



Our Lady of Kāpiti School
Te Kura o te Whaea Tapu o Kāpiti

2025 Information Booklet



www.olok.school.nz

Our Lady of Kāpiti School – Our Story

Here at Our Lady of Kāpiti School, we're proud to carry on a rich legacy of faith and education that began many years ago as St Patrick's Primary School. Our story starts in 1954, when the Presentation Sisters, inspired by the incredible work of their foundress, Nano Nagle, opened our school to serve the growing Catholic community on the Kāpiti Coast.

Nano Nagle, often called the "Lady of the Lantern," was a woman of courage and vision who dedicated her life to educating the poor in Ireland. Her mission of compassion and empowerment became the foundation for the Presentation Sisters, and her spirit was brought to life here in New Zealand through their work.

When St Patrick's Primary School first opened its doors, it was small but full of heart. The Presentation Sisters worked tirelessly, not just as teachers but as mentors, role models, and community builders. They taught more than just reading and writing—they shared their faith, instilled values, and encouraged each student to shine their light in the world, just as Nano Nagle had done.

Over the years, as our community grew, so did the need for a modern space to learn and grow. In 2017, we took a big step forward. We moved to a brand-new, purpose-built school on Milne Drive and embraced a new name: Our Lady of Kāpiti School. This name reflects our strong connection to Mary, Our Lady, who continues to guide and protect us.

Our new home is a vibrant, modern space where students thrive, but we've never forgotten where we came from. The values and vision of the Presentation Sisters still run through everything we do; from the way we teach to the way we care for each other.

Today, we're proud to be a place where faith, learning, and community come together. Whether you've been part of our journey for generations or are just joining us now, you're a part of something special—a school with deep roots and a bright future.



SCHOOL STAFF FOR 2025

Viv Conroy	<i>Principal</i>
Michelle Hedge	<i>Assistant Principal / Middle School Team Leader / Learning Support Coordinator</i>
Geoff Mettrick	<i>Director of Religious Studies/ Senior School Team Leader</i>
Ginny Gordon	<i>Junior School Team leader</i>

Classroom teaching staff

Ginny Gordon	Nagle Rm 1 – Y0 and Y1
Hannah McCardle	Nagle Rm 2 – Y0 and Y1
Frances Bryson	Aubert Rm 4 – Y2
Tash Sievers	Aubert Rm 5 – Y2 and Y3
Hayley Medcalf	Aubert Rm 6 – Y3
Saphira McNab	MacKillop Rm 7 – Y4 and Y5
Michelle Gunson	MacKillop Rm 8 – Y4
Maria Higgison	MacKillop Rm 9 – Y5 and Y6
Michelle Hedge	Chanel Rm 10 – Y5
Jen Browne	Chanel Rm 11 – Y6
Jenny Clement	Chanel Rm 12 – Y7 and Y8
Jacqui Fargher	Chanel Rm 13 – Y7 and Y8
Geoff Mettrick	Chanel Rm 14 – Y7 and Y8

Support Staff

Greg Ashcroft	Groundsman
Karina Bird	Part-time Teacher
Nevan Bridge	Part-time Teacher
Kate Bertham	Office Manager
Jason Bohmer	Caretaker
Susan Chung	Teacher Aide
Jess Dugmore	Teacher Aide
Sandy Fletcher	Part-time Teacher
Kaye Gilman	Part-time Teacher
Michelle Jennings	Teacher Aide
Gemma Kerse	Part-time Teacher
Rachel Kriechbaum	Part-time Teacher
Kathleen Macaulay	Teacher Aide, Library and IT Support
Debbie Prosser	Teacher Aide, Office Administrator
Steve Whitfield	Part-time Teacher

TERM DATES FOR 2025

- Term 1: Mon 3 February – Fri 11 April
- Term 2: Mon 28 April – Fri 27 June
- Term 3: Mon 14 July – Fri 19 September
- Term 4: Mon 6 October – Thurs 18 December

“The Church has in a special way the duty and the right of educating, for it has a divine mission of helping all arrive at the fullness of Christian life”. Canon 794:1

Our Draft Vision

A family focused school community, nurturing learners through Catholic faith.

Our Draft Mission

Empowering ākongā through education and faith.

Our desire is to be a school where children can be given an excellent Catholic education and achieve excellent academic standards.

We expect our graduating students to be self-motivated, self-managing children who will take their faith, values, and love for all learning into adulthood; to become productive, caring, and thoughtful citizens adding value to their own lives, and the lives of those around them in the local and wider community.

We expect all those involved in the life of our school community, especially parents, Board members, and staff to actively support our vision and mission.

Our School

“The school is a Roman Catholic school in which the whole community through the general School programme and its religious instruction and observances, exercises the right to live and teach the values of Jesus Christ. These values are as expressed in the scripture 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 Archdiocese of Wellington, currently Archbishop Paul Martin”. (PSCIA 1975)

The Archdiocese of Wellington’s Vision for Our Catholic Schools

Every student in a Catholic school participates fully in a community of believers that is inspired by the Scriptures and nourished by the Eucharist. Teachers and all staff are Gospel witnesses who inspire, encourage, and support their students to:

“Walk the way of Jesus Christ.
Live the life of Jesus Christ
And tell the truth of Jesus Christ.”

