



Mt Carmel School



INFORMATION FOR PARENTS

2019

INTRODUCTION

Welcome to Mt Carmel School. This booklet has been published to inform people about the school and contains policies, procedures and schedules by which our school is administered.

School hours are 8.45am – 2.45pm
Office hours are 8.15am – 3.30pm

BELL TIMES

8.45am Bell - school day begins
10.10am Morning tea break
10.30am Classes resume
12.15pm Lunch time
1.10pm Return PE gear, get ready for class
1.15pm Classes resume
2.45pm School day ends. The school does not close early on wet days or the last day of term.

Please endeavour to have your child at school on time. Children that are late for class should wait outside of the classroom until prayers are finished. Consistent lateness is regarded as truancy by law.

Teachers are on playground and sickbay duty during playtime and lunchtime. Please note there is no formal supervision of children outside of the 8.15 am - 3.00 pm time frame, therefore it is very important that children are dropped off and picked up at times as close as possible to the bell time.

During school hours children are not permitted to leave the school grounds unless accompanied by a parent. If children play on the Playground before or after school they must be supervised by their parent.

Following is a copy of the Guidelines in our 'Student Supervision and Access to Buildings and Grounds Policy':

***The recommended drop off time for students is 8.30am. The recommended pick up time is 2.45pm.
Parents may ring the school and ask that a message be passed to a child if they are unavoidably late for picking up.***

GUIDELINES

1. Formal staff supervision commences at 8.15am and ends at 3pm.
2. Specific staff supervision of the playground is provided as follows:
8.15 - 8.45am: The playground will be supervised. No access to classrooms until 8.30am
8.30am: Classrooms unlocked. Students may enter classrooms and teachers will be present.
The Teacher for the day must be in the classroom from 8.30am.
8.45am: Bell rings and all students to classroom
10.10 - 10.30: Morning Interval - Two teachers on playground supervision
12.15 – 1.15pm: Lunch - Two staff on playground supervision
2.45 - 3pm: One staff member on playground supervision – watching Community Centre students on the hall verandah and students on the Adventure Playground. One staff member on gate/road crossing duty at Mt Carmel Place
3. Students are not permitted access to any school buildings before 8.30 am, during interval, lunchtime or after 2.45pm with the exception of the library when it is open at lunchtimes.
4. On wet days students are formally supervised in classrooms during interval and lunchtime by:
 - a) Two Senior students (who will have received some guidance from the class teacher), and
 - b) Two staff moving through classrooms during the break period.
5. If students are at school outside of the period of formal staff supervision times, i.e. 8.15am – 3.00pm all risks and responsibilities are with parents, not the school.
6. Students should not be at school before 8.15am, and should leave the grounds by 3pm unless directly supervised by their parent/caregiver. For safety reasons no students are allowed on the Adventure Playgrounds before 8.30am or after 3.00pm unless their own parent/caregiver is supervising. Signage will inform parents.
7. The B.O.T will write to parents of students who are consistently arriving before 8.15am and leaving after 3pm and remind them of their obligations.
8. The children who attend the 'Meadowbank Community Centre' must wait in the allocated spot on the hall verandah until Maree or another representative of the Centre arrives. They will be under the broad supervision of a teacher on duty until 3pm only. ***The Community Centre will be informed annually that the school supervision of these children finishes at 3pm.***
9. The children who attend XLR8 After School Care will wait in their allocated spot on the hall verandah until staff from XLR8 collect them. They will be under the broad supervision of a teacher on duty until 3pm only.

ABSENCES / TAKING YOUR CHILD OUT OF SCHOOL

If for some reason your child cannot attend school on a given day, please notify the school by note, telephone message (521 5161 for absences press 1), email: office@mtcarmel.school.nz or use the Absence Form on our website before 9.00am. We are required by the Ministry of Education to record the reason for your child's absence – please provide these details with your message.

Each morning the Register of Attendance is called to ensure all children are accounted for. If a child is on their first day of absence without notification we will let you know by text message, email or phone call. If we are unable to reach you a message will be left informing you that your child is not at school and we will wait for you to contact us regarding your child's absence. You only have to contact the school on the first day of absence, on subsequent days we will presume that your child is still absent for the same reason.

If you are taking your child out of school for an appointment, you must first come to the office and sign in.

