



3rd February
2026

NEWSLETTER

Te Reo ō te Kura ō Hato Hoāni
The voice of St John's School

Kia ora whanāu, ngā mihi o te tau hou.

Welcome back to another school year! I hope you all had a restful break and enjoyed that precious time together to recharge. To our returning staff, families, and students – it's great to see you again. To those joining us for the first time – we are so happy to have you as part of our community. There is nothing quite like the sound of the school coming back to life; it is a genuine joy to see the children back in the classrooms, ready and eager for the year ahead.

SCHOOL CALENDAR



We've got plenty of great things planned for 2026 and would love to have you involved. The best place to keep track of what's happening is the live calendar on our website. We'll keep it updated if plans have to change, and we'll send out an email if there's anything major you need to know. If you want to make it even easier, you can sync the SJMB Community Calendar straight to your phone, so you've always got the latest dates handy. [Link to download calendar](#)

EDUCATION OUTSIDE THE CLASSROOM (EOTC)

Next week is EOTC Week, a week that the children and teachers look forward to as we leave our normal programme and explore and learn in our school and local environment. There is an exciting programme planned, and all the children will participate in both onsite and offsite activities.

Please take a few minutes to look at [Kindo](#) for information, permission and payment for specific EOTC activities (more information on accessing Kindo can be found further on in the newsletter). We ask that permission and payment is completed by 9:00am on the day **before** the trip or event to allow for processing time.



A lot of preparation and hard work goes into making these experiences possible and a success. I would like to thank the teachers and administration staff for their organisation and planning. I would also like to thank all the parents who have volunteered to help at these events. They would not be possible without your generosity. We hope that you enjoy them as much as the children will.

SUN SAFETY – MAKING THE MOST OF THE SUNSHINE!

With the sun shining down on us (most days), we want to make sure our students can enjoy every minute of their outdoor play and learning safely. To help them stay cool and protected, please ensure your child comes prepared each day with:

- **Sun-Safe School Hat:** Essential for all outdoor play and PE lessons.
- **Sunscreen:** We encourage students to apply this before school. If you wish, they are welcome to keep a named bottle in their bag for them to apply themselves during the day.
- **Refillable Water Bottle:** Staying hydrated is key to keeping energy levels up!
- **Swimming Protection:** For our pool sessions, we highly recommend a rash top that covers the back and shoulders to provide the best protection while they're splashing around.



By being proactive with our sun safety, we can ensure the focus stays on the fun!

NGĀ KĀKAHU O TE KURA – SCHOOL UNIFORM

We expect all children to wear full and correct school uniform at all times. Please refer to the school website for [uniform expectations](#). Just a reminder that school sandals must be worn when arriving at and leaving school.



As part of our commitment to being SunSmart, children are required to wear the school hat when playing outside in Terms 1 and 4. These hats should stay at school during the term to ensure they are able to enjoy their playtimes. The children's health and safety is important to us and therefore, if a child does not have a hat, they will need to play in the shaded area outside the library. Hats can be purchased from [NZ Uniforms](#).

BUDDY CLASSES

Our school buddy system sees our younger children buddied up with older children. Buddy classes meet to attend Mass together and for socialisation and interclass activities. It is a tradition that has been greatly valued by the students.

Buddy classes are as follows:

- Room 6 Year 6 and Room 11 Year 1
- Room 5 Year 6 and Room 12 Year 1 (and Room 10 later in the year)
- Room 4 Year 5 and Room 8 Year 3
- Room 3 Year 5 and Room 7 Year 3
- Room 2 Year 4 and Room 9 Year 2
- Room 1 Year 4 and Room 13 Year 2

PTFA FAMILY PICNIC

Please pop **Friday, 27th February** into your diary.

This picnic, held in the early evening, is a wonderful informal gathering of our school community where you are invited to bring a picnic, chairs, rugs and beverages and the children have the option of bringing their togs for a swim in the school pool (under your parental supervision of course!).



PTFA SECOND HAND UNIFORM SALE



The next uniform sale will be after school on Wednesday 4th March in the school Hall.

If you wish to donate any pieces of uniform to the PTFA to sell, these can be dropped off at the school office.

AUCKLAND DENTAL SERVICE



Auckland Regional Dental Service

The Auckland Regional Dental Service (ARDS) is a Health NZ/Te Whatu Ora-operated service, which provides FREE dental care to children across the greater Auckland areas. In order to prevent any eligible children missing out on receiving free dental care, ARDs is cross-checking their own records with school rolls.

