



## JULY 2020 : SCHOOL INFORMATION UPDATE

### BOARD OF TRUSTEES

Mr Brett Johnstone (Chairman) 021612043  
Mr Marcus Taupo  
Mr Michael Carey  
Mr Ray Hohipa  
Mrs Ariana Thompson-Bell  
Mrs Denise Van De Pas  
Mrs Lynda Brunton (Treasurer)  
Miss Leasa Craw (Staff Rep)  
Mr Shay Noonan (Principal) 0274 306396  
Secretary to the Board: Mrs Sue Kelly.  
The Board meets on the last Wednesday of the month.

### STAFFING

Senior Management Team

Principal:

Mr Shay Noonan, M Ed 1<sup>st</sup> Class Hons (Maths) Waikato, Adv Dip Tch  
TTC Dip Ed Ire, Post Grad Cert Applied Practice.

Deputy Principals:

Mrs Gay Pert, B Tch, Post Grad Dip Language & Literacy, Dip Tch  
Whaea Tania Anderson, B Tch. (Maori Studies)

Senior Teachers:

Mrs Annette Silcock, Dip Tch, TTC (SENCO)  
Mrs Sheree Johnson, Dip Tch.  
Miss Leasa Craw, BA, Post Grad Dip Art, Grad Dip Primary Teaching,  
Post Grad Cert Applied Practice.

Teachers:

Mrs Jan Inger, TTC.  
Mrs Aimee Morrison-Cowley, BA, Grad Dip Primary Tch,  
Post Grad Cert Applied Practice.  
Miss Emma Noonan, B Ed, Dip Tch.  
Miss Nicole Healey, B Tch.  
Mrs Steph Mangin, B Tch.  
Whaea Tray Whiu, B Tch.  
Miss Rebecca Wilcox, B Tch.  
Mrs Penny McHardy, BA, Dip Tch.  
Miss Shannon Sarten, B. Tch.  
Mrs Julie Taupo, B. Tch.  
Mr Lachie Holt, B Tch.

### SCHOOL ORGANISATION

#### Classroom

Classroom	Yr level	
Rm 1	Whaea Tray Whiu	Y4
Rm 2	Mrs Aimee Morrison-Cowley (Lachie Holt)	Y4/5
Rm 3	Miss Leasa Craw	Y5/6
Rm 4	Miss Nicole Healey	Y5/6
Rm 5	Whaea Tania Anderson	Y6/7/8
Rm 7	Mrs Sheree Johnson	NE
Rm 8	Miss Shannon Sarten	Y1
Rm 9	Mrs Julie Taupo	NE
Rm 11	Miss Emma Noonan	Y2/Y3
Rm12	Miss Rebecca Wilcox	Y2
Rm16	Mrs Gay Pert	Y3

### Specialist Education

Mrs Annette Silcock Senior Teacher Literacy Curriculum,  
Additional Learning Needs and  
Management Release  
Mrs Jan Inger Specialist Tutor Reading Teacher  
Whaea Ngapera Thompson Kaiarahi i te reo me ona  
tikanga Māori  
Mr Shay Noonan Extension Programmes –  
English/Maths/Science

### Part Time Teachers

Mrs Steph Mangin BT Release Teacher  
Mrs Penny McHardy BT Relieving Teacher & Management  
Release  
Mrs Jane Bromley Management Release

### School Administration

Senior Manager Admin, Finance and HR: Mrs Sue Kelly  
Clerical Officer: Miss Kirstyn Brunton  
IT Technician: Ms Carol Finucane

### Caretaking and Cleaning Staff

Caretaker/Kaitiaki: Mr Willy Thom  
Cleaners: Emily Clarke, Huirua Tihema-Wilson, Tiger-Jean  
Tihema-Wilson

Grounds: TBC

### Associate Staff

Canteen Manager and Breakfast Club: Ms Carol Finucane  
Librarian & Book Resources Manager: Miss Kirstyn Brunton  
Teacher Aides Special Needs: Mrs Dorothy Johnston, Mrs  
Karyn Gloyn, Ms Kylie Mayo, Miss Huirua Tihema-Wilson  
and Mrs Eileen Diamond.

Instrumental Music Tutor: John Howlett – Ukulele.

Kapahaka Tutors: Tania Wilson & Karla Tuira.

