

2022 JUNIOR SCHOOL HANDBOOK

BE MORE THAN
YOU EVER IMAGINED



2022 JUNIOR SCHOOL HANDBOOK

Clyde Street, Epsom, Auckland, New Zealand
Private Bag 99939, Newmarket 1149

P. +64 9 520 0221 School House Reception
+64 9 520 9376 Junior School Attendance

E. office@diocesan.school.nz

DIOCESAN.SCHOOL.NZ

Contents

Principal's Welcome	5
Head of Junior School's Welcome	6
Important Dates	7
Communication for Parents	8
Newsletters and How Parents are Informed	8
Reporting on Progress and Achievement	9
High Expectations of Student Behaviour	9
Teaching and Learning	10
The Primary Years Programme of International Baccalaureate	10
The Learner Profile	11
Primary Years Programme at Diocesan School for Girls	12
Inquiry Learning and the PYP	13
Centre for the Enhancement of Learning	15
Chaplaincy	15
Education Outside the Classroom	15
Co-Curricular Activities	16
Individual Tuition	17
Music Curriculum	18
Digital Learning	19
Ethics	19
Languages	19
Guidance Counsellors	20
Home Learning	20
Leadership	20
Physical Education and Health	20

Our School Day in the Junior School	21-29
Absences	21
After School	21
After School Care	21
Bus Transport	21
Caring Shed	22
Chapel	22
Environment	22
Health	23
Health Centre/Sick Bay	23
Houses	23
Library / Research Centre	24
Lost Property	24
Lunches	24
Nutritional Guidelines	25
Parking on Diocesan Campus	25
Personal Information	25
Special Leave	26
Stationery	26
Sunsmart	26
Timetable	26
Uniform	27-29
Valuables	29
Diocesan Community	30-31
School Buildings and Map	33-35



Dear students and parents

We wish you a very warm welcome to the 2022 school year as you embark on a challenging and rewarding learning journey with us. This handbook will help you understand how our school activities and events operate and who is involved in making them happen.

Effective relationships between the community, students, parents and staff are very important to us and we hope that this information will support your regular contact with the school and awareness of what is happening during your daughter's time at Diocesan.



For school information about current and future events, please take time to check DioConnect accessed from our website or via the DioConnect App. Here you can do everything from reporting an absence, to finding event information, permission slips and class timetables. You will also find up to date information about your daughter's progress, achievement, attendance, and teacher contacts. Once school begins, we email parents our fortnightly newsletter The Messenger. This newsletter will contain updates from the Head of the Junior School, Sue Brewin. There is a roundup of Dio news, sports and arts successes and student life.

One of the most important aspects of effective relationships for teaching and learning involves the provision of high quality feedback to students in a supportive home/school partnership. We will always welcome your feedback and communication so that we can continue to provide the very best education for our girls. We want to use your feedback to keep improving.

If you have a problem or query that needs to be resolved your first point of contact is your daughter's Dean. Your daughter will receive feedback and feed forward throughout the year from teachers about her learning and you can track her progress and achievements as the year unfolds.

We hope you have a great year and take time to enjoy the many Diocesan events that celebrate the family atmosphere of our school.

Very best wishes

A handwritten signature in black ink, appearing to read 'Heather McRae'.

Heather McRae Principal



Welcome

I extend a very warm welcome to the 2022 school year at Diocesan Junior School.

The Junior School handbook is an outward and visible sign of the partnership between student, parent and school. This partnership is essential if we are to succeed in the vital process of educating your daughter for the future. The handbook is a comprehensive information package providing you with material on a wide range of subjects and activities. It is intended to guide you in the right direction and to the right people in order to provide answers to any questions you may have, and to reinforce

the commitment we have to provide an 'education of excellence' in every respect.

Our aim is to inspire, challenge and empower your daughter to achieve her individual potential through being actively engaged in her learning, motivated to achieve, and well-grounded in the attitudes, values, skills, knowledge and sense of identity she will need to succeed in all areas of her education.

We follow the New Zealand Curriculum, which is taught within the context of the Primary Years Programme (PYP) of the International Baccalaureate. We strongly believe that learning in the Junior School will transition your daughter successfully to take the next steps as she progresses through to Junior High School, Senior School and beyond.

This handbook is supported by other sources of information. These include the Diocesan School for Girls' website, class blogs and The Messenger which is emailed to you every second Friday. The section on Our School Day is important as it outlines the day to day running of the School. We are open to all feedback and look forward to hearing from you as the year progresses.

The staff and I look forward to the year and will do everything possible to ensure your daughter's education at Diocesan Junior School is challenging, enjoyable and memorable.