AFTER SCHOOL CARE

Greenstone Kids. Located in the Clery Centre at Our Lady of Fatima Church. Contact Julie Hemi on 021 138 6558 or greenstone.kidscare@gmail.com.

This is a private organisation and fees are charged. The school does not 'recommend' this business, we are simply informing you their availability and proximity to school.

ASSEMBLIES

These are held in the school hall approximately twice a term and parents are very welcome to attend. The dates of School Assemblies are provided in the Principal's Newsletter and on the Calendar featured on our website.

ASSESSMENTS

Students are regularly assessed from the time they start school until they leave. In order to provide information on achievement, we use a variety of methods, both nationally standardised and school based. Books are marked and assessed to ensure progress is being achieved and results are discussed with parents at the parent teacher interviews, and at any other interview times.

BEHAVIOUR AND RULES

A school can only operate efficiently and happily with the co-operation of all students. School rules are kept to a minimum and those made exist to ensure the safety and well-being of the pupils.

Students are provided with clear expectations of acceptable standards of behaviour.

The continual breach of rules is unacceptable. Parents are notified for any serious or continual breach of rules and may be asked to attend an interview with the Principal, class teacher and student.

- All students are expected to obey teachers and support staff.
- All students are expected to give of their best in all school activities.
- All students are expected to show good manners and be sensitive to the feelings of others.
- Violence, verbal abuse, bullying, harassment and foul language are unacceptable forms of behaviour.
- All students are expected to be honest. Property and possessions belonging to other must be left alone. School property must be treated with care and respect.
- Classroom and playground rules and routines are set and reviewed regularly with students. All children are expected to obey these at all times.

SCHOOL RULES

At Mt Carmel School:

- We show respect for others by keeping our hands, feet, objects and smart comments to ourselves
- We listen carefully and follow the instructions of Teachers and Monitors (don't say "no")
- We play with the equipment and toys correctly, play games according to agreed rules, and include others in our games
- We look after our environment
- We stay in the correct play areas and obey the rules for these areas
- We take responsibility for our own actions (stop and think)

BOARD OF TRUSTEES

The Board of Trustees consists of:

Up to Five Parent Representatives

Brent Leach, Damon Norden, Paul Cassidy
Katherine Gibson, Matthew Kelly

The School Principal

Annette Donnelly

The Staff Representative

Amy Massey

Up to Four Proprietor's Representatives

Margaret Owens, Chris Lysaght, Vicki McAllister-Rutter
Andrew Martin (Chairperson)

The parent representatives are elected by the community once every three years. Also at this time up to four Proprietor's Representatives are appointed by the Bishop after consultation with the Parish Priest and Principal. The overall governance of the school is the responsibility of the Board which, in close consultation with the Principal sets the strategic direction for the school. The Principal is the CEO of the Board. The Board meets monthly and receives reports from the Principal on progress against strategic goals.

The Principal's role is to lead and monitor education and manage all aspects of the school. In her role as professional leader of education she is involved in long term strategic planning, and also, in consultation with the senior staff and Board, the Principal establishes annual educational and other initiatives for the school. Policies and programmes which enable the school to achieve these are put in place. The Principal, along with the Assistant Principal and Deputy Principal, is responsible for developing and evaluating learning programmes, the assessment of student achievement and for the performance appraisal of all staff. In addition the Principal has day to day responsibility for finance, property, personnel management and development, and the general administration of the school.

COMMUNICATION

Appointments with Staff

Parents/caregivers are most welcome to discuss their child's progress or other important information throughout the year. We recommend that you approach your child's teacher in the first instance, provided you feel comfortable doing so.

The following is a guide to lines of communication at Mt Carmel School:

- **Reception**

The Office Administrators are well briefed on a wide variety of school policies and events. If you require any general information please use them as your first line of enquiry.

- **Teachers**

If you have concerns or queries regarding your child's academic or social performance and progress please contact the class teacher. Teachers are available before or after school on most days and if you feel the discussion will need to be longer than 5 minutes we ask you please to make an appointment either directly with the teacher or through the Office Administrators. Teachers must not be disturbed during teaching time.

- **Deputy Principal and Assistant Principal**

The Deputy Principal and Assistant Principal will be able to assist you with any general concerns about the curriculum and any matters which you have raised with your child's teacher that may require further discussion or action.

- **Principal**

If you would like further help after following these lines of communication, or if you wish to discuss a school wide issue or sensitive matter, please feel free to make an appointment to see the Principal.

