



Christ the King School

Information For Parents



Christ The King School is a fully integrated Catholic Primary School in the Burnside area catering for boys and girls from New Entrants to Year 8.

The school opened in 1959 and as a parish school we are an integral part of the life of the Burnside Parish of Christ the King.

MISSION STATEMENT:

The School's intent is, in partnership with parents, care-givers and Christ the King Parish, to provide high quality spiritual, academic, cultural, physical and social education in a caring Catholic environment to Catholic pupils and to others whose parents choose a Catholic education for their children.

SPECIAL CHARACTER:

The proprietors of Catholic Integrated Schools and Christian parents who confide their children to the school have the responsibility to ensure that the SPECIAL CHARACTER of the school is maintained and preserved, The Special Character of a Catholic School is defined in the Integration Act as: The school is a Roman Catholic School in which the whole school community, through the general school programme and its religious instructions and observances, exercises the right to live and teach the values of Jesus Christ. These values are as expressed in the Scriptures and in the practices, worship and doctrine of the Roman Catholic Church, as determined from time to time by the Roman Catholic Bishop of the Diocese."

SPECIAL CHARACTER GOAL:

That Christ the King will be a community where gospel values are central, where faith is nourished, and where Christian celebration in the Catholic tradition is highly valued.

CURRICULUM:

The aim of the school is to treat every child as an individual and to provide high quality spiritual, academic, cultural, physical and social education within a caring Catholic environment.

The curriculum at Christ the King School is based on the New Zealand Curriculum. It

covers the eight National Essential Learning Areas of: English, Mathematics and Statistics, Learning Languages, Science, Social Sciences, Technology, Health and Physical Education and The Arts with Religious Education as our eighth essential learning area.

The curriculum incorporates the vision, the principles, the values and the key competencies which focus on capabilities for living and lifelong learning, and promote attitudes and values based on the teachings of Jesus Christ.

Student Achievement Goals

- That students will achieve a level of literacy relevant to and beyond their chronological age
- That students will develop confidence in numeracy skills and knowledge and recognise the relevance to everyday situations
- That students will develop skills, strategies and confidence toward becoming independent learners

Religious Education is a specific part of the curriculum and is integrated into the total life of the school. Regular prayer has a vital place in the classroom, assemblies and the staff life of the school. Active participation in Church liturgies is a regular feature and the sacramental programme which is parish based involves parents, school and parish in a meaningful way. A Parent booklet to assist parents with following up school programmes in Religious Education is a requirement that can be purchased at the school office.

ENROLMENT DETAILS:

Enrolments are accepted from Year 1 to Year 8 (5 -13 years of age).

Students whose families have an established religious connection with the Catholic Character of the school, in other words, Catholic themselves, will be given a preferential place on the list of applicants for enrolment. Non preference, or non-Catholic enrolments, are restricted to five percent of the total roll and dependent upon vacancies at the time of enrolment.

All students being considered for enrolment at Christ the King must see our Parish Priest

who solely determines the eligibility for preference I non-preference of enrolment using nationally set criteria.

Enrolment Procedures

1. Arrange to see the Parish Priest of Christ the King who will discuss Preference and Non Preference of enrolment with you. If Catholic, please bring a copy of your child's Baptism Certificate to this meeting. Preference Forms known as Parent and Proprietor Consent Forms must be signed by the Parish Priest of the parish to which the family belongs. The Parish Priest of Christ the King will counter sign the form if you are moving from another parish.
2. Arrange to see the Principal to discuss your child's needs and to hear what the school has to offer.
3. Bring the Parent and Proprietor Consent Form (and for 5 year old New Entrant children his/her Birth And Immunisation Certificates) and enrolment form to the school office where enrolment procedures can be completed.

New Entrants

Parents of New Entrant children will receive a written invitation to visit the reception classroom on up to three occasions before the child starts school. An extensive information kit will be given to the parents of all New Entrant children.

In order to give children an optimum start to school, it is strongly recommended that no New Entrant children begin school in December each year. All our contributing Kindergartens are willing to retain December five year olds until the Christmas holidays. Parents of children turning five in December are welcome to discuss this matter with the school.

ABSENCES:

In the interests of your child's safety, we account for every child every day. Please ring the school office between 8.00 am - 9.00 am Every Day your child is unable to attend school through sickness or family reasons. A message can be left on the school answer phone. If a child is to be absent for reasons other than sickness, (e.g. appointments for

specialists, family holidays) then a note is required.

