

KERIKERI PRIMARY SCHOOL

"Learning for the future"



MISSION STATEMENT: In the promotion of life long learning we will develop knowledge and skills; and foster innovative and creative thinking.

2008

HANDBOOK

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PRINCIPAL
ASSOCIATE PRINCIPAL
ASSOCIATE PRINCIPAL

Mrs Karen Holmes
 Mrs Lynne Oldham
 Mr Richard Bowers

SENIOR TEACHERS

Kowhai (Year 0/1)
Miro (Year 2)
Kauri (Year 3)
Karaka (Year 4)
Totara (Year 5/6)
Rimu (Year 5/6)
Whakatipuranga

Mrs Trisha Morton
 Mrs Kirsty Luke
 Mrs Michelle Williams
 Mrs Kathryn Faithfull
 Mrs Eileen Taylor
 Miss Lisa Harvey
 Mrs Liz Baker

CLASSROOM RESPONSIBILITIES

Room 1 (Yr 4, 5, 6)
 Room 2 (Yr 1, 2, 3)
 Room 3 (Yr 3)
 Room 4 (Yr 3)
 Room 5 (Yr 2)
 Room 6 (Yr 2)
 Room 7 (Yr 2)
 Room 8 (Yr 2)
 Room 9 (Yr 1)
 Room 10 (Yr 1)
 Room 11 (Yr 1)
 Room 12 (Yr 1)
 Room 13 (Yr 1)
 Room 14
 Room 15 (Yr 3, 4)
 Room 16 (Yr 4)
 Room 17 (Yr 4)
 Room 18 (Yr 4)
 Room 19 (Yr 5, 6)
 Room 20 (Yr 5, 6)
 Room 21 (Yr 5, 6)
 Room 22 (Yr 5, 6)
 Room 23 (Yr 5, 6)
 Room 24 (Yr 5, 6)

Mrs Liz Baker
 Mrs Waimarie Muunu
 Mrs Michelle Williams
 Mrs Joanna Rogers
 Mrs Kirsty Luke
 Mrs Wendy Mason
 Mrs Kerstin Stanley
 Mrs Leanne Mikkelsen

 Ms Pip Stewart
 Miss Kirsten Bell
 Mrs Tessa Taylor
 Mrs Trisha Morton

 Mrs Kerry Maxwell
 Mrs Liz Drake
 Mrs Kathryn Faithfull
 Mrs Anette Riedlinger
 Mr James Griersen
 Mrs Eileen Taylor
 Miss Kate Hollard
 Mrs Lisa Harvey
 Miss Lisa Commins
 Mrs Raewyn Neale

RESOURCE TEACHER LEARNING/BEHAVIOUR

Mrs Barbara Ashworth
 Mr John Drake

SUPPORT STAFF

Finance Secretary
BOT Secretary
Office Assistant
Caretaker
Groundsman
Learning Support

Mrs Julie Hill
 Mrs Chris Taylor
 Mrs Yvonne Adcock
 Mr Dave Hill
 Mr George Seymour
 Mrs Wendy Scahill
 Mrs Susan Drinkrow
 Mrs Lesley Cumming
 Mrs Sue Haightmark
 Mrs Tina Harrison
 Mrs Hayley Webb
 Mr Lew Cormack
 Mrs Sue Field

Librarian
Resource Room

Mrs Liz Christensen
 Mrs Kris Robinson

INTRODUCTION

We welcome you as parents of pupils who attend Kerikeri Primary School.

In this booklet we outline some of our policies and organisation for your information, so that you may understand our actions, feel positive towards our activities and so become part of the large co-operative team involved in the education and development of your child.

We will endeavour to create a secure and friendly atmosphere in a pleasant, welcoming environment so that all children in our care have the opportunity to make maximum progress in all aspects of school life.

The staff will maintain high standards of professional conduct and we will do our best to keep the community informed of our plans and actions whenever possible. We will involve the community in appropriate areas of the school.

The learning process can best be achieved with complete understanding and co-operation between home and school.

Karen Holmes
PRINCIPAL

CURRICULUM / OBJECTIVES

The purpose of Kerikeri Primary School is to educate the individual in the essential skills, and to help students progress towards mature, responsible self directed behaviour.

BASIC ACADEMIC SKILLS

To develop students' maximum competence in the basic skills:

- By developing the ability to read with comprehension and at reasonable speed;
- By developing the ability to listen and to communicate verbally and via the written word, with clarity and creativity;
- By developing the ability to handle mathematical concepts and skills

To ensure that all students have the opportunity to develop the full range of the essential skills, as listed, to the best of their ability.

- | | |
|--|--------------------------|
| * Communication Skills | * Numeracy Skills |
| * Information Skills | * Problem Solving Skills |
| * Social and Co-operative Skills | * Physical Skills |
| * Self management and Competitive Skills | * Work and Study Skills |

LEARNING

To provide an educational programme based on the needs of all students.