Class Placements

You will be notified of your child's classroom for the following year with the Term 4 Report.

Contact Information

Once a year a Student Information Sheet is sent home with each child to ensure the school holds accurate contact details for everyone. If your details change during the year please let us know by calling, emailing or using the 'Update my Details' link on the Parent Portal of our website. It is essential that the school be able to contact parents in the event of an illness, accident or emergency.

Goal Setting

At the end of terms 1-3 your child's Reading, Writing and Maths books are sent home for you to see and each child is asked to set a personal goal for each of the three curriculum areas for the following term.

Interviews

Formal Parent Interviews are held once a year. Parents are allocated a 15 minute time slot for each child at the school.

Newsletters

We email out a weekly newsletter/notices which review and preview important school events. This is available exclusively by email to every parent's email address. It is also posted on our website – www.mtcarmel.school.nz

The Class Teachers issue a Newsletter at the beginning of each term. The Director of Religious Studies sends a termly Newsletter giving details of Masses and Liturgies. Other notices regarding trips, sports etc are sent as necessary by email.

Notes from parents

Notes are required from parents for the following:

- Pupil to be excused from homework, sport or P.E. (for health reasons).
- Request for holidays outside the normal school vacation period should be submitted in writing to the Principal.

Notice Boards

Community: Located in the foyer of the school hall, these contain notices from external agencies which are of interest to parents. They are updated frequently.

School Noticeboard and PTA Noticeboard: Located on the external wall of the Junior Block, these contain recent notices and other pertinent information.

Questionnaires / Surveys

From time to time, parent's ideas and views are sought via a questionnaire. All correspondence can be returned via your child to the Class Teacher or emailed to office@mtcarmel.school.nz.

Student Reports

Written student reports on your child's progress and achievement are issued for all pupils twice a year. These achievement based personal reports are based on comprehensive monitoring and assessment by

the teacher. As they are confidential to the family of the child, it is inappropriate to discuss the report with parents of other students.

Website

Our website is a great place to catch up on what is happening in the school. www.mtcarmel.school.nz.

ENROLMENTS

Please contact our Enrolments Officer to request an enrolment pack (enrolments@mtcarmel.school.nz) Applications for enrolment open at the start of the school year before your child turns five. Children are given a start date once enrolment is confirmed, in line with our Cohort Entry policy.

EDUCATION REVIEW OFFICE (ERO)

The school is inspected every 3 years, our last review was in 2017. Parents receive a copy of the summary of the report. The full report can be viewed on their website – www.ero.govt.nz

FINANCE

An account is sent to every family in Term 1 covering financial contributions for Attendance Dues and Special Character Contribution – these items are paid by the School to the Catholic Schools Office every term, also included are School costs such as swimming, activities, stationery etc. Financial contributions may be paid yearly (in which case we invite you to reduce the amount paid by \$40) otherwise they can be paid termly and we request they are paid by the end of the third week of term. Methods of payment include cash, credit card, cheque or by automatic payment. In cases of financial difficulty it is important to contact the School Office, Principal or Board of Trustees without delay to discuss your options.

HEALTH AND SAFETY

• Dental Care

When a child starts at Mt Carmel, parents are asked to complete a consent form to allow the School Dental Service to see them. A check for each new student is carried out at Mt Carmel School in a temporary clinic on-site. You will receive notification of any follow up work needed. This requires parents to make a suitable appointment time at the School Dental Clinic. You, as parents, then transport your child to and from the clinic. Our School Dentist is based at Stonefields School and you may contact them on 570 8915.

• Dogs

We respectfully ask everyone to leave all dogs outside the school grounds.

• Fire/Earthquake/Lockdown Drills

These drills are held on a regular basis. Drill procedures are located in the school office, staffroom and every classroom.

• Food Health And Safety

As we do not allow the sharing of food at school, students are not permitted to share lunches. We do not distribute birthday cakes or birthday treats inside the school grounds.

• Nuts in School

Due to students with potentially life threatening allergies we have found it necessary to adopt a nut-free policy in certain classrooms. If you have a child in one of these classrooms you will be informed by letter.

• Hearing And Vision Testing

When a child starts at Mt Carmel, parents are asked to complete a consent form to allow screening tests for their child's hearing and vision. These tests are carried out by Hearing and Vision technicians for each new entrant and children that require further testing.