Kind regards

Suzanne Brewin
Head of Junior School

Important Dates for 2022

Term 1

Auckland Anniversary Day	Monday 31 January
Term 1 begins	Tuesday 1 February
Waitangi Day Observed	Monday 7 February
Term 1 ends	Thursday 14 April

Term 2

Term 2 begins	Monday 2 May
Queen's Birthday	Monday 6 June
Term 2 ends	Friday 8 July

Term 3

Term 3 begins	Monday 1 August
Term 3 ends	Friday 30 September

Term 4

Term 4 begins	Monday 17 October
Labour Day	Monday 24 October
Term 4 ends	In week beginning 5 December (TBC)

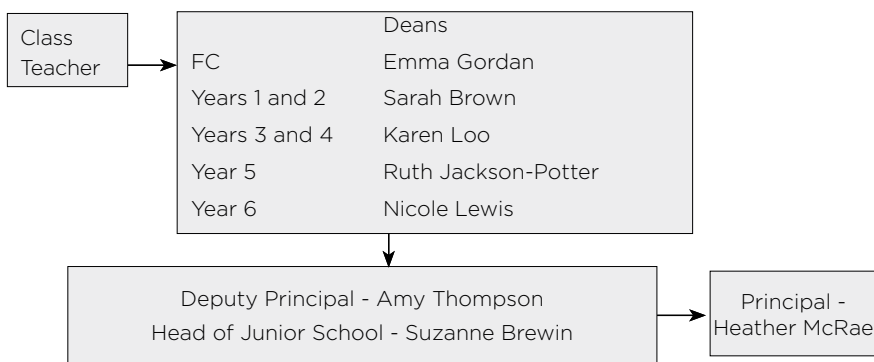
Full details of term dates are on DioConnect under 'Calendar' tab.

Communication for parents

We have an 'open door' policy and we welcome and actively encourage communication from and to parents/guardians regarding students' learning and well-being. Teachers are not available during class time but are available during their non contact time. Mrs Brewin is available to meet at any time; however, appointments should be made for interviews with staff.

Please phone the Junior School Office on 09 520 9224 to make an appointment or email: juniorschooloffice@diocesan.school.nz

The following flow chart outlines our communication channels:



The class teacher will be the constant contact for your daughter.

Newsletters and how parents are informed

Information about current and forthcoming events is regularly posted to Year level blogs on DioConnect, which can be accessed through the School website or via the DioConnect App. The Junior School also produces a fortnightly newsletter, The Messenger, which is emailed every second Friday. This is an important source of information regarding Junior School events.

All classes have class blogs, which are an easy way of keeping informed about the learning that is occurring in classes and can be found on DioConnect.

From time to time it is necessary to email home special notices. Parents are encouraged to contact the School at any time. Email addresses for staff are their first initial followed by their surname then @diocesan.school.nz. For example, Suzanne Brewin's email is sbrewin@diocesan.school.nz

Reporting on progress and achievement

An introductory parents' evening is held at the beginning of the school year. This gives parents the opportunity to meet the class teacher and hear important information about teaching and learning programmes.

Triadic Interviews are held in Terms 1 and 2 to allow parents and their daughters to discuss progress and set goals with the class teacher. Additional interviews can be arranged by appointment.

Learning Journals are a record of your daughter's learning and assessment across a range of curriculum areas. The Learning Journal will come home each term and will contain both formative and summative forms of assessment.

In Terms 2 and 4 a formal report on achievement and progress will come home.

High expectations of student behaviour

An important aspect of creating great schools is the need for consistently applied and clearly articulated expectations for student behaviour as reflected in our Ko Tātou agreement. Ko Tātou will form the basis of our class essential agreement and covers both online and offline expectations. All teachers at Diocesan share responsibility for maintaining these standards and regularly clarify practices and consequences for inappropriate behaviour.

Students will be shown this format through school assemblies and in discussion with their teachers, and we would like parents to understand the expectations and support the School's efforts to optimise our high quality learning environment.

Every student has the right to learn and every teacher has the right to teach. We all have responsibilities in our Diocesan learning community. We have a responsibility to:

- Respect learning
- Respect the School environment
- Respect others

At Diocesan we want all students to achieve their personal best and we believe the quality of the learning environment is a significant factor to enhance learning. We expect students to take personal responsibility for their behaviour and to be prepared to learn. If students transgress they will be challenged respectfully, expectations will be consistent and consequences will be firm and fair.

Teaching and Learning



The Primary Years Programme of the International Baccalaureate

The International Baccalaureate Primary Years Programme (PYP) is designed for students aged 3 to 12. The PYP is an international curriculum framework which fosters the development of the whole child through being integrated, holistic and inquiry-driven through which we deliver the New Zealand Curriculum. PYP emphasises cognitive, social and personal development and teaches high level thinking skills which enable students to learn to critically analyse information. Transdisciplinary learning is an integral part of our school- wide approach to unifying learning and teaching from the Foundation Year to Year 6.

The PYP provides an ideal foundation for children to become successful, lifelong learners by developing their:

- social and emotional well-being
- independence, as they take responsibility for their own learning
- international mindedness
- understanding of the world and their ability to function effectively within it
- attitudes and dispositions for learning
- ability to take mindful, appropriate and sustainable student-initiated action
- language skills

Programme model



The PYP curriculum framework emphasises the central principle of agency that is threaded throughout the three pillars of the curriculum: the learner, learning and teaching and the learning community.