In doing so students realise their full potential as children of God within a holistic education system delivered with excellence.

OUR FOUNDATIONAL TEACHING PEDAGOGY

“PEDAGOGY OF LOVE”

Based on the gospel, this pedagogy demands that we teach by looking at the world through the eyes of our students, not our own.

This pedagogy also asks us to reach out to children ‘on the periphery.’ Those who are poor, rejected, and isolated.

Nano Nagle’s (Foundress of the Presentation Sisters) call was to provide care and education to those who were poor, rejected, and isolated.

FAITH VALUES

- Fun - Rekareka
- Aroha
- Integrity - Ngākau Pono
- Togetherness - Whanaungatanga
- Hospitality - Manaakitanga

[1 Kings 1:40](#) And all the people went up after him, playing on pipes, and rejoicing with great joy, so that the Earth was split by their noise.

[Luke 10:27](#) He answered, “You shall love the Lord your God with all your heart, and with all your soul, and with all your mind; and love your neighbour as yourself.

[Proverbs 20:7](#) The righteous walk in integrity – happy are the children who follow them!

[1 Peter 3:8](#) Finally, all of you, have unity of spirit, sympathy, love of the brethren, a tender heart and a humble mind.

[Hebrews 13:2](#) Do not neglect to show hospitality to strangers, for thereby some have entertained angels unawares



Saint Patrick’s House won the FAITH Cup in 2024.

EXCELLENCE AT OUR LADY OF KĀPITI

We are what we repeatedly do. Excellence is therefore not an act but a habit.
(Attributed to Will Durant, The Story of Philosophy (1926) summing up Aristotle's writing from Nicomachean Ethics)

- We give our best in whatever we do.
- We give our best in relationships.
- We set sensible and realistic goals.
- We keep trying, and learn from our mistakes.



OUR SCHOOL CURRICULUM

Priority learning areas are...

Religious Education

- Teaching children the core beliefs, doctrines, and traditions of the Catholic church.
- Teaching and developing the core values of our school and the Catholic faith.
- Integration of the Catholic Social Teaching Principles through To Tātou Whakapono – our faith Religious Education curriculum.

Literacy and Numeracy

- Teaching children to comprehend, infer, speak, listen, spell, view, and present through reading, writing, handwriting and spelling.
- Teaching children to be numerate, to develop mathematical knowledge and understanding, and to use mathematical strategies to solve problems that relate to everyday life.
- Digital literacy: to be competent, discerning users of digital media.
- Teaching structured literacy which focuses on the structure of language including phonology, sound-symbol relationships and decoding skills.

The learning areas of **Science, Social Studies, NZ Histories, and Technology** are integrated with the RE curriculum and Catholic Social Teaching Principles and are taught through a topic and/or inquiry-based approach term by term. Students are encouraged to inquire into these topics and are taught to question, reflect, research, comprehend, create, and share. The context for inquiry needs to be relevant, authentic, and meaningful.

Te Tiriti o Waitangi. We focus on working together with Māori, respecting and protecting their culture and language and ensuring all students have equal opportunities to succeed.

The **Performing** and **Visual Arts** are integrated into the classroom programme, to complement topic/inquiry units, the liturgical year, and events.

Health and Physical Education

Physical fitness is a priority at Our Lady of Kāpiti School. Regular physical education sessions, sport, and outdoor education develop fitness, skills, and positive attitudes to health and well-being.

Languages

Learning opportunities available may include, Te Reo Māori, Spanish, Sign Language.

ASSESSMENT – LITERACY AND NUMERACY

All teachers regularly assess children formally and informally as part of the classroom teaching programme. All these assessments are designed to assist teachers in planning where they need to take the children next in their classroom learning and teaching programme and make “overall teacher judgments” about the levels of student achievement.

Key formal assessments -

- Junior assessments in literacy
- e-asTTle Writing
- LOMAS (Year 6-8)
- GLOSS (mathematical strategy) (Year 4-8)
- JAM (junior maths assessment) (Year 0-3)

NZ Council of Educational Research - Progress and Achievement Tests Years 4-8

- Maths
- Punctuation and Grammar
- Reading Comprehension
- STAR (Reading) Y3-8, Term 1 and Term 4

Progress and Achievement Test results and trends are reported to the Board of Trustees. All NZCER and Numeracy Assessments are benchmarked nationally. Student achievement data and summaries are reported to the Board of Trustees and the Ministry of Education.

REPORTING TO PARENTS AND CAREGIVERS

Term 1	Open Night
Term 2	Parent conferences. Mid-year report with next steps.
Term 4	Written report and achievement summary for the year.

