



St Mark's Church School

25 January 2012

Dear Parents,

I trust you have all managed to have a good holiday break and a relaxing one and are ready for the children's return to School.

I would like to extend a very warm welcome to all our new children and parents who join our St Mark's family this year and to our children and families returning for this 2012 academic year.

Please remember school starts early for us at St Mark's. Unlike some State Schools, all St Mark's students begin on **Wednesday 1 February 2012 at 8.20 a.m.**

I am pleased to announce our staff for 2012.

St Mark's Church School Staff 2012

Principal	Mr Kent Favel
Deputy Principal	Mr Mark Potter
Vicar	Rev Michael Holland

St Mark's Early Learning Centres

Head Teacher	Ms Lynda Moore	
Teachers	Miss Rebecca Buchanan	Miss Kit He
	Miss Anna Blandford	Ms Lynda Moore
Teacher Assistant	tba	

St Mark's Primary School Lower Primary (Yrs 0-2)

Year 1:	Miss Angelee Deardorff (Senior Teacher)	Miss Victoria Jarratt
Year 2:	Mrs Angela Andreas (Dean)	Mrs Shelly Woodman

Middle Primary (Year 3-4)

Year 3:	Mrs Heather Taylor	
Year 4:	Mr Kelvin Maxwell	Miss Linda Dunne (Dean)

Upper Primary (Year 4-6)

Year 5:	Mr Mark Potter (Dean)	Mrs Annie Snedden
Year 6:	Mr Ben Egerton	Mrs Jacinta Zogg

Senior Primary (Year 7-8)

Year 7:	Miss Emma Milne	Mrs Andrea Pawley
Year 8:	Mrs Cathy Underhill (Dean)	Miss Rochelle Thorn

Support Staff

ESOL	Mrs Judith Whiteside
SPELD	Mrs Delma Smith
Teacher Assistant	Mrs Kim Millar-Hughes
Teacher Assistant	tba
Quest Programmes	Mrs Marie Ward



Subject Specialists

Information Centre	Mrs Tracy Nel
Music	Mrs Glenda Ryman
P E & Sport	Mr Kelvin Maxwell and Mr Ben Egerton
Religious Education	Mrs Tracy Nel
Spanish	Ms Kathleen McDougall
Speech and Drama	Ms Vicki-Marie Buchanan
Visual Art	Mrs Angela Francis

Administration and Support Staff

Accounts Asst	Mrs Christine Kuper
Archivist	Mrs Margot Wilson
Building Supervisor	Mr Ron Such
Business Manager	Ms Nicky Katsanos
Development Director	Mrs Susan Harding
Den Director	Mrs Anita Stewart
Executive Assistant	Mrs Karyn Sheehan
ICT	Mr Allan Griffin
Reception	Mrs Diane Giurioli
SMART	Mrs Sarah Canning
Student Manager	Mrs Michelle Sargentina

Some questions answered...

When does the new academic year start?

School starts at 8.20 am on Wednesday 1 February 2012.

What happens on the First Day?

When you arrive at school you will find members of staff and our senior students who will direct you to your child's new classroom where the teacher will be waiting for you. New students will be introduced to their "buddy" who will help them settle in during the first weeks. Class lists will be posted on classroom doors.

New students to the School are to meet in the office area, where they will be met by the Student Manager and shown to their classroom.

Parents, families and friends are warmly invited to attend the Beginning of Term Chapel Service in St Mark's Church at 8.40 am

On Thursday 2 February there will be no Upper Primary Chapel Service. This has been replaced with a special welcome assembly for new students, at 8.30 am. Parents and families are most welcome to attend to see their son or daughter presented with a welcome certificate and their School badges.

What do I do if I have a child in the Early Learning Centres?

Returning children enter St Mark's Early Learning Centres as usual. Fly-ups for children moving from Foundation to the Primary School will take place in the Church at 9.30 a.m.

New ECE centre children in Pre-school and Foundation: Please check your Confirmation of Enrolment letter.

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The Early Learning Centres begin at 8.15 a.m. and close at 5.00 pm. Families are welcome to arrive at 8:00am but a parent/caregiver needs to stay until 8:15am as this is when the centre license begins and teachers will be available to help settle children in. Parents are required to collect their children by 5:00pm.

How are classes put together?

Given the importance of placing children in classes where they can make best progress, consideration is given to such aspects as academic groupings, learning and teaching styles and the positive and negative aspects of friendships in class. Each class is balanced, as best as possible, in such aspects as academic groupings, gender and social relationships. Staff who have taught or who will teach the children are involved in placement discussions. During this stage any requests received from parents for particular placements are taken into account although there are times when we are not able to place children in with a particular friend or teacher for a number of reasons including social, personal, academic groupings and class sizes.

Where do I get the stationery from?

Your child will be given a basic stationery pack on the first day of school. In addition, children may bring their own pencil cases, coloured felts etc.

How can I help in preparing my child for the first day back to school?