The learner: Describes the outcomes for individual students and the outcomes they seek for themselves (what is learning?).

Learning and teaching: Articulates the distinctive features of learning and teaching (how best to support learners?).

The learning community: Emphasises the importance and the role that communities play in achieving these outcomes.



The PYP consists of essential elements: concepts, knowledge, ATL (approaches to learning), attitudes and action. The knowledge component is developed through inquiries into six trans-disciplinary themes of global significance, supported and balanced by six subject areas.

The Learner Profile

Through PYP we aim to foster the following attributes in our students.

These traits create the following learner profile of PYP students:

- Inquirers
- Thinkers
- Communicators
- Risk Takers
- Knowledgeable
- Principled
- Caring
- Open-minded
- Balanced
- Reflective

The Primary Years Programme at Diocesan School for Girls



Students are actively involved in their own learning and are taught how to take responsibility for their learning. PYP allows each student's understanding of the world to develop in a manner and at a rate that is unique to that learner.

The PYP encourages students to think conceptually and make connections not only between concepts but also between disciplines. Our students will learn to integrate a large amount of information and apply the knowledge learnt in a cohesive and effective way. Students are inspired to take action for their own learning and to transfer this action into a wider social context.

A willingness to consider another's perspective and curiosity is established when students start to make connections between life and school, life at home and life in the wider world.

A key component of the PYP is developing international mindedness which includes showing intercultural understanding and respect as well as establishing a personal set of values. Learning a language is also an important part of the process. Above all, the PYP learning is engaging, relevant, challenging and significant. It stimulates students to become lifelong learners.

Inquiry Learning and the PYP

Inquiry learning is how learning occurs within the PYP.

The four stages are:

Ignite
Explore
Connect
Respond.

Ignite is the stage in which the central idea is unpacked and the girls are exposed to a range of learning experiences to engage their thinking. During the exploration stage they ask questions and investigate using research skills. During the connect stage, students make connections between their prior knowledge, including previous units of inquiry, and new learning. In the Junior School, girls are encouraged to make links to the central idea, lines of inquiry and key concepts. In all inquiry units students are given an opportunity to share their learning and take action. They are encouraged to articulate their findings to one another in their own words and celebrate the inquiry process.

For further information

Further information can be found on the IBO website, www.ibo.org

For further information about Diocesan School for Girls' PYP Programme please contact Nicole Lewis (nlewis@diocesan.school.nz).





Centre for the Enhancement of Learning

The Centre for the Enhancement of Learning (CEL) has oversight of Diocesan's Gifted and Talented programmes and Student Learning Support programmes. The Junior School CEL staff are experienced at identifying and working with a range of other learning differences, offering tailored support to meet the specific learning needs of students.

Chaplaincy

As an Anglican school, we value having ordained priests as an everyday part of our school community. Our Chaplains seek to nurture faith and personal identity and encourage girls to engage in intellectual, moral, ethical and social issues, as they relate to their own lives. The Chaplains provide a safe, confidential and professional Christian presence in the school where students, staff and members of the wider school community can find support. They work across the whole school community to ensure that we are living up to the Gospel principles of love, generosity, justice, peace, hope and service. Our chapel services are Christian, in the Anglican tradition but everyone can find the Chapel to be a place where they can find spiritual nourishment and refreshment regardless of personal faith and belief. We worship in a variety of settings and styles: as year levels, Houses, whole School and staff during the School year. The strong network of Old Girls has a continuing association with the School through special services and community gatherings.

Education Outside the Classroom (EOTC)

Education Outside the Classroom happens throughout our school year to make authentic links to our learning. Over the duration of the year, Years 3 - 6 have overnight EOTC experiences of varied activities, educational opportunities and experiences. The aims of EOTC are:

- To facilitate shared learning between students, teachers and partnerships with families and others in the wider community.
- To provide opportunities for students to engage in learning opportunities (beyond the classroom) where they can relate their learning to real contexts by stimulating their curiosity.
- To enable students to encounter a variety of new experiences for learning with progression across activities within each event.

Co-Curricular Activities

Diocesan offers a wide range of activities across the sports and arts domains. All co-curricular activities are more exciting and rewarding when the student has support from home. We encourage families to provide a presence in a student's co-curricular activities as this can be a key factor in the enjoyment gained from these activities and achievement of her personal best.

Sports

We offer a wide range of individual and team sport opportunities within the Junior School. Our emphasis is on participation, fun and development for best performances. Girls from Years 1-6 have the chance to represent the School in a variety of codes. For a complete overview, please refer to the 'Co-Curricular' section of the DioConnect website.