• Medical Matters/Medication

Parents are asked to note health problems, allergies, medication and physical difficulties on the Enrolment Form. If your child needs to take medication during school hours please contact the office to complete the relevant paperwork necessary.

- Playgrounds

Children are not permitted on the playground equipment outside the hours of 8.30 – 2.45pm unless they are being supervised by a parent/guardian. Please refer to our 'Student Supervision and Access to Buildings and Grounds Policy' on page 3.

- Road Safety

School Driveway

For safety reasons children are not permitted to enter or leave school through the driveway entrance, even with a parent / guardian.

Bicycles

Students are not encouraged to ride bikes to school but may do so provided that careful attention is given to road safety rules, and provided that suitable locking devices are used while bikes are at school, utilising the bike racks by the library. Safety helmets must be worn by all cyclists and bicycles must be wheeled when in the school grounds.

Parking

Parents are encouraged to drop off and pick up their children from the Church car park area. It is advised for safety's sake that you escort your child to and from your car. Please take note of the following guidelines when using the car park:

- 1) When entering and exiting on to Lucia Glade please drive with extreme caution as this is where pedestrians enter and exit the car park to the foot path.
- 2) Parents / Adults dropping children off and picking children up should reverse into parking positions against the kerb prior to school finishing meaning that almost all vehicle movements performed when pedestrians are in the car park are forward movements which have reduced risk due to better visibility between drivers and pedestrians.
- 3) Children should always be accompanied by a parent / adult while walking in this car park. No child should be walking through this car park unattended due to the amount of vehicles that use this area.
- 4) We encourage pedestrians to use the western side (church side) of the driveway at all possible times as this will provide best visibility. Extreme caution needs to be taken when crossing from footpath on Lucia Glade to the church side.

If using the Mt Carmel Place entrance, we would encourage parents to park on Meadowbank Road if possible to avoid congestion in Mt Carmel Place. Please ensure the signposted 'No Stopping' areas are adhered to. Parking inside these areas obscures the vision of children crossing the road and is dangerous. An Auckland City Council Parking Officer patrols the area from time to time – and issues tickets!

- Sick Bay

Any accidents occurring at school will be dealt with promptly and recorded in the accident register. Parents are contacted if an accident is of a serious nature, or if there is any doubt to the problem. Parents are also notified if a child is sick and should be at home. Parents are asked not to send children who are unwell to school. If parents or emergency contact are unavailable and the problem is deemed to need immediate medical attention, a student may be taken to a local Accident and Emergency Centre.

- Smoking

Smoking is banned in the school grounds and buildings.

• Sunsmart Policy

We require children to wear a hat outdoors at all times in the summer months from the start of Term 4 to week 5 of Term 2. Children who do not have a hat will be required to stay in the shade. We encourage all children to apply a SPF30+ water resistant sunscreen before school and to carry it in their bag during the day to allow for re-application.

HOMEWORK

The development of sound work habits is seen as an important outcome of learning programmes. Homework is set regularly Monday to Thursday inclusive.

Parents may wish to assist pupils with some homework activities. We are aware that family or sporting activities preclude the completion of homework on some occasions. If your child is unable to do this work a short note of explanation to the teacher is appreciated. If any requirement is not clear or if difficulties arise, please consult the classroom teacher.

Following is a copy of our Homework Guidelines:

<u>Year 0 / 1 students</u>	<u>- Monday to Thursday inclusive</u>
Every night	Reading
Some nights	Phonic and or Spelling activity Religious Education activity page
<u>Year 2 / 3 students</u>	<u>- Monday to Thursday inclusive</u>
Every night	Reading and Spelling
Some nights	Basic Facts / Number knowledge activity Religious Education activity page Research activity which may involve internet or library
Time guideline:	up to 30 minutes per night
<u>Year 4, 5 and 6 students</u>	<u>- Weekly homework sheet</u>
	<i>Sheet comes home Tuesday and homework is returned to school the following Monday</i>
Every week	Spelling Basic facts or tables activity
In addition a selection of the following:	Religious Education activity page Mathematics Reading and associated activity Research activity relating to focus study which may involve internet and library
Time Guideline:	Up to 45 minutes at any one session if spread over 4 days
On occasions for some students only, unfinished class work may also be sent home to be completed.	

