

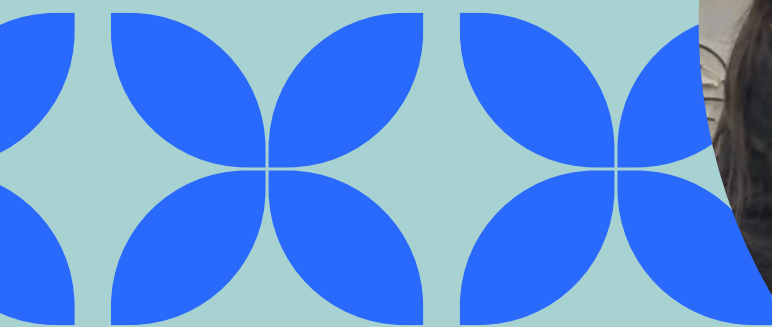


ST JOSEPH'S



GREY LYNN

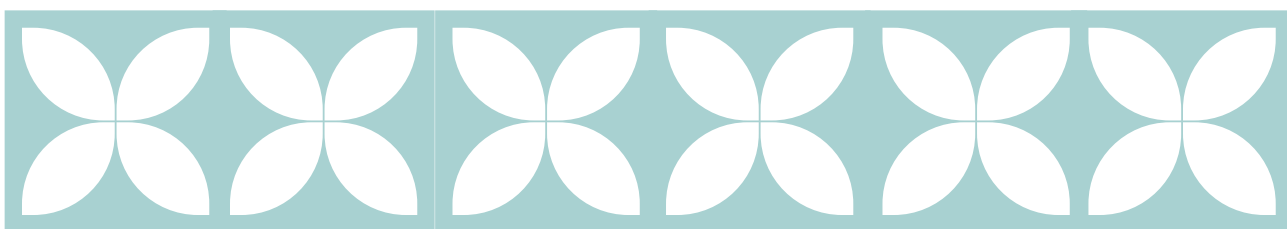
Serving with Faith and Love



# 2025

PARENT HANDBOOK

RESPECT INTEGRITY SERVICE EXCELLENCE



***Kia ora, Talofa, Welcome, 你好 Nǐ hǎo, Kamusta, ស្អាត suostei  
こんにちは Kon'nichiwa and Warm Kiwi, Pasifika greetings,***

*Your child enters a school where God is at the heart of everything we do, and every educational opportunity is valued.*

*All tamariki of Hato Hohepa (St Joseph's) are expected to respect their parents and teachers, wear the correct school uniform, embrace diverse cultures, and approach their learning with hard work, enthusiasm, and a sense of fun.*

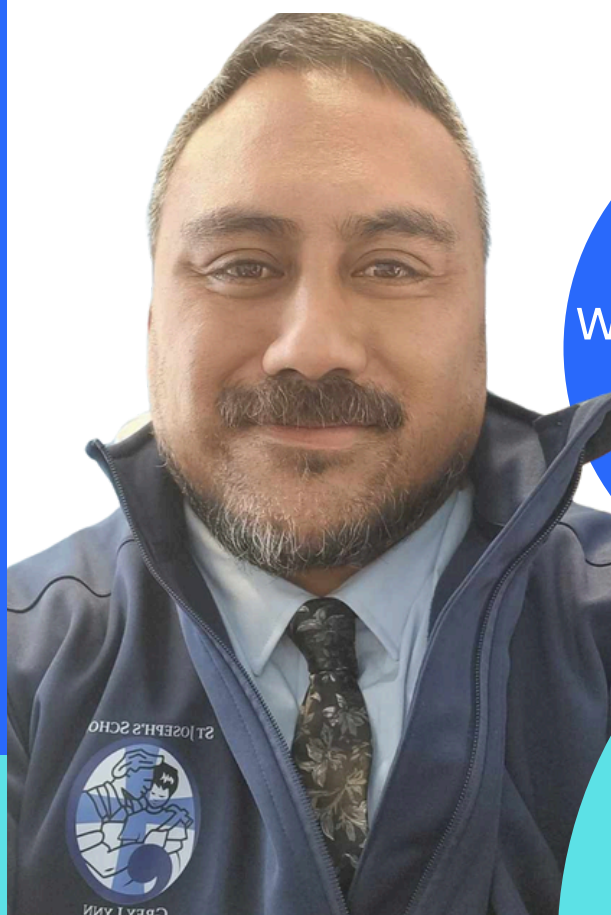
*We are dedicated to creating a Josephite-inspired community where Respect, Integrity, Service, and Excellence are the core values that shape students' attitudes towards learning, relationships with peers, and their Christian faith journey.*