The following co-curricular sports are available at the Junior School:

Term 1	Term 2	Term 3	Term 4
Artistic Gymnastics Basketball (pre-season) Cricket Futsal Hockey (pre-season) Flippa Ball / Mini Polo Netball (pre-season) Playball Tennis Triathlon	Artistic Gymnastics Basketball Futsal Hockey Flippa Ball / Mini Polo Netball Playball Ski Racing	Basketball Futsal Hockey Flippa Ball / Mini Polo Netball Playball Rhythmic Gymnastics Ski Racing	Basketball (off-season) Cricket Futsal Hockey (Y6 transition) Flippa Ball / Mini Polo Netball (Y6 transition) Playball Rhythmic Gymnastics Tennis Water Polo (Y6 transition)

Girls at the relevant year level can train and compete in season, in weekly competitions for netball, hockey, flippa ball / mini polo, futsal, basketball and cricket. Our ski racing teams compete at the NIPS Ski Champs annual event at Mt Ruapehu in August. Tennis sessions are training lessons only. Playball is a non-competitive, fun, development programme. Relevant girls can also participate in the annual Central East Auckland Weetbix Triathlon event in February.

Music

There are numerous opportunities for girls to further their music learning in the Junior School by participating in some of the co-curricular groups we offer. These are tailored each academic year to cater to the needs of current pupils:

- Junior School Kapa Haka Group
- Bella Voce (all comers Years 4-6 choir)
- Chapel Choir (Years 5 & 6 auditioned choir)
- Junior School String Orchestra (Ensemble for string players in Years 2-6)
- Junior Concert Band (Ensemble for wind, brass and percussion players in Years 3-6)
- Junior Orff Orchestra (Marimba ensemble for pianists and percussionists in Years 5 & 6)
- Year 5 Production of Junior Broadway Musical (Term 1)

Itinerant Instrumental lessons and Speech & Drama lessons:

Individual and group instrumental lessons are available in the Junior School for Years 2-6. Speech and Drama and voice lessons are offered to students in Years 4 and above. Speech and Drama lessons are available for Y1-3 after school only.

In the Junior School we ask that if you daughter learns more than one instrument, only one itinerant lesson can take place during curriculum time. The other lesson/s must occur before/after school or during morning tea or lunchtime. This is to ensure your daughter is not missing out on valuable learning time.

Enrolments for itinerant lessons and Speech and Drama lessons are done through Dio Connect using the Performing Arts Tile. (Click on Private lessons). Enquiries and more information about the itinerant programme or of instrumental hire can be e-mailed directly to the performing arts office: performingarts@diocesan.school.nz

For Speech and Drama lessons please contact Head Held High directly: janita@headheldhigh.co.nz

Individual Tuition - Music and Speech and Drama

Individual Music tuition is available in the Junior School for students from Years 2 – 6. Please note that Singing and Speech & Drama tuition are only available for students from Years 4 and above. Students in Years 4 - 6 may have individual tuition in two areas only (two instruments or one instrument and Speech and Drama) for 30-minute lessons. Enrolment forms are available through DioConnect's Performing Arts tile. For further information please contact Performing Arts Team at performingarts@diocesan.school.nz

Music Curriculum

The students at Diocesan Junior School learn music using the Kodály method. This pedagogy is based on the philosophies of Zoltan Kodály, a noted Hungarian composer, ethnomusicologist and pedagogue. The twice-weekly music programme involves girls performing music through singing, playing and moving, reading and writing music, creating music and aurally and visually analysing music. In every class, the girls are engaged in a number of sequential, developmental activities, each with a musical goal such as developing music literacy, building confidence when performing, increasing knowledge of music history and theory, analysing music and composing and improvising. Through these learning experiences, students are given opportunities to engage in personal development and social cohesion.

As a result of this Kodály music training, students are not only immersed in music, but are developing an independent and sophisticated understanding of essential musical skills and knowledge at an earlier stage. Consequently, many students are ready to embark on the process of learning a bowed instrument in Year 3. In Years 3 and 4 as part of the music curriculum every girl learns to play a string instrument. In Year 5, we introduce our young musicians to the world of band music and girls learn to play a brass and woodwind instrument in their music class. Our aim by Year 6 is that our girls have had the chance to experiment and play a wide variety of orchestral instruments.

Dance & Drama

As a PYP school dance and drama are integrated where possible into the units of inquiry and are collaboratively planned with classroom teachers to provide a more authentic and meaningful contexts from New Zealand and globally.



Digital Learning

All students in Years 3 - 6 are required to have an iPad. Our experience has shown that accidental damage cover is an important safety insurance for parents. Years 0 - 2 have sets of iPads for shared use in the classroom.

All students at Diocesan are provided with high speed wireless internet access for their academic work. Both students and parents are required to read the Digital Responsibility Policy and sign the associated agreement before internet access is granted to the students.

Students are also required to sign an essential agreement on the appropriate use of digital technology following lessons with their teacher on digital citizenship.