To develop an educational programme which identifies and emphasizes the need for lifelong learning.

INDIVIDUALITY AND SELF WORTH

To foster the development of self-management within students.

- By continuously reinforcing the value of achievement and learning through their own directed efforts.
- To provide students with the opportunity to reach their maximum intellectual, emotional, social and physical potential.

CHILDREN WITH SPECIAL ABILITIES

There are a number of programmes offered for Children with Special Abilities / Talents. These may vary from year to year depending upon the needs of students and the availability of tutors. The Register of CWSA and the programmes are monitored by Richard Bowers. In 2006 the Community Problem Solving won the New Zealand junior division and an invitation to represent New Zealand at the International Solving Finals in Colorado, USA in May/June 2007.

Programmes currently operating are:

Mathematics Children are provided with the opportunity to take part in an Australasian Mathematical Competition.

Future Problem Solving Selected Senior children are taught a six step problem solving process and compete with other schools around the country for selection to the National Problem Solving finals. In 2007 our student won the individual award at New Zealand Championships and will represent New Zealand in USA.

Community Problem Solving Children identify a problem / challenge in their own community and work through the Future Problem Solving process to come up with their best solutions and then develop a plan of action to carry them out.

Since 1996 Kerikeri Primary School has had teams selected for the New Zealand Problem Solving Finals for teams Year Eight and below. In 1997 one Kerikeri Primary School team was chosen to represent New Zealand at the International Finals in U.S.A. - where they received a third placing. In 1999 the School's Community Problem Solving team was again selected to represent New Zealand at the International Finals to be held in U.S.A. in June 2000. This team was successful in winning the World Junior community Problem Solving Competition and were overall "Grand Champions" a truly magnificent effort.

In 2002 the Schools Year Five Community Problem Solving Team was selected to represent New Zealand at the International Finals in Connecticut USA, and received a fourth placing. They were the youngest Problem Solving Team ever to represent New Zealand. In 2006 our team was again selected to represent New Zealand at the International Finals in the USA and won the Grand Champions award – this is the second time our school has won the Global Award.

Scenario Writing Pupils use the same scenario as Future Problem Solvers. The 1,500 word essay, based on any one of the Future Problem Solving topics available that year, is evaluated nationally and the top essay represents New Zealand in America. In 2005 Kerikeri Primary students were placed 1st, 2nd and 3rd in the Junior Division. In 2006 a Kerikeri Primary student was placed 2nd.

Music The School provides an opportunity for selected pupils to form a School Choir. Through class lessons children can learn to play various instruments.

Language Students are given the opportunity for extension / enrichment in oral, written and visual language. They also have the opportunity to sit the Australian English and Writing competition, the Future Problem Solving Scenario writing competition, Speech competitions, and the national Primary Research exam.

Maori Children can elect to join a School Kapa Haka group. Special help will be given to those with an interest/flair in Whaikorero.

THE ARTS

The school provides extra instruction for children with a special talent in visual art. Six weekly modules for children with a particular talent will be offered depending on availability of expertise.

LEARNING ENHANCEMENT CLASS

Selected children from Year 5 and 6 make up a class. A programme has been developed to specifically cater for these children.

CHILDREN WITH SPECIAL NEEDS

The school provides a number of programmes for Children with Special Needs related to the specific needs of students. Personnel of Group Special Education will at times work in the school testing individual children at the request of the school and parents. This is a limited service providing counseling with children, advising teachers and teacher aides, conferring with parents and assisting in the completion of Individual Education Programmes, (I.E.P's) where appropriate. This service is available for learning and / or behavioural problems and referrals are made through the Special Needs Co-ordinator (Lynne Oldham, Associate Principal).

PUPIL SUPPORT TEAMS

The Principal or delegated staff schedule regular meetings of teachers, parents and specialists to review, monitor and evaluate the needs of Special Needs students or those students having problems at school.

As a result of these meetings an I.E.P. (Individual Educational Plan) is prepared and review dates set. The school is also the host school for two Resource Teachers Learning and Behaviour (R.T.L.B.) for the Kerikeri District Cluster, with teachers operating from this base school.

LEARNING SUPPORT

This programme is based around pupils' needs and applications are made for Literacy and Numeracy and Oral Language development in programmes designed by our staff. Small groups are tutored by a teacher funded by the Board of Trustees.

CURRICULUM DELIVERY

The curriculum of our school has been carefully developed and undergoes continuous evaluation and revision as new and proven information is made available. It is designed to provide a co-ordinated sequence of study in the areas of language, mathematics, science, social studies, the arts, physical education, health and technology. The Senior Management staff have the responsibility of determining the scope of the curriculum as it relates to the ability and capacity of each student, to ensure that there is a high standard of planning, delivery and monitoring of curriculum throughout the school.