***Simple Formula;***

*Whanau engagement + Teachers = Student success!*

*Stay connected.*

*God's love and Blessings  
Arona Sa  
Principal*



**"Trust in God,  
who helps you in  
all things"**

Mary Mackillop

***"Set your hearts on God's kingdom  
first, and on God's saving Justice,  
and all these other things will be  
given to you as well." · Matthew 6:33***



# School Property



## Transport

St Joseph's is uniquely situated to offer unparalleled convenience and opportunities for our students and families. **With a bus stop located directly outside our front gate**, getting to and from school is safe, easy, and hassle-free, making us an excellent choice for families who rely on public transport. Our central location ensures accessibility for all while fostering a close connection to our vibrant local community.

## Library

We are fortunate to be just steps away from the public library, where our students can access a wide range of high-interest books and participate in engaging events like Book Week and other library-based activities. This proximity encourages a love of reading and provides valuable resources to support learning and literacy development, both in and out of the classroom.

## Parks and Fields

Additionally, St Joseph's benefits from nearby local fields and playgrounds, giving our students ample space for physical activity, sports training, and outdoor play. These facilities help us promote health, well-being, and teamwork as part of our holistic approach to education. At St Joseph's, our location truly enhances the learning experience, combining convenience with a wealth of enriching opportunities.

# Attendance Dues

## ATTENDANCE DUES



Providing for **Catholic Schools**  
in the Auckland Diocese



Attendance Dues are used to pay for building related costs at Catholic Schools in the Auckland Diocese.

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:

2025	PRIMARY STUDENTS	SECONDARY STUDENTS
per year (incl. GST)	\$532	\$1,080
per term (incl. GST)	\$133	\$270

### For more information:

<https://www.aucklandcatholic.org.nz/catholic-schools-2/>

Phone: (09) 360 3040

Email: [acfl@cda.org.nz](mailto:acfl@cda.org.nz)

*Mō tā tou, ā, mō ngā uri ā muri ake | For us, and our children after us.*

### Domestic Fees (above diagram)

We understand the challenges many of our families are facing, and we deeply appreciate the efforts you make to support our school community. We kindly encourage our whānau to consider setting aside \$20 or so each week to help ensure that school fees are manageable.

The Board is mindful of the broader pressures on our families and remains focused on what truly matters—our tamariki. In light of this, there will be no additional collection of donations or contributions outside our annual fundraising programmes.

### International Fees (Refer to International Tab on our website)

[www.st-joseph.school.nz](http://www.st-joseph.school.nz) or contact Madeline Tolai at the Office.

Account Name: St Joseph's

Account: 02-02480317298-000

# Teachers

*We have a strengths-based, high-interest teaching approach, with CORE teachers specialising in Literacy, Mathematics, Science, Religious Education, and Digital Technology. In addition, our specialised teachers lead Arts (Music, Visual Art, Dance), Physical Education, and Innovation Programmes (Robotics, Garden, Workshop, STEAM).*

## **CORE Team**

Meryl Ulugia-Pua - Deputy Principal: Year 5-8 Teacher

Sheila Carumba - Year 3-4 Teacher

Adele Stewart - SENCO: Year 1-2 Teacher

Arona Sa - Director of Religious Education/Principal

Lydia Victor - Release Teacher

Moetoto Isara - Release Teacher

## **Specialist Team**

Music (Guitar, Keyboard, Band) - Mrs Kaushal

Digital Technology - Andrea Tele'a

Visual Art/Release Teacher - Sabila Giradet

Brotherhood/Sisterhood Pastoral Programme - Monika Fihaki

Garden2Table Programme - Mr Stewart

Maker Space and Robotics - Mr Sa

Performing Arts - In Class Support - Ms Maoe

Sports Co-ordinator - Ms Valerie Vui

ESOL Support Teacher - Ms Jamie

Learning Support - Wyneth Dunalgon

Pastoral - Father Tino Parish Priest St Joseph's Grey Lynn

## **International Students**

Maddy Tolai - Office Manager/[office@st-joseph.school.nz](mailto:office@st-joseph.school.nz)

Arona Sa - Principal/[principal@st-joseph.school.nz](mailto:principal@st-joseph.school.nz)

## **Property Team**

Fili Tolai - Caretaker/[property@st-joseph.school.nz](mailto:property@st-joseph.school.nz)

Stephen Howley - Lawns and Maintenance

Joleyn - Cleaner/[cleaning@st-joseph.school.nz](mailto:cleaning@st-joseph.school.nz)



# Teaching Blocks

	Time	Timetable
	830	
Morning	900-915	Admin/Prayers/Hui
Block	915am	Literacy
	950am-10am	Sneaky Snack
	10am-11am	Mathematics
	<b>11am-110am</b>	<b>Morning Tea - Eating</b>
	<b>110am</b>	<b>Morning Tea - Play</b>
Middle	1128am-1130am	2 Minute Warning
Block	1130am-12pm	Religious Education
	12pm-1pm	Integrated Learning
	<b>1pm-110pm</b>	<b>Lunch - Eating</b>
	<b>110pm-145pm</b>	<b>Lunch - Play</b>
Afternoon Block	145pm-2pm	SSR
	2pm-3pm	Integrated Learning
	310pm	After School Care

What is Integrated Learning?