A teacher’s judgment on a child’s progress is based on classroom observations and assessments, and school expectations moderated to the requirements of the NZ Curriculum. Parents are welcome to make a time with the class teacher to discuss their child’s learning and progress at school at any time during the year.



Class Dojo, a classroom communication app is used extensively. It connects teachers and caregivers, allowing each family to see their child’s achievements throughout the year through messages, photos, and videos. It can also be used for direct communication between the parent and classroom teacher.

PROPOSED EVENTS AND ACTIVITIES 2025

Activities and events are planned to fit into our learning and teaching programme. These activities and events may include.

School Picnic Day	Feast Days	Feast Day Masses
Interschool Sport Events	Welcome Assembly	Matariki
Disco	Scripture Competition	Swimming
Kapahaka Hui	Class Assemblies	Rippa Rugby
Mission Day	School Colour Run	Cross Country
Class trips	Keeping Ourselves Safe	Kapiti Island Trip
Senior Technology	Visiting performers	House Events
Arbor Day	Grandparents Morning	Baptismal Mass

Other activities may be scheduled as opportunities arise. In addition to trips and events, there are numerous in-school activities and groups to be part of such as; Young Vinnies, Student Council, Choir, Tech Team and FAITH Club.



PAYING FEES, CONTRIBUTIONS AND DONATIONS - KINDO ONLINE

Our Lady of Kāpiti School has opted into the Ministry of Education's donation scheme for 2024. What this means for our school community is that **we will no longer be asking for parent voluntary donations, events, and activity fees or contributions.** Instead, the funding we will receive from the Ministry of Education will cover any trips, our swimming sessions, and other curriculum-based activities.

Attendance Dues, the technology charge for take-home components (Y7 and 8 only), stationery and school uniforms are still costs that parents and caregivers need to cover. As are the fees for out-of-hours extracurricular sports such as touch rugby and netball. School camp costs will need to be covered by a camp voluntary donation. Any fees assigned (except Attendance Dues) can be paid through Kindo (kindo.co.nz), which is our preferred payment method. Kindo offers an easy way for you to view and pay for your child's needs, and complete permission slips and other forms, online. It's quick, secure, and open 24/7, and offers many card and bank transfer options, and options to hold an online balance or pay-as-you-go.

In 2024 the Archdiocese of Wellington introduced a voluntary Catholic Character Donation Scheme of \$50 per child.

PARENT HELP

There are several ways families can assist in and around the school.

- **OLOK PTA** is our school's parent-teacher association. The PTA is a friendly group of caregivers who work tirelessly to raise money for our school. New members are always welcome. Please email the school office to find out more information.
- Sports coaches and managers for Touch Rugby, Netball, Hockey and Basketball.
- Parent assistance on school trips and camps.

Please note that parent helpers may be required to submit a Police Vet.



Introducing our online school shop

Open 24/7 for orders & payments through our school website



Your myKindo account is designed to make it easy for you to manage school payments and complete school forms for your whole family, through a simple website.

Get started

Click the shop link on the school website to get started or visit myKindo.co.nz*

* If you have an existing EZLUNCH or myKindo account (at any school or club) log in and go to My Details to add your student at this school.

Questions

Just pop in and see us or give us a call.

"I can organise stuff from work – rather than a rush in the mornings to get the right change, and make sure it gets handed in."

"So utterly convenient – one less thing to worry about when juggling work and kids."

"I enjoy having one service for all aspects of school donations, orders or permission slips. I feel more confident there is a record of payment documented, plus I can complete the transaction quickly."

The good stuff

- **Transact with school** when it suits you... anytime, anywhere.
- **No cash or paper forms**, no looking up bank details, no visiting the office. Just log in and click. Even small amounts can be paid quickly and securely through Kindo.
- **Lots of payment options.** Build up a balance with regular bank deposits or pay as you go. Visa, Mastercard, Amex, UnionPay and POLi also available.



Need help?

Visit support.mykindo.co.nz or talk to the friendly staff at the Kindo helpdesk 0508 4KINDO or email hello@mykindo.co.nz.

Available 8am-4pm on school days.

kindo.
we make payments simple

SCHOOL TIMETABLE

School starts	8.50 am
Healthy Food Break	10.00 am
Morning break	10:50 - 11.30 am, play then eat
Lunch break	1.00 - 1.40 pm, play then eat
School finishes	2.50 pm

ATTENDANCE

- **Children are required to attend school each day unless sick. The NZ Government is tracking attendance in schools. Parents are legally required to ensure that their child attends school everyday unless there is a justified reason, such as illness.**
- Children are expected to be on time. If children are repeatedly late to school caregivers will be contacted to discuss this.
- Electronic attendance registers are marked twice daily - 9.00 am and 1.00 pm.
- **All absences must be notified to the school office by email, the Hero app, phone (04 298 6780) or text message (027 298 6780) giving a reason by 9.00 am.**
- **Late arrivals must report to the school office before going to class.**
- Unexplained absences will be followed up by the school.
- Children **must not be** removed from school without being signed out at the office.
- The Principal's permission is required for all absences other than sickness, appointments or bereavement. The NZ Government does not consider taking holidays in term time a justified reason for absence.
- If your child has vomited or had diarrhoea they must not return to school until **48 hours after the last episode.**
- A medical certificate is required for absences longer than five days or regular absences through illness.

