

Kerikeri Primary School

Learning for the Future



Mission Statement: In the promotion of lifelong learning
we will develop knowledge and skills,
and foster innovative and creative thinking.

2011

Handbook

Hone Heke Road
PO Box 773
Kerikeri 0245
Email admin@kkps.school.nz
Website www.kerikeriprimary.school.nz

Phone 09 407 8414
Fax 09 407 8429
Txt 021 124 2836
Dental Clinic 09 407 8415

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Kerikeri Primary School Staff 2011

Principal
Deputy Principal
Deputy Principal

Paul Lindsay
Lynne Oldham
Richard Bowers

Senior Teachers

Kowhai Year 1
Miro Year 2
Kauri Year 3
Karaka Year 4
Puriri Year 5, 6

Tessa Taylor
Kirsty Luke
Rachel Davis
Kathryn Faithfull
Kerry Maxwell
Liz Baker

Whakatipuranga Teachers

Room 1 Yr 4, 5, 6
Room 2 Yr 2, 3
Room 3 Yr 3
Room 4 Yr 3
Room 5 Yr 2
Room 6 Yr 2
Room 7 Yr 2
Room 8
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
Room 16 Yr 4
Room 17 Yr 4
Room 18 Yr 4
Room 19 Yr 5, 6
Room 20 Yr 5
Room 21 Yr 5, 6
Room 22 Yr 5
Room 23 Yr 6
Room 24
Room 25 Y6

Waimarie Muunu
Liz Baker
Lee Davis
Eileen Taylor
Kirsty Luke
Wendy Mason
Jenna Spake

Tina Harrison
Pip Stewart
Karen Hawtin
Tessa Taylor
Justine Strang

Rachel Davis
Liz Drake
Kathryn Faithfull
Raewyn Neale
James Grierson/ Lisa Commins
Leanne Mikkelsen
Anette Riedlinger
Lisa Harvey
Kerstin Stanley/ Toni Mason

Kerry Maxwell

Resource Teacher Learning/Behaviour Barbara Ashworth
Trisha Morton

Office Manager Julie Hill

Receptionist/Office Assistant Carol Lucas

Caretaker Dave Hill

Groundsman Neville Wright

Learning Support Lew Cormack
Susan Drinkrow
Sue Haightmark
Hayley Webb

Librarian Liz Christensen
Resource Room Kris Robinson

Introduction

I would like to extend to you a warm welcome to Kerikeri Primary School. We pride ourselves on our three core values of care, courtesy and co-operation. The greatest strength of our school lies in the people we have here and the way they embrace these values. The staff has identified relationships, professionalism and positive students as the best thing about our school. I agree with them. It is rare to find such teamwork and connectedness in a school of this size.

The Board of Trustees are committed to delivering the best possible learning opportunities for our students. Our school is exceptionally well resourced and this is a reflection of the great work the current and previous Boards have undertaken.

The school PTA makes a significant financial contribution to our school each year and funds an initial school hat for each child entering the school, as well as heavily subsidising events throughout the year. The next project on the horizon for them is the upgrading of the junior playground.

Over the next two years our major professional development focus will be on the Assessment to Learn (AtoL) project, which powerfully places individual student learning needs at the forefront of teaching and learning programmes.

Finally, I am very excited to be leading this school into the future and welcome you and your child on the journey ahead.

Paul Lindsay
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 key competencies, as listed, to the best of their ability.

- Managing self
- Participating and contributing
- Relating to others
- Thinking
- Using language, symbols and text

Learning

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

To develop an educational programme which identifies and emphasises 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 and talents. These may vary from year to year depending upon the needs of students and the availability of tutors.

Programmes currently operating are:

Mathematics Children are provided with the opportunity to take part in an ICAS – International Competitions and Assessments for Schools.

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.

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.

Scenario Writing Pupils use the same scenario as Future Problem Solvers. The 1500 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.

Music The school provides an opportunity for selected pupils to form a school choir

Language Students are given the opportunity for extension / enrichment in oral, written and visual language. They also have the opportunity to sit the ICAS – International Competitions and Assessments for Schools, 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. Modules for children with a particular talent will be offered.