ACCIDENTS /INJURIES:

If a child is injured at school, the school administrator will notify the parent, or if a parent is unavailable, the emergency contact. In most cases the child will be given First Aid, and will then be monitored in the school sick bay until the parent or caregiver arrives. If a child requires urgent emergency treatment and a parent or caregiver cannot be contacted, the injured child will be taken by ambulance or staff car to either the hospital or Medical Centre for treatment, in these cases, any costs incurred will be charged to the parents.

AFTER SCHOOL CARE PROGRAMMES:

The Christ the King School OSCAR after school programme is managed by the Christ the King School OSCAR Committee. The supervisor and staff are employed by the Committee to provide a safe, stimulating, caring and comfortable environment for the children, taking into account children's individual needs.

Enrolment Forms are available from the school office, or you can contact the OSCAR Supervisor on 027 285 0003.

ASSEMBLIES:

A full school assembly is held every week. Each class in turn takes responsibility for organising the programme and all parents are welcome to attend. Parents are most welcome and encouraged to attend.

ATTENDANCES DUES:

All Catholic Schools charge Attendance Dues which are a legally binding charge on all parents and caregivers who have enrolled their children at a Catholic school. This is payable, unless in special circumstances, the charge has been waived by the Proprietor of the school for specific issues associated with a family.

In the Christchurch Diocese the Attendance Due charge is \$44.50 per term for each child. The account is sent out early at the beginning of each term, from the parish, and should be paid to the parish. Included in this amount is a Religious Education Fee, which is used to assist the Catholic Education Office in their

advisory work for Catholic Primary schools throughout the Catholic Diocese of Christchurch.

Attendance Dues are authorized under the Private Schools Conditional Integration Act and are used to pay for costs associated with the land and buildings for the Catholic Primary Schools in the Diocese.

Where a parent has four or more children at a Catholic Primary School their attendance dues invoice will be for three children only, i.e. the fourth child, and any further children, will not be charged for attendance dues.

BEHAVIOUR MANAGEMENT:

The school has a behaviour management policy based on an Assertive Discipline Plan with a positive emphasis. Should difficulties arise, communication with parents is initiated at an early stage.

BICYCLES/SCOOTERS:

During the school day, cycles and scooters should be locked. Students must walk their cycles and scooters once on the school grounds at all times. The school cannot take responsibility for bikes or scooters left at school.

BOARD OF TRUSTEES:

Our board consists of five people elected by our parents, four Proprietors representatives including the Parish Priest, (appointed by the Bishop) a staff representative (elected by the staff) and the principal. The board is responsible for the governance of the school (i.e. policy setting). All monthly meetings of the board are public, and parents are welcome to attend.

BUILDINGS/GROUNDS:

The school is well equipped with fully carpeted classrooms and full use is also made of our library and hall. Other facilities comprise playing fields, tennis/netball courts and two adventure play complexes (one for Juniors, one for Seniors).

CHOIRS:

Opportunities are given to Year 5 -Year 8 children to participate in the North West Music Festival and the Christchurch Schools Music Festival.

CLASS PLACEMENT:

In most cases it is not necessary to contact parents regarding placement, as it is the school's management responsibility to place pupils in classes appropriate to their level of learning. From year to year there may be factors that affect placement which parents wish to discuss, in which case, please contact the school office for an appointment with the Principal.

COMMUNICATION WITH TEACHERS:

Parents are encouraged to discuss any classroom matter with the teacher concerned. Please arrange a mutually acceptable interview time that allows the teacher to provide a meaningful response outside of class teaching hours.

COMPUTERS:

Every class room is networked via a server throughout the school. Internet facilities are available for all classes using Ultra Fast Broadband, and each child and his/her family is required to sign an Internet agreement annually to ensure appropriate etiquette is maintained. Laptop computers are also available to students during school hours and are for staff use at other times.

CONCERNS:

Any concerns should first be discussed at a mutually agreed time with the teacher involved. Where this proves unsatisfactory please arrange to discuss the matter with the Principal.

It is inevitable from time to time misunderstandings will occur between home and school. Concerns about matters affecting the school, pupils or the teachers are usually the result of a lack of information or misunderstanding and in most cases can be solved when the full story is revealed. To keep harmonious relations between home and school the following procedures should be followed:

1. The parent or caregiver is to go to the teacher concerned and arrange a time convenient to both parties where the matter can be discussed in private.
2. If satisfaction is not gained from the initial interview a time should be arranged to discuss the matter with the principal.

3. If satisfactory understanding still cannot be arrived at, the concern or complaint may be taken to the Board of Trustees. The complaint must be in writing and a copy given to the Principal. See our Complaints Procedure.