MEDICATION AT SCHOOL

- Medication may be administered at school where it is impractical for parents to do so themselves. Caregivers must complete a Medicine Authority Form for medication that is to be administered regularly at school.
- Medication will be administered in good faith according to the medical instructions provided.
- If in doubt staff will contact parents, or if necessary, contact emergency services.
- Children with special medical requirements and care need to negotiate a care plan with the school. Contact the office to discuss further.

COURT ORDERS

- Please advise the school and provide a copy of any relevant court orders that have been put in place for the protection and safety of your children.
- The Principal can only act on original or certified copies of court orders.

SCHOOL STATIONERY

- Start-of-year stationery lists can be found on the school website.
- Online orders can be placed with our preferred supplier PaperPlus, who give a generous loyalty bonus to the school.

SCHOOL BUSES

- Metlink runs a school bus service to and from Waikanae. Please contact the school office for more information about this.
- Bus transport to and from school from other areas in Kapiti is only by the Metlink regular public service.
- Information, timetables, and tickets are available from Metlink.
- Ministry of Education transport assistance may be available for children living in Pekapeka and the top end of Valley Rd. Conditions apply.
- Please address all complaints about buses to Metlink in the first instance. Please keep us informed.

SCHOOL LUNCHES

- Ezlunch school lunches can be purchased on Friday. These are supplied to us by Kāpiti New World.
- The menu is selected to meet appropriate healthy food guidelines.
- Lunch orders are placed via Kindo and must be placed by 9 am on Fridays.
- We encourage families to provide healthy lunches each day.
- Water is the only allowed drink at school.

WATER ONLY

Our Lady of Kāpiti School is a water-only school. We are a Gold Level Certificate holder. The school has a nutrition/water-only policy with guidelines and procedures ensuring that water and plain reduced-fat milk are the only drinks permitted at school and school events, including rewards, celebrations, sporting fixtures, and fundraising.

NUT FREE

Due to a number of our students having nut allergies, we ask parents to please help us minimise the risk to our children by;

- avoiding giving children nuts in school lunches.
- avoiding giving peanut butter sandwiches, other spreads containing nuts such as Nutella, and snacks/bars containing nuts.
- asking children **not** to share their lunches.

SCHOOL UNIFORM

All children are required to wear the correct uniform at all times as a condition of enrolment.

- Summer uniform - Terms 1 and 4 (note guidelines at the back of the booklet).
- Winter uniform - Terms 2 and 3.
- A full uniform list is included at the rear of this booklet and is also on the school website.
- The school has a small supply of second-hand uniforms available for a donation.
- A PE top is compulsory for Years 5-8.

LOST PROPERTY

- **Please name ALL children's clothes.** The lost property is located outside the PE Shed just off the school courtyard.
- Any unnamed items not **collected by the end of each term are disposed of or rehomed.**



EMERGENCIES

In the event of an emergency or traumatic incident our priorities are as follows –

- Ensure children are moved to a safe secure location at school or other venue designated at the time by the Principal (staff member in charge) or civil defence personnel.
- Children may be released into the safe custody of a previously designated adult, or an alternative adult caregiver approved by the Principal or civil defence/emergency personnel, as needs determine or the situation requires.
- A record will be kept of all children who leave the school with an alternative caregiver. Parents will be informed as soon as possible.
- Children **must not** be removed from school without being signed out at the office.
- Wherever possible communication will be maintained with the school community via the local radio stations, Facebook, email, Hero app, Class Dojo, text, or by phone. Information updates will also be provided when practical and possible.
- Emergency information is updated annually in Term 1.
- **Please update contact details as soon as they change.**
- Each Term, as part of our Health and Safety procedures we practise what to do in an earthquake, fire, and lockdown so that the children are prepared in case of an emergency.

CYBER SAFETY AT SCHOOL – SCHOOL WEBSITE/FACEBOOK

Parents or guardians always have the right to ask for an image to be removed from the website and school's FaceBook. This will be done as soon as practicable.

CELL PHONES AND BRING YOUR OWN DEVICES (BYOD)

- We strongly recommend that senior students (specifically in Year 7 and above) bring their own device to school to support learning.
- Every student is required to complete a cyber-safety contract at the beginning of the school year. Students are not permitted to use devices until these are returned.
- Cell phones are collected at the school gate at the start of the day or not brought to school.
- The school takes no responsibility for digital devices brought to school or taken on school trips.
- Parents are expected to monitor children's use of digital devices and social networking sites outside school hours, to keep all our children safe.
- Netsafe is the "go to" place for advice and guidance on safe internet use and cyberbullying.

