



# San Antonio School, Eastbourne

## A – Z of Information

### ***ABSENCE NOTES:***

An absence note is required when children are away from school. This is in addition to a phone call on the day. These notes are required for our files. The phone call enhances the safety of the child when he/she is moving between home and school. Notes are also required to request permission to leave school grounds during lunch hour or during school time for other reasons; or to request exemption from a particular school activity. If no phone call is received by 9:15 on the day of absence the school will contact parents / caregivers.

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### ***BELL TIMES:***

The School Bell times are as follows:

8.55am First Bell

9:00am School commences

10:30am Interval commences

10:45am Interval concludes

12:30pm Lunch commences

1:30pm Lunch concludes

3:00pm School concludes (Bus children are released at 2:55pm and accompanied to the bus.)

***BUSES:***

The School bus leaves Point Howard at 8:35am (Classic Coaches)

The School bus leaves our School at 3.05pm

The bus follows the main road.

While travelling, the pupils are expected to obey the bus driver or the monitor, if there is no teacher on board.

City Council buses travel outside of the Eastbourne area to Lower Hutt and Petone.

***CURRICULUM:***

The New Zealand Curriculum recognises that all students should have the opportunity to undertake study in essential areas of learning and to develop essential skills.

***The Essential Learning Areas:***

Language and Languages

Mathematics

Science

Technology

Social Sciences

The Arts

Health and Physical Well-Being

Religious Education

***The Essential Skills:***

Communication Skills

Numeracy Skills

Information Skills

Problem Solving Skills

Self Management and Competitive Skills

Social and Co-operative Skills

Physical Skills

Work and Study Skills

***DONATION AND ACTIVITY FEE \$188 per child per 4 Terms***

Each term the school will request a donation of \$98 and an activity fee of \$90. The donation is to provide additional teaching resource resulting in a lower teacher/pupil ratio. The activity fee is tax deductible and enables the school to provide entertainment for pupils and parents on special occasions such as Saint Anthony's Feast Day; pay for transport for curriculum - related tours and any related entrance fees which may apply; transport to sporting events; cultural activities; community activities and outside facilities which relate to any of the above activities.

All students attending Catholic schools are also required to pay annual attendance dues of \$280. See the attached enrolment form for details.

***FEATURES:***

The School is in Eastbourne, situated on the Wellington Harbour, 10 kilometres from Lower Hutt city. Some of its features include:

The Christian environment

Low teacher / pupil ratio

Multiple class groupings

Family atmosphere

The students are often high achievers and are generally well motivated towards learning.

San Antonio aims to create an effective learning environment permeated by the Gospel Spirit.

The school has a maximum roll of 78 pupils. Ideally pupils are placed in the Junior School at Years 1 and 2, Middle School Years 3 and 4, and Senior School Years 5, 6, 7 and 8.

This may vary with roll fluctuations.

There is a high level of community involvement with relations between the community and school being informal and relaxed.

***HOMEWORK:***

Pupils are required to do homework on a regular basis. The amount of home work will gradually build from the time the pupil starts school until the time of moving on to secondary school, and will be based upon what the child is currently learning. The tasks set shall be within the capacity of the pupil to perform with minimal assistance. In special circumstances parents may make a written request to have their child excused from homework.

***MISSION STATEMENT:***

*San Antonio School* is a caring, Catholic community committed to excellence in all spheres of the education of our children.

*San Antonio School* exists to educate our children academically, socially and spiritually; to challenge our children to achieve and to prepare them to play a positive role in life.

***PREFERENCE ENROLMENT:***

*San Antonio School* is a Roman Catholic Primary School for girls and boys from New Entrants to Year 8 (Form 2) offering education with a special character. Preference of enrolment shall be given to those children whose parents have established a particular general or religious connection with the special character of the school.

***SCHOOL LUNCHESES:***

School lunches are available. Please refer to Principal or Teacher for details

Orders must be placed by **9am on the day**. "School Lunch Order" day.

***STAFFING:***

Acting Principal:	Mrs Jenny Stewart
Junior School Teacher:	Mrs Jenny Stewart
Middle School Teacher	Miss Lucy Allen
Acting Senior School Teacher:	Mrs Helen Divett
Executive Officer:	Tanya Jolly
Chairman BOT:	Dr Ashley Bloomfield
Teacher Aide:	Annick Geldermans
	Mel Winfield

***UNIFORMS:***

Girls' uniforms, sports uniforms, summer hats, a small selection of school jerseys and school ties are available from the P.T.A. There are also some second hand uniforms available. Other uniform items are available from retail outlets. (See attached Uniform Policy) Due to manufacturing requirement, supplies of girls tunics and dresses experience delays - please place your order early.