Physical Education

Science

The Arts (Music, Dance, Visual Art)

Health/Well Being

Inquiry

## School Programme

Timetables are adjusted each term to meet the evolving needs of the students.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
830					
900-915	09:00: School Liturgy in Room 10		0900 - Whole School at Mass		
915am					
950am-10am					
10am-11am					
11am-110am					
110am					
1128am-1130am					<b>Specialised Prog Y7-8</b>
1130am-12pm		Year 7&8 RE		Year 7&8 RE	
12pm-1pm		<b>Library: Y1-Y2</b>	<b>Library: Y3-4</b>	<b>Library: Y5-Y8</b>	
1pm-110pm					
110pm-145pm					
145pm-2pm					
2pm-3pm		<b>Specialised Prog Y5-6</b>	<b>Specialised Prog Y1-2</b>	<b>Specialised Prog Y3-4</b>	230pm - School Assembly
310pm					

# Sports Programme

St Joseph's students have a wide range of sporting opportunities each term, and we are seeking coaches to help sustain our successful sports programme. If you're interested in coaching, please reach out to Mr. Sa. principal@st-joseph.school.nz

Netball and Basketball are our primary weekly sports. For more details, please refer to the notices or the school app.



Term 1	Term 2	Term 3	Term 4
Cricket Softball Basketball Swimming	Rugby Cross Country Basketball Winter Netball Soccer Kiwi Tag	Volleyball Table Tennis Orienteering Golf4Kids Basketball Winter Netball 7-a-side Soccer Rippa Rugby	Touch School Athletics Badminton Tennis

# Innovation Programmes

Outside the CORE subjects, students are offered extra curricular subjects each term.

Term 1	Term 2	Term 3	Term 4
Swimming Maker Space Garden2Table	Robotics STEAM Visual Art (Art Expo)	Music STEAM Workshop	Music Dance STEAM

We are excited to partner with Strike Chord Music Studio, who offer classes during school hours. For more details, visit their website: <https://strikeachord.mymusicstaff.com/>.



Keyboard, guitar, ukulele, drums, violin - many more.



## STEAM

The STEAM programme is an engaging and interactive way to foster critical problem-solving skills. It encourages creativity and collaboration while challenging students to think critically.

We now have a dedicated Multi-Purpose space in Room 9, where our students will be inspired to explore and engage in new learning experiences.



# International Programme

We are fortunate to welcome a regular influx of international students who join our school to study, enriching our community with diverse cultures and perspectives. These students bring unique experiences and ideas, creating a vibrant, global learning environment for everyone.

Recently, we have had children from South Korea, China, Japan, Vietnam, America, South Africa, Chile, Switzerland, and the Pacific Islands join us. Their presence enhances our school's international connection and fosters a spirit of inclusion and global understanding.



## Cultural Experience



At St Joseph's, we celebrate the rich diversity of our school community by immersing children in meaningful cultural experiences. From vibrant cultural festivals to Pasifika and Māori Language Weeks, our students have the opportunity to embrace traditions through activities like enjoying traditional foods, participating in games, and wearing cultural attire. These experiences foster a deep appreciation for different cultures, helping our students develop respect, inclusivity, and a strong sense of identity in a supportive and dynamic environment.



# After School Programme

## Times:

3pm-6pm (Term 1-Term 4)

3pm - 530pm (Term 2-Term 3)

## Costs

\$6 a day per child or \$10 for a family.

