home and school are working together. We encourage parents to come in and talk with teachers if they have any concerns or questions. Please be aware though that the beginning of each day is often a time when teachers are busy meeting and greeting their class, and preparing for the day. They also have many meeting commitments after school, so try to give some advance notice so that teachers can make time to give you their full attention.

Our more formal reporting procedure is as follows:

Term 1 – Shared Learning evening with students sharing their learning, their goals and their next steps.

Term 3 – A formal parent engagement session on a topic of interest, such as Numeracy, Curriculum Development, Reading etc. This is usually in the form of a parent information evening.

#### ***Years 4-6***

Term 2 – Mid year report which gives both parents and teachers the opportunity to reflect on a student's progress at the mid point of the year. This is followed by a Parent/Teacher interview.

Term 4 – Formal reports go home late in the term.

#### ***Years 1-3***

For Years 0-3 a full anniversary report will be written as close as possible to the students birthday. This will be sent home and then an interview time will be arranged for progress to be discussed face to face. Mid way between birthdays an interim report will be written and once again there will be time to meet and discuss progress face to face.

Young Year 4 students (Feb, Mar, Apr birthdays) will receive their 2 reports – an interim/mid year report and at the end of year 4 (we realise this will be a long space between full reports but we will make ourselves available to parents for an update as requested)

Students with birthdays in December and January will have full reports done by the teacher who has had them for the year. This will be just prior to their anniversary.

### **Rubbish**

Our New Zealand curriculum asks us to encourage our students to value the environment and begin ecologically sustainable practices. We have a pig bucket for scraps. We encourage the use of reusable containers for food rather than plastic wrap etc. Children are asked to take any other rubbish from their lunchbox home with them. It is very expensive for the school to recycle and get rid of rubbish. Homeowners are able to utilise rubbish collections at the gate as part of their rates.

### **School Access**

Access into the school can be sought from Moeller St, Guppy Rd and Chester St. Parking is limited, so we ask that parents be considerate when parking. We suggest that Guppy Rd be used only as a pick up and drop off zone in order to ease congestion. It is a school rule that if using the Guppy Rd entrance, all parents and children must use the path and not walk through the car park for obvious safety reasons. The Moeller St gate is locked each morning at 9.15am and unlocked at 2.45pm each afternoon.

### **School Hours**

8:55am	School Starts
10:00am-10:10am	Brain Food Break
11:00-11:20am	Morning Interval
1:00-2:00pm	Lunch Break
3:00pm	Home Time

### **School Newsletter**

A newsletter is emailed home fortnightly on a Tuesday to each family and a calendar of events for the term is listed in the newsletter at the beginning of each term and can also be found on our school website. Check your child's bag regularly for notices. The newsletter, term's calendar and the Parish newsletter are also posted each week on our school website at [www.reignier.school.nz](http://www.reignier.school.nz)

### **School Trips**

We are always grateful for help with supervision on school outings. Separate information is sent home prior to outings.

### **Search of Students for Dangerous Goods and/or Missing Items**

Where there are reasonable grounds for believing a student has dangerous or missing items, the school shall take reasonable steps to advise the parents/caregivers of the student of the school's intention to search the student and the parents/caregivers shall be given reasonable opportunity to attend.

### **Settling In—New Entrants**

We wish to make the transition to school life easy and pleasurable for your child and you.

Initially it can be difficult for parents and children to separate. We have found a short, positive goodbye is easiest for the child. A prolonged goodbye often makes the separation more difficult. Feel free to call us for reassurance that your child has settled. Junior school teachers are used to dealing with these situations.

Children settle better in the morning if they arrive early enough to unpack and socialise before the school day begins.

### **Special Character**

#### *Prayers:*

Each class begins the day with a prayer session. You are welcome to stay for prayers in the morning. As this is a quiet, reflective start to the day we ask that pre schoolers are quiet and still, and are removed if they become unsettled.

#### *Religious Education (RE) Responses:*

From time to time your child may come home with discussion sheets from the RE programme. Please

take the time to talk to your child about what they are learning, and how they can bring this to life in their own lives. If there is a space for a parent comment, it is always a joy for them to have feedback from you.

*Masses and Liturgies:*

Parents are always welcome and invited to any Masses and liturgies we have at school. These are mainly celebrated at St Mary's Church on Osier Rd.

*Passionist Family Groups:*

Family support groups are set up to support each other in daily life. These groups provide the opportunity to develop friendships, socialise together and promote relationships among your children in a safe, Christian environment.

**Stationery**

***Room 1—New Entrant Stationery Pack***

New Entrants Stationery Packs are supplied at school—approximately \$25.00. This will be charged to your term account.