Contact for Uniforms PTA: Rosemary Dalziell Ph 562-6336

## **POLICY: PRE -ENROLMENT SCHOOL VISITS**

**RATIONALE:** There is a need for children who are close to enrolment at school, to be introduced to school life.

**PURPOSE:** To introduce New Entrants to school and classroom routines gradually, whilst supported by the present of a parent / caregiver.

**GUIDELINES:** 1) Children may start pre-enrolment visits, 4 weeks prior to enrolment.

2) Pre-enrolment visits will last for no longer than 1 & 1/2 hours, with the child being accompanied by a parent / caregiver.

3) Children may attend as many times as the parent / teacher feels is necessary.

**CONCLUSION:** Children due to commence school will be given opportunities to 'experience' school prior to enrolment.

# APPLICATION FOR ENROLMENT

## SAN ANTONIO SCHOOL

### PUPIL'S DETAILS:

NAME: \_\_\_\_\_ DATE OF BIRTH:  
\_\_\_\_\_

(Surname) (Christian Names)

NAME: \_\_\_\_\_ DATE OF BIRTH:  
\_\_\_\_\_

(Surname) (Christian Names)

DATE EXPECTED TO START SCHOOL \_\_\_\_\_

### PARENTS / GUARDIAN Contact Details :

NAME/S:

\_\_\_\_\_

ADDRESS:

\_\_\_\_\_

PHONE: (Home ) \_\_\_\_\_ ( Work ) \_\_\_\_\_

### PARTICIPATION IN GENERAL SCHOOL PROGRAMME:

The undersigned accepts as a condition of enrolment that the above named pupil/s will participate in the general school programme that gives the school its special character.

### SCHOOL ATTENDANCE DUES: \$280 per child per year

All students attending Catholic schools are required to pay Attendance Dues. These dues are for servicing of school debts, insurance of school buildings and other costs permitted by legislation. The billing of Attendance Dues is centralised through the Catholic Education Management Board (CEMB) at the Catholic Centre in Wellington.

Prior to enrolment the parents or other persons taking responsibility for the student must agree to pay Attendance Dues at a rate determined by the Proprietors and approved by the Ministry of Education or at such other rates as may be agreed from time to time between the undersigned and the person delegated by the Proprietors to act on their behalf.

The Catholic Education Management Board will send four invoices through the year, the first on or about the 1st March for the total family attendance dues to be paid.

In the event of default in payments of dues, then any recovery costs will be an additional expense to the parent or caregiver.

I / We the undersigned agree as a condition of enrolment and attendance dues at the rate levied from time to time by the school Proprietor.

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_ Date:  
\_\_\_\_\_

Parent / Caregiver Parent /Caregiver

**PRIVACY ACT 1993**

The information given in the enrolment form may be disclosed to the Proprietor or his/her agents for the purposes of attendance dues and other purposes provided or envisaged by law. We hereby consent to this use.

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_ Date:  
\_\_\_\_\_

Parent / Caregiver Parent /Caregiver

**PREFERENCE OF ENROLMENT**

**EITHER:**

- 1) *I have sighted evidence that the applicant has established a religious connection with the Catholic Character of the school and the applicant's child is therefore given a preferential place on the list of applicants for enrolment.*
- 2)

**SIGNED:** \_\_\_\_\_ **(Principal)**

**OR :**

- 2) *The applicant has not produced evidence of a religious connection with the Catholic Character of the school. The applicant's child is therefore placed on the list of those to be enrolled , if a place is available after all preferential applicants have been assigned in the school.*

**SIGNED:** \_\_\_\_\_ **(Principal)**

**NEW ZEALAND CATHOLIC BISHOPS' CONFERENCE**

*This is to certify that:*

Mr / Mrs \_\_\_\_\_

of (address) \_\_\_\_\_

\_\_\_\_\_

*are eligible to have preference of enrolment for their children in a Catholic Integrated School*

**Signed: Rev.** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**PARISH :** \_\_\_\_\_

**Date :** \_\_\_\_\_