COMMUNICATION WITH SCHOOL

- Phone: 04 298 6780 (8 am - 3.30 pm). The answerphone is checked when practicable.
- Mobile: 027 298 6780 (8 am - 3.30 pm). Text for absences.
- Email: office@olok.school.nz (anytime).
- Emails will be forwarded to staff as necessary.

ISSUES AND CONCERNS

- Please contact your child's teacher as soon as possible if you have an issue or concern. After school is generally a good time to connect with a teacher.
- Issues or concerns cannot be dealt with by teachers before school when they are settling classes for the day.
- Once contact has been made with a child's teacher, if you feel the matter needs further consideration or investigation, please contact the Senior Teacher.
- If the matter is still a concern, please contact the Principal.

COMPLAINTS

All formal complaints need to be addressed in writing to the Presiding Member of the Board. Details of the complaint's procedure are on the school website.

COMMUNICATION WITH STAFF AND THE PRINCIPAL

- Teachers can be emailed: first name.last name [@olok.school.nz](mailto:olok.school.nz)
- Please **do not text** staff. If it is important, or there is an emergency, contact the school office.
- Messages can be sent through Class Dojo.
- Staff are not expected to check or respond to emails or text messages before 8 am or after 5.30 pm or at weekends. Teachers also have limited time to check messages during the day.

BEHAVIOUR MANAGEMENT

- The school's behaviour management programme is based on key gospel values, key competencies, our FAITH values, and priorities set by the school. A copy is available on the school website.
- We expect children to be respectful, caring, and supportive of others and abide by the school's values and ways of doing things.
- We expect parents and children to inform the class teacher as soon as possible if they are concerned about any behaviour at school. Incidents will be followed up and appropriate action taken.



ASSEMBLIES

- Assemblies include a prayer, liturgy, sharing of learning, and awards. **Parents are always welcome.**
- Assemblies are usually held fortnightly, on a Thursday at 2.00 pm or as notified in the newsletter.

EXCELLENCE ASSEMBLY

- End of each term.
- Up to three children from each class are awarded an Excellence Certificate.
- Years 7-8 children can apply for Academic, Arts, Service, Sports, Special Character Badges and Excellence Badges.
- Parents are welcome to attend.

Note: Senior students will be given a written copy of the criteria for being awarded badges in Term 1 along with closing dates for applications. Students are responsible for making sure they apply by the due date.

TERM 4 EXCELLENCE ASSEMBLY

- At the Term 4 Excellence assembly special awards are also presented to a number of students. These awards include;
 - David Meyer Excellence in Leadership Award
 - Fr Michael McCabe Special Character Award
 - Academic Award
 - Sports Award
 - Izac Fromont Memorial Courage Award
 - Justin du Fresne Excellence in Public Speaking Award
 - Watkin Family Award for Diligence and Determination



2025 TRIPS AND ACTIVITIES PERMISSION FORM

At the start of the year, a Trips and Activities Permission Form will be sent home. By signing this you give prior approval for your children to participate in all local school trips for the year. A letter before each trip will still be sent home outlining the information of the event but individual permission will not be sought.

TECHNOLOGY - YEAR 7 AND 8 STUDENTS

- Provision of technology is by Raumati Technology Centre.
- Students attend on Wednesday afternoons.
- The parent contribution for take-home components (a required fee) is set at the start of each year.

RELIGIOUS EDUCATION CURRICULUM RESOURCE

The NZ Bishops Conference have provided schools with a compulsory and updated digital resource to support the teaching of the RE curriculum.

SCHOOL ACTIVITIES AND TRIPS

Due to Our Lady of Kāpiti School opting into the Ministry of Education's donations scheme, there will be no costs for curriculum-based activities and trips in 2025.

SCHOOL BOARD OF TRUSTEES SCHOOL DONATION

Due to Our Lady of Kāpiti School opting into the Ministry of Education's donations scheme, there will be no school donation asked for in 2025.

FINANCIAL HARDSHIP

- There are several ways in which we can assist families.
- Please make a time to talk to the Principal or Parish Priest.

HOUSES

We have four houses;

- St Patrick House (green)
- St Bernadette House (purple)
- St Teresa House (blue)
- St John Bosco (red)