For our children's better oral health and wellbeing, our school roll will be shared with the service as required. To find out more information about ARDs, please visit ards.co.nz or call 0800 TALK TEETH (0800 825 583).

If you do **not** wish your details to be shared, please contact the school office. office@sjmb.school.nz

God bless you all for the year ahead, ngā mihi nui,
Marina Binns – Principal

SCHOOL COMMUNICATION

Communication is very important in the daily life of the school by allowing us to **pass on information and share some of our experiences and needs as well as helping us connect with our community**. There are a variety of communication avenues used by the school community and it can be a bit overwhelming, particularly if you have more than one child.

Official whole school communication comes through the fortnightly newsletter, whole school emails via our school management software, eTap, the school calendar and the school website. Team, class and sport communication also come directly from the teachers or sport co-ordinator through email.



Fortnightly Newsletter: The fortnightly newsletter will be emailed to all current families as well as being put on our school website. This newsletter will contain important reminders and share some of the happenings around the school. It will be emailed on Tuesdays (or Wednesday following a public holiday). Past newsletters can also be accessed via the newsletter link on the school website.

Whole school emails: These will be sent from school management, the school office, the sport co-ordinator and the PTFA as needed, and we strive to keep these succinct and to a minimum.

School calendar: Important dates will be added and updated on a St John's School Google calendar. This can be viewed on our school website. You are also welcome (and encouraged) to link this calendar to your own if you use Google calendars. [Link to download calendar](#)

School website: This contains a wealth of information about the school.

Team and class emails: These will be sent directly from team leaders or class teachers with information pertaining to specific year levels or classes. We endeavour to identify the class or year level in the subject line of the email (please forgive us if we occasionally forget).

Sport information emails: These will be sent directly from the school sport co-ordinator or from parent co-ordinators with information pertaining to specific year levels or classes. We endeavour to identify the sport and the class or year level in the subject line of the email.

St John's School Community Facebook Page: This is a more informal avenue for sharing information with, and by, the school community. All parents are welcome to become members of the group, as well as any extended family members. There is no expectation that you must join this group.

Permission slips and payments: Wherever possible these will be processed through your Kindo account. There may be exceptions where a Google form is emailed or a paper permission slip comes home, but these will be rare.

PARENT COMMUNICATION

Contacting the school: Parents are welcome to contact school staff directly by email or by phoning the school office. We ask that all communication comes through these channels rather than student emails. We recognise that email is a valuable and efficient communication tool that is widely used across our society. Staff members are provided with a school email address which can also be found on our school website (first name and initial of surname eg. John Smith is johns@sjmb.school.nz).

The staff member may not have a chance to open their email messages by the end of the school day (2:50pm). **For vital or urgent messages please phone the school office.** Teachers check their emails daily, however, during the day, the teacher's priority is the children in their class and therefore, cannot respond immediately to emails or answer external phone calls. During the week your emails will be responded to within 24 hours.

Please remember that your child's teacher holds your child's well-being and your concerns with the utmost care and respect. Please ensure all correspondence with your child's teacher reflects your own care and respect. I ask that emails are used for sharing information and making appointments, rather than addressing issues.

Parent concerns: From time-to-time things occur at school which lead to parents seeking clarification. If you have concerns about your children's progress or you wish to seek clarification about something that has happened at school, **the classroom teacher is the first point of contact** to answer the concerns or enquiries of parents about their children. Generally, matters are resolved at this level.

Teachers often have appointments before and after school and it is not appropriate to discuss your child in front of other children or parents. If your inquiry is more than a 'quick question' we ask that you speak to or email the teacher directly to make an appointment to ensure that the teacher will be available to discuss your concerns, giving you their full attention.

If after meeting with the classroom teachers there is further concern or dissatisfaction parents should then seek an appointment to meet with the Team Leader in an attempt to resolve the matter of concern. Thereafter to the Principal.

There are specific avenues for enquiring about information about the school or commenting on school policies, property, and procedures. **Please contact the office who can help you address the right person to talk to.**



St John's is using the online 'shop' Kindo for additional charges for trips, stationery items, online learning subscriptions etc.

FAMILIES NEW TO ST JOHN'S

If you have not already set up an account with Kindo please visit www.mykindo.co.nz as soon as possible to sign your children up. You may have more than one child per account.

