



St Bernard's School Information Booklet



Mission

Empowering children in their learning
within a Catholic Community

Vision

he ara ki to ao -

A pathway to the world

Mercy Values

We follow the below Mercy Values
of our founding sisters.

- *Compassion*
- *Respect*
- *Excellence*
- *Service*
- *Hospitality*
- *Social Justice*

Dear Parents & Caregivers,

Welcome to St Bernard's School

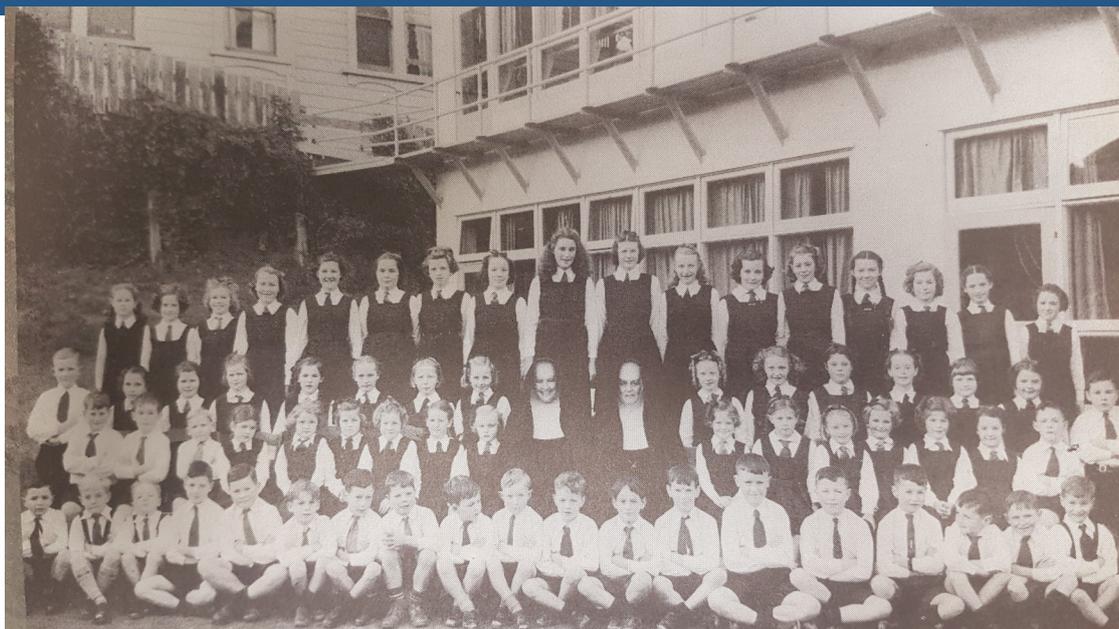
This booklet will tell you much of the information you wish to know about our school. Throughout the year we will keep you informed of the schools' activities, as well as keeping you informed of your child's progress. We will also alert you to any change in the pattern of your child's development for example, academic, emotional, physical or social. You too can help by keeping your child's teacher informed of any home event which is likely to have a bearing on your child's development.

At St Bernard's, our staff are a dedicated group of people who genuinely care for the children they teach. By meeting their needs, offering individual programmes within a Catholic environment, we aim to help children develop and achieve their best.

If you would like clarification on any further information please do not hesitate to contact us at school

Sincerely,

Lisa Small
Principal



Our School was established by the Sisters of Mercy in 1911. The school was originally known as St Anthony's, and classes were held in the church in Jefferson St. It moved to the present site on Taft St in 1948 and was renamed St Bernard's School in 1961. In 2007 the school underwent a building programme where the main block was earthquake strengthened, remodeled and refitted with new facilities throughout.

St Bernard of Clairvaux—our namesake

The school is named after a prominent figure of the Catholic Church in the 11th Century. A profoundly important thinker and scholar, Bernard was an influential leader in his own community. St Bernard remains as relevant for us today as he did in his own times.

Special Character

As an integrated school. St Bernard's has its own special character, which must be understood and valued by all who join its community. This character is defined in terms of the school being a Catholic school, which exercises the right to live and teach the values, taught to us by Jesus Christ.