Children with Special Needs

The school provides a number of programmes for children with special needs related to the specific needs of students. 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 counselling with children, advising teachers and teacher aides, conferring with parents and assisting in the completion of Individual Education Programmes where appropriate. This service is available for learning and / or behavioural needs and referrals are made through the Special Needs Co-ordinator (Lynne Oldham, Deputy Principal). Programmes for children with special needs include: Health Camp, Resource Teachers of Learning and Behaviour, ACC, ESOL, RDA, TALK Programme, Talking and Literacy in Kerikeri, PMP (Perceptual Motor Programme) and Learning Support.

Pupil Support Teams

The SENCO 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 IEP is prepared and review dates set.

The school is also the host school for two Resource Teachers Learning and Behaviour (RTLb) for the Kerikeri District Cluster, with teachers operating from this base school.

Supplementary Learning Support

This programme is based around pupils' needs and applications are made for literacy and oral language development in programmes designed by our staff. Small groups are tutored by Wendy Scahill 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 English, Mathematics, Science, Social Sciences, 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 emphasised, 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.

Information and Communications Technology

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 the use of software takes place.

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 and drama.

Mathematics

Our aim at Kerikeri Primary School is to make mathematics an exciting enjoyable and rewarding experience for the children.

In mathematics we endeavour to meet the needs of all children at their individual levels and encourage 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 students 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.

Curriculum

The New Zealand curriculum now focuses more on developing Vision, Principles, Values and Key Competencies, rather than just imparting and absorbing knowledge. Certainly, knowledge is important, but the skills of obtaining and retrieving knowledge are also very valuable.

We are developing school based statements for each of the learning areas; English, Maths, Science, Social Sciences, The Arts, Health and Physical Education, Learning Languages and Technology.

We are also registered on the Assessment to Learn (AtoL) project, which focuses very clearly on effective teaching and learning and the purposes of effective assessment practice.

Social Sciences

At Kerikeri Primary School we aim to enable students to participate in a changing society as confident, informed, and responsible citizens. Social sciences help 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 coherent understandings and skills 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 - (EOTC)

Our school's Board of Trustees actively support the staff policy of providing EOTC 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 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 higher risk activities. Any child transported in a private vehicle on a school trip must be provided with a seat belt and the car must have a current WOF and registration.

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 nature 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 Physical Activity

We encourage both physical education and physical activity in class, syndicate and school-wide programmes.

Physical Education enables learning in, through and about movement. Based on the Fundamental Movement Skills programme established in 2008, children learn movement patterns which include skills such as running, hopping, catching, throwing, striking and balancing. These are the foundations for the more complex skills used in many sports and activities.

Physical Activity is about being involved in movement and activity. The emphasis is on participation, enjoyment and building positive attitudes towards becoming active for life.

Our syndicate and school-wide activities reflect this combined approach.

Evaluation of 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

At Kerikeri Primary school we have carefully examined our beliefs about homework and its benefits for students. Our policy is that we expect students to practise their maths basic facts, spelling words and read each night. Not more than 30 minutes should be spent on this over Monday-Thursday.

If parents would like additional homework activities which they are happy to monitor, they can see their child's classroom teacher for ideas.

Promotion of Pupils Year Level

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

Reporting to Parents

A meet the teacher afternoon is held early in Term One. Goal setting discussions between parents, children and teachers are held in Term Two with a review process follow-up later in the year. In the fourth term an End of Year written report 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.

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.

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. Please note that if your child loses a book you will be expected to replace it.

School Timetable

The following is a daily timetable of bell times:

8.55am - 10.30am	Instruction
10.30am - 10.50am	Interval
10.50am - 12.25pm	Instruction
12.25pm - 12.40pm	Monitored lunch
12.40pm - 1.25pm	Lunchtime play
1.25pm - 2.50pm	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 8.45am so that pupils are able to settle promptly to work when the first bell is rung at 8.55am. Late arrivals cause considerable organisational problems for teachers and children at the commencement of the school day.

Aquatics

During the summer season aquatics form the major part of our physical education