

The A – Z of



Mt Carmel School, 6 Mt Carmel Place, Meadowbank, Auckland 1072
Tel: 09 521 5161 Email: enrolments@mtcarmel.school.nz Web: www.mtcarmel.school.nz

Introduction



Welcome to Mt Carmel school.

Mt Carmel is an integrated Catholic school for boys and girls from Year 0 to Year 6. Our school has been a part of Meadowbank community for many years and was founded by the Brigidine Sisters in 1952. We follow their chiasm of Strength and Kindness in all that we do in the school. Our patron saint is Our Lady of Mt Carmel.

Our children learn to belong and achieve through rich and varied learning experiences as we prepare them to be well-rounded learners and leaders of the future. Our values, that are expressed through our 'Mt Carmel Kid' support our children to develop positive relationships, embrace honesty, integrity, compassion and a deep seeded respect for ourselves, others and our environment, centred in the teachings of Jesus Christ.

Miss Liz Hennessy
Principal

OUR A - Z

Following is an outline of facilities, programmes and general information on our school and how it operates.

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.

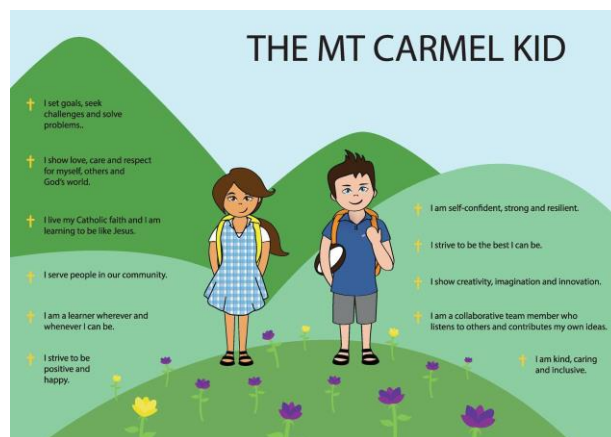
This is a private organisation and fees are charged. The school does not 'recommend' this business, we are simply informing you their availability and proximity to school.

BEHAVIOUR AND RULES

Students are provided with clear expectations of acceptable standards of behaviour. School rules are kept to a minimum and those made exist to ensure the safety and well-being of the pupils. A comprehensive Behaviour Management Policy is in place. We are all Mt Carmel Kids.

BELL TIMES

8.45am	School day begins
10.10 – 10.30am	Morning tea break
12.15 – 1.15pm	Lunch time
2.45pm	School day ends



Teachers are on playground duty during playtime and lunchtime. There is no formal supervision of children outside of the 8.15 am - 3.00 pm time frame. Classrooms open at 8.30 in the morning.

COMMUNICATION

Newsletters and Website

Our fortnightly Principal's Newsletter is circulated by email. This is the primary means of communicating important school events and keeps the community up to day with what is happening in the school. Other notices regarding trips, sports etc are sent as necessary by email. The Class Teachers and the Director of Religious Studies send a termly Newsletter. Our website is a great place to catch up on what is happening in the school - www.mtcarmel.school.nz. The Parent Portal section of the website features recently circulated notices. Families are registered for our Parent Portal upon enrolment.



Contacting your Child's Teacher.

Your child's teacher is contactable via their email address. If you wish to meet with your child's teacher please contact them directly.

Students Reports and Parent Teacher Interviews

Written reports on your child's progress and achievement are issued twice a year. These achievement based personal reports are based on comprehensive monitoring and assessment by the teacher.

Formal Parent Interviews are held once a year. Parents are allocated a 10 minute time slot for each child at the school. At the beginning of the year we hold a meet the teacher afternoon when your child can meet one to one with your child's teacher.

EXTRA-CURRICULAR

We have a variety of extra-curricular activities and programmes on offer. A range of lunchtime activities and clubs are run throughout the year. We also have various **additional support programmes** and **extension programmes**.

Parents may apply to the BOT to run, manage or organise any extra-curricular sports team.



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 or termly and are considered 'due' by the end of the fourth week of term. Methods of payment include credit card or by automatic payment. In cases of financial difficulty please contact the School Office, Principal or Board of Trustees Chairperson to discuss your options. At Mt Carmel we strive for a 100% collection rate of contributions in order to provide the quality education we offer. If your child starts school mid-way through the year the costs will be pro-rata.