Ethics

The teaching of Ethics aims to encourage careful reflection and debate about critical issues facing New Zealand and the world. By doing this, we seek to equip our students and the wider community with lifelong skills, knowledge and confidence to understand the theoretical and practical context of any ethical issue, to clarify their own and others' values and beliefs and provide opportunities for balanced review and consideration.

Languages

Language lessons are taught by specialist teachers, on a weekly basis. Students from Foundation Class to Year 3 learn French. Students in Year 4 experience all four language options. Students in Years 5 - 6 have the opportunity to select Mandarin, Spanish, French or Te Reo.





Guidance Counsellors

Diocesan recognises that student wellbeing impacts on academic learning and offers confidential support. The School has counsellors available for students and their families. Students may also be referred to outside agencies for more specific support.

Home Learning

Home learning is an opportunity to consolidate concepts and ideas learnt at school. Students may complete reading and math activities and at times carry out research required for inquiry learning. Please communicate with your class teacher if you have any questions.

Leadership

Leadership development is an integral part of every Diocesan student's education.

Girls are challenged to understand that leadership is not a position but an attitude and way of being. Everyone gets called upon to lead at some stage in their life and we want every student to have the mindset and skills to be an effective leader – throughout her school years and beyond.

Physical Education and Health

Years 0 - 6 receive specialist tuition provided by the Physical Education teacher. Health lessons are taught as an integral part of the Physical Education and Health Curriculum. Physical Education activities are designed to enable students to achieve their potential in physical growth and development, to improve their health and fitness, to develop a wide range of motor skills and to learn the importance of team work.

All girls are expected to participate in Physical Education activities unless there is a good reason for them to be excused. Requests for exemption should be made in writing to the Physical Education teacher.

Our School Day in the Junior School

Absences

Classroom teachers take a daily electronic register of attendance at 8.30am and again at 1.30pm. Reported absentees are checked off against the Office master list. Please phone the Junior School on the attendance line (09) 520 9376 before 8.00am if your child is going to be absent from school on any day. An explanatory note to the class teacher is required on the first day back at school after an absence.

Alternatively, you may email the Junior School Office at juniorschooloffice@diocesan.school.nz. The Junior School Office staff will phone if students are absent without explanation. Students leaving the school during the day must sign out at the Office and sign in on their return.

After School

The drive-through operates for ease of collection for the girls. The girls are supervised in the drive through area and we recommend that parents use this system when picking up their daughters after school.

Students travelling home by bus are taken to the bus by a duty teacher. All other students wait in front of the Junior School Office to be collected by a parent or caregiver. No Junior School students are to wait at gates around the School or on the footpath outside the School.

Class teachers and the Junior School Office should have the names of any students who walk to and from school and girls who walk should always walk with other students.

Girls not collected by 3.30pm will be taken to After School Care. After School Care fees will apply.

After School Care

After School Care is available for Junior School students, from age 4, daily until 6.00pm. Activities offered are dance, drama, sport, cooking etc. All bookings are made online through Enrolmy – look for this symbol on DioConnect. For further information about this programme please phone After School Care on 021 487 409.

Bus Transport

We encourage the use of school buses, trains, walking buses, cycling and carpooling. Diocesan partners with Coachways NZ and Devonport Tours to provide private school buses which operate across Auckland. The routes and pricing can be found on our website www.diocesan.school.nz/transport. All Coachways buses have GPS tracking devices on board. Alternatively, Auckland Transport operates some school buses, public buses and trains. AT HOP cards are required to travel and can be purchased from various outlets as advertised on the AT Website <https://at.govt.nz/bus-train-ferry/timetables/school-timetables/diocesan-school-for-girls>

Student drop off and pick up area

The drop off bay is the only area within the School grounds where students may be dropped off or picked up. Parents wishing to do this must travel through the Clyde Street entrance, and queue in the left lane and wait until they have reached the drop off area before students alight from or enter the vehicle. Please keep the right lane free for other drivers. There is a speed limit of 5km/h for pedestrian safety.

Our Years 0 - 2 students are the first to finish in the afternoons and if you are here to collect a student in those year levels, please enter the drive-through from 2.45pm. Our students in Years 3 - 4 finish at 3pm, Year 5 - 6 finish at 3.15pm. If you are collecting a student in those year levels, please wait until this time to enter the drive-through. We encourage you to use the drive-through as an efficient way for both drop off and pick up. Year 6 drive through monitors meet girls in the morning and teachers on duty take their students up in the afternoon.

Caring Shed

The Caring Shed was set up by the Junior School in 2008 and is supported by the whole Dio community. It is the receptacle for all donations of items 'that make a house a home' and is a practical structure for showing we care for others, in this case the Anglican Trust for Women and Children, who work with 3000 at-risk families in Auckland. The Shed is cleared weekly by ATWC.

Decorated by Junior School girls, the vibrant garden shed is centrally located and is always unlocked and waiting for donations. This is an excellent example for the girls of Christian principles in action and of our School motto *Ut Serviamus*

Chapel

Your daughter will attend Chapel Services twice a week. A collection is taken at Chapel Service on Wednesday and girls are asked to bring a gold coin. Parents and friends are welcome to attend any Chapel Services.

