



*Happy, considerate, active learners, striving for excellence, equipped for the future, with hearts open to God, and growing in their Catholic Faith.*

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# Welcome to our Sacred Heart learning community.

As a Catholic integrated school, we are committed to developing balanced students who are equipped to succeed spiritually, academically, physically and socially.

Our vision statement (below) drives all aspects of school life.

*“Happy, considerate, active learners, striving for excellence, equipped for the future, with hearts open to God, and growing in their Catholic Faith”*

We welcome your inquiries or comments.

David Armstrong  
Principal



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## Catholic Character

In a Catholic school the school operates in a way known as the Catholic character. This is not something simply “added on” to what would otherwise be an ordinary State school. Nor does it merely refer to Religious Education, ceremonies and observances. The Catholic Character actually provides the framework within which the whole school curriculum is delivered; it is, in fact, integral to everything that takes place in the school, or on behalf of the school, and its community. Properly observed and practised, it also provides a climate of hope, inspiration and service for all members of the school community.

**Roman Catholic** - Our school is built on the Roman Catholic faith.

**The School Community** - The school community includes the pupils/students; their parents, who are the foremost educators of their children; the teaching and non-teaching staff; the Board, the Parish of Sacred Heart and our Proprietor, Arch Bishop Paul Martin.

**The Values** - These “values of Jesus Christ” as expressed in Scripture, are reflected in the way that everyone within the school community is expected to treat each other and is expressed clearly in our “Heart for Living” statement. (p. 5)

All staff in a Catholic school are expected to model these values in their behaviour and to teach and proclaim them to their students.

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# A Little History . . .

## How did we get here?

### A short history of Sacred Heart School

The first Sacred Heart Parish School opened on 3<sup>rd</sup> November 1879, before the Sacred Heart Sisters came. Although the school had both boys and girls, they were not taught together in those days. Bishop Redwood asked for plans to be drawn up for a boys' school to be built on Browne Street and a girls' school to be built on Craigie Avenue.

The Sisters of the Society of the Sacred Heart of Jesus in France were asked by Bishop Redwood if they would come to teach in Timaru. Six nuns landed in Wellington in 1880. When they finally arrived in Timaru, no convent had been built, so for a while the sisters lived in part of the school. The sisters continued to teach at the school until 1935.

Following this, the Mercy Sisters were asked to come and teach in Timaru; they were welcomed in December 1935. The school roll was 248 in 1936. Throughout the years, many Mercy Sisters continued to teach at the school.

The Marist Brothers took charge of the boys' school in 1891. In 1924 the school burnt down and a new school was built in Browne Street. This is now our Rooms 1 and 2. In 1983 the Bishop decided that it was better to have just one school built on the Marist Brothers' grounds. The Marist Brothers left to teach at other schools in New Zealand. They had taught in Timaru for 91 years.

At this point the Marist Brothers' boys' school closed down. The old Sacred Heart girls' School on Craigie Avenue also closed down. Both schools joined together on the Marist Brothers' grounds which is where we are now. Rooms 8, 9 and 10 were once the Marist Brothers' house. Their housekeepers' flat is now our administration block. Room 7 was shifted from the old Sacred Heart School. Rooms 4, 5 and the Library were built for the new school. The statue of Our Lady, which is inside the school office, came from the old Sacred Heart School; it had been a present to the school from past pupils in 1911.

The school has continued to change and evolve as time has passed and while there are no Sisters or Brothers on the present teaching staff, the foundation that they laid way back in 1879 continues to guide us.

## Our Vision

*“Happy, considerate, active learners, striving for excellence, equipped for the future, with hearts open to God, and growing in their Catholic Faith”*







# SACRED HEART Primary School Timaru Staff 2022



Teachers:	Yr 7/8	Room 1	Georgia Annear
	Yr 7/8	Room 2	Gina Simpson (Team Leader)
	Yr 6	Room 3	Debbie Plant
	Yr 4/5	Room 4	Siobhan Iraia
	Yr 4/5	Room 5	Hayley Goodman
	Yr 2/3	Room 7	Jill White
	Yr 2	Room 8	Murray Bradshaw
	Yr 1	Room 10	Amanda Henderson

Relieving Teachers: Sarah Jones, Jenny Moynihan, Rochelle Kennedy & Alice Porter.