HOUSES

The school has 4 ‘Houses’ – St Francis of Assissi (blue), St John XXIII (green), St Mary MacKillop (red), St Brigid (gold). Children are allocated a house by staff upon enrolment and are part of this house for the duration of their time at Mt Carmel. Siblings are placed in the same house.

House Points are awarded to individuals to reward good behaviour and at the end of each term the winning house is awarded a free Mufti Day.

INFORMATION AND COMMUNICATION TECHNOLOGY (I.C.T.)

The school has computers, netbooks and iPads which are widely used in the general classrooms. We have an Interactive Whiteboard, projector or LCD screen in every classroom. We have a range of software and apps that we make use of from Year 3 onwards. Senior children use the Internet to access information. ICT is integrated into our teaching and learning programmes from Year 1 to Year 6.

All staff and children (from Year 2 onwards) are required to sign a Computer and Internet Use Agreement. By signing this children and staff understand and accept responsibility for the use of PC's and the internet at school.

LIBRARY

The school library is run under the guidance of our qualified Librarian. Books are selected specifically to cater for the needs of primary aged children and to provide a wide and stimulating range of reading.

Every class is timetabled for at least one period per week when the students are taught the skills for competent library use. The library is available throughout the day for students who need to research for class lessons and is open three lunchtimes a week for recreational reading.

With the exception of new entrants, children are able to take their library books home. Books are issued for 2 weeks and should then be renewed or returned to the library. Parents are charged for lost and damaged books.

LOST PROPERTY

We have two lost property 'bins' located in the Hall foyer. You are welcome to check these at any time.

LUNCHES

There is no provision for children to buy lunch every day at Mt Carmel School – parents should provide a packed lunch / morning tea in a named container. We encourage healthy lunchboxes and request that you consider the environment when wrapping / packaging your child's lunch. Shared lunches are not permitted. Children are encouraged to take home untouched food and their wrappings/empty containers.

The PTA organises a weekly Friday lunch which is ordered online through Kindo.

MESSAGES FOR STUDENTS

In an emergency, messages for students may be left with the office staff who will endeavour to deliver them as soon as possible.

MOBILE PHONES

Children are not permitted to bring mobile phones to School.

MUFTI DAY

Occasionally throughout the year, the school will hold a 'Mufti' fundraising day. The children are allowed to come to school in their own clothes (sometimes a theme will be suggested) in exchange for a GOLD COIN DONATION.

PARENTAL INVOLVEMENT

We value our partnership with parents who are involved in many aspects of Mt Carmel School. This includes Board of Trustee and PTA membership, attendance at working bees, providing transport and supervision on school trips, coaching, refereeing and judging at sporting activities.

Teachers may ask for parents to assist as parent supervisors/drivers on school trips. The number of parents who may accompany classes on school trips is often limited so please do not be offended if you are not required.

Parents may be asked by individual teachers to help with filing and taping junior readers, ruling up spelling journals, etc. Parent involvement must always be at the invitation of the Class Teacher or Principal. Class Teachers must inform the Principal of names of parents helping on a regular basis

Some of the other ways Parent help is used in school are:

- Library Work
- Art or Technology Work
- Expert Speaker to a Class
- School Productions – Backdrops, costumes, dancers etc
- Membership of the BOT or PTA

Regular parent helpers may be police vetted. This is at the discretion of the Principal. Parents who come into school, for any reason must first report to the office and sign in. Any parents using the photocopier/office supplies are asked to speak to the Office Staff in the first instance.

PTA - PARENT/TEACHER ASSOCIATION

The PTA provides an opportunity for parents to become involved in the school community. Fund raising is a major undertaking and the Association makes a notable contribution to the on-going development of school facilities and resources. Volunteers are called for at the PTA Annual General Meeting each year, and meetings are held on a monthly basis.

The PTA also organises a number of social events for students as well as operating weekly Friday lunches. Ordering from the PTA is done through the Kindo website.

If you have an interest in becoming a Committee member or maybe a 'Friend' of the PTA who could be called upon to help with an upcoming event please collect and complete a form available at the School Office. If you would like to communicate with the PTA there is a Postbox in the foyer of the School Office.

PHOTOS

Individual, Sibling, Class and Group photos are taken annually - dates are advised in the Principal's Newsletter and shown on the calendar featured on the school website.