English

Reading, speaking, writing and listening are taught on an increasingly individualised basis. Specific skills in spelling, handwriting, English grammar and usage, reporting and research are emphasized, as is the enjoyment, appreciation and critical analysis of literature. The school has adopted a reading programme which emphasizes word study skills, phonics analysis, comprehension and thinking skills, study skills, language, art skills, and literacy understanding and appreciation.

The system is designed to help the teacher in prescribing appropriate reading activities for each child. A continuous pupil profile in reading is used as a record of each student's progress.

Computer Literacy

Computers in our school are used to provide computer based instruction, and is an integral tool in our move toward an integrated curriculum approach through inquiry based learning. Instruction in the use of computer equipment, internet access and use, and the use of instruction software takes place. We have an intranet and are broadbanded for internet purposes. We are currently in the third year of a Ministry of Education ICT Professional Development. A focus for this year will be linking ICT into Inquiry learning.

The Arts - Visual Art, Music, Dance and Drama

The Arts in the curriculum make possible the development of skills in the use of hands to create; the ability to see and think through relationships of colour, perspective and the element of beauty; and the capacity to build individual expression from paint, wood, metal, textile, voice, tone and rhythm. These experiences are incorporated in all phases of the classroom programme. General music is taught in the school on a scheduled basis. Singing, recorders, rhythm instructions, music appreciation, movement and performance are a few of the main aspects of the programme. Teacher strengths are used within syndicates for Music/Dance/Drama.

Mathematics

Our aim at Kerikeri Primary School is to make Mathematics an exciting enjoyable and rewarding experience for the children. From 2001 to 2004 we have been involved with the MOE Numeracy Contract and this has developed our programmes and enthused all of our staff.

The Mathematics programme we use endeavours to meet the needs of all the children at their individual levels and encourages them to achieve to their full potential.

Through a range of practical, written and problem-solving activities, the children will be encouraged to develop their mathematical knowledge and skills.

Our aim is that these experiences will enable the children to become aware of the relationship between

mathematics and our every day lives. Emphasis is placed on teaching a variety of strategies. We hope that as a result of their experiences the children will develop a positive attitude towards mathematics. Recall and knowledge of basic facts will be an integral part of the mathematics curriculum.

Curriculum

Kerikeri Primary is reorganizing the implementation of the Social Studies, Science and Technology Curriculum into “Thinking Curriculum” structure to reflect an integrated approach to curriculum delivery. Elements the Arts and the Health and Physical Well-Being will be included in this approach where appropriate.

Social Studies

At Kerikeri Primary School we aim to enable students to participate in a changing society as confident, informed, and responsible citizens. Social Studies helps students to understand their world, and gives them the skills, knowledge and understandings necessary to play their part in society.

Science

The aim of science education at Kerikeri Primary School is to advance learning in Science by helping students to develop knowledge and a coherent understanding and skill in investigating the living, physical, material and technological components of their environment.

Technology

Technology education at Kerikeri Primary School is a planned process designed to develop students’ competence and confidence in understanding and using existing technologies and in creating solutions to technological problems. It contributes to the intellectual and practical development of students, as individuals and as informed members of a technological society.

Education Outside the Classroom - (E.O.T.C.)

Our school's Board of Trustees actively support the staff policy of providing for out of class learning activities. These take place regularly during the year and parents are usually required to supervise students on outings, taking responsibility for group activities. Parent helpers sign an agreement to follow our school procedures.

If a class plans a camp you will receive initial information about this at least six weeks before your child is scheduled to go. All overnight camps require Board/Principal approval and an in depth analysis of any risks. It is up to the teacher’s discretion whether a camp is offered to the class.

Transportation is provided by buses or private cars. Teacher / Pupil Ratios as stipulated by the Board of Trustees will be maintained on all occasions. These ratios vary according to the type of activity but 1 adult: 8 pupils is the general minimum at all times, 1 adult: 4 pupils for hazardous activities. Any child transported in a private vehicle on a School Trip must be provided with a seat belt.

Permission slips are required to be signed by parents/caregivers before a child may attend a class trip.

Maori Culture/Whakatipuranga

Te Reo and Tikanga Maori are integrated into the class programme and through other curriculum areas.

We have a stimulating environment that allows our Maori to feel comfortable in a setting that promotes Tikanga and Te Reo Maori. Our bilingual unit is in the heart of the school that allows the tamariki the freedom to grow as unique individuals. There is a strong involvement by parents and extended whanau. We are called Whakatipuranga which means nurture and growth.

If you are interested in your child entering these classes please collect an application form from the office, and tick the appropriate box on the enrolment form as ‘a show of interest’.

Physical Education and Sport:

Our policy in sport is to give the children the opportunity to learn many different skills leading to games suitable for their level of development.

We believe it is not always desirable for young children to play sports designed for adults. We introduce a variety of “Kiwisports”. “Kiwisports” simplify the rules, reduce the skills to a child’s level and give greater participation to a larger number of children. In all activities we encourage good sporting behaviour.

We welcome parent involvement in sport and if you are interested in helping us, please contact the school office.