Principal: David Armstrong

Support Staff:	Office Manager	Rachel Hicks
	Finance Officer	Naomi Crawford
	Admin / Learning Support	Janice Rooney
	Admin / Learning Support	Deborah Crawford
	Learning Support	Annabel Rodden
	Learning Support	Sarah Fenn
	ICT Technical Support	Bob Cross
	Caretaker	Jim Lancaster

## Board of Trustees

Board elections are held every 18 months. The Board is supported by three Proprietor's Representatives, who oversee the Special Character of our school. They are appointed by the Bishop, the Proprietor of our school, on the recommendation of the Parish Priest, who is also a Proprietor's Representative.

The Board comprises:

Mr David Scott	Proprietor's Rep	(Presiding member)
Mrs Rebecca Saena	Elected	
Mr Richard Quested	Elected	
Mrs Mary Strachan	Elected	
Mr Ben McCambridge	Elected	
Ms Naomi Crawford	Elected	
Mrs Alana Dawson	Elected	
Mr David Armstrong	Principal	
Miss Georgia Annear	Staff Representative	

Minutes from the Board of Trustee meetings are available for inspection at the School Office.

The Board's direct email is: [bot@sacredhearttim.school.nz](mailto:bot@sacredhearttim.school.nz)

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## School Community Group

The School Community Group (SCG) is made up of parents and has a vital role in supporting the school through the following functions:

- Public Relations.
- New Parent Support – Members of the SCG make contact with all new school parents.
- Involvement in school activities, e.g. sports events, help in classroom, trips.
- Fundraising.

Please contact the School Office (03 688 8188) if you would like further information or can help in any way. The SCG direct email is [scg@sacredhearttim.school.nz](mailto:scg@sacredhearttim.school.nz) The group meets as necessary and tries to combine fun with business!

[Sacred Heart School Community Group | Timaru | Facebook](#) on Facebook.

## Facilities

Sacred Heart is a well-equipped school comprised of 9 classrooms and associated support facilities. The use of computers and other ICTs to aid teaching and learning is currently a school wide focus. The Board is supporting this direction with resourcing and currently has over 80 **computers** being used daily throughout the school, as well as data projectors, interactive whiteboards and other various technologies. Our senior students in Years 7 and 8 learn in “digital” classrooms and have one to one access to their own computers. A well-stocked library complements the electronic resources and provides a centre for learning.

We are lucky to have the use of the **Celtic Hall**, which borders the school grounds and assemblies are often held there.

The grounds include playing fields, sealed areas, and two **adventure playgrounds**.

We also use ANZAC Square, which borders the school’s southern boundary and it contains facilities such as a full football field, artificial cricket wicket and a lot of **space** to hold P.E. lessons and practices.









## Absences

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If your child is sick or will be late to school please telephone the School Office by 9.00 am, leave a message on the school's answer phone (688 8188) or send a text to the school's cell phone (027 369 0947). We then know that your child is safe. As we run an electronic attendance register, we need to know **why** your child is absent. Please state a reason when leaving a message.

## Buses

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Students living within the Timaru City area are able to travel on scheduled Timaru school bus services. Timetable information can be obtained from Metroinfo at the Timaru i-SITE Visitor Centre in George Street or follow this link [School services | Metro Timaru \(metroinfo.co.nz\)](https://metroinfo.co.nz/school-services)

Students living in rural areas are entitled to travel on school buses to their closest Catholic School. The Aoraki Schools' Transport Network routes can be seen at [Home \(astn.org.nz\)](https://astn.org.nz) as well as eligibility information and contact details.

## Behaviour

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A high standard of behaviour is expected at all times.

There are two main philosophies underpinning our beliefs about student behaviour.

Firstly, our Catholic Character guides our actions and is simply expressed in the Gospel value of: "treat others as you would like to be treated." (We often call this the "Golden Rule".)