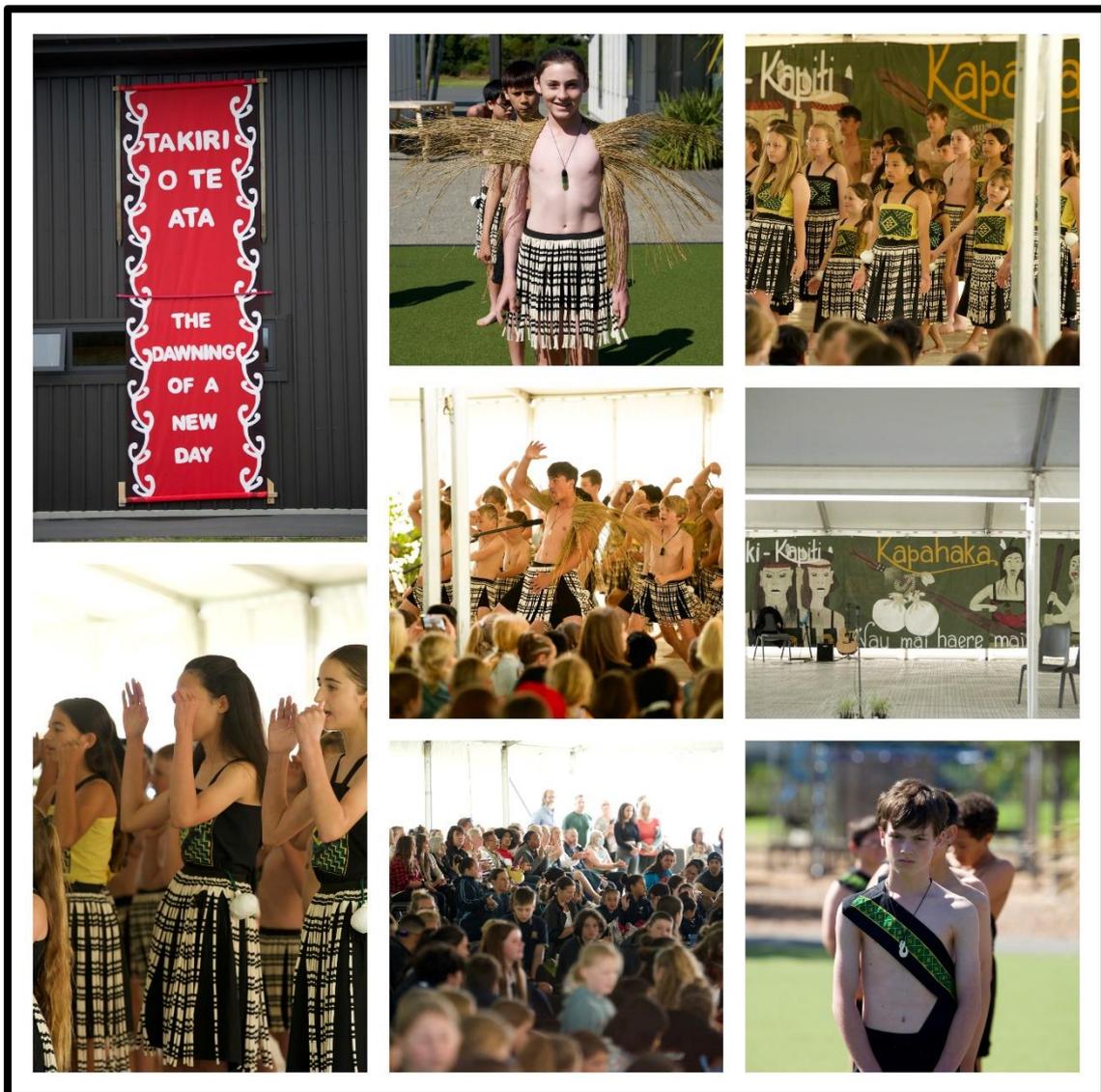
Each student is placed in a House for their time at Our Lady of Kāpiti School. The Houses are whānau based and provide an opportunity to get to know children at different levels. Each term a house event is held and the students can dress in their House colours.

YOUNG VINNIES GROUP

Our Lady of Kāpiti School has an active Young Vinnies Group of Year 7 students. They carry out a number of activities throughout the year reaching out to our local community.

KAPAHAKA

The Māori culture is something that we celebrate at Our Lady of Kāpiti School. In Terms 1 and 2, every student is involved in Kapahaka. In Terms 3 and 4 students in Year 2 and above can opt into joining our Kapahaka Performance Group. The major event for this group is the Takiri o-te-Ata Otaki-Kapiti School's Kapahaka Festival which is held in Term 4.





Archdiocese of Wellington

0800 462 725 | dues.adw@cathconnect.nz

Attendance Dues 2025

Attendance Dues for 2025 (inclusive of GST)

Primary Students: \$572.00 per child

Secondary Students: \$1,147.00 per child

Invoices will be sent in March with payment in full due by **31st May in the year of enrolment.**

Alternatively, you can set up an automatic payment to pay in regular and consistent instalments - either weekly, fortnightly, or monthly over the course of the year, to pay the balance in full by 30th November 2025.

How do I pay my Attendance Dues?

All payments are to be made directly to the Archdiocese of Wellington, as outlined in the table below. *

By credit/debit card:	www.wn.catholic.org.nz/about/schools-in-the-archdiocese/attendance-dues
Automatic Payments:	Through your internet banking or directly at your bank
Bank details:	Account name: Attendance Dues Collection Fund Westpac Account number: 03 0518 0000400 00 Particulars: Student surname Reference: Family account number

What are Attendance Dues?

- Paying Attendance Dues is a condition of enrolment for all students attending New Zealand Catholic Schools.
- Attendance Dues are **compulsory** - there is a legal requirement for parents and caregivers to pay Attendance Dues under the Education and Training Act 2020.
- Attendance Dues are used to pay for building related costs at Catholic Schools in the Wellington Archdiocese, including the costs of new school classrooms, and other buildings, pay off existing mortgages and pay for the insurance on all school properties.