It is vital that the email address used for your Kindo account is exactly the same as the one the school has listed on our database for your child's first caregiver (in most cases this is usually Mum). If your email address does **not** match the one we have recorded in our student database then you will see an error message. You then have the option to either update your account details on Kindo or to email Michele Nash on MicheleN@sjmb.school.nz to request a change on the school database.

If you have any queries at all, please do not hesitate to contact Anneliese Bridges in the school office or if you have difficulties with the Kindo website their helpdesk is but a phone call away (Freephone 0508 454 636).

TERMLY SCHOOL FEES are dealt with separately by Mrs Michele Nash, michelen@sjmb.school.nz and should be paid either via bank transfer to St John's School (Mairangi Bay) Board, a/c nos: 12-3042-0320348-00 referenced with your child's name and 'Fees', or via EFTPOS at the school office. Any families paying in instalments do not need to make any changes to arrangements already in place.

ATTENDANCE MANAGEMENT PLAN

At the end of last year, the School Board approved the school's new Attendance Management Plan inline with the Ministry of Education priority on attendance. This has been included below for your information.



St John's School (Mairangi Bay)

Attendance Management Plan

Every Day Matters

Regular attendance (defined by the Ministry of Education as attending school 90% of the time) at school is important to a child's success and there is a clear connection between regular attendance and social and academic progress. Through regular attendance students gain the full benefit of their education, building crucial knowledge, strong social skills, and a true sense of belonging to their school community.

The government target is that 80% of students will be regularly attending school by 2030.

Our school currently has 73% of students regularly attending school (Term 4, 2024 - Term 3, 2025) and a target of 80% by 2030.

Board responsibilities

The Board is responsible for taking all reasonable steps to ensure that all students enrolled at St John's School attend school when it is open (Education and Training Act, s36).

The Board will comply with the provisions in the legislation in relation to student attendance by:

- Having a commitment to support students return to regular attendance.
- Having an effective method in place for identifying and monitoring student absence, including identifying patterns and barriers to student attendance.
- Having processes and procedures in place to support a Stepped Attendance Response to student absence that uses data-based thresholds to identify students.

- Investigating, responding (in line with the attendance management plan) and recording actions taken in relation to absences.
- Publishing this Attendance Management Plan on the School's website.

Parent Responsibility and Expectations

Parents have a legal responsibility for ensuring that their child attends school every day (Education and Training Act, s36 and s244). As required by the Education and Training Act 2020 (s35), students between six and sixteen years old must be enrolled at school. Once enrolled, it is compulsory to attend school regularly, unless a specific exemption has been approved by the school and the Ministry of Education.

We expect parents/guardians to:

- Understand the importance of regular school attendance as it sets high expectations for achievement,
- Know their legal responsibilities to ensure their child regularly attends school,
- Ensure that their child attends school every day they are able to,
- Ensure that their child arrives at school before the 8:50am bell,
- Ensure that their child is collected before 3:10pm unless attending an organised event or sports practice,
- Notify the school as soon as possible if their child is going to be late or absent for every day that the child is away either by phoning the School using the answer phone system, informing the school by leaving their child's name, room number and a message, using the absentee reporting facility on the school website or by emailing office@sjmb.school.nz
- Arrange appointments and trips outside school hours or during school holidays where possible, and,
- Work with the school to manage attendance concerns.

School Commitment

At St John's School we are committed to working with our families and whānau to achieve this goal, as providing the best possible education to our students is fundamental to our Catholic Character and the shared responsibilities of the family, whānau, and the school.

The School will:

- Record and monitor attendance using set attendance procedures. These attendance procedures will;
 - allow school staff to identify and respond to student attendance concerns.
 - ensure students are accounted for during school hours and activities as well as emergency events.
 - set high expectations.
 - be communicated to parents.
- Monitor student attendance, keep accurate records, and ensure that all staff understand and can follow these procedures
- Utilise the Ministry's Stepped Attendance Response (STAR) framework to ensure a consistent and proportionate response is taken to address all non-attendance and remove barriers to regular attendance.
- If a parent asks for their child to be excused from certain areas of the curriculum for religious or cultural reasons the Principal reviews these requests and considers the preferences of the student. In these circumstances, the school will provide supervision for any students who do not participate in certain areas of the curriculum.
- Be open for a set number of half days each year as designated by the Ministry of Education. A half day is defined as two or more hours before noon or two or more hours after noon. In exceptional circumstances the Board would need to work through the Ministry of Education for less half days per year i.e. disaster.