Sports Coaches: TBC

### Health Support

Public Health Nurse: Mrs Leanne Smith 889 5335  
Dental Therapist: 0800 TALK TEETH or 07 889 0493

### Childsplay

Senior Supervisor: Raewyn Spearpoint  
Supervisor: Karyn Gloyn  
Assistant: Kiron Bains, Caitlyn Stick, Luke Sargison.

### PTA

President: Maria Hards, Vice President: Toni Eyes  
Secretary: Melanie Silcock, Treasurer: Kirstyn Brunton  
Committee: Emma Noonan (Staff Rep), Rachel Hatwell, Cara  
Barker, Trish Harding, Donna Bjerring.

## **ABSENTEEISM AND NON ATTENDANCE**

Absenteeism affects your child's progress at school. If a child is not attending, **parents are required to phone the school before 9 a.m.** Should the school not hear from a family it will contact the home before 10 a.m. Parents may text the school on **0274616585** in respect of an absence. This phone is only for absentees **not messages** to children. A note following the absence is required explaining the reason why your child was absent. Unexplained absences will be recorded as truant absences. They will be followed up by the Principal and our school based Truancy team. Planned absences from school during school term require the permission of the Principal. The Board is required to ensure all students attend school daily unless an approved leave of absence is granted by the school.

## **ADDITIONAL LEARNER SUPPORT**

The school provides remedial and extension learning support for children. The Board employs additional staff to target specific programmes in such areas as reading and language, special education, mathematics, art, computer, science, technology and languages. The school also provides for team sport outside regular class time. Coaching is provided in a wide range of sporting and leisure activities. Children may also participate in the choir and Kapa Haka. A variety of lunchtime activities are provided by staff including sports coaching, library, gymnastics and dance.

## **AFTER SCHOOL CARE – MS CHILDSPLAY**

The school provides for afterschool care and holiday programmes through its CHILDSPLAY Programme. The CHILDSPLAY Senior Supervisor is Raewyn Spearpoint who is contacted through the school office Sue Kelly, Manager (Admin), on 8897250. Applications to enrol are through school office.

## **BEHAVIOUR MANAGEMENT PROGRAMME**

The school maintains a formal policy on school behaviour management, a copy of which is available through the school office. In principle, the policy reflects the view of the rights of persons to go about their legitimate and 'appropriate to school' activities without interference or harassment from others. It reflects the acceptance of individual personal responsibility for actions in relation to oneself, to others and to property. Hopefully, Manaakitanga, Whakautu, basic good manners, courtesy and commonsense will prevail.

The school operates and supports a mediation programme for children, which aims at developing with and alongside children personal strategies and skills for dealing with conflict or any incident of harassment on the school site. The school is committed to the principles and practices of restorative justice in conflict resolution.

Inappropriate behaviours of pupils are followed up by teaching staff. Serious offences (behaviour causing concern) are dealt with at senior management and parent level. Offences deemed to be more serious (risk to welfare, safety, incorrigible misbehaviour, repeated disobedience or deliberate vandalism or theft of property), ie. behaviour causing serious concern, will be dealt with at Board of Trustees and parent level. Parents are always welcome to discuss any aspect of a child's inappropriate behavioural responses which they are uncomfortable with. **No parent is permitted to reproach/reprimand or threaten a child or children while under the control of the school.** Such behaviour may be reported to the Police. Any concerns in respect of the school's behaviour management programme must be directed to the Principal or the Senior Management staff.

The school has a **ZERO TOLERANCE TO BULLYING** and will act on any reported/known incident occurring any place on our school site, with consequences for the offenders. Our

behaviour management programme must reflect our Core Values of Whangai : Nurture; Growth : Whakatipu; Whakamanawa : Inspire and be supported with reference to our school virtues.

## **BIBLE IN SCHOOLS**

Parents must elect to include their children in a Bible in Schools programme run by the local church groups. The classes are held on Mondays from 12-12:30 p.m. Groups are clustered around senior and junior class levels.

## **BUSES**

Please remind children to observe bus rules while travelling to/from school. They must remain in their seats until the bus stops. No shouting or yelling on the bus. No eating food etc. Whaea Tania Anderson is responsible for school buses and bus rolls. Children who normally travel on an afternoon bus should report to the school office if they are not going on the bus on a particular afternoon. Children who repeatedly disregard bus rules will not be permitted to travel on the bus (safety issue). School staff monitor road crossings at 3 p.m. on Lincoln Street and Moorhouse Street entrances. Teachers supervise the Road Patrol Wardens daily and teachers load the 3 p.m. buses. No parking in bus bays from 8:30-9:00 a.m. and 2:45-3:15 p.m.