Special Services during the year include:

- Mothering Sunday
- Harvest Festival
- House Services
- Carol Service

Dates of Services are listed in The Messenger. Family attendance at these services is an expectation.

Environment

We are proud of our Environment and have a respect for our natural environment, mindful of gardens and nature.

We are a litterless lunch school, meaning no plastic wrappers or packaging on food. Any rubbish is to be taken home to be disposed of.

Health

During the year all new students to the School will be tested for hearing and vision. Students may also be seen by the Dental Therapist when visiting.

Health Centre/Sick Bay

The School has a qualified nurse on duty during the school day. If your daughter does not feel well she will either be cared for in the Junior School Sick Bay or seen by the nurse. You may be contacted to collect her in either instance. If your daughter is unwell in the morning before school we request that you keep her at home.

If your daughter is having special medical treatment or has any medical condition it is essential that the School is advised. Girls are not allowed to carry medication with them, so please ensure that all medication is handed in to reception, named and with clear instructions.

Houses

Much of the spirit of the School is derived from the history of each House and the long-standing rivalry between them. Each student is placed in a House. The Houses have been named in recognition of people connected with the School.

The Houses are Cochrane, Mary Pulling, Mitchelson, Neligan, Cowie, Eliza Edwards, Robertson and Selwyn. To maintain family tradition, if you have a sister, mother or grandmother belonging to a particular House, you will also be in that House. Houses compete against each other in numerous activities e.g. sports and music for various trophies. Each House has a badge, which is issued to all new students. Replacements may be purchased from the Dio Shop.

Cochrane colours

Red and White

Cowie colours

Green and White

Eliza Edwards colours

Green and Gold Mary Pulling colours

Mitchelson colours

Blue and Yellow

Neligan colours

Red and Black

Robertson colours

Red and Purple

Selwyn colours

Black and White

Green and Purple



Library / Research Centre

The Junior School has a great Library, which is available throughout the school day for borrowing books and researching. Students are also encouraged to join their local libraries.



Lost Property

All articles brought to school must be clearly named. Students are encouraged to be responsible for their own belongings. The School is not liable for loss of personal property. Lost property is kept in the corridor beside R5.

Lunches

All children may order lunches from the School Cafeteria. Orders are placed online via DioConnect and the MyMonitor app. Payment must be made via the My Monitor online account management. Orders must be placed online before 9am. Late lunch orders received after 9am will result in a late lunch order being given to the student which consists of a pizza single, serving of fruit and drink. We encourage students to take all food wrappers and uneaten food home with them.

Nutritional Guidelines

Please do not send any food products containing nuts or nut traces to School. Your assistance is very much appreciated as we have a number of girls with severe nut allergies. We ask that the girls do not have birthday cakes or celebratory sweet packets for the class sent into school on their birthdays.

We would like the food consumed at school to be consistent with what is being taught in the Health and Physical Education curriculum and consistent with New Zealand Food and Nutrition Guidelines.

Parking on Diocesan School Campus

There is allocated visitor parking on the left hand side of the driveway adjacent to the sports field for parents and visitors to the campus. There are disabled parking spaces provided for parents and caregivers with disabilities and/or students with disabilities. Please do not park in these spaces. A disabled permit needs to be displayed on the vehicles' dashboard.

Parking underneath the multi-purpose Turf is available to parents and visitors from 4.00pm - 10.00pm, Monday-Friday and is also available in the weekends for sport, Chapel services and school functions. Please note that this parking area is locked down at 10.00pm (except for school functions). There are disabled parking spaces located in this area. Please note that parking is at owner's risk - please do not leave valuables in your car.

Personal Information

Personal details are requested each year for students and their parents or guardians. A copy of the medical database for your daughter will be sent home at the commencement of the year. For the following years you will be required to update this information as changes occur.

It is important that these details remain up to date and any changes, whether permanent or temporary, should be sent by any of the methods listed below. This includes contact information if your daughter is staying with friends or relatives while you are out of the country. There are various options for updating this information.

Option 1: DioConnect

By logging onto DioConnect and clicking on 'Update My Details'

Option 2: Dean

Student to deliver to their Dean

Option 3: Email

Email dataadmin@diocesan.school.nz

Option 4: Mail

Mail to Student Database Administrator Diocesan School for Girls
Private Bag 99939, Newmarket 1149

Special Leave

Any leave, apart from doctors' or dentists' appointments, must have prior permission from the Head of the Junior School. Written requests should be emailed well in advance of the date the leave is required. Parents are reminded that children are required to attend school except in the case of sickness or injury. Urgent matters can be discussed with the Head of Junior School directly.

Stationery

Stationery is distributed to students at the beginning of the year. Further stationery requirements during the year may be purchased from the Dio Shop.