Plan review

This plan will be reviewed in October, 2026. Following this initial review, it will then be reviewed as part of the Board's triennial review cycle.

ATTENDANCE PROCEDURES

St John's School records and monitors attendance using set attendance procedures. These attendance procedures ensure students are accounted for during school hours and activities as well as emergency events. This allows school staff to identify and respond to student attendance concerns.

Daily Monitoring of Attendance

1. On commencing school, a student is entered onto the school's Student Management System (SMS) database.
2. A student is placed in a class, and the class list is recorded on the Electronic Attendance Register (eAR) which is stored on the SMS.
3. The class teacher records the attendance of each pupil in their care at the time twice daily – 9:00am and 1:30pm.
4. In the case of classes being split across the school, the teacher is responsible for informing the office of the attendance for all students in their room at the time attendance is taken. This can be done via email or on a paper roll sent to the office (see point 7).
5. The codes for teachers marking the roll are as follows:

? = not in class – this is a temporary code which is followed up by the office.
P = present
6. Teachers do not change a code that has been entered by the office staff prior to the roll being taken.
7. If unable to electronically access the SMS, attendance is recorded on a paper attendance roll. This roll must include the name of the teacher or person in charge who took the roll and the date. It is then taken to the office. The office secretary will enter the data into the eAR. The hard copy of the roll will be filed and retained until the end of the current school year.
8. Absences noted on eAR are matched by the School Office against absences notified by caregivers.
9. Administration staff will use Ministry-approved attendance codes to record student attendance. The attendance codes and guidance are designed to support schools and the Ministry to:
 - distinguish between presence, justified absence and unjustified absence
 - provide high-level indicators to support monitoring of trends and patterns
 - support school attendance activities e.g. tracking the location of students.
10. The codes for administration staff marking the roll are as follows (in addition to ? and P):

L = a student arrives late to school but prior to 9:30am
D = a student is temporarily out of school at an appointment (medical, legal or an appointment that could not have reasonably been made outside of school hours)
Q = engaged in Board approved learning offsite (including offsite activities organised by the school)
M = school has been informed there is a medical reason for absence; child is sick
U = A child has been formally stood down or suspended
J = The Principal has approved the child's absence
T = Following unsuccessful attempts to contact parents, a child is absent
G = Child is on holiday (domestic and international) during term time
E = Parents have explained the absence, but it is not approved by the Principal
Or another Ministry of Education Attendance Code.
11. The Principal is vested with the professional authority, delegated by the School Board as part of the day-to-day management of the school, to make a discretionary call regarding the classification of student absences. This decision involves applying professional judgement to the specific circumstances of each case against the school's policy and the overarching Ministry of Education attendance guidelines. It is through this exercise of professional discretion that the Principal determines the appropriate classification of an absence as either justified or unjustified, ensuring both consistency and support in upholding the school's culture of regular attendance.

12. When offsite on a school organised activity, the teacher or staff member in charge is responsible for ensuring that attendance data is accurate. In the case of a child arriving late or leaving early the staff member in charge must electronically update eAR or inform the office via email or phone.
13. Where children are absent without notification to the School and in the interests of the children's safety, the School will make every effort to contact the parents by phone immediately after the roll has been completed at 9:00am. The result of the call is noted in eAR using the before mentioned codes by the office.
14. Where the primary caregivers for a pupil with an unaccounted absence have not been spoken to by the School Office, a message will be left where there is a facility to do so (voice mail or email), and a continued effort to contact all/any caregivers on record will be made by the Office during school hours.
15. St John's School will provide attendance data to the Ministry of Education daily.
16. The end of year written report will inform parents of the level of their child's attendance as a percentage.

Children Attending Alternative Education

Parents wishing their child to attend alternative education offsite must apply and discuss this with the Principal. If agreed to, the Principal will complete and return permission forms to the alternative education provider. A hard copy of the completed form will be retained by the Principal until the end of the current year.