School Organisation

Saint Bernard's is a Catholic primary school catering for boys and girls from years one to eight and is located in the Wellington city suburb of Brooklyn.

Our School & History



Enrolment Information

Enquiries

We welcome enrolment enquiries and would like to have the opportunity to assist you in making the very important decision about schooling opportunities for your child. We extend a warm invitation to you to meet with our principal who will answer all your questions and take you on a guided tour. Following this meeting, you will be given a pack which will include all the documentation need to enrol.

If you need any further information about enrolling or making an appointment to meet with the principal, please contact the school office on (04) 3899 377

Pre School Visits

There is an opportunity for all new entrants to visit school before they begin. These visits usually take place in the morning from 9am until 10.30am. Most students make 2 visits which can be arranged through the school office.

School Houses

When each student enters the school they are placed in a house group. Houses provide the opportunity for senior students to take on leadership roles and give all students a sense of belonging as they support their house.

Matai - Blue

Kowhai -Yellow

Rata - Red

Kauri - Green



Our Learning

Statement of Learning

St Bernard's school is committed to developing students who are self-regulated learners. That is, children who have an understanding of their own learning and what they need to do to achieve their best. To support children in achieving this goal, teachers share results of testing and help them identify next steps in their learning. All students are taught to self-assess their performance and to set realistic goals. The school bases its programmes on the government mandated New Zealand Curriculum and the New Zealand Catholic Bishop's Conference Religious Education Curriculum.

Information Technology

IT is used to support learning programmes in all classrooms. Each room is equipped with chromebooks, iPads and a large data screen. All rooms have access to e-mail and the internet. Children from years 3 to 8 have a Google account which they can access at home and at school. All classes take part in coding lessons and we have a variety of codeable robots.

Science Programme

Every week, each class has science sessions. We feel it is important to give the children opportunities to explore, observe, question, predict and experiment.

Technicraft

All our senior students attend technicraft classes at Mount Cook School on Thursday mornings. These classes consist of cooking, sewing, woodwork, programming and technology.

Intermediate Programme

Each Thursday afternoon, our Year 7 and 8 students take part in our intermediate options programme. They can select a new skill, area of interest or activity that they would like to explore further, e.g: cooking, science, music, coding, languages.



School Hours

- | | |
|-------------------|--------------|
| • 9am | Class Starts |
| • 10.30 - 10.50am | Morning Tea |
| • 12.30 - 1.30pm | Lunch |
| • 3.00pm | School Ends |

Our Learning

Life Education 'Harold'

We are visited once a year by Life Education to support the health curriculum in school.

Te Reo and Te Ao Māori

We offer a specific te reo and te ao Māori programme in each class. Te reo Māori is also integrated throughout all other aspects of the school day. Each class participates in kapa haka songs and activities.

EOTC (Education Outside of the Classroom)

The Wellington region is very rich in learning opportunities and resources, and we take full advantage of these, with visits to Te Papa, art galleries, plays and concerts offered from time to time. We also bring in outside visitors to enrich teaching programmes. Parents' consent is sought at enrolment for all EOTC trips. Parent help with travel and supervision on these trips is often needed.

The EOTC opportunities that are provided at St Bernard's are fully embedded into our curriculum.

Physical Education and Sport

We have an excellent sporting programme and welcome coaches in from different organisations to teach the children. All children are expected to participate in our daily fitness programme. Students participate in inter-school sport such as: athletics, swimming and cross country running from Year 4-8.

Parents interested in coaching and/or managing any sports teams should contact the school office or the teacher in charge of that particular sport.



Our Learning

Swimming

Each year children take part in an aquatics programme. These programmes are run at the Wellington Aquatic Centre and usually take place on a weekly basis during Term 4.

Library

We have a well stocked library within the school. Students visit regularly with their class to select books to take home. The library is also open each lunchtime and students can read and check out books when they wish. Classes also visit the local Brooklyn Public Library twice a term.

Garden Club

We have a weekly, lunchtime, gardening club led by our senior students and a parent. They look after our vegetable patch and the school gardens.