Any concerns you have to do with the day-to-day management of the school should be discussed with the principal. Matters relating to policy direction or significant health and safety issues should have Board of Trustees involvement. If you are unsure, please make an appointment to see the principal. In all cases, it is common courtesy to inform the principal initially.

DENTAL TREATMENT:

Dental treatment is free for most of our students, however, free dental treatment is not covered for International Students. Parents and designated caregivers of International students must make their own private arrangements. Please check your medical insurance policy.

Children have their teeth checked once per year when the mobile dental clinic is on site at the school. If any work is needed on your child's teeth, you will be sent a note asking you to arrange to take your child to a Dental Clinic. For further information, or to make an appointment, call 0800846983.

EDUCATION OUTSIDE THE CLASSROOM:

All trips and outings must meet safety requirements. To assist with safety and supervision, parental involvement is required. The senior school participates in outdoor education camps on an annual basis.

Outdoor education programmes for Y1-4 are no longer than a school day.

E.S.O.L:

Children whose first language is not English and who qualify for Ministry of Education funding will receive E.S.O.L. lessons free of charge. Children are withdrawn from the classroom to work 1:1 or in small groups with an ESOL Tutor employed by the school.

EYE AND EAR TESTING:

Free eye and ear testing is not covered for International Students. Parents and designated caregivers must make their own private arrangements. Please check your medical insurance policy.

Government appointed Medical specialists come to the school twice a year to test and diagnose children's sight and hearing. Parents are immediately informed if any problems occur. Every child is tested as part of their Before School Health check, and again at Y7.

FINANCIAL ASSISTANCE:

Families who experience difficulty in meeting payments for school activities are invited to approach the principal in confidence to discuss alternative arrangements.

HOMEWORK:

Homework is set according to the school policy. Class teachers will inform children and parents of their expectations at the beginning of each year and through class newsletters.

HOUSE CAPTAINS/HEAD GIRL AND BOY:

There are four houses in the Middle-Senior school. To encourage meaningful responsibilities for our senior children each of the houses has a Y8 boy and girl captain elected by staff and senior students. The house captains meet regularly under the guidance of a teacher to discuss children's suggestions for school improvements and action

JEWELLERY:

Jewellery is not part of the school uniform and is not to be worn. This includes rings, bangles, sleepers and neck ornaments. Small studs only (one per ear) are permissible.

LIBRARY:

We have a large library with a wide range of books continuously being added to. We often require parent assistance to help with book maintenance.

LUNCHES:

Available Monday - Thursday only. Lunch orders are to be at the office before 8.45 am via the envelope system.

MASSES:

Every Friday one of our classes attends the 9am at Christ the King Church. Sunday 9am Masses for groups of classes are held each term, and parents are expected to attend with their children.

MEDICATION:

The school should only be requested to administer medication during the school day, when it is impossible for the parent or guardian to do so.

No medication may be administered to a child without parental permission. This includes aspirin and paracetamol.

Medication will only be administered if a Medical Consent Form has been completed and signed by a parent or caregiver. Medication must be kept in a secure place or in the refrigerator if required.

Any child who has a condition or allergy requiring ongoing or immediate attention at school should ensure that the correct medication, clearly labelled with dosage, is at school at all times. This MUST be left at the school office for security.

MUSIC TUITION:

Tuition in guitar is available at the school from a private tutor. Limited spaces are also available for violin lessons.

NEWSLETTERS:

A school newsletter goes home with the youngest child in the family every Thursday. Individual teachers and "Syndicates" (Junior, Middle or Senior School) may send home notices concerning the class programme.

Newsletters can be downloaded from our website www.christtheking.school.nz.

PARENT COUNCIL:

This is equivalent to a PTA and consists of a large group of parents who involve themselves enthusiastically in social and fund raising events for the school. Attendance at any or all of their monthly meetings is welcome. Meetings are held on the first Monday of the month. Please note details of phoning list under "PRIVACY ACT ASSURANCE".

PARENT HELP:

Large numbers of parents help the school in many ways, both inside and outside the classroom. Parental involvement with children at all levels is encouraged.

PARKING IN SCHOOL GROUNDS:

In the interests of children's safety, parents are encouraged to park in the school grounds when dropping children off or picking them up. Children are allowed to walk in the car park only when accompanied by an adult. Please follow the direction arrows to keep the traffic flowing. Yellow "hatched" lines mean DO NOT STOP AT ANY TIME.