***Other Costs***

Activity Fee - The activity fee is a donation and \$10.00 per term may be claimed as a rebate for tax purposes.

Family Whanau Book for new families                      \$14.00 approx.

***The Family Whanau Book*** has been written in response to requests from a large number of parents throughout New Zealand. It is an attractive, inexpensive, user-friendly resource which will provide busy parents with ideas to support their child's learning in Religious Education.

An initial account for the above will be sent home the first week your child starts school. Stationery is purchased through OfficeMax prior to the school year commencing. Further supplies can be purchased from the school office and these will be charged to your child's term account. Older children who transfer to Reignier from another school will get information about stationery requirements and Whanau Book from the office or class teacher.

**Your child is also required to have**

Book bag—named

Swimming bag (plastic bag is okay) - named

**Sunday Masses**

As part of St Mary's parish family, we have a school/parish combined Sunday Mass twice a year at St Mary's church. It is the expectation that all students attend these Masses in school uniform. The children will also be involved in other Masses throughout the year at school, on important Feast Days and special occasions. These Masses will generally be at 9.15am and are always at the church. If a Mass is scheduled on a rainy day, the children will need to bring a coat, as we always walk the children round to the church. We invite and encourage all parents, Grandparents and friends to these special celebrations.

The St Mary's Sunday Mass times are 9am and 5pm.

Our Parish Priest is Father Barry Scannell, with assistants Father Damian Caccioppoli and Father Jon Mori.

We encourage all our Catholic families to become involved in parish life.

### **Swimming**

Swimming is part of the school curriculum. Children are to bring their swimming gear to school every day during the swimming season. This is generally the first 6 weeks of the year, and if the weather is warm enough, a couple of weeks in December.

A pool key is available at the cost of \$50 for the summer season for families. This includes a \$10 bond which will be returned to you when the key is returned at the end of the season.

### **Term Accounts**

Outings, activities and expenses occurred during the term are put on your child's term account and sent home before the end of each term for payment. The activity fee is a donation and may be claimed as a rebate for tax purposes.

### **Uniform**

<b>PLEASE LABEL ALL SCHOOL CLOTHING</b>
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#### **Girls Winter**

Pinafore Green & Blue  
Navy Stretchies  
White long sleeve polo shirt  
Shoes – flat back, lace ups (New Entrant, Year 1 & 2 can have Velcro or buckle fastening)  
Socks – under the knee – navy  
Tights – navy wool/lycra  
Sweatshirt – teal  
Vest – navy with School emblem

#### **Girls Summer**

Pinafore  
Navy stretchies  
White short sleeved polo shirt  
Black Roman sandals  
Sweatshirt – teal  
Vest – navy with School emblem  
School hat

#### **Note:**

Full winter uniform from 5 June until end of Term III. From the beginning of Term II until June 5th girls wear their winter tunic but may wear their summer blouse and sandals.

Full summer uniform – Labour Weekend until the end of the first term.

#### **Boys Winter**

Grey shorts  
Long sleeve polo shirt – navy blue  
Shoes – flat black, lace ups (New Entrant, Year 1 & 2 can have Velcro or buckle fastening)  
Socks – grey ¾  
Sweatshirt – teal  
Vest – navy with School emblem

#### **Boys Summer**

Blue Polo shirt  
Grey shorts  
Black Roman sandals  
Sweatshirt – teal  
Vest – navy with school emblem  
School hat

#### **Note:**

Full winter uniform from 5 June until end of Term III. From the beginning of Term II until 5th June children may wear their summer uniform and sandals.

Full summer uniform – Labour Weekend until the end of the first term.

### **Girls and Boys Sports Uniform – Year 3-6**

White sports shorts

Blue sports t- shirt

Year 1-3 (optional – only if playing for school)

The following uniform items can be purchased by order form from the school office: Summer/winter tunic, sweatshirt, stretchies, sports shirt, sunhat and PE shirt.

The remainder of uniform items can be purchased from Postie Plus.

#### ***Hair***

Long hair should be tied back with hair ties that match uniform e.g. green/blue.

#### ***Earrings***

Must be plain studs. No circular sleepers for safety reasons.

#### **Full Uniform must be worn home.**

Our school uniform policy is reviewed by the Board of Trustees every 3 years in consultation with the school community. You are asked to sign a declaration on the enrolment form committing you to comply with the uniform policy. We are very proud of the school uniform and have high expectations of how it is worn. It is important to us that you do not bow to pressure from your child to buy into variations of the uniform, especially shoes and hair. Please read the policy and make yourself familiar with our requirements. A copy of the policy can be found in the enrolment pack, on our school website and in our front foyer.