Secondly, our staff are trained in a system called "Restorative Practice". The fundamental aim of this system is to fairly resolve any possible misbehaviour, rather than simply impose consequences. It addresses the reasons behind the behaviour, the rights of any "victims" and involves all affected parties. More detailed information can be found at [www.restorativeschools.org.nz](https://www.restorativeschools.org.nz), or by talking to any staff member.

Our Positive Behaviour Plan explains our entire system and a copy can be accessed on the school website.

## Bell Times

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8.55 am	Instruction
10.00 am	Brain Break
11.05 – 11.25 am	Morning Interval
12.35 pm	Lunch
1.25 pm	Instruction
2.10 pm	Brain Break
2.15 pm	Instruction
3.00 pm	Home

## Camps and Trips

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Camps are planned for students in Year 4-8 classes. These camps provide a range of stimulating and challenging activities as well as having team building as a major focus. Parent help is vital for camps to proceed and planning is undertaken in advance to ensure parents are aware of dates and venues. The programme starts gently with an overnight at school experience, for Year 4, and progresses to a full week's adventure for Year 8.

We also offer optional ski/skate trips in winter as well as a wide variety of class visits to local places of interest such as the Museum, Art Gallery, historic sites, etc.



## Computers and ICT

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Information communication skills are a vital part of our school. The Board and SCG have supported this initiative by funding the necessary equipment. Our up to date network includes over 80 computers, 30 iPads, data projectors, interactive whiteboards, and other tools that aid learning. We have also developed a comprehensive learning management system where students, teachers and families can access learning from both home and school. We are committed to continuing this development so that our students are ready for their futures.

Our Year 7 and 8 classes are mainly digital through a structured BYOD programme. The pedagogy behind our use of ICTs in learning is based on collaboration and content creation.





# Communication

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We have several systems aimed at keeping the communication between home and school open.

Telephone: 03 688 8188 The Office is staffed 8:30am to 3:30pm daily and messages can be left on the answer phone system outside these hours.

Text: 027 369 0947. The School Office can be text for non-urgent matters and/or for a student absence.

Newsletter: emailed directly to parents. It is also put on our website [www.sacredhearttim.school.nz](http://www.sacredhearttim.school.nz) and shared via Facebook.

Facebook: We have a school page, where key information applicable to all is shared (<https://www.facebook.com/sacredhearttim/>).

Class FB Page Each class has their own “closed” page, which families from that class can join. These are used by staff to share what is happening at school, celebrate student successes, and pass on information. It is also an easy way to message a teacher directly. Please ask your child’s teacher for access.

## Enrolment

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There are two ways to be enrolled at our school:

### **1. Preference Enrolment**

Most of our students have to be “preference” to be enrolled. This generally means that they are baptised Catholic, or have a significant adult in their life (parent, grandparent, etc) who is Catholic.

Preference enrolment may be granted on the following grounds:

1. The child has been baptised or is being prepared for baptism in the Catholic Church.
2. The child’s parents/guardians have already allowed one or more of its siblings to be baptised in the Catholic faith.
3. At least one parent/guardian is a Catholic, and although their child has not yet been baptised, the child’s participation in the life of the school could lead to the parents having the child baptised.
4. With the agreement of the child’s parent/guardian, a significant **familial adult** such as a grandparent, aunt or uncle who is actively involved in the child’s upbringing, undertakes to support the child’s formation in the faith and practices of the Catholic Church.
5. One or both of a child’s non-Catholic parents/guardians is preparing to become a Catholic.

### **2. Non-Preference Enrolment**

5% of our students are allowed to be “non-preference” which means they do not have to be Catholic. We maintain a waiting list and from time to time, places become available, so it is always worth asking!

Children in New Zealand schools **may** start school the day they have their fifth birthday and **must** be enrolled by the time they are six years old. Parents are encouraged to enrol their child as early as possible as this enables us to plan appropriately. Enrolment forms are available from the School Office and prior to your child's starting date, a birth certificate and immunisation records will be required. Before your child begins school formally, the new entrant teacher will make contact and arrange between two and four morning visits. This time helps the actual entry become a smooth and happy experience.

Steps to enrolment are:

1. Contact the school and talk to the Principal.
2. Establish whether you are seeking "preference" enrolment
3. Complete the enrolment forms.