Sunsmart

At Diocesan we encourage Sunsmart procedures to increase student and staff awareness of skin cancer and practical means of protection.

Students should cover up during morning tea and lunchtime, PE, outdoor sports matches and practices by:

- Wearing a hat and applying a broad spectrum SPF sunscreen. SPF 30 Plus sunscreen is available in classrooms.
- Sitting in shady areas.

Timetable

8.15am	Fitness
8.30am	Period 1
9.30am	Period 2
10.30-11am	Morning Tea
11am	Period 3
11.40am	Period 4
12.20-1.20pm	Lunch
1.20pm	Period 5
2pm	Period 6
2.45pm	FC - Year 2 dismissed
3pm	Years 3 - 4 dismissed, tutor time for Years 5 - 6
3.15pm	Years 5 - 6 dismissed

Uniform - Foundation Class to Year 6

Students are required to maintain a high standard of dress and grooming in school when travelling to and from school and when representing the School at any function. The uniform requirements are outlined on the Dio Portal and listed below. You will be informed of the transition period between summer and winter uniform towards the end of Terms 1 and 3.

The Dio Shop stocks all items listed below except for shoes.

Please note that jerseys must not be worn as an outer garment at any time outside of the School grounds. With summer uniform therefore, students will either have their dress sleeves or be wearing their blazer. Prices for all uniform items can be obtained from the Dio Shop.

Dio Shop

The Dio Shop, located in the turf complex, stocks uniform items, basic stationery requirements and Diocesan merchandise.

The Dio Shop hours:

Term 1 to Term 4

Monday to Friday 8.00am–4.00pm

Phone 09 520 9341

Email: dioshop@diocesan.school.nz

Shop hours in term time and prior to the start of the school year are printed in the School Calendar, weekly newsletter and the recorded voicemail message on the shop telephone.

NB: Anybody who needs to order special sizes should do so as early as possible to ensure their uniform is available by the beginning of the School year. The Dio Shop is the sole supplier of the Diocesan School uniform. If you are wishing to purchase second hand uniform items please be aware that the Dio Shop has a very limited supply.

Dio Uniform Garage Sales

At certain times of year the Heritage Foundation runs the Dio Uniform Garage Sale offering good quality second-hand uniform items at reduced prices. Any good quality used items for donation are welcome. Monies raised from the sale of these items are used to directly benefit our school and students.

Donation details will be provided closer to the allocated dates in The Messenger.

Summer Uniform – Terms 1 and 4

Blazer	Navy background with Red/Dio Blue stripe
Dress	Navy with White Petersham trim (length below the knee, as supplied)
Socks	White ankle crew top socks
Shoes	Black T-Bars with a buckle or Black lace-ups
Sandals	(optional) Black McKinlay - Hiker sandals
Straw Hat	To be worn to and from school daily
Navy Sun Hat	(or Cap) To be worn outdoors

Winter Uniform – Terms 2 and 3

Blazer	Navy background with Red/Dio Blue stripe
Jersey	Navy and Red 'V' neck
Tunic	Navy (length below the knee, as supplied)
Shirt	Oxford Blue - Long Sleeved
Tie	Red with thin blue stripe
Shoes	Black T-Bars with a buckle or Black lace-ups
Socks/Tights	Black long socks or tights (FC-Year 2) Black tights (Years 3-6)

Other Uniform Items

School Bag	Navy Diocesan school bag
Raincoat	Navy raincoat
PE	Diocesan navy PE t-shirt and Diocesan shorts or ¾ tights With: White ankle socks, running shoes, a Diocesan sunhat Dio crested tracksuit (optional for Foundation Class)
For swimming:	Dio swimsuit (name clearly embroidered on the outside (optional), a towel, goggles and Blue Diocesan swimming cap, or House Cap if your daughter has been awarded one
Physical Education drawstring bags:	(1 for PE uniform, 1 for swimming) – red or blue, approximately 40cm x 40cm
Art	Plastic navy Art pinny with name embroidered on front

The Dio Shop stocks all items listed above except for shoes.

General and Accessories to Uniform

Jewellery	A watch
Earrings	Junior School students may wear only small silver or gold stud earrings, or Diocesan Star earrings
Hair	Longer than the collar must be tied back and kept off the face.
Ribbons	Must be red, white or navy all year round, scrunchies navy or red may be worn, headbands (narrow) may be black, brown or navy blue only.
Nail Polish	May not be worn
Combination of School and Sports Uniform	During the school day and beyond the school gates, all students must wear the correct school uniform or sports tracksuit. A combination is not acceptable.
Badges	Only badges awarded by the School may be worn on blazers (Exceptions may be made for badges for charities for set periods, but only by instruction from staff)

Additional Requirements for the Foundation Class, Years 0, 1 and 2

- 2 pinnies, embroidered with first name on bodice.