After the fun and freedom of the summer holidays, the thought of returning to school can be a worrying one for some children whilst most just cannot wait to see their friends again.

To help the first day to go well please:

- Be positive and do not rush. Often how you are feeling will impact on your child's day.
- Be on time – remember classes will start at 8.20 a.m. and that the children will be moving down to Church at 8.30 a.m.
- It is important to ensure all personal possessions are named clearly.
- School bags and sports bags should be named, inside rather than on the outside, for safety reasons.
- Please remove all names from second hand uniforms, to avoid confusion.
- Tell your child where you will meet them at the end of the school day.

In the first few weeks you will receive a more detailed list of how we do things at St Mark's Church School. For now, I have detailed a couple of important things to help you for your start to our new school year.

When is The Den open?

Regular Uniform Shop Opening Hours: Monday and Friday 8.00 till 12noon.

What do I do if my child is away sick? Absentee line: 890 3955

If your child is unable to attend, telephone the School Office by 8.20 am. Schools require a written note of explanation for any absence. Please tell us if there is an illness involved, as this helps the school administration immensely. If no reason is given, we are required to pursue this.

What will happen if my child arrives late for the school day?

Punctuality is expected. Late arrivals must sign the Late Book which is located at the Office so that we have a record of children's arrival at school. Please remind your children to do so. School starts at 8.20 am for all children.

Children must be at school on time in order to make the most of their education at St Mark's. Parents and/or guardians of persistent latecomers will be contacted with a view to resolving the issue immediately. It is very important to establish a quiet morning routine where all of the children arrive in good time to set the tone for the day and to share their news with their peers or with the class teacher, before the start of school. Please assist us in establishing this important practice.

Can I park my vehicle in the school grounds?

Cars **may not** enter the School grounds unless specific permission is given in writing by the Principal. This is for the safety of your child and for others.

Where can I park when dropping off or picking up my child?

The pull-in bays outside the School are for picking up and setting down of children ONLY, **not for parking.**

Please do not park on bus stops, driveways, outside the Government House gates or in front of the Zena Court garages, when collecting and delivering your children.

If I am visiting the school during the day, do I need to sign in?

All visitors, including parents, guardians and caregivers, must call at the School Office for a visitor's card when visiting during school hours. This does not include before school or after school pick-ups.

This requirement is to ensure that our School remains a safe place. Parents and other visitors should expect to be challenged by staff if found on school premises without a visitor's card during school time.

Can the children buy lunch at school?

Lunches can be ordered – on line – from www.lunchonline.co.nz . Go into **login here** and follow the instructions. Lunches are delivered to the School, with a copy of the order attached to your child's individual lunch. Once registered, you will find this service quick, easy and efficient.

Can I ring to leave a message for my child?

We would ask that emergency messages only be left. Although the Office staff will do their best to deliver messages phoned or emailed towards the close of the school day, we cannot guarantee that these messages will be relayed in time.

Does St Mark's have an after school programme? SMART phone: 027 734 0278

St Mark's SMART programme (St Mark's Activities, Recreation, Tuition and Homework) is well-established. Children five years and over may attend the SMART Programmes after school each day from 3.05 – 5.30 pm

For assistance with care and homework placements please contact the SMART Director, Mrs Sarah Canning direct on 027 734 0278.

Are Sunhats required?

School regulation sunhats are compulsory and are purchased through The Den. Sunhats should go home during weekends and holidays for washing but please ensure that children bring them back for school wear.

Are there any regulations around the wearing of jewellery?

For safety reasons we ask that children do not wear necklaces, bracelets, nose or body piercings. Where ears are pierced please wear one plain gold or silver stud only. Watches should be named.

What may the children wear on their feet?

Plain black sandals may be worn by all students during Terms 1 and 4. Otherwise black leather shoes are required.

Are there any regulations around how my child should wear his or her hair?

Uniform standards do not permit dyed hair. Collar length and longer hair must be cut or tied back with blue, red or black hair ties, clips, scrunchies or headbands which are available from The Den.

We are looking forward to having the girls and boys back at School and to seeing you at some of the many School functions planned across the year. The Term 1 calendar will be sent home next week, so please make a note of the various events for this term.

As pastoral care is a shared parent and school commitment, please do not hesitate to speak to your child's class teacher. Please be in touch immediately should you have any concerns or queries during the course of the year. In support, each year level or group of year levels has a Dean who provides leadership and guidance for all students in their care. Parents are also most welcome to make an appointment to see me. Appointments may be made through the School Office.

The first couple of weeks back to school are a settling in time. Please know that we understand some children are anxious at the beginning of the year, that some children do not like change, that some will have forgotten what they have to do, that some do not always understand instructions and that some will find it hard to concentrate after having spent the last six weeks relaxing on holiday.

The staff join me in wishing you all a very happy and successful 2012!

A handwritten signature in black ink, appearing to read 'Kent Favel', written in a cursive style.

Kent Favel
Principal