Success

At St Bernard's School we are proud of our long tradition of academic excellence. Many of our students have had family attend our school in the past and we strive to keep this tradition of excellence alive for the next generation.

St Bernard's School endeavours to help each student reach their academic potential and equip them with the necessary skills to become a learner for life. Our students achieve very well academically, and are frequently winners of School Dux, scholarships and leadership roles once they leave our school.



Communication & Reporting to Parents

Newsletter

These are emailed or sent in hard copy if preferred, each Monday. Copies are also available on the school website and our app Skool Loop.

Class Dojo

We use ClassDojo to share our learning with our whānau. Students can post videos and photos of their work for their parents to see. Our teacher also posts messages, reminders and updates on ClassDojo to help keep parents informed of what is happening.

Skool Loop

Our school app is another way to keep up to date with school events. It is also used to book annual parent teacher meetings.

School Website and Facebook

We have an active website www.stbernards.school.nz and Facebook page which all contain children's work, activities, upcoming events, the weekly newsletter and other information about the school

Assemblies

We celebrate children's learning and share this with families and friends three times a term from 2.15pm.

Celebration of Learning

At the end of terms 2 and 3 we hold a Celebration of Learning. This is a wonderful opportunity for you to see what your children have been learning and what the rest of the school has been learning as well.

The celebration starts in the hall where each class will share some items. Then you can head to the classrooms to spend some one on one time with your children looking through their books and the work displayed on the walls.



Communication & Reporting to Parents

Reporting to Parents

Reporting takes place on three formal occasions:

Term 1 – Three Way Conference

This conference, held near the end of Term 1, includes the classroom teacher, one or both parents/caregivers of the student and the student (in a rare circumstance the student may not attend). It is designed for the student to share their goal or goals from the selected focus area.

Mid Year:

A written interim report showing the student's progress towards the learning goals in reading, writing and mathematics, made at the beginning of the year and identifying the next steps, is sent home. The report also includes information on how parents can help at home and outlines extra support programmes if they are provided for the student at school.

End of Year Report

A comprehensive written report is sent home to parents near the end of Term 4. The end of year report is a summation of achievement across all curriculum areas. This report will include the curriculum level teacher judgement for the child in the areas of mathematics, reading and writing.

Parents who have any worries or concerns about their child are encouraged to speak with the classroom teacher as soon as possible.



School Payments

Attendance Dues

These are set by the Catholic Proprietor and are approved by the Minister of Education. 2022 dues are \$545.00 inclusive of GST, per year, per child. Accounts are sent out by The Archdiocese of Wellington and payment should be made directly to them.

School Accounts

Amounts are notified at the start of each year and accounts are posted to parents on a regular basis. Items include the Trips and Visits fee, swimming costs and other activities that take place from time to time. Accounts can be paid online. Arrangements can be made to make regular payments in instalments.

Donations

The Board of Trustees requests an annual donation to support the activities of the school. This is used to supplement funding for the general programmes undertaken by the school.

The Religious Education resource is in a digital format. There is currently an annual donation of \$10.00 to cover the cost of production and maintenance.

Money

We welcome payments by direct credit. The school bank account details are available from the school office.

Any forms, money, returns etc. should be handed into the school office or given to the classroom teacher. Please ensure that important items are put in a sealed envelope and that your child's name is written clearly on the front.



General Information

Absences

If your child is sick or will be absent for the day please contact the school office before 9.00am

- email : office@stbernards.school.nz
- Phone : 3899377
- or send a notification via the school app

Children who arrive after 9.00am must report to the office before going to their classroom.

The school will contact you if your child has not arrived at school by 9.30 am.

Please ensure the school has a record of all home, work or special contact telephone numbers.

Parents/caregivers are asked to advise the school of an impending absence ahead of time.

If an absence is planned for a special reason, a note or telephone call to the school in advance is appreciated. In cases of prolonged absence, i.e. a family trip, a written note is required.

After School Care

St Bernard's offers an independent onsite OSCAR approved before school care, afterschool care and holiday programme.

For more information about Enjoy Childcare visit their website www.enjoychildcare.co.nz/ or call 027 3656 900

Board of Trustees

The Board of Trustees meets on a regular basis. If you need to contact the Board of Trustees for any reason, the school will give you the appropriate contact details.