Pinnny pack may be purchased from the Junior School Office. The complete pack contains 2 pinnies, a PE bag, a swimming bag and a matching large towel.
PLEASE ENSURE ALL ITEMS ARE WELL NAMED.

Valuables

Students must not bring anything valuable to school and should not have large sums of money with them.



Diocesan Community

There are many talented, hard-working and dedicated volunteers who help make Diocesan a wonderful family environment.

Volunteering has a meaningful and positive impact on the School and the time and talent that our volunteers generously give is deeply appreciated. Volunteering provides an opportunity to explore new interests, make new friends and to form a stronger connection to the School and our community.

Heritage Foundation



The Heritage Foundation was established as a charitable trust in 2001 to advance education by charitable means by providing financial and other assistance for the benefit of the school. The Heritage Foundation acts in part as an umbrella organisation supporting a number of ancillary groups and initiatives. Our tasks can loosely be divided into fundraising, stewardship of funds entrusted to the Foundation and the application of funds to achieve the Foundation's objectives.

Fundraising

Fundraising and encouraging philanthropy is a key task of the Foundation. Our long-term goal is to ensure that the school has the means to maintain its independence and to continue providing the very best opportunity for every girl to achieve her personal best. As independent school rolls increase, static government funding effectively continues to decline on a per student basis. Tuition fees cover the operating budget of the school but many of the opportunities offered at Diocesan rely on the vision and generous support of past generations. Our ability to continue to offer these opportunities requires a similar commitment from our present generation. If you have any inquiries, please contact Angela Coe, Director of Development, by emailing acoe@diocesan.school.nz or by calling 520 9378.

Dio Arts



Linking to the Diocesan Heritage Foundation Dio Arts looks to support the School's position as one of the pre-eminent schools in New Zealand in the Arts. With links to Old Girls who are artists, or have a commitment to the Arts, we aim to create a seamless structure for offering mentoring, recognition and support for both current and past students.

The Arts at Dio are vital and offer girls throughout the school top opportunities to engage in both performing (music, drama, dance) and visual arts, whether in the classroom via the Junior School curriculum and through the Arts Faculty, or in our many extra-curricular activities. It is especially pleasing to have some curriculum teachers in the Arts offering their expertise and commitment in the extracurricular area. Opportunities exist for parents and friends of the School to become involved, supporting events as 'Arts Angels' or being part of the team working on specific event projects instigated by the group. If you are interested in becoming involved, please contact Ms Shelagh Thomson, our Performing Arts Director.

Dio Sport

Sport is an integral part of School life at Diocesan and we encourage all girls to participate, enjoy and excel in sports and physical activity. Our sports programme is supported by Dio Sport (an initiative of the Heritage Foundation), parents and teachers. Fundraising by Dio Sport enables our students to participate in a variety of sports trips, competitions and events. We foster strong links with clubs and regional organisations, and promote a successful sporting environment at the School. If you are interested in becoming involved, please contact Ms Angie Winstanley-Smith our Director of Sport.

Old Girls' League

The Diocesan School Old Girls' League was founded in 1911 to encourage fellowship among Old Girls of the School and to foster their continued association with Diocesan. It has almost 11,000 members both in New Zealand and throughout the world.



While at School, the League provides a number of bursaries and prizes in recognition of individual needs or achievements. Information on these can be found on the Old Girls' League section of the Dio Portal. Once a student leaves school, the first opportunity to be part of the Old Girls' League is to attend the Grad Ball at the end of Year 13. After that, the League provides several opportunities to reconnect with her year group, starting with a function for girls who have been out of school for one year and another after five years out of school. There are then regular reunions for year groups at 10 year intervals. The lifetime membership fee is a one off payment payable on first invoice when your daughter starts at Diocesan. If you have any queries regarding the Old Girls' League please contact the League via email at oldgirls@diocesan.school.nz.

Parents & Friends' Association

The Parents & Friends Association is an incorporated society established to support the School in its many endeavours. The Association's vision embraces the School's future development, its progress and commitment to excellence. Joining is a great way to meet new friends and get involved in sociable and fun fundraising events. A committee of up to 20 work extremely hard to bring the very best to Dio families. Membership of the Parents & Friends is automatic to all Dio School families. An annual subscription fee (currently \$35) is payable through your School account.



Other volunteer opportunities

If you have a skill or some time that you would like to contribute, we encourage you to talk to Mrs Angela Coe, Director of Development, about one of the many opportunities we have for taking an active part in the School community. Get in touch by emailing acoe@diocesan.school.nz or calling 520 9378.

It is the contribution of time and energy to the School by parents and friends of the School that help us make it the wonderful family environment it continues to be



Diocesan Campus Map



School Buildings - Junior School





DIOCESAN SCHOOL FOR GIRLS

Clyde Street, Epsom, Auckland, New Zealand
Private Bag 99939, Newmarket 1149

P. +64 9 520 0221 School House Reception
+64 9 520 9343 School Attendance

E. office@diocesan.school.nz

DIOCESAN.SCHOOL.NZ