## **COMPUTERS**

The school operates a Library : Infotech Centre. The centre houses computers and Technology related equipment. The computer system is networked and has a highly secure cyber safety filter. Our children also have access to classroom sets of iPads and sets of Chrome Books as part of our digital classrooms' programme. To access our digital programme children and a parent/caregiver must have completed their Digital Use Agreement.

## **CURRICULUM**

The school curriculum covers the National Curriculum Framework strands. Key subject areas timetabled are: English - reading, writing, listening and speaking; Mathematics; Science; Technology; Physical Education; Health Education; Music; Art & Craft; Social Studies; Computer Studies including Robotics. A wide and varied range of extra curricular and extension activities and programmes are also provided for in the school timetable, e.g. the School Musical Production. Children also have curriculum electives such as: Gymnastics, Kapa Haka, Choir, Maths Club, Instrumental Music, Science & Horticultural Club, Drama, Te Reo me ona tikanga Māori and Extension Sports Programmes.

## **CYCLING**

Children riding bikes to school must wear safety helmets. Children should walk their bikes in the school ground at arrival and departure times. Bikes should be padlocked at the bike stands. For safety reasons the school recommends that young children, Y3 and below, not ride to/from school. Bikes must be of a safe standard i.e. brakes etc.

## **DENTAL CLINIC**

The Dental Therapists can be contacted at 0800 825 583 or (07) 8890493. The therapists work on our school site at the Community Dental Clinic located at our Moorhouse Street entrance.

## **HOMEWORK**

The school has an expectation that children complete some class/school related learning activities and tasks at home. A home reading programme is included as part of these homework tasks.

## **INFORMATION SHEET**

In an effort to maintain an up-to-date file on our children, families are requested to complete annually an information sheet. The school computer records are amended accordingly. Your co-operation in returning this form to the school promptly is appreciated. Please read additional details re this school's policy on the provision of information and the Privacy Act.

## **LEAVING SCHOOL DURING SCHOOL HOURS**

If a child is leaving during school hours, the child must be signed out. An explanation must be written in the sign out book. Please sign the book prior to departure and upon return - the book is at the office. Late arrivals (a.m.) must sign the late arrivals book. Parent's permission (note/phone) is required if a child is to go to town for lunch or for any other reason. If there is any change to the homeward journey (going to a friend's place, not going on the bus etc) a note/message to the office to that effect is required, otherwise the duty teacher will ignore the child's word on the matter.

Children are not permitted, while at school, to arrange for friends to accompany them home from school. Such arrangements must be made by parents and the school notified in advance. These procedures are in place so that we can exercise reasonable care for the welfare and safety of your child. Parent/family co-operation is essential.

## **LOST PROPERTY**

Mrs Gay Pert is responsible for managing the lost property. Please name items of clothing, shoes, socks etc. Named items will be returned to owners.

## **LUNCHES**

Our school canteen is open on Friday's only for lunch orders (closed Monday-Thursday). There will be a set '\$5 Friday' menu weekly (sent home on Thursday). Place lunch orders in "Lunch Box" at school office before 9 a.m. Lunches will be prepared and sent to classrooms by 12:15 p.m. The canteen is also open Friday at 10:30 a.m.

The Board has deemed that the school trial a 'water only' environment. Please note sugary drinks are not permitted at school. We will encourage children to only drink water while at school. We also now operate a backup lunch programme.

## **LIBRARY**

Children are encouraged to take library books home. A Book bag is required to protect school books. Children are not permitted to eat or drink in the library. Shoes are removed.

## **MEDICATION**

The school operates a formal policy on Medications at School. A copy may be obtained from the school office. In summary, children are not permitted to carry medicines on their person or in schoolbags. Medication must be left at the office. If the school is to administer medication a note is required to the office. Personal inhalers are stored at the office. Parents are informed when children have accidents or are ill while at school. Supervision is provided while children are in the sickbay.

## **NEWSLETTERS AND NOTICES**

School newsletters are usually issued on Mondays, to the youngest in the family. These are numbered so that parents can check on missed issues. Copies of newsletters are on our website. A copy of the current newsletter is located in a blue folder at the reception waiting area. Classroom and teacher notices relating to the specifics of particular programmes are issued frequently to maintain communication between the child's teacher and parent. Parents may have a copy of the newsletter emailed if they wish. Regular features and news is posted on our website and on our Facebook page.