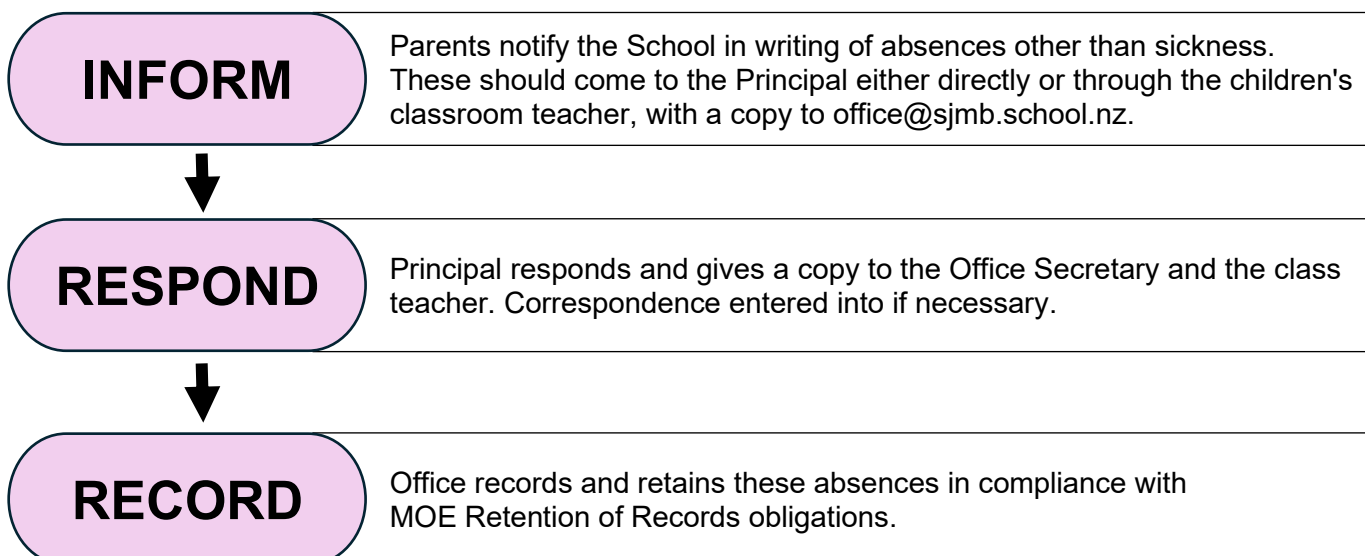
To monitor the attendance of students when attending alternative education off site, the Principal or Deputy Principal will make contact with the education provider, requesting that they inform the school if the student does not attend. The school will request that the alternative education provider send a term report showing attendance at the end of each school term. These will be retained until the end of the current school year.

Student Arrivals After the 8:50am Bell

If a child arrives at school late or arrives to the classroom after the roll has been submitted they must report to the Office and collect a printed slip issued by the Vistab electronic system.