READING RECOVERY

Children with identified reading difficulties are enrolled in our Reading Recovery programme. Reading Recovery is an early intervention programme providing help for children having difficulty in reading and writing after one year at school. The programme is taken by a specially trained member of the teaching staff and offers an individualised reading and writing programme for each student.

RELIGIOUS EDUCATION

Parents are expected to show willingness to be partners with the school in their child's faith formation. The New Zealand Religious Education National Curriculum is taught in all classes. A comprehensive parent booklet containing information about the programme is available for \$14.00 from the School Office. Specific periods of the school day are devoted to the teaching of this Religious Education programme, however, Christian values permeate the whole school day and are not confined to the time of the Religious Education lesson.

Religious Education includes times of prayer each day, and on specific occasions attendance of the children at Mass which is celebrated at our parish church, Our Lady of Fatima. Teachers assist in the preparation of class and school masses, guiding the children in preparation of a theme, prayers, readings and hymns. Parents are very welcome to attend.

In Catholic schools young people are encouraged to relate well to others, to appreciate cultural and racial differences in a positive way, to care for the environment and to work for peace and justice for all. A values programme is taught complementary to the Religious Education curriculum. Mrs Fiona Jones is the teacher who holds the position of Director of Religious Studies (D.R.S.) and she is happy to discuss any part of the Religious Education programme with you.

Our Lady Of Fatima Parish

Mt Carmel School is served by the Parish of Our Lady of Fatima situated in Temple Street. Fr Sam Pulanco is the Parish Priest. The weekly Parish newsletter, the Mustard Seed which can be obtained in the church foyer, gives details of Mass times and Parish events. The parish website is www.fatima.co.nz.

It is the role of the school to support the faith, which is learned and practised in the home. Experience of life in the Parish community, especially the celebration of Sunday Eucharist, helps children to understand what it is to be a member of the Church and their place in it, and gives meaning to what they are learning in the Religious Education programme. It is through the family, the school and the Parish that children learn what it is to be Catholic. The school cannot do this alone. Parents must be involved, and one very important way they can do this is to teach the children through their example and practice that the Eucharist is at the heart of our lives as Catholics.

'Mass is where we proclaim the mystery of our faith. The purpose of Mass is to say 'yes' to God's purpose for us. But if students aren't taken to Mass by their parents, where does that leave our Church, our school and our faith? If you want your children brought up and educated in the Catholic tradition and faith, then you, the parents, have to be involved.'

Sacramental Programme (Reconciliation, Confirmation, Eucharist)

Diocesan Policy states that the sacramental programme for primary aged children is the responsibility of the Parish. The Sacramental programme is not run by the school and is not taken in school hours. When your child reaches the appropriate age (Year 5) for these Sacraments you should watch out for a Parish Invitation to take part in a programme where you assist your child in preparation for receiving the Sacraments.

Catholic Character Review

All Catholic schools undergo a Catholic Character Review every 3 years. This is similar to an ERO review with the focus of the inspection being our Catholic Character. For the latest report on Mt Carmel from 2014 please visit our website.

SPORTS

The following sports and activities are offered at Mt Carmel School:

- Beach Safety Education (alternate years only – Years 4 and 5)
- Netball: Interschool Competition– Years 5 & 6 (selected students)
- Soccer / Rugby: Interschool Competition– Years 5 & 6 (depending on numbers)
- Cricket: Interschool Competition– Years 5 & 6 (selected students)
- Softball: Interschool Competition– Years 5 & 6 (selected students)
- Crackerjack Kids: General fitness programme, offering a wide range of activities
- Mt Carmel Cross Country Competition
- Cross Country Competition: Catholic Interschool - Years 4 - 6
- Mt Carmel Athletic Sports Day
- Athletics: Interschool Competition – Years 5 & 6 (selected students)
- Swimming Lessons – Term 4
- Mt Carmel Senior Swimming Competition
- Swimming Interschool Competition (selected Y4 – Y6 students)
- Outdoor Marine Education (MERC) – Year 6

Teams

To ensure teams run successfully, parent helpers are always needed for coaching, umpiring and managing sports teams. When we require volunteers we will let you know.

STATIONERY

Stationery packs will be distributed to each child at the beginning of the year. Included in these packs is everything your child will need at school including pencils, rulers, exercise books and gluesticks. The cost of these packs is included in your School Contribution.