## **OCCUPATIONAL SAFETY AND HEALTH**

As part of the school's compliance with the Health and Safety at Work Act 2015 and the Vulnerable Children Act 2014 (VCA), persons entering on the school site for the purpose of carrying out employment related work or work of a voluntary nature, (e.g. parent helpers), are required to follow the schools safety procedures. **All such visitors must first report to the school office and sign the visitors' log book.** The office staff will then assist visitors.

## **PARENT AND FAMILY HELPERS**

The school encourages families to get involved with their children and assist and support programmes and activities at school. We welcome parent participation and involvement in the life of the school. Parents should approach classroom teachers with offers of help. Parents are required to abide by the school's Policies and Procedures and follow the direction given by the classroom teacher while in the classroom. Parents are requested not to enter classrooms during teaching time i.e. 8:45am-3pm nor gather around exit doors at the end of the day prior to departure time. All Parent helpers are required to meet the conditions as outlined in the Vulnerable Children Act 2014 (VCA) when working in school.

## **PARKING**

No parking in the bus bays during designated times of 8:30-9:05 a.m. and 2:45-3:10 p.m. Please keep clear of the designated road crossing areas as well. Parents are asked in the interest of safety not to call children to cross the road to waiting cars. Parents are asked to accompany children to and from cars, using road crossing areas. A car drop off operates on Lincoln St 8:30 a.m.-9:00 a.m. There is a disability carpark on Lincoln Street and on Moorhouse Street.

## **PHONE NUMBER**

It is the parents responsibility to ensure the school has, at all times, up to date phone numbers to contact parents/caregivers.

## **PLAYGROUND SUPERVISION**

During intervals the children in the playground and environs are supervised by teachers on duty. Before and after school, teachers and/or teacher aides supervise arrivals and departures and the loading of school buses. For visibility, duty teachers wear fluoro high viz coloured waistcoats.

## **REPORTING TO PARENTS**

The school operates both a formal and informal programme of consultation and reporting. There are a number of opportunities when parents and friends may visit during open days, parent evenings and school happenings. The Principal and teaching staff are available at times other than during formal reporting to discuss children's learning needs. Appointments for such meetings may be made through the school office.

The Formal Reporting Programme this year comprises:  
Term 1 March: Parent/Teacher consultation – all children.  
Term 2 July: Consultation evening and written reports for all children.  
Term 4 Oct - Nov: Consultations re placements 2021.  
Term 4 Wk 9: Written Reports - all children.

## **ROAD CROSSINGS**

The Lincoln Street and the Moorhouse Street entrance crossings have supervised kea crossings from 8.30-9 a.m. and 2:55-3:10 p.m. daily. Year 6 children are selected as Road Wardens and are trained by a Police Education Officer to operate the crossings and are accompanied by a duty teacher or teacher aide for the day. Parents and children are asked to use these designated areas when crossing, waiting

until the wardens and duty teacher indicate that it is safe to cross.

### **SAFETY IN THE WORKPLACE & SCHOOL ENVIRONS**

No parent, caregiver or visitor is permitted to accost, reproach, reprimand, verbally abuse or threaten members of staff at anytime. Parent concerns in respect of staff must be addressed in the first instance to the Principal. Parents must come to the school office if they wish to meet with a classroom teacher during their work hours. Parents/Caregivers must sign in at the office.

### **SCHOOL CAMPS AND OUTDOOR EDUCATION**

Children in the Y3-Y8 of the school are provided with some school camping experience annually. The location and duration of these camps depends on the school's current annual organisation and circumstance. In addition all teachers aim at providing at least one curriculum related fieldtrip, bushwalk or excursion during the school year. The school has detailed guidelines for the operation of its outdoor education programmes which includes a risk management plan for each trip.

The 2020 school camps and outdoor education programme:

Year 7/8 – Whitianga Leadership: Weds 4 Mar-Fri 6 Mar

Year 7/8 – Winter Camp: Mon 14 Sept - Thurs 17 Sept

Year 5/6 - Port Waikato: Sun 15 March - Fri 20 March

Year 6 - Waimarino: Friday 4 December

Year 4 - Waitomo: Tues 24 Nov - Fri 27 Nov

Year 3 - Waharau: Weds 28 Oct - Fri 30 Oct

Junior Classes – Term 1 and Term 4

### **SCHOOL FEES**

No school fees. Camp related charges and additional costs related to activities may be charged.