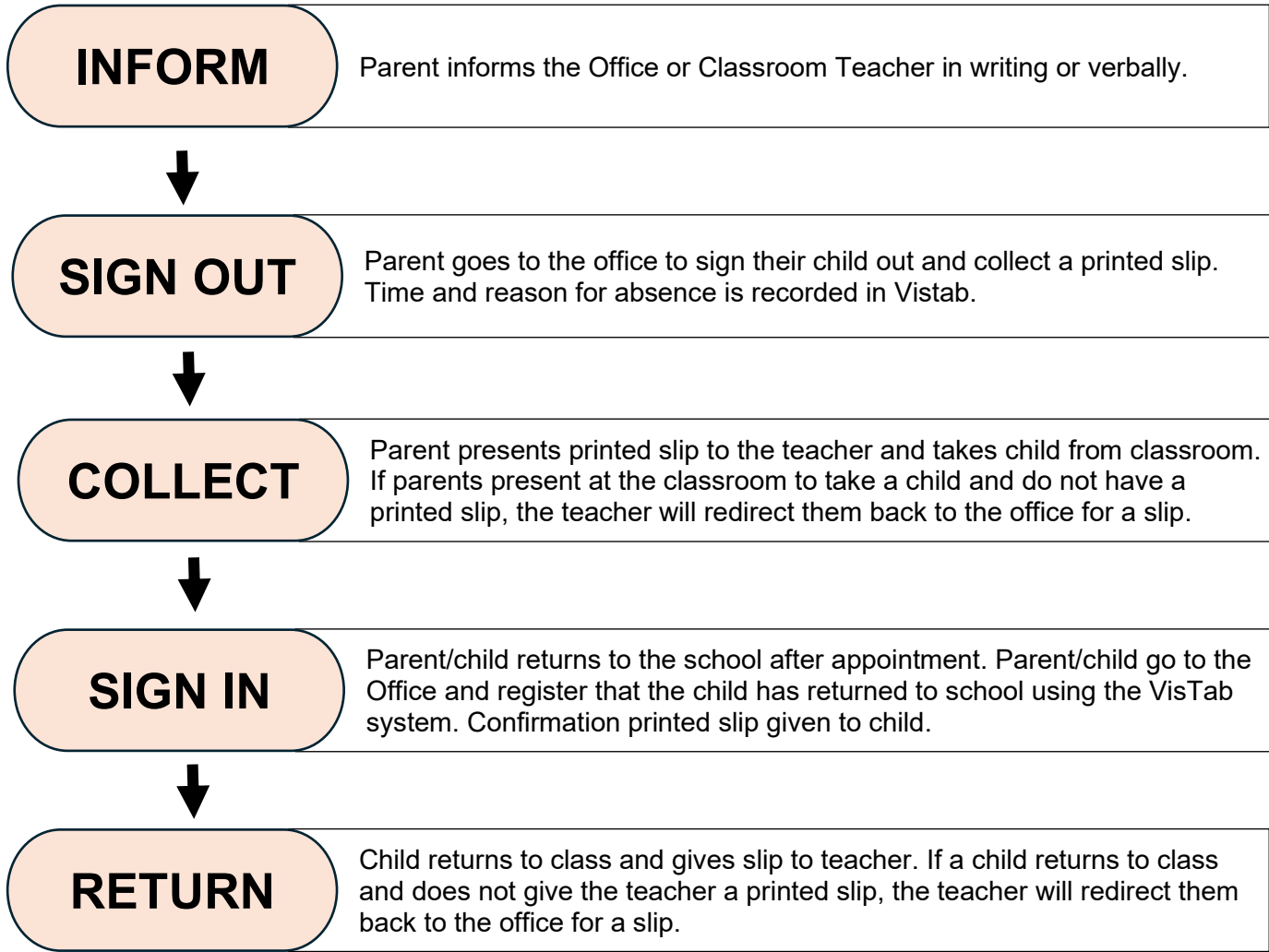
- 1) If a child arrives at school late they report directly to the office and sign in using the Vistab system. The child takes the printed slip to inform their teacher they have been signed in by the Office.
- 2) If a child arrives at the classroom after the roll has been submitted, the classroom teacher does not stop teaching and record their lateness. They will be sent to the Office to sign in using the Vistab system. The child takes the printed slip to inform their teacher they have been signed in by the Office.
- 3) The office regularly 'syncs' VisTab and eTAP for late arrivals prior to following procedures regarding absences.