SWIMMING LESSONS

In Term 4, all children in the school take part in a series of 8 swimming lessons held at Swimtastic Swim School, Morrin Road. Children attend lessons with their Classroom group. The fees for this are charged in your School Contributions at the beginning of the School Year.

TEAMS

Mt Carmel is split into two 'Teams. The Junior Team is Year 1-3 and is led by Mrs Amy Massey and the Senior Team is Year 4-6 and is led by Mrs Liz Hennessy.

TOYS

Articles of substantial value should not be brought to school. Small toys may be brought for lunchtime play but are the responsibility of the student. Riding scooters and bikes is not permitted in the playground before, during or after school, these must be walked if necessary.

TRIPS TO EXTERNAL PLACES OF INTEREST

In order to enrich the teaching programme and enhance learning, teachers plan visits to places of interest outside the school. All out of school visits have an educational objective related directly to the curriculum.

A notification outlining the trip will be sent to parents prior to the event. For transport we sometimes rely on parent vehicles. Please note, upon enrolment parents sign to provide the school permission to transport students in private cars (seat belted) or chartered buses and to allow their child to take part in educational visits.

UNIFORM

The wearing of School Uniform is compulsory. It is available from the School Uniform Centre located at 553 Remuera Road, Remuera. Tel: 524 6270

All clothing and footwear should be clearly marked with your child's name. Lost Property is located in the two containers just inside the Hall Foyer. You are welcome to check Lost Property at any time.

You may wish to supply an old shirt to protect your children's clothing during artwork sessions.

Watches and simple pierced earring studs are acceptable but no other jewellery may be worn. Nail polish may not be worn. Hair accessories should be simple and match the uniform ie. Black, Blue, White.

Our school uniform is seen as an important part of our school culture and students are expected to wear the correct uniform at all times including when they leave school each day. **Please support us in this.**

A Uniform List is provided below:

SUMMER UNIFORM *(Term One and Four)*

Girls Uniform

*White short sleeved Blouse with Revere collar
Blue and White Check Mt Carmel Pinafore
Navy Blue Mt Carmel Cardigan (optional)
Black school Sandals (McKinlay style)
Mt Carmel Hat (compulsory)*

Boys Uniform

*Blue Mt Carmel Polo Shirt
Grey Cotton Shorts
Navy Blue Mt Carmel Jersey (optional)
Black school Sandals (McKinlay style)
Mt Carmel Hat (compulsory)*

Hat Styles Available

*Bucket
Baseball Cap*

WINTER UNIFORM *(Term Two and Three)*

Girls Uniform

*Blue Long Sleeved Shirt
Navy Blue Checked Tunic Dress
Navy Blue Mt Carmel Cardigan (optional)
Blue Checked Tie
Grey or Navy Socks or Cotton Tights
Black Leather Lace Up School Shoes*

Boys Uniform

*Grey Long Sleeved Shirt
Grey Winter Shorts
Navy Blue Mt Carmel Jersey (optional)
Blue Checked Tie
Grey Socks
Black Leather Lace Up School Shoes*

SPORTS UNIFORM *(Compulsory for Yr 3 -Yr 6)*

*Navy Blue Mt Carmel PE Polo
Navy Blue Mt Carmel PE Shorts
Trainers/Sneakers*

A Navy Blue Mt Carmel Jacket is available. Either a Mt Carmel Jacket or a Navy Blue/Black raincoat is compulsory – children should have this in their school bag every day.

Uniform Items available from School Office

Summer and Winter Hair Scrunchies and Headbands

Second Hand Uniforms

Our PTA sells second hand uniforms at the beginning and end of each term and a reminder is sent home to advise you of the exact date.

Summer Footwear

Black Sandals. Traditional Roman school sandals or McKinlay styles are acceptable. For a visual aid to acceptable sandal styles please visit our website.

Winter Footwear

Black Lace-up School Shoe. For younger children a Velcro fastening is acceptable. We rely on your common sense in choosing a 'school' shoe rather than 'a 'trainer'. For a visual aid to acceptable shoe styles please visit our website.

2019 TERM DATES

<u>Term 1</u>	Starts	Thursday 31 st January
	Ends	Friday 12 th April
<u>Term 2</u>	Starts	Monday 29 th April
	Ends	Friday 5 th July
<u>Term 3</u>	Starts	Monday 22 nd July
	Ends	Friday 27 th September
<u>Term 4</u>	Starts	Monday 13 th October
	Ends	Friday 13 th December



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