Civil Defence

We are very well-prepared for emergencies. Staff are trained in dealing with a wide range of emergencies, and there is a school policy for specifically dealing with emergency situations.



General Information

Dental Treatment

The Bee Healthy Regional Dental Service provides free dental care to all children from birth to year 8 across the Wellington Region. The Mobile Dentist van visits the school once a year and sees all eligible enrolled students. If further treatment is required you will receive an appointment at the Newtown Hub. If you wish to make an appointment outside of the annual visit you will need to ring 0800 TALK TEETH (0800 825 583).

Digital Citizenship

We believe in a digital citizenship model for supporting safe and responsible use of the internet in teaching and learning. All students using digital technologies at St Bernard's must agree to use ICT responsibly and sign our user agreement.

Injury or Illness

There is a first aid/medical room adjacent to the school office. In minor cases, first aid will be given at school. In more serious cases the Accident and Emergency department at Wellington Hospital will be used and parents contacted immediately.

In the event of children becoming ill at school, children will not be taken or sent home unless the parent or caregiver has been contacted first.

Please ensure that your Emergency Contact Details held by the School office are up to date.

Liturgical Celebrations

Each Wednesday, we celebrate our faith with mass or a liturgy. These may be whole school events or celebrated as a class. The celebrations link to the liturgical year and include an Easter Liturgy and Nativity play.



General Information

Lost Property

All named garments are returned to owners where possible. Unnamed articles are placed in 'Lost Property.' The box is located in the reception area.

Your support in ensuring all items are clearly named is appreciated.

Lunches

Lunch can be ordered daily from the school office. Money and the order should be handed into the school office before school begins.

Stationery

At the end of Term 4, stationery lists are issued to students in preparation for the next school year. Items can be purchased from retail outlets or can be purchased online from Office Max. A copy of stationery lists is also available on the school website. It is essential that children have all the requirements by the first day of school and that stationery is replaced during the year as it is used.

Some stationery items are available through the school office during the year.

Sun Hats

It is compulsory for children to wear the school uniform sunhat at morning and lunchtime breaks during Term 1 and Term 4. The school sunhat is available from NZ Uniforms or the Warehouse. Please make sure that your child's sunhat is clearly named.