Requests for Student Absence from School other than for Sickness



Students Leaving the School During School Hours

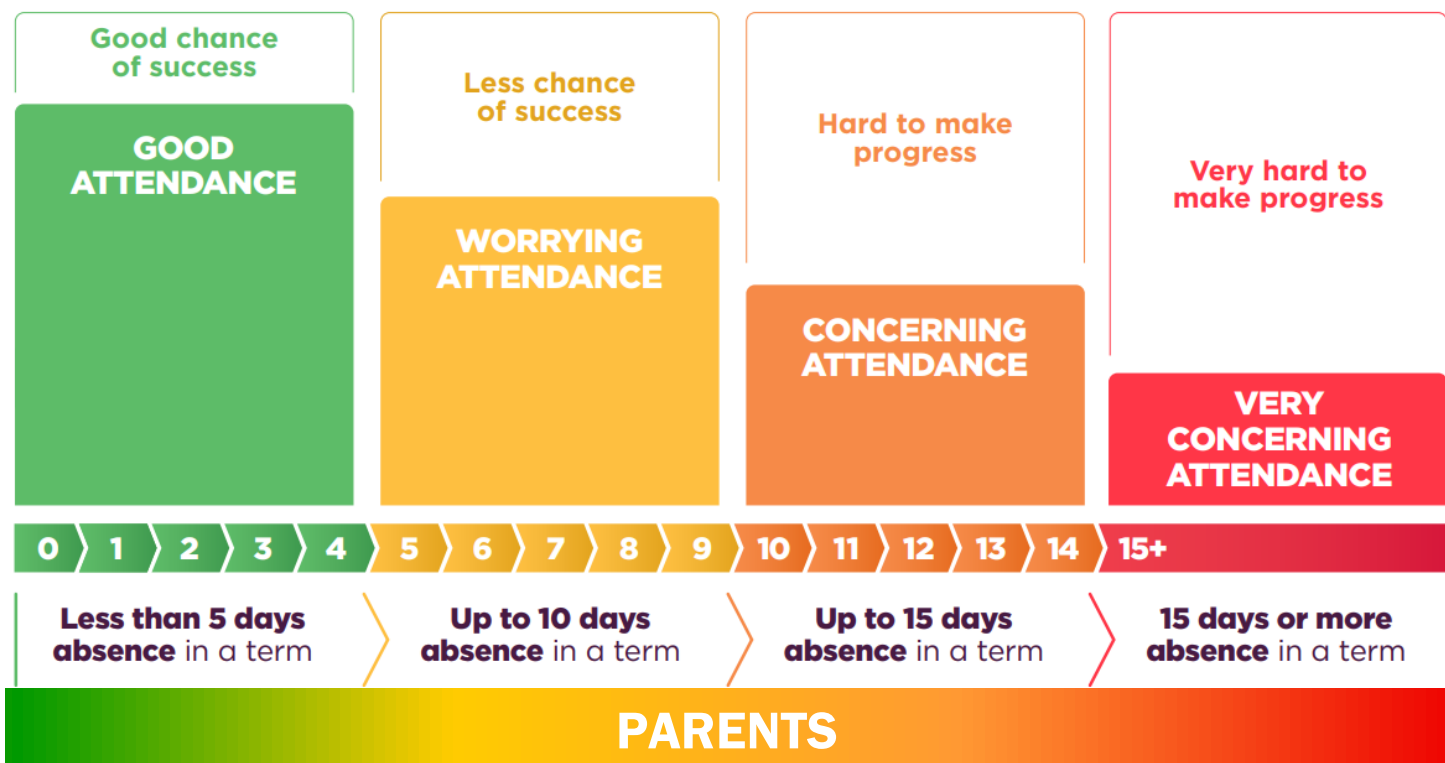
Students are not allowed to leave the school during school hours unless permission is requested by parents/caregivers and given by the school. Children leaving the school during normal school hours must be signed out using the digital Vistab system at the School Office.



STEPPED ATTENDANCE RESPONSE FRAMEWORK

At all times the actions of the school and caregivers toward the monitoring and management of children’s attendance and absence should be in good faith and with the children’s welfare at heart and based upon Christ’s Gospel values.

- Regular attendance is crucial for your child’s learning and wellbeing.
- Open communication with the school is essential.
- Early intervention helps prevent prolonged absences.
- Support is available; don’t hesitate to seek assistance.



The Principal is informed of all absences through the SMS and monitors student attendance through this.

In a case where, for some reason, the class teacher is concerned at the unexplained absence of a student, they will inform their Team Leader. In a case where, for some reason, the Team Leaders are concerned at the unexplained absence of a student, they will inform the Principal.

<p>Encourage good attendance habits.</p> <p>Ensure your child is attending school everyday.</p> <p>Follow School Attendance Procedures.</p> <p>Make appointments outside of school time wherever possible.</p> <p>Report every day to the office as to why your child is away.</p> <p>Inform the school if your contact details change.</p>	<p>Contact School to discuss reasons for absence.</p> <p>Seek support from your classroom teacher or school leadership if you are struggling to get your child to school.</p> <p>Support your child to catch up on missed learning.</p>	<p>Return your child to regular attendance.</p> <p>Attend a meeting at the school to diagnose the reason for absence and to collaborate on a support plan.</p> <p>Implement strategies at home.</p>	<p>Return your child to regular attendance.</p> <p>Engage in an improvement plan.</p> <p>Participate in regular meetings.</p>
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THE SCHOOL

<p>Clear communication to parents about attendance expectations on enrolment and every year.</p> <p>Maintain accurate contact details for parents.</p> <p>If the school does not hear from you they will contact you.</p> <p>If the school does not hear back from you, your child will be marked truant.</p>	<p>Send a formal letter to the parents letting them know that their child has reached 5-9 days absence.</p> <p>The Principal will contact the parents to discuss reasons for absence.</p> <p>Any assistance to support their child's attendance will be offered.</p> <p>In-school support for any child struggling to get to school.</p> <p>Outside support will be accessed at parent's request.</p>	<p>Send an escalated formal notification to parents.</p> <p>Hold a meeting at the school to diagnose the reason for absence and to collaborate on a support plan.</p> <p>If possible, remove any barriers to support the child attending and, if needed, request help from the Ministry of Education and other agencies.</p>	<p>Send a warning notice and make contact to arrange a meeting with parents.</p> <p>Escalate multi-agency response.</p> <p>Participate in multi-agency response.</p> <p>Implement and monitor improvement plan.</p>
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THE MINISTRY OF EDUCATION