### **SCHOOL HOURS**

Staff are present from 8 a.m. - 8.10 a.m. onwards. The bell rings at 8:55 a.m. for children to go to class. Children arriving after 9:05 a.m. are deemed to be late and must sign in at the office. Please advise if your child will normally be arriving before 7:30 a.m.

Morning Tea: 10:30 a.m. – 10:48 a.m.

Lunch: 12:30 p.m. – 1:30 p.m.

(The bell rings at 1:25 p.m. for children to put gear away and head to class)

End of Day: Bell rings at 2:50 p.m. for mat time.

Final bell for bus loading – 2:57 p.m.

Usually last buses have departed by 3:15 p.m.

Any changes to the School routines are always notified well in advance. Refer to Facebook. We do not operate a short lunch hour on wet days and therefore do not finish early.

### **SCHOOL UNIFORM AND DRESS**

Children must wear our school uniform coming to school, at school and on the way home. Our uniform consists of a navy school logo polo shirt, black shorts (or optional black skirt or black trousers), and a navy school logo fleece. During the winter months there is the option of wearing plain black or navy tights and/or long-sleeved cotton top or thermal underneath the uniform for extra warmth. Shoes are to be BLACK with black, navy or white socks. Hats are to be PLAIN black or navy.

A uniform information and policy sheet is available from the office. Miss Emma Noonan supervises our school uniform compliance.

Children playing in school team sport are required to have a school poloshirt and other appropriately related gear, e.g. black shorts for rugby. Some parts of the uniform may be provided by the school. e.g. sponsored T-shirts for cricket. Children must wear the protective equipment as required by

the sportscode e.g. mouthguards, shin pads. All children should have a school poloshirt.

### **SMOKEFREE ENVIRONMENT**

The school buildings, grounds and gated areas are smokefree at all times. This policy extends to school activities and to school trips in the company of children in buses, cars and offsite.

### **STATIONERY ORDER**

Please note stationery lists for 2020 were sent home with each child with the last newsletter of the 2019 year. You may purchase your stationery as per the coded list from any retailer. We have an arrangement with Paper Plus Morrinsville who will have prepackaged class packs available for purchase. The school will not be selling stationery until 16th February. It is more convenient for teachers to have their class using similar exercise books. Parents are requested to ensure exercise books purchased are the correct ones required by their child's teacher. (ref Code provided) During the school term stationery may be purchased from the school office between 8:30 a.m. and 9:30 a.m.

### **SUN SENSE**

Children are expected to wear a sunhat (not beanie or hood) and upper body cover during peak UV exposure times, i.e. during playtimes and when at outdoor activities. Teachers will direct children to sit out of the sun during playtimes if they are deemed to have inadequate cover – under sportsdome or oak trees.

### **SWIMMING PROGRAMME**

The swimming programme is part of the school's aquatic curriculum. The school employs a qualified swim coach during the summer swim season. All children are expected to participate. Togs and towels, (named in plastic bags), are required daily during the swimming. There is also snorkeling and kayak training. The school operates a school Swim Club after school one day a week.

### **TE REO ME ONA TIKANGA MAORI**

Our school provides bilingual class programmes and formal Te Reo language learning for all students in the school. The school also provides and encourages children to be part of either the Senior (Y4-8) or Junior (Y1-3) kapahaka groups. Children may visit and spend time on local marae, Rukumoana and Kai-a-te-mata Marae, Marae in the Waitomo area and visits to Te Wānanga o Aotearoa. These programmes are supported by the school's Whanau Roopu.

### **TERM DATES 2020**

Term 1: (Weds) 29.01.20 – 09.04.20 (Thurs)

Term 2: (Tues) 28.04.20 – 03.07.20 (Fri)

Term 3: (Mon) 20.07.20 – 25.09.20 (Fri)

Term 4: (Mon) 12.10.20 – 15.12.19 (Tues)

The school is also closed during the 2020 year on the following statutory holidays:

Thursday February 6 Waitangi Day; Monday 27 April ANZAC Day (Observed); Monday June 1 Queen's Birthday; Monday October 26 Labour Day.

Other statutory holidays occur during term breaks.