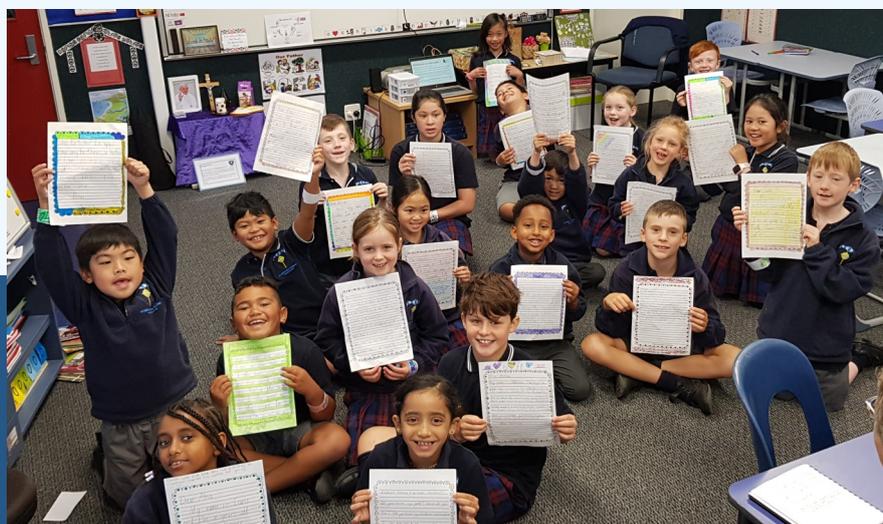
General Information

Sustainable School

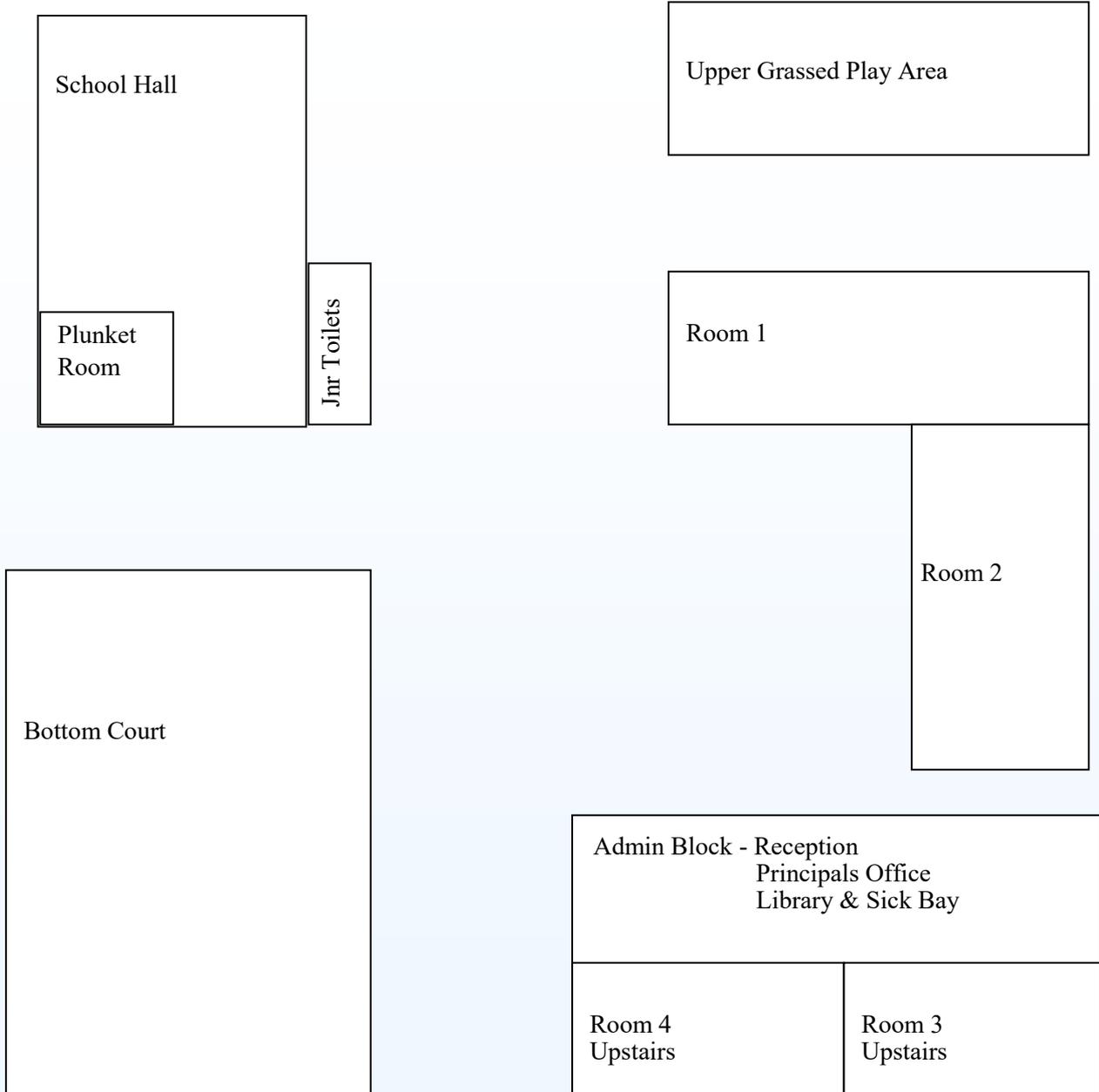
We have worked with the Sustainability Trust to become a more sustainable school. We have recycling bins in each room and our Green Team are responsible for our compost bins and worm farm.

Uniform

All children are expected to wear the correct uniform at all times. This includes regulation footwear. If there is a genuine reason for a child not wearing the correct uniform, a note should accompany the child to school outlining this. All uniform items are available from NZ Uniforms. We also have a small supply of second hand uniform items in the school office



Map of the School



Taft Street / School Entrance