ATTENDANCE SERVICE

- Work with chronically absent and non-enrolled students and their families to identify and address barriers to attendance. This includes;
 - Agreeing changes to be made
 - Addressing some unmet basic needs impacting on attendance, and
 - Referring students to other services as necessary
- Collaborate with schools so that;
 - They remain engaged as plans are developed and implemented, and
- They can continue to provide support as the student increases their attendance at school, and the additional Attendance Service support is withdrawn

REGIONAL AND NATIONAL TEAMS

- Collects attendance data daily
- Facilitate involvement of other agencies
- Support schools to access other educational pathways for a student where appropriate
- Consider system-wide initiatives for high-risk attendance
- Reprioritise regional support resources to where most needed/ effective
- Undertake Ministry led prosecution when considered appropriate if supports are offered and not taken up, when requested by schools

ATTENDANCE DUES

Investing in Catholic School Infrastructure

Today
AND FOR
Future
GENERATIONS



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.

For more information:

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

Phone: (09) 360 3040

Email: acfl@cda.org.nz

2026 ATTENDANCE DUES CHARGES	PRIMARY STUDENTS	SECONDARY STUDENTS
per year (incl. GST)	\$544	\$1,124
per term (incl. GST)	\$136	\$281

Attendance Dues must be paid either in full at the beginning of the year or through regular instalments (weekly, fortnightly, monthly, or per term). *Please note that paying in full at the end of the year is not an available option.*



Mō tātou, ā, mō ngā uri ā muri ake nei | For us, and our children after us.

Catholic Special Character Contribution

The Catholic Special Character contribution is used to fund the staff and services provided by the Catholic Education Services Board, who are responsible, on behalf of the Proprietor for maintaining and enhancing the Catholic Special Character of our schools. This includes:

Religious Education

Supporting schools to deliver high-quality, nationally approved Religious Education programmes.

Professional Development

Providing training for teachers and leaders to gain the qualifications and certification needed to teach and lead in Catholic schools.

Leadership Formation

Growing and forming strong Catholic leaders in our schools.

Governance Support

Supporting school Boards to govern with a Catholic worldview.



The contribution is \$70 per student per year, or \$17.50 per term. The contribution is tax deductible, and a 33% refund can be claimed from the IRD.

For more information go to:

www.aucklandcatholic.org.nz/catholic-education-services/

Phone: (09) 360 3091 **Email:** ces@cda.org.nz

Your contribution ensures that the Catholic special character remains well-supported and at the heart of our schools.

A PERSONAL Thank You!



I am sending you this personal letter of thanks to acknowledge your support and donations over 2025.

Your giving allows De Paul House to be impactful in how we deliver our support services. You help us to 'light the way' for families and older adults, to see and believe in a better future.

By January 30, we had taken over 122 calls for help with housing. This is a 100% increase compared to 2025. We anticipate another very busy year. In the March newsletter, we will share the very exciting news about our latest project – the building of our own social housing.

I hope you will once again support our vision to see every family, every child, and every senior thrive in 2026.

Thank you for being the difference in someone's story.

Warm regards,

A handwritten signature in black ink that reads 'Jan Rutledge'.

Jan Rutledge, QSM
General Manager





**FOOTBALL
LUNCH TIME PROGRAMME**

KIWI KICK STARS

St John's school

***FUN FOOTBALL SESSIONS FOR
BOYS AND GIRLS!!***

TERM 1

Our awesome programme gets kids exercising through super fun activities based around football and storytelling. Kids build confidence while improving their motor skills and coordination, learning how to play with others, focus on problem solving. Our friendly, experienced coaches have a hands-on, relatable approach and a passion for fun!

Everyone's a winner at Kiwi Kick Stars!

Where: St John's Astroturf

When: Thursdays (T1 Thursday 5th , 12th, 19th, 26th March.
T2 Thursday 23rd, 30th April, 7th & 14th May)

Time: Lunchtime

Cost: \$ 108 per term 8 weeks

Second child discount of 10% applies!

TO REGISTER GO TO WWW.KIWICKICKSTARS.COM