**Important note:** by seeking enrolment in a Catholic school, parents are expected to be **fully and actively** supportive of their children's faith development.

## Fees & Donations

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In 2020 the Board of Trustees accepted the Government offer of an extra \$150.00 per student. The intention of this initiative is that schools who accept the offer won't have to ask their community for as many donations / fees and therefore the cost to whanau will reduce.

In 2023, this means that parents will only be invoiced for those with Year 7 or 8 children. The Technology fee (approx. \$69.00 per year) pays for the materials the students use while at the Technology Centre. This is not tax deductible.

Those with children attending a camp (Year 4-8) will be asked for a donation equal to the actual cost of the camp. Once paid, this is a tax deductible donation.

## Attendance Dues

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**Important:** The Parish invoices families directly for "Attendance Dues" which are a mandatory fee for all attending Catholic schools throughout New Zealand.

**Invoices are emailed out to families each Term and are expected to be kept up to date.** The 2023 fee is approximately \$130.00 per Term which equates to around \$10.00 per week.

The Parish bank account details (to set up a weekly payment) are:  
Holy Family Parish  
Westpac Timaru  
**03 1592 0602308 022**

Please use child(rens) name as Reference.

## Gifted and Talented

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We have a system of referral from parents and teachers aimed at helping us identify learners who need adapted programmes due to exceptional ability. Our leadership team meet regularly to monitor individual progress and provide resources and support to the students. A recent, successful innovation has been the use of a 'virtual school' where programmes are self-paced and available whenever needed.

## Homework

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We base our homework system on current research\* which shows that the only effective homework at primary level involves reading and basic mathematics facts. Consequently our core programme consists of these two activities. To cater for the wide interests and needs of our senior (Yr 5-8) students we also run the Sacred Heart Challenge Programme alongside the core activities. This programme is optional and encourages students to take responsibility for their own learning and to strive for excellence (refer p.11).

## Learning Support

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We have a comprehensive system of Learning Support that caters for children who are having difficulties. Key to this is the early identification of children who need extra help. Once identified, senior teachers consult with the classroom teacher to design a programme for that child. We regularly use outside specialists, such as Resource Teachers of Learning and Behaviour, Child Psychologists, Public Health Nurses, etc, to help us.

The Board also employs Teacher Aides who work with individuals and small groups on specific goals.

In 2022 we employ five staff in these roles.

## Library

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Our well-equipped library is open to students throughout the day. Parents are welcome to browse for books with their children before and after school. All resources are electronically recorded and can be searched for from classrooms.

## Lunch Orders

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In line with our healthy eating policy, a variety of nutritious lunch items are available each day from the Timaru Girls High tuck shop. We encourage people to write their orders on an old envelope, enclose the necessary money, and put it in the slot in the office counter before school.

Spuds Supreme can be purchased on a Thursday and Subway on Fridays. Order bags for these are held at the Office and should be returned, with money, before school on the correct day. Current price lists are available at the Office.

Lollies, chewing gum, fizzy drinks, etc **are not allowed** on school grounds. Students may not leave the school grounds to go out and buy lunches.

All students sit in the lunch areas at the start of lunchtime and eat together. Duty teachers supervise.

## Medical

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### ***Minor Sickness or Injury***

Facilities for short-term rest are available at school. A first-aid stock is maintained and the teachers on duty during breaks will deal with minor accidents. In the case of sprains, head injuries or anything else that may deteriorate later, parents will be informed by telephone, or sent a note of explanation, if no telephone contact can be made. All staff have current first aid qualifications.

### ***Medicine***

If you wish your child to be given medication while he/she is at school, it is necessary for a signed Medical Consent form to be completed by the parent when medicine is dropped into the School Office.



### ***Head Lice***

It is important that you check your child's hair regularly and let us know if head lice are found. Further information is available at the School Office.

### ***Dental Treatment***

Children's treatment commences at the age of two and a half years and they are treated annually at the mobile dental caravan which will be based in our school grounds. At other times information on the Therapist's whereabouts can be obtained from the School Office. If you wish to be present when your child's teeth are being checked, please contact the Dental Therapist yourself to arrange a suitable time.

