



St Claudine Thévenet
School

Haere mai

Welcome

Afio mai

Ulutonu

Talitali fiefia

Svāgat

Maligayang pagdating



Parent Information

Emergencies

It is essential that the school office hold current details for all students. In the case of a civil emergency the school has an Emergency Response Plan. This will involve the school making decisions about the care of each child. Identified safe emergency caregivers details are very important for the implementation of the Emergency Response Plan.

Absences

To report absences parents / caregivers are asked to ring the school office by 9:00am or download the school app (free from your app store) and select report absences to notify the school.

If the school has not been notified by 9:30 am a phone call is made by the office staff. This is a procedure which ensures the safety of our children.

Absences of any length of time should be discussed with the principal prior to the extended absence where possible.

Parent Concerns

If you have a concern please approach the classroom teacher in the first instance. If a concern is not addressed to your satisfaction please approach the team leader as follows:

Rata: Sandra Page- sandrap@stclaudine.school.nz

Rimu: Alisa Wolsey- alsiaaw@stclaudine.school.nz

Hinau: Mary Auta- marya@stclaudine.school.nz

Totara: Clara Tuifao-clarat@stclaudine.school.nz

If you still feel the issue has not been addressed please make an appointment to see the principal, Ms Sue Jury.

Visit or phone the school office - 9399189

Reporting to Parents

Meet the Teacher

A 'Meet the Teacher' is held early in Term 1 at the beginning of each school year.

Learning Conversations

Late in Term 2 Learning Conversations take place for all students across the school. The Learning Conversation is an opportunity for your child to share their learning with you. They talk about their learning journey.

The Learning Conversation is not a time to discuss concerns about behaviour or problems with other students etc. If you have any concerns at any time you can arrange an appointment with your child's teacher as outlined previously.

Interim Report

You will receive an Interim Report for your child in mid-year. (Years 3-8.)

It outlines your child's progress in Literacy and Numeracy against the New Zealand Curriculum levels and expectations

Reporting in the Junior School

Reporting in the Junior school is a little different.

Soon after your child starts school a *School Entry Assessment* (SEA) will take place and you will be contacted by the foundation teacher with the results and some resources to support your child's learning. Once your child has been at school for 40 school weeks a *Six-Year-Old Assessment* will take place and you will again be contacted by the teacher who will provide results of the assessment.

These assessments are outlined on the following page.

School Entry Assessment and 6-Year-old Assessment

School Entry Assessment

Soon after your child begins at school an assessment takes place to provide information about the next steps for each child. This assessment is repeated once a child has turned 6 and provides information about the skills they have gained during their first year at school. It gives the teaching staff information about what each child is able to do in the following areas:

Concepts About Print – This shows that the child understands the basic principles of books and reading. Including the front/ back of a book, the print and which way to follow the print.

Letter ID - This includes upper case and lower case letters of the alphabet. This checks each child's knowledge of the name of the letter, the sound the letter makes or a word that begins with the letter.

Written Word -This assesses if a child can write any common words, including their own name.

Running Record - This shows how well children are learning letters, sounds and words and understanding the story they are reading.

6 Year Assessment

As per the School Entry Assessment AND

Word Reading Test - This shows if the child can read the most commonly written words. We call these high frequency and sight words.

Hearing and Recording Sounds - This is used to see if a child can write the sounds they can hear when a sentence is read to them. It shows if the child is able to hear the sounds they want to write.

Stanines

Children come to school with a large range of prior knowledge and experiences. It is important to understand children learn at different paces.

The 6 Year Assessment can be compared with the School Entry Assessment and can track movement and measure success.

Hours of Attendance

School hours	8:40 - 2:40
Morning Tea	10:40 - 11:00
Lunch	12:30 - 1:30

All students eat in their classroom supervised by their teacher. No food is permitted to be eaten outside of the classrooms.

Students need to arrive at school between 8:15 and 8:30.

This ensures our students are ready for prayers at 8:40. If your child is late they will need to be signed in at the school office. If you need to collect your child for an appointment or to leave school early you also need to sign out at the office. This is important as it ensures the safety of your child.

Visitors

For Health and Safety reasons all visitors to the school during school hours need to report to the office and sign the visitor's book.

Road Patrol and Traffic Wardens

The crossing outside our school is patrolled by our students under supervision from Duty Teacher. Our patrollers are trained each year by Constable Julie Orr.

Parking

It is important to note that the driveway and car park are for staff parking and for deliveries only. Parents/caregivers are not permitted to drive in and drop children off or park there they are required to park on the street. This includes dropping off and collecting students for after school activities. It is also very important that all children and ADULTS use the pathway rather than the driveway to access the school – our slogan “Driveways are for cars and pathways are for people”

Infectious Diseases

All infectious diseases are to be reported to the classroom teacher and/or office. There are procedures the school needs to follow in the case of infectious diseases and this may affect your child's attendance. Please talk to the office staff as they have more detailed information regarding infectious diseases.

Uniform

All students are required to wear the correct school uniform including school shoes and socks. Students in years 3-8 also require a PE shirt.

Please label all clothing as this makes it easier to return it to the owner when lost or misplaced.

All non-uniform items such as jackets also need to be clearly labelled.

Lost Property

When named items are found these are returned to the student from the office or from the lost property box.

The lost property box is located in the office area. Please feel free to check there for lost items.

In the case that you cannot find your child's item please approach the classroom teacher who can then check the item has not been accidentally taken by another student.

Lunches

All students are expected to bring a healthy lunch to school. We ask that students bring ONLY water to school.

We encourage our students to take uneaten food home and not to share their food with others.

In the event your child leaves their lunch at home and no one is available to bring it to them, we will provide a basic lunch – sandwich/fruit for your child.

Dental Clinic

The Hutt Valley District Health Board has a Dental Hub on our school grounds. If your child is requested they will walk over to the Dental Hub. Our younger students are escorted by a senior student. If you have a concern about your child's dental health please contact the dental hub directly – 0800825583.