For further information on Attendance Dues, please see our website:

www.wn.catholic.org.nz/about/schools-in-the-archdiocese/attendance-dues

If you would like to talk to us, please use the contact details at the top of the page.



*"Please help us make Catholic education viable by paying your dues and even sharing the load for other parents who cannot manage by donating a little extra."
Archbishop Paul Martin SM.*

We look forward to supporting you on your Catholic education journey.

BOARD OF TRUSTEES

The Board is responsible for the governance of the school. The current Board is -

PARENT-ELECTED TRUSTEES

Sanele Chadwick
Lyndsey Craig
Gregory Dobson
Nicole O'Grady
Ryan Teahan

PROPRIETOR'S APPOINTEES

Archbishop's representatives
Nicola Green
Lilian Singson
Fr Raymond Soriano

PRINCIPAL

Viv Conroy

ELECTED STAFF TRUSTEE

Michelle Hedge

KAPITI CATHOLIC YOUTH / FUNTIME PRESCHOOL GROUP

Coordinator - Jacqui McLaughlin, email kapiti.youth@gmail.com.

J Team for Year 5-7 students and Gravitare for Year 8-13 students runs regularly on the first and third Friday of the month.

Fun time - the Parish runs a preschool group in St Patrick's Hall every Friday at 10.30 am. Anyone with a pre-schooler is welcome to join in.

FAMILY FORMATION

Family Formation aims to help form families in the Catholic faith. Regular evening meetings are held throughout the year for parents and primary-aged children. For further details contact the Parish – kapitiparishoffice@gmail.com

The Sacramental Programme

The Sacramental Programme includes Reconciliation and the Sacraments of Initiation – Confirmation and First Holy Communion.

While Baptism is the sacrament that begins our journey in the Church, it does not complete it. Confirmation and Eucharist (First Holy Communion) are the three "Sacraments of Initiation", by which we become full members of the family of the Church. In the Catholic Church we believe that children (with the support and guidance of parents and others) can share the journey of faith, and these sacraments are one of the ways in which that faith is received and nourished.

Our parish has a strong history of parents, parish, school and youth ministry working together to support our young people as they journey through and beyond the Sacraments of Initiation in their spiritual life. Pivotal to this is supporting parents with the knowledge that they as first teachers are not the only teachers for their child's faith journey.

Children in Year 4 and older can join the programme, which is run over 3 terms – Reconciliation in Term 1, Confirmation in Term 2 and First Holy Communion in Term 3. Both children and parents have separate sessions running at the same time before mass on a Sunday morning.

As a community, we feel that the multipronged approach with parish, school, youth ministry and families working together reflects the gospel call to work in community to guide our young people as they walk forward on their spiritual journey.

Jacqui McLaughlin (Youth Coordinator)

You can register your child through the Youth Office:

☎ 022 6757 357

✉ kapiti.youth@gmail.com



SCHOOL UNIFORM 2025

All uniform (excluding shoes) can be purchased from NZ Uniforms Limited either online (nzuniforms.com) or in-store.

Samples of all uniform are available for viewing in the administration lobby.

Term 1 & 4 - Summer uniform.

Term 2 & 3 - Winter uniform.

General Items

- Polar fleece long sleeve bottle green
- Polar fleece vest sleeveless bottle green
- Jersey/Cardigan (woollen) bottle green
- Bucket style hat bottle green (compulsory Terms 1 & 4)
- School shoes dress leather look black shoes only
NO high heels or boots
- Sandals (black with no socks) may be worn in Term 1 and 4
- School Jacket

PE Uniform - Years 5-8 (compulsory)

- PE shorts bottle
- PE top gold/bottle
- Sports bag for storing uniform at school (optional)
- Sports shoes (optional)

Uniform

- Polo shirt short sleeve bottle / gold
- Polo shirt long sleeve bottle / gold
- Shorts grey
- Trousers grey
- Socks – long grey with gold and bottle stripes (worn with shorts or trousers when wearing shoes)
- Winter Pinafore Y1-Y6 (to be worn with a polo and long black below-the-knee socks and dress leather look black shoes)
- Skirt (all year) Y7-Y8 (to be worn with a polo in Terms 2 and 3 and a white tailored blouse in Terms 1 and 4, accompanied by sandals or long black below-the-knee socks and dress leather look black shoes)
- Tights (with feet) black, may be worn with the pinafore or skirt in Terms 2 and 3
- Summer dress Y1-Y6 (may be worn with sandals or ankle white socks and dress leather look black shoes)
- Hair ties/headbands bottle green/gold/black
- Bike pants black, can be worn with skirts and dresses

Optional items

- Beanie / Scarf bottle green/black (no motifs)