HEALTH AND SAFETY

Food Health And Safety

For health and safety and allergy reasons students are not permitted to share food. We do not distribute birthday cakes or birthday treats inside the school grounds. Although we do not have a school wide Nut Free Policy, certain classrooms may be designated 'nut free' if necessary.

Smoking and Vaping

Smoking and vaping is banned in the school grounds and buildings.

Dogs

Dogs are not permitted on school grounds.

HOMEWORK

Homework is set regularly by the classroom teachers. If your child is unable to do this work a short note of explanation to the teacher is appreciated.

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 chromebooks and iPads that are used in all areas of the school to support teaching and learning. You will be provided with a Digital Citizenship Agreement that is to be signed on enrolment.



LIBRARY



We have a well stocked library that each class visits weekly. Books are issued for 2 weeks and should then be renewed or returned to the library. The Library is also opened and supervised by our school librarian during lunchtimes for students to enjoy.

LUNCHES

We encourage healthy lunchboxes and request that you consider the environment when wrapping and packaging your child's lunch, please do not send fizzy drinks to school. Children are encouraged to take home untouched food and their wrappings and empty containers.

The PTA organises a weekly Friday lunch which is ordered online through Kindo. There are a variety of food options available from various food providers.

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.



PTA - PARENT/TEACHER ASSOCIATION

The PTA provides an opportunity for parents to become involved in the school community. They organise a wide range of events for students and parents throughout the year. We value the fundraising and community connections that the PTA provides. If you want to become involved or to help please visit their facebook page: Mt Carmel School PTA or contact the school office.

PHOTOS

Individual, Sibling, Class and Group photos are taken annually.

RELIGIOUS EDUCATION

Parents are expected to be partners with the school in their child's faith formation.

The New Zealand Religious Education National Curriculum is taught in all classes. 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. The children are encouraged to live their faith throughout all they do at school.

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.



Our Lady Of Fatima Parish

Mt Carmel School is served by the Parish of Our Lady of Fatima situated in Temple Street. Father Austin is the Parish Priest. For more information about the parish please visit the website: <https://meadowbankcatholic.org.nz/>

Sacramental Programme (Reconciliation, Confirmation, Eucharist)

The Sacramental programme is run by the Parish and is not taken in school hours. When your child reaches the appropriate age for these Sacraments (Year 5), parishioners will be notified by the Parish (through their weekly notices) and are invited to take part in a programme where you assist your child in preparation for receiving the Sacraments.

SPECIAL NEEDS

Our SENCO has responsibility for Special Needs students at Mt Carmel, liaising with a variety of outside agencies, parents and Mt Carmel staff as required.

SWIMMING

In Term 4, all children in the school take part in a series of 8 swimming lessons held at Swimtastic Swim School, Merton Road. The fees for this are charged in the School Contributions at the beginning of the School Year.

STATIONERY

Stationery packs are 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 glue sticks. The cost of these packs is included in the School Contribution.

UNIFORM

Our Mt Carmel school uniform is available from the School Uniform Centre located at 588 Remuera Road, Remuera, Tel: 524 6270. Summer uniform is worn in Term 1 and Term 4. Winter uniform is worn in Term 2 and Term 3. Year 3 to Year 6 students also have a PE uniform. For more details on our uniform and to view a price list please visit our website. The PTA holds second hand uniform sales throughout the year, which we publicise in our newsletter and they advertise on their Facebook page. All children are expected to wear the correct school uniform.



Sunsmart Policy

We require children to wear the school uniform hat outdoors at all times in Term 1 and Term 4. Children who do not have a hat will be required to stay in the shade. We encourage all children to apply sunscreen before school and to carry it in their bag so they can reapply it during the day.



YEARBOOK

We produce a professionally printed yearbook filled with photos of the events held through the year which is handed out at the end of Term 4. Each classroom has their own page. The charge for this is added to your School Contributions Statement at the start of the year. If you do not wish to purchase the year book let the school office know. The yearbook provides a lasting memory of your child's year which we hope you will treasure in future years.

WASTEWISE

Mt Carmel is a 'Wastewise' School having been awarded the status in 2014. As part of our commitment to be as green as we can be:

- We have solar panels which reduce our consumption of non-renewable energy.
- We compost / worm bin any food waste.
- We encourage 'litterless lunches' - with no packaging
- We have an annual Waste Audit where the amount of rubbish we generate is weighed and analysed to see if we can make further reductions.
- We take part in local projects that promote an environmentally friendly message such as 'Sustainable Coastlines'.





Strength and Kindness