The following PE activities are available:

- Padder Tennis
- Cricket
- Soccer
- Netball
- Cross Country
- Rippa Rugby
- Athletics
- Softball
- Swimming
- Hockey
- Gymnastics
- Volley Ball

Children should be correctly dressed for Physical Education Programmes and Sports Activities.

EVALUATION OF THE INSTRUCTIONAL PROGRAMME

Evaluation of our programmes is taking place constantly as Teachers work with children and carefully plan the next steps in teaching to ensure continuous progress.

The use of tests, written or oral reports, observations, discussion, participation and other factors are considered in the total evaluation of the progress of a student.

One phase of this evaluation is the use of standardized tests. When compiled over a period of time and used in relation to other evaluation devices, these tests provide an indication of achievement. After several sets of test scores are accumulated, the school uses the results for support data and studying class and individual student growth.

HOMEWORK

A regular homework habit instills self-management and reinforces skills learned at school. The amount of work set may vary according to the need but will not exceed thirty minutes per night.

Parents are asked to check that children actually complete work set by the teacher thus providing another positive link between home and school. Occasionally teachers will set 'long term' homework challenges and students will be expected to complete this requirement over a stated period of time.

If any problems arise with homework please, do not hesitate to contact the school. Homework is not compulsory and is completed with parent discretion.

PROMOTION OF PUPILS

This is governed by age, maturity and achievement. Parents will always be consulted if we are considering a change.

REPORTING TO PARENTS

Meet The Teacher afternoon/evening is held early in Term One. Reports will be issued Mid Year and End of Year. Written reports will include comments indicating a child’s attitude and achievement in various curriculum areas. It is appreciated that a child’s learning operates far wider than the curriculum reflected in a report and that no report should be seen to “label” a child.

Parent Teacher Interviews will be scheduled at the end of Term 1 and the beginning of Term 3. In this 10 minute discussion reporting will be based on worthwhile data that teachers have available for parents.

In reporting orally and in written form to parents/ caregivers the school will endeavour to be open and honest as well as encouraging. Each child will be looked at as a unique individual with varying talents and abilities. It is our aim to attempt to find each child's potential in whatever field. Our school appreciates and needs the assistance of parents / caregivers in all manner of ways. You are encouraged to come forward and offer your services.

Parents are welcome to make interviews at other times as required. Changes to our Reporting to Parents will be notified via the newsletter

ACCESS TO STUDENT RECORDS

Staff maintain regular records on pupil learning and progress which parents are entitled to see. These records and supplementary records are usually the basis for Conferences, Interviews and School Reports.

SCHOOL LIBRARY

Our well-stocked Library is used extensively for class lessons, recreational reading, and as a media centre. All children are encouraged to have books out to read for pleasure and for research. Books need to be returned after two weeks. The Library is automated and each child has his / her own bar code.

SCHOOL TIMETABLE

The following is a daily timetable of bell times.

8.55a.m. - 10.30a.m.	Instruction
10.30a.m. - 10.50a.m.	Interval
10.50a.m. - 12.30p.m.	Instruction
12.30p.m. - 1.20p.m.	Lunch
1.20p.m. - 2.50p.m.	Instruction

Regular and punctual attendance is vital and is monitored by the school. Regular absences result in missed valuable and important learning opportunities. Parents are urged to ensure that their children are at school by 8.45a.m. so that pupils are able to settle promptly to work when the first bell is rung at 8.55a.m. Late arrivals cause considerable organisational problems for teachers and children at the commencement of the school day.

SWIMMING

During the summer period school organisation enables all children to be provided with regular swimming instruction. It is the school's goal to have all pupils competent in basic swimming skills and to be able to survive in water.

Parents can assist the school considerably by ensuring that pupils arrive at school daily with named togs and towel. If a child is unable to participate in swimming activities a written note from parents is required, stipulating the period of time the child is unable to participate.

HEALTH AND SAFETY

A designated First Aid Staff Member is employed by the Board to care for our children.

ACCIDENTS

In the case of serious accidents every effort is made to contact parents immediately. In an emergency the child's doctor is contacted or the child is taken directly to the doctor's surgery.

SCHOOL HEALTH SERVICES

The Public Health Nurse visits the School on a regular basis.

Parents will be contacted to take children home from school because of illness when necessary.

The following services are arranged by the Northland Area Health Board:-

1. Vision and Hearing Tests.
2. Liaison for Health Camp.
3. School clinic with a Doctor in attendance for 5 year olds.
4. Ear Caravan.
5. Neurodevelopment Therapist.

SCHOOL SAFETY

A continuing responsibility of the home, school and community is the safety of our children. Please urge them to:

1. Go to and return home from school by the safest, most direct route, without loitering.

2. Use the footpaths or the left side of the road in walking and cross only at safe places.
3. Keep well to the left of the road when cycling, with cycle helmet correctly fitted.
4. Await the school bus by standing well back from the road, with a parent if a younger pupil in an orderly manner.
5. Meeting a bus in the afternoon needs parents standing to greet pupils and not parked on the opposite side and calling across the road.
6. Understand what to do in the event school must close early and students must be sent home before the usual dismissal time (Only in an extreme emergency will Kerikeri Primary School close early).
7. Children will be instructed to use all equipment and apparatus at school in a safe manner, since misuse may cause injury.

SICKNESS AT SCHOOL

We are equipped to handle minor injuries that occur at school. We contact parents of students who take ill at school, so they can be picked up and taken home. Students who contract infectious illnesses such as measles, mumps and chicken pox need to be kept at home until the virus has passed the infectious stage, as do those who have any other winter style sickness.

PLEASE DO NOT SEND SICK CHILDREN TO SCHOOL!

Each child's personal record card held in the Office has a record of an Emergency Contact telephone number. It is important that parents keep the Office informed of up to date emergency contacts and change of Parent contact details.

MEDICATION

There are some pupils who require medication at School from time to time. If your child/ren is one of these pupils a Medication Permission Form (available from the Office) will need to be completed by a caregiver and the medication is to be handed into Sick Bay and administered from there. In this way a record can be kept of children requiring medication, and how often this medication is administered. Also in the case of an emergency the required medication is available immediately. The medication should be brought to school in the original prescription bottle, together with specific instruction for administration. Medication will be dispensed by the School Office Staff.

THE NORTHLAND DISTRICT HEALTH BOARD DENTAL CLINIC SERVICES

All pupils should be treated on a regular basis by the Northland District Health Board School Dental Therapists. On occasions the Therapist may refer pupils to a Dentist or Dental Specialist. Parents are always advised if treatment by others is necessary. Permission notices have to be signed by the Parents.

BICYCLES

Students may ride their bikes to school, provided they wear a safety helmet and have a suitable locking device. Students are asked to wheel bikes within the school grounds. Only Children over 9 years of age should cycle unaccompanied.

CARPARK

The carpark has specific areas identified. Please park in the correct area. Parents and visitors can park in the Hall carpark. For safety reasons the carpark is out of bounds for all students. The area behind the Hall is staff parking only. The Pick-Up / Drop-off zone is for parents remaining in their car.

DAMAGE TO SCHOOL PROPERTY

When students cause willful damage to school property, inside or outside, they are expected to make payments according to the cost of the repairs.

BEHAVIOUR MANAGEMENT

The school has a positive atmosphere and excellent behaviour is expected of all students. Our Behaviour Management Plan provides reinforcement for good behaviour as well as consequences for children breaking school rules. Parents will be contacted if behaviour becomes a problem.

HEADLICE

Periodically Headlice infestation becomes a problem in any Primary School. The procedure for the control of headlice in Kerikeri Primary School is as follows:

1. If a parent becomes aware that their child has been infested by headlice, they are asked to contact either the Class Teacher or the Office immediately.
2. The Office will ensure that the classroom teacher is provided with a school notice to be sent home with each child from the class. Included with this notice is a further bulletin from the Department of Health on Headlice Facts.
3. If persistent infestation of a particular child in a class is noted the School will request assistance from the Public Health Nurse.
4. If after Step 3 there has not been a satisfactory result in the eradication of the headlice problem from a specific pupil the Principal reserves the right to exclude that child from School under Section 19, Education Act, 1989.

LUNCHROOM

We urge you to support us in encouraging healthy eating habits. Lunches may be bought through the school if required. Pupils will not be allowed to leave the school grounds to purchase lunch. Children who wish to go home for lunch on any occasion must produce a note from their parents.

Lunches are available from the School Lunchroom daily. A separate Menu Sheet is available from the School Office.

HOW TO ORDER LUNCHES:

1. Write name, room number and order on an envelope.
2. Seal money (correct change if possible) in the envelope.
3. A separate order is needed for each child in the family.
4. Children put their lunch order in the basket provided in their classroom at 9.00a.m.
They collect their lunch order from the same basket at 12.30p.m

The Lunch Box is operated by an independent caterer who provides an excellent healthy menu.

SCHOOL GROUNDS

Pupils are not permitted to leave the School grounds during morning intervals, lunchtimes or any other time during school hours without a note from parents to the class teacher requesting that permission be given. This note is then sent to the office for confirmation/approval of request. The parents/caregiver must go to the Office prior to collect the child to get a pink slip which is given to the child's teacher.

SCHOOL TRANSPORT

After School Arrangements

For those children living within the Kerikeri Primary School zone free transport is available for children aged 5 - 9 years living at least 3.2kms from school, and for children aged 10 plus years living at least 4.8km from school. It is possible that your child may have to walk up to 1.6kms to the nearest school bus stop. For those children living on bus routes within these distances transport may be available if there are "spare" seats on the bus. Please check your eligibility at the School Office.

Children must be early at their bus stop, and must follow the Bus Monitor's instructions.

It is School Policy that "those pupils who travel to School on a School bus are expected to return home on the same bus". Any change in the policy requires prior notification, in writing or a telephone call to the School Office and the Duty Teacher will be informed of pupils having permission to make alternative arrangements.

All children who are collected by parents / guardians after school meet outside the School Hall garden seats where they are supervised until parents arrive. All children should be collected by 3.00p.m.

All Bus pupils are to assemble in their respective bus lines outside Rooms 9 & 10 and will be escorted to their buses. Children are eligible to travel to their home and not place of parent employment! No friends can travel on a bus to a birthday or sleepover.

If parents wish to arrive at School and take their children home after School, without prior notice to the School, they are asked to meet their child in the bus line and then inform the Duty Teacher of the arrangement they are making. It is essential that the Duty Teacher is aware that the child is not travelling on the bus and who the child is going with.

It is school policy that children are not released from school until 2.50p.m. (except in the case of an emergency). If on any occasions a parent wants to take their child prior to 2.50p.m. they are asked to inform the School Office first and then take a pink slip down to the teacher.

Parents collecting children after school are urged to be prompt at 2.50p.m. to collect their children from classrooms, especially young children or children new to school, as these children are often concerned about after school arrangements.

COMMUNITY INVOLVEMENT

BOARD OF TRUSTEES FUNCTION

The Board of Trustees consists of five members, nominated and elected by the "parents" of students, the Principal and one Member elected by the Staff; and are responsible for the broad policy objectives and the efficient and effective governance of the School. The functions of the Board include:

- (a) To be responsive to community educational needs and to set programmes and courses to meet them.
- (b) In partnership with the Principal, the Staff and the Community, to be responsible for the preparation of the School's Charter & Strategic Plan within the overall national guidelines for education.
- (c) To report regularly to the Community on the objectives of the School, and how well they are being achieved.
- (d) To be the legal employer of teaching and support staff and be responsible for staffing matters.
- (e) To be responsible for all maintenance of buildings and grounds that can be expected to occur within a ten year cycle.
- (f) To be responsible for the preparation and audit of the School's Accounts.

The Board of Trustees meets on the third Tuesday of each month at 1.00p.m. in the School Conference Room. Parents are welcome to attend. Any requests for a discussion topic must be made to the Principal/Chairperson. Only items on the agenda will be discussed.

Education is a community endeavour and we invite parents and community involvement in school activities.

On going clear communication between home and school is vital for the well-being and progress of each child.

Parents / Caregivers are welcomed and encouraged to make contact with staff throughout the year at appropriate times.

Weekly newsletters are sent home every Monday as one means of informing parents / caregivers and the wider community of the School's many and varied activities.

PARENTAL / COMMUNITY MEMBER'S ASSISTANCE

PARENTS IN CLASSROOMS

Parents are welcomed as helpers and are to be directed to appropriate tasks by the class teacher. An agreement is to be signed by each regular parent helper to ensure confidentiality.

Parents / Caregivers and any community members, are warmly invited to join our team of helpers. Below is a list of some of the ways in which you could assist with the successful operation of our school. Please remember to feel free to come forward and offer your assistance or suggest some other ideas.

- | | |
|---|---|
| * Working in rooms with class programmes | * Sports team coaching |
| * Helping with class excursions and field trips | * Helping with "Special Event" days |
| * Making resources | * Assisting with fundraising |
| * Assisting staff on Sports days | * Member of Parent Teachers Association |
| * Library work | * Assisting with Gala Day Organisation |
| * Listening to children read | * Participate in music programmes |
| * Maintenance, repairing and cataloguing of resource material | * Assist in art and craft programmes. |

PARENT TEACHERS ASSOCIATION FUNCTION

The P.T.A. is a committee organised to assist the Teachers and Board of Trustees. This is primarily a fundraising committee running during the year our very successful Gala Day and Social Events, as well as other fundraising occasions.

The money raised by this committee is then given to the Board of Trustees to help with any special projects that the School undertakes.

This Committee is a very informal group and gives Parents the opportunity to meet and work with the School and Principal on an informal basis.

The P.T.A. Committee is elected annually early in the first term and meets on the second Wednesday of each month at 7.30p.m. in the Staffroom.

GENERAL

ENROLMENT AND WITHDRAWAL

Parents and Guardians are invited to visit the School to enrol their child and fill in the appropriate forms. It is appreciated if this can be completed well before the day of the child's beginning at school or as early as possible in the morning before school starts. For pupils from other schools it is important that any books that the children already have from previous schools are brought with them.

Organised and regular pre-school visits are arranged with the local Playcentre, Kindergarten, Kerikeri Community Child Care, Whizz Kids, Lanark House Arohanui, Nature By Nature and Te Kohanga Reo.

However, if your child does not attend any of these pre-school organisations please phone the School and make an appointment for a pre-school visit.