**Contact the school office to enrol your child.**

## Timetable

Time	Monday	Tuesday	Wednesday	Thursday	Friday
310pm 350pm	Homework	Homework	Homework	Homework	<b>CHOICE</b>
4pm	Afternoon Tea	Afternoon Tea	Afternoon Tea	Afternoon Tea	Afternoon Tea
420pm	Arts and Crafts Sports	Arts and Crafts Sports	Arts and Crafts Sports	<b>CHOICE</b>	<b>CHOICE</b>
5pm-6pm Pick Up	Free Time Supervised	Free Time Supervised	Free Time Supervised	Free Time Supervised	Free Time Supervised

## After School Care Team

Madeline Tolai - ASC Co-ordinator

Theresa Schaumkell

Monika Fihaki

Contact for Madeline for more information:  
office@st-joseph.school.nz

# Stationery and Uniform

Stationery list will be found on our school website under **Information for Parents.**



## **Communication between Home and School.**

As your child starts their journey at St Joseph's School, you will find that we are encouraging them to take ownership and responsibility for their own learning. Parents/caregivers are welcomed and encouraged to make contact with staff throughout the year at appropriate times. Teachers are available for contact via email before or after school hours.

### **Forms of Communication.**

- Fortnightly Newsletters - **CONNECT**
- Emails and Texts from the office or Mr Sa.
- School App (more details to follow)



## **Absences and Lateness**

If your child is absent, please call and leave a message at the school office at (09) 376 5456,

Option 1, or follow the prompts from the school website/app to notify the school office. If you know in advance your child will be away, please email their teacher and the office.

If your child is late, they must provide a note from a parent/caregiver providing an explanation. This needs to be written in their Student Planner. If an explanation is not received for their lateness, it will be recorded, and if there is an ongoing issue, parents/caregivers will be contacted. If a teacher feels there are too many unexplained late passes, they will be in contact with parents.

## **Phones at School**

Students can bring their phones to school. They must hand in their phone to their form

teacher before school starts. The phones are locked away in a safe area in the class. Students collect their phones from their class teacher at the end of the day. Phones are not to be used or in the student's possession during school time, with no exceptions.

## **Contacting Teachers**

If you would like to contact your child's teachers, please use the email addresses on our school website. Our teachers are encouraged not to email during teaching time – as your

child's learning is a priority – you can expect a reply within 24 hours of sending the email. It may be longer if the teacher requires time to consult with the leadership team or other teachers to give them time to provide the most informed response.

If it is urgent, please contact the office, and a message can be left for the teacher. They will get back to you at the most convenient time. We would like your child to become increasingly independent as they progress through their time at St. Joseph's Grey Lynn.

## Reporting to Parents

When reporting orally and in written form to parents/caregivers, the school will endeavour to be open and honest as well as encouraging. Each child is regarded as a unique individual with varying talents and abilities. It is our aim to find each child's potential in whatever field. To achieve this, home and school must work together.

## Student Led Conferences

- Parent Interviews. End of Term 1
- End of Term 2 (Mid-Year Reports)
- End of Term 3
- Term 4 - Week 4 (End of Year Reports)

## Parental Assistance

Parents/caregivers and members of the community are warmly invited to join our team of helpers. Below is a list of some of the ways in which you could assist with the successful

operation of our school. Please feel free to come forward at any time and offer your assistance or suggest some other ideas.

- Helping with Camp Week, class excursions and field trips
- Sports team coaching (**Refer to note below**)
- Assisting staff on sports days, Themed Weeks and Careers Week
- Teaching within our Options Programme
- Maintenance, repairing and cataloguing of resource materials
- Making apparatus and teaching equipment
- Assisting with the School's Production (Term 4)
- Helping with Special Event days (**Please contact the office or Valerie Vui, our Board Chair**)
- Parent Reading Programme (Contact Mrs Stewart)

We need parent volunteers for sporting teams this year. There will be a parents evening in Term 1 where whanau will be given the opportunity.

Alternatively, contact Mr Sa - [principal@st-joseph.school.nz](mailto:principal@st-joseph.school.nz)



**Office Enquires**

- Attendance
- Stationery
- Enrolments
- After School Care
- General questions

Email: [office@st-joseph.school.nz](mailto:office@st-joseph.school.nz)

Phone: 3765456

**Teaching and Learning****Deputy Principal - Mery Ulugia-Pua**

Email: [meryl.mulugia-pua@st-joseph.school.nz](mailto:meryl.mulugia-pua@st-joseph.school.nz)

Phone: 3765456

**Special Education Needs Co-ordinator****Adele Stewart - SENCO**

Email: [adele.stewart@st-joseph.school.nz](mailto:adele.stewart@st-joseph.school.nz)

Phone: 3765456

**Teaching-Learning and Faith Development****Principal - Arona Sa**

Email: [arona\\_sa@st-joseph.school.nz](mailto:arona_sa@st-joseph.school.nz)

Phone: 3765456

**Father Tino - St Joseph's Parish**

Email: [frtinomftolea4@gmail.com](mailto:frtinomftolea4@gmail.com)

**Parish Office - St Joseph's Parish**

Email: [greylynnstjoseph@gmail.com](mailto:greylynnstjoseph@gmail.com)