### ***Vision and Hearing Testing***

The Vision and Hearing Tester regularly visits the school to test and diagnose children's sight and hearing. If any problems occur, the child's parents are informed and the child is referred to the family doctor. Every child is tested twice during their primary school years, generally at five years and again at the Year 7 level, and may be retested on the request of a parent or teacher.

## **New Entrant Induction**

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We have a comprehensive induction programme that is aimed at making the transition to school a smooth one for students and their families.

We encourage families to make contact with us as early as possible to allow us to plan for their child's needs. Generally speaking, new students are invited to come into their future class 2 to 3 weeks prior to them starting. This allows them to make friends and become more comfortable with school.

(Note: If the student is less than 5 years old at the time of the visits, a parent or caregiver needs to stay on site with them.)

## **Newsletters**

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A key way that we communicate with families is through our weekly newsletters. These are published on Wednesdays and emailed directly to families. An electronic copy is posted on our Facebook page <https://www.facebook.com/sacredhearttim/> and on website our ([www.sacredhearttim.school.nz](http://www.sacredhearttim.school.nz)), this is an easy way of finding information from previous issues.

## Parent Help

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We encourage parent help as a way to assist the classroom teacher, and also as a way to involve parents fully in the life of the school.

Ways you can help include:

- ◆ In the junior classrooms with Maths, Reading and Literacy.
- ◆ During sporting activities.
- ◆ At working bees.
- ◆ On camps and trips.
- ◆ Joining the Board of Trustees or School Community Group (SCG).
- ◆ Becoming a coach or parent help for one of our sports teams.
- ◆ Sharing your musical or craft skills.

Please contact your child's teacher if you would like to help in one of these ways. Newsletters often post notices looking for helpers.

## PE and Sport

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Physical fitness is valued highly and the school provides a very wide variety of opportunities for involvement. Fitness happens daily regardless of the weather and students in Year 4 and above are expected to have their sports uniform at school each day.

We currently field a number of teams in the South Canterbury basketball competitions. Many other students play for local sports clubs including soccer (football), tennis, netball, rugby, hockey, gymnastics, dance, and swimming to name a few.

We also support and/or run:

- ◆ Swimming Sports
- ◆ Gymnastics Festival
- ◆ Cross Country
- ◆ Athletics
- ◆ Marist Cup



## Policies and Procedures

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The Board has created a series of policies and procedures to ensure the safe and smooth running of the school. The Board also develops and maintains an Annual Plan and a Strategic Plan to give direction to where the school is going over the coming year and into the future. These plans were created after consultation with our whole school community and are reviewed regularly.

A complete set can be found on our website by visiting the Board section, or paper copies can be accessed in the Office.

## Religious Education Programme

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As a Catholic school, our curriculum includes the specific area of **Religious Education**. This is a vital part of our mission and all students take part. We follow the NZ National Curriculum for Catholic Primary Schools.

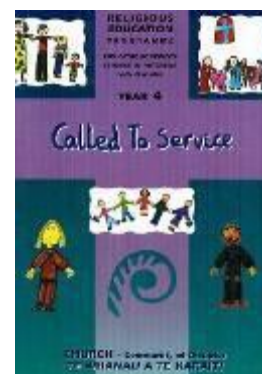
The curriculum helps children to develop an understanding about how Catholics celebrate, live and pray in ways that are relevant to the new millennium.

It seeks to enhance the collaborative relationship between the Home, the School and the Parish as they work together to educate their children in faith.

### The Curriculum Structure

The curriculum has six Learning Strands for each of the eight years of primary school: - God, Jesus, Holy Spirit, Church, Sacrament, Communion of Saints.

There are also three Learning Modules for each year level: - Liturgical Year, Prayer and Sacramental Celebrations, Myself and Others.



Parents are strongly encouraged to talk to their children about what they are currently learning about in this area and to take all opportunities to reinforce the learning.

You can source a Family / Whanau book through the office which helps explain what the students will be learning and how you can support them.