There is a detailed Pre School Booklet available for intending Kerikeri Primary enrolments available from the School Office on request. Copies are also held at Daycares. Parents of children who are leaving are asked to notify the School Office a few days before hand so that books can be packed up in readiness for the child's departure.

An exit checklist is to be completed prior to pupil's departure.

NEW ENTRANTS

- A. Children may be enrolled at 5 years of age and must be enrolled by age 6 years.
- B. Children are not permitted to begin school until 5 years of age.
Enrolments can be made with the Principal, Office Secretary or Associate Principal.
- C. There is certain information required to enrol each child;
Birth Certificate, child's full name, parents' names, address, telephone number for home and place of work, alternative phone numbers for emergencies, medical information, inoculations, medications, allergies etc, custody situations, permission to contact Doctor if parents cannot readily be contacted.
Where possible, we like New Entrants to have experienced a morning visit prior to their starting full time. This has been found to be beneficial to both child and parents. Parents are asked to stay for these sessions, with no other siblings.

ADDRESSES

For emergency use the School maintains files of all pupils addresses and telephone numbers. This also applies to alternative contact phone numbers. **Please ensure that the office has all updates of addresses and phone numbers. This is vital for contacting parents in the case of emergencies.**

ASSEMBLIES

Each Monday, 1.25 – 1.50 p.m.

Assemblies will include sharing of work, praise and class activities with weekend sport reports where appropriate.

Each class will take turns in compiling and hosting assemblies.

Parents and friends of the school are welcome to attend.

ATTENDANCE AND ABSENCES

The law requires parents of school age children to enrol them at a school at 6 years of age (they can enrol them at 5 years of age) and to ensure their regular attendance. Children who attend regularly are more likely to be successful and make progress at school.

If children are absent for any reason parents are asked to notify the school office by 9.00a.m.

This permits a check on attendance and is a valuable security measure for your child. If notification is not made on the morning of initial absence it is necessary that you provide a note stating the cause of absence on the day that your child returns to school. Prior notification of any intended absence would be appreciated. A social absence can hinder progress and affect learning. The School monitors all children's attendance.

If you need to collect your child at any time during the school day, please check in at the office first.

BIBLE IN SCHOOLS

When available, Bible in Schools is taken once a week from 2:00 to 2:30 p.m. by approved personnel.

You will be informed via the newsletter.

Parents must notify the school in writing if they wish their child to attend.

The curriculum used for instruction is non-denominational and approved by Ministry of Education.

Instructors are not permitted to promote any one religious dogma.

DRESS CODE

We have a voluntary school uniform which is available from the school office. A suitable tidy standard of dress, appropriate for weather is expected. Shoes suitable for Physical Education and easy walking are recommended. Children are not encouraged to wear jewellery, especially dangly earrings, at school and do so at their own risk. If children intend to play winter sports they are recommended to supply a change of clothes for lunch time activities. In summer, swimming togs and towels in a suitable bag should be brought along daily. Parents are requested to support our sunsafe policy by sending children to school suitably dressed.

Compulsory sun hats are provided by the PTA for Terms 1 & 4.

LUNCH TIMES

- All drinks etc brought to the school should be in plastic containers. We encourage water only.
- Caffeine drinks, chewing gum or sweets are not permitted at school.
- Yoghurt must come in a reliable container.
- There are no facilities for heating lunches.
- It is preferred that children do not leave the school grounds at lunch time.
- A school lunch system operates 5 days per week. The menu is included in this "pack".

MONEY

All money/valuables brought to school should be handed to the office for minding. It is helpful if this is in an envelope with the child's name written on it. As a general rule we prefer children not to bring money to school unless it is for a specific purpose.

LOST PROPERTY

There is no insurance on children's property at school. While every effort is made to ensure that pupils belongings are not lost or destroyed, the school cannot accept responsibility when this occurs. Students not only misplace clothing at school but actually fail to recognise it when it is held up. For your sake and certainly to make our job easier, **please name all your child's clothing.**

Any items of unnamed clothing found in the school grounds will be stored outside the Resource Room Box. for several weeks. If not claimed during this period any unclaimed property is donated to charity.

No responsibility is accepted for pupil's money unless it is handed to the teacher or Office for safe keeping.

OUTSIDE APPOINTMENTS

Leave is not given to children during School Hours to attend music lessons, dancing etc. unless after a written request by the child's parent the Principal releases the child for a period to receive tuition outside the school. These requests need to be marked 'Attention' Principal and Board of Trustees' and handed to the office.

PERSONAL RECORDS

In order to keep our records up to date parents are asked to advise the Office of any changes to:

- Address
- Phone Number-Home & Work
- Custody and access issues
- Medical Condition
- Emergency Contact Numbers
- Bus arrangements

A form requesting this information is issued from time to time. A prompt return of this form is appreciated.

SCHOOL DONATIONS (including paper and photocopying allowance)

To assist the Board of Trustees to provide necessary equipment School Donations, as listed below, is requested via the newsletter. The money is used to pay for many items not provided by the Ministry of Education, i.e. Library Books, Sports Gear, Music and Art Equipment, etc.