PERSONAL BELONGINGS:

Because of the risk of loss and/or damage, children are discouraged from bringing expensive personal belongings to school, however there is a system in place for belongings such as iPods and celiphones to be held at the school office during school hours.

POLICIES:

Policies approved by the board relating to the governance of the school can be viewed on at christtheking.schooldocs.co.nz. Please contact the school office for the user name and password to access this site.

PRE SCHOOL VISITS:

New Entrant children about to start school are invited to their classroom for three pre-school visits - one in the morning, one in the afternoon and one over a lunch hour. Parents are welcome to accompany their child at these visits.

PRIVACY ACT ASSURANCE:

The school is bound by the Privacy Act to ensure that any personal family information collected by the school remains confidential and is used only in the best interests of the child.

Our Parent Council maintains a phoning list so that families can be personally contacted regarding social and fund raising events in the school. Families who do not wish to be contacted in this way are to notify the school office in writing.

PRIZE-GIVING:

Annual prize giving is for Year 4 - Year 8 classes only and is held during the last week of the School Year. Awards for effort, academic achievement and special contributions to class or school are presented. Special awards for Year 8 children are:

1. Academic Prize (awarded to the Year 8 Pupil who most consistently over the whole year and in all subjects has achieved the highest standard of academic excellence).
2. Principals Awards (awarded to any Year 8 pupil who has made a significant contribution to the school during the past two years).
3. Father Cahill Award (awarded to the Year 8 pupil who over the whole year has consistently shown kindness to and consideration for the needs of others).
4. The Religious Of The Sacred Heart Cup (awarded to the Year 8 pupil who over the whole year has consistently shown qualities that demonstrate the Special Character of the School).

PROMOTION OF PUPILS:

There is no "streaming" of classes in any room. All classes are multi level, with a wide social and academic mix in each class group.

READING RECOVERY:

This is for six-year-old children with reading difficulties who meet the strict Ministry criteria for inclusion in the programme. The Ministry of Education pays for the part time teacher involved.

REPORTING TO PARENTS:

Reporting to parents on a formal nature occurs four times a year.

Term 1 (March) Interview

End of Term 2 - Student Portfolios are sent home for parents to read.

Term 3 (August) Interview

End of Term 4 - Student Portfolios are sent home for parents to read containing a summary report.

At the beginning of the year, after six weeks of school, parents are asked to complete a comment sheet to assist the teacher's understanding of the child and to indicate to the teacher, issues you wish to discuss at the first parent/teacher interview.

ROAD PATROL:

Trained pupil road wardens under the supervision of a teacher patrol the Greers Road Memorial Avenue lights crossing every day from 2.50 till 3.05 pm.

SCHOOL HOURS:

8.45 am - 10.30 am
 10.50 am - 12.30 pm
 1.25 pm - 2.50 pm

SOCIAL JUSTICE WEEK:

Each year the school runs a "Social Justice Week" to highlight the importance of the work Caritas does and to raise funds in support of their work.

SICKNESS:

Please keep your children at home if they are not well, especially if they are contagious, and for 24 hours after vomiting or diarrhea.

SPORT:

Inter-school competitive team sport within the North West zone is available for Y5-8 children only. There is a hire charge on the school account each year to cover the cost of the uniforms.

STATIONERY:

Paper Tree at Tower Junction have stationery packs for each class each year. These are usually available from mid January. Any stationery needs during the year can be purchased from the school office.

SUN SAFETY:

Christ the King School is a Sunsmart school. All children to wear a sunhat. In Terms 1 and 4. Sunhats are sold as part of the school uniform. Children who fail to comply with school policy will be asked to play in the shade restricting their play to the shaded lunch area outside the office foyer.

SWEETS:

Sweets and chewing gum are not to be brought to, or eaten at school.

SWIMMING:

All classes use Wharenui Pool or Jellie Park for swimming.

TECHNOLOGY:

All Year 7-8 students go to Breens weekly for technology. Boys and girls all get equal time at cooking, woodwork, clothing and metalwork. There is a charge payable to Breens Intermediate for materials. Other costs are fully funded by the Ministry of Education.

TELEPHONE:

Children may ring out on the school telephone only with teacher permission. Children who ring cell phone numbers or toll numbers will be charged.

TELEPHONE CONTACT NUMBERS:

Parents are required to provide telephone contact numbers including an emergency contact at the time Of enrolment and notify the school office immediately any changes occur.

TRANSPORT FOR SPORT, VISITS ETC.

Buses are used in most instances when classes or large groups travel but the generosity of parents is called on from time to time to transport smaller numbers of children. All transport is on a "user pays" basis.

UNCLAIMED PROPERTY:

All property lost by children and unclaimed is in the library foyer. Parents are welcome to view and claim items at any time. Items unclaimed after a reasonable time are donated to the St Vincent de Paul Society.

UNIFORM:

We expect all children to take a pride in their uniform, and in line with school policy we insist that children wear the correct uniform every day.

Generally, the summer uniform is worn during terms one and four, and the winter uniform, terms two and three. The uniform change over date is flexible and is determined by how the weather affects each child.

The correct uniform is:

Summer Uniform

The summer uniform is worn in Terms 1 and 4. Children will need to hunt out their sunhats ready for day one. Sun hats are available for sale from the office.

Girls

- Catholic Schools' pinafore bib front and permanent pencil pleated skirt (bib front optional for Y7 and Y8 only)
- Plain white short sleeved blouse
- School polar fleece, V-neck jersey or cardigan (Sacred Heart Red)
- Plain white ankle socks
- Open sandals (black, brown or navy blue) may be worn in Summer
- Regulation black or brown shoes.

Boys

- Grey shorts (Summer grade)
- Grey short sleeved shirt (Summer grade)
- School polar fleece or V-neck jersey (Sacred Heart red)
- Grey ankle socks
- Open sandals (black, brown or navy blue) may be worn in Summer
- Regulation black or brown shoes.

Winter Uniform

Girls

- Catholic Schools' bib front and permanent pleated skirt (bib front optional for Y7 and Y8 only)
- Navy blue skivvy or plain white long sleeved blouse School polar fleece V-neck jersey or cardigan (Sacred Heart Red) Navy blue tights or navy socks Regulation navy track pant may be worn as an option during Winter
- Regulation brown/black shoes

Boys

- Grey shorts (Winter grade)
- Navy blue skivvy or grey shirt (Winter grade)
- school polar fleece or V-neck jersey (Sacred Heart red)
- Grey socks with striped maroon and blue top
- Regulation navy track pant may be worn as an option during Winter
- Regulation brown/black shoes

Dress Uniform Boys

- Winter grey shorts/long sleeved white shirt (may be borrowed from school)
- red school tie (provided by school)
- regulation socks and shoes.

Dress Uniform Girls

- Catholic Schools pleated pinafore (bib front optional for Y7 & Y8 only)
- plain long sleeved white blouse (may be borrowed from school)
- red school tie (provided by school)
- navy tights/regulation socks, shoes.
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PLEASE NOTE:

The school polar fleece can only be ordered and purchased from the school office.

The correct school jersey/cardigan colour is: 'Distinctive' brand: 'Sacred Heart Red'. Postie Plus: 'Brick'. 'Alford' brand: 'Sacred Heart Red'

Knitting Wool - "Shepherd Glenmist" double Knitting No.1 3961.

Sports Uniform Boys And Girls, Y4-8 Only (do Not required by Junior School children).

- CTK T-shirt (only available for purchase at school office).
- Navy shorts (available for purchase at school office).
- Sneakers.
- Appropriate swimwear.

For Children In School Sports Teams

School jerseys are provided for rugby, hockey and soccer players plus boys playing netball. Bibs and tops are provided for all netball players plus school skirts for netball girls. A hire fee is charged annually for these sports uniforms.

All school sports uniforms are to be returned clean at the end of the season or a charge for full recovery costs will be made.

Other Items Related To The Uniform NOT Approved Necklaces, Neck chains, Rings, Make-up, Nail varnish, Bracelets, Keepers (rings in ears), Body piercing with studs, other than one small stud per ear, Sports socks (except for sports).

Approved

Hair ties - Maroon, Navy, (ties include clips, bands, scrunchies, baubles, ribbons etc. any of which are to be compatible with the uniform.)

Stud - one small, per ear.

Medical bracelets.

Hair

Hair longer than collar length is to be tied back. "Remarkable" hair cuts are not encouraged.

Most of the uniform can be purchased at:

- Postie Plus, Bishopdale, Bush Inn Centre, Tower Junction and Hornby.
- The Grasshoper, 405 11am Road, Bryndwr, Phone 351 7666.
- Mainland Uniforms, 511 Wairakei Road, Phone 3603037
- The Schoolwear Company, 287 Wairakei Road, Phone 3591629
- Lithgows, Riccarton Road, Riccarton, Phone 348 6165.

The school polar fleece, regulation sunhat and sports T-shirt can only be purchased from the school office.

New Polar fleeces. regulation sun hats, new sports Tshirts and shorts plus some second hand uniforms are available for sale at the school. Please enquire at the School Office.