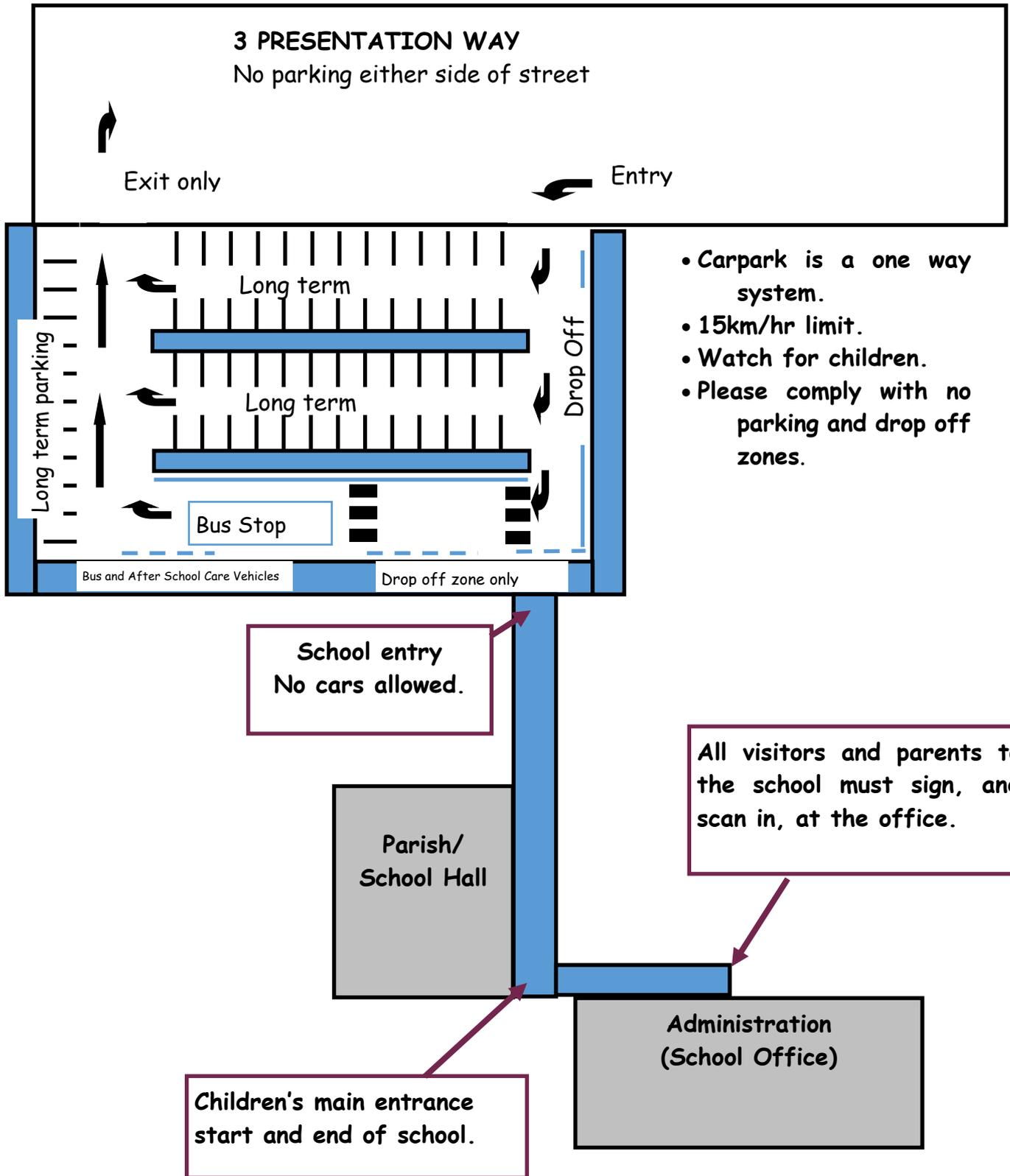
Examples of permitted school shoes.



PLEASE NOTE

- **All items of clothing must be named.**
- Bike pants only to be worn under tunics and must be shorter than the hem.
- Boxer shorts must not show above or below grey shorts.
- Hair longer than the shirt collar must be tied back from the face. This applies to everyone. A ponytail, bun, or braids are acceptable.
- Headbands, hair ties, etc, must be plain black, bottle, or gold.
- Only **one** set of plain, small ear studs. No nose piercings.
- One taonga or cross may be worn on a chain underneath the uniform only.
- **All Year 5-8 must have the correct PE uniform.**
- Long sleeve thermals may only be worn under long sleeve polo shirts. These must not be visible under the official school shirt.
- Thermals must not show outside uniform tops, or below shorts and dresses.
- No make-up or nail polish is permitted.
- Hair must be natural in colour.
- A note is required if correct uniform cannot be worn.
- Correct uniform **must** be worn to and from school.

DROPPING OFF AND PICKING UP CHILDREN AND PARKING



VISITING SCHOOL DURING SCHOOL HOURS

For safety reasons -
All parents and visitors are required to enter and sign in at the School Office during school hours (no exceptions).