The School Donations for the full 2008 year are:

One Child Families start Term 1: \$120 for the full year or \$100 if paid within one month of starting.

Two Child Families start Term 1: \$160.00 for the full year or \$130.00 if paid within one month of starting.

Three or more Children Families start Term 1: \$200 for the year or \$170 if paid within one month of starting.

For families starting later in the year, donations are set for each term.

We appreciate payment of these donations when pupils start at our School.

In the case of pupils leaving the School during a School Year for which School Donations have been paid, parents/caregivers may apply for a pro-rata refund to be calculated on a per term basis.

PLEASE NOTE: A reminder for School Donations will be forwarded to families.

SCHOOL STATIONERY

At the beginning of the year local shops will stock our stationery requirements. All children from Year 2 – Year 6 are provided with a stationery list. Year One stationery packs are to be purchased through the school office.

In the case of a pupil requiring stationery, a stationery note signed by the Class Teacher, will be sent home with the child indicating the requirements.

It may be in the Parent's interest not to send money for stationery requirements unless a note has been received.

SCHOOL COMMUNICATIONS

Announcements of regularly scheduled school events and other special activities appear in the weekly school newsletter. School news, pictorial features and further school/class events are features of other school newsletters. Highlights of Board of Trustee meetings and activities are regularly corresponded to parents.

TELEPHONE SYSTEM

With our telephone system, parents can receive updates to scheduled events without having to wait to speak to someone in the Office. Dial 9 to hear about current activities/postponements etc.

VISITORS TO THE SCHOOL

In order to enable you to become more aware of what the School is attempting to do for your children, you are invited to the School to see your children in classroom activities and watch your child learning, or to become actively involved in the classroom activities being presented. Teachers do appreciate prior notification of this.

There are numerous occasions during the day when a teacher would be pleased to have a parent assist in group activities, or in preparation for some aspect of the class programme. However, if you are prepared to do this, can you please make alternative arrangements for pre-schoolers. In ensuring the safety of your child(ren) whilst at Kerikeri Primary School all parents, guardians, visitors to the school unknown to individual staff members are asked to identify themselves at the school office prior to visiting classrooms or removing children from the school environment.

This request is made to protect the children from unauthorised visitors and to locate the teacher for you if the class is out of the room at the time. Parents wishing to discuss aspects regarding their child's education are asked to make appointments with the teacher or through the School Office.

If you wish to stay for a period of time in your child's classroom, or to discuss some aspect of your child's schooling with the classroom teacher PLEASE make an appointment first. Teachers are often busy with preparations, meetings or student interaction between 8.30 – 8.55a.m. and 2.50 – 3.30p.m.

CUSTODY

If there is a court-order limiting or restricting the non-custodial parents with the child, a copy should be held by the school. Without such a court-order either natural parent has equal access to the child. It is very helpful if the school has a record of where the child is living or which separated parent they are staying with at any one time.

SCHOOL TERMS AND HOLIDAYS 2008

TERM ONE	Thursday 7 February to Friday 18 April
Holidays	Both Anniversary Day 28 January and Waitangi Day 6 February occur in the holidays Good Friday 21 March; Easter Monday 24 March and Easter Tuesday 25 March
TERM TWO	Monday 5 May to Friday 4 July
Holidays	Queen's Birthday Monday 2 June
TERM THREE	Monday 21 July to Friday 26 September
TERM FOUR	Monday 13 October to Friday 19 December
Holidays	Labour Day Monday 27 October

WARRANT OF FITNESS FOR CHILDREN

Don't forget to send your children to school with a warrant of fitness. They need the following:

PLENTY OF SLEEP - We can't work with children who have watched too much television or stayed up late - ten hours for primary school children is recommended.

TO BE WELL FED - Children can't learn if they do not have a balanced diet with regular meal times - breakfast is essential before a six hour school day. Children need both mid morning and lunchtime food and drinks.

TO BE SECURE - Kerikeri Primary School pupils come from caring homes. However, children need reassurance and to have realistic expectations from their parents.

TO HAVE A POSITIVE ATTITUDE - If children expect good things to happen at school in all areas of learning they will have a keen and sparkling approach to their day. Don't dull this with your worries, fears and niggles.

TO HAVE CORRECT GEAR - Comfortable and appropriate school clothes, stationery, lunch, library books, sports clothes. Don't let children ring you to bring things - we encourage independence and self organisation.

TO BE ON TIME - Social things happen before school and children are disadvantaged who come late. They are not ready for the days' learning and playing. Consider 8.15a.m. onwards for your child to arrive at Kerikeri Primary School.

TO BE IN GOOD HEALTH AND FREE FROM INJURIES - Children need to feel fit and well if they are to enjoy learning. Don't send children to school if they have felt unwell during the previous night or if they have sustained injuries previously which have not been cared for.