***Important note:*** *by seeking enrolment in a Catholic school, parents are expected to be **fully and actively** supportive of their children's faith development.*

## Stationery

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Students will be issued with stationery lists before each year starts. Some items are available from the Office where this provides an advantage in price or quality. We have recently added an online system for ordering stationery, which can be accessed from the Information page on our website. This is only available Dec-Feb, for the beginning of each new school year.

All items should be clearly named and covering exercise books in a product such as Duraseal or Ezy Covers are encouraged.

## Technology

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Once per week, our Year 7 and 8 students go to the Timaru Technology Centre (TTec). Over a two year period students receive instruction in Biotechnology, Electronics and Control Technology, Food Technology, Materials Technology, Production and Process Technology, and Structures and Mechanisms.

The cost to parents is \$69 per year, which covers the materials that they use and bring home. (This is invoiced to parents in Term 1.)



# Uniform

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## BOYS

Item	Cost	Where to Buy
Sweatshirt	\$45	School Office
Polo Top	\$35.00	School Office
Shorts (monogrammed) Navy Blue	\$22 - \$25	The Warehouse
Socks – Summer, ankle fold over, navy blue	2 pk \$6.99	The Warehouse: Item No. 94004824
Socks – Winter, long woollen blend, navy blue	\$13.99	The Warehouse: Item No. 9419693141524
Hat - Navy Slouch Sun Hat	\$15-\$20	Various retailers
Thermal top – Winter short or L/S navy blue	varies	

## GIRLS

Item	Cost	Where to Buy
Sweatshirt	\$40 - \$45	School Office
Polo Top	\$35.00	School Office
Shorts (monogrammed) Navy Blue	\$20 - \$22	The Warehouse
Skort (monogrammed) Navy Blue	\$35 - \$38	The Warehouse
Socks – Navy fold over ankle socks	2 pk \$6.99	The Warehouse: Item No. 94004824
Socks – Winter navy tights or navy knee high socks	\$9.99	The Warehouse: Item No. 9415021194644
Hat - Navy Slouch Sun Hat	\$15 - \$20	Various retailers
Thermal top – Winter short or L/S navy blue	varies	

### **Shoes - Boys and Girls**

Black or brown traditional school style shoes

**or**

sandals with matching stitching (in summer),

**or**

**plain black** sports shoes (no skate shoes, canvas shoes, basketball shoes or coloured sports shoes).

## **Socks**

All school socks are to be navy blue specified socks as above. Low-cut socks are unacceptable. If your Year, 6, 7 or 8 girl chooses the traditional skirt / blouse option, they must wear white fold over ankle socks.

## **Sports uniform - Boys and Girls**

Polo top (same as the daily polo top)

Navy shorts (these must have no obvious logos or other markings and come to between the student's fingertips and knee in length).

Sports shoes of any colour.

## **Hats / Sunglasses – Boys and Girls**

The Board of Trustees has approved a shady school policy that makes the wearing of navy slouch sun hats compulsory while outside at school in Terms 1 and 4. Board approved sunglasses are available from the School Office for \$15.00.

### **1. Jewellery**

- One small, plain stud per ear is acceptable.
- Watches are acceptable as long as they pose no safety risk.
- Jewellery with special significance (for example a christening bangle) may be permitted if there is no safety risk and the Principal has approved it.

### **2. Other**

- Nail polish is not permitted.
- Visible writing or drawing on skin is not permitted.
- Hair:
  - should be of a natural colour.
  - be off the student's face (above the eyebrows).
  - should be above the collar at the back or tied up with either red, blue, or white coloured clips and/or hair ties and/or a headband.
  - be clean and in a style/cut that does not attract negative attention.
- Undergarments (e.g. boxers, thermal vests) should not be visible.



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with hearts open to God, and growing in their Catholic Faith”***

If you require any further information or would like to talk to our Principal,  
please feel welcome to contact us:

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**Website:** [www.sacredhearttim.school.nz](http://www.sacredhearttim.school.nz)  
**Facebook:** Sacred Heart School Timaru  
**Email:** [office@sacredhearttim.school.nz](mailto:office@sacredhearttim.school.nz)  
**Telephone:** 03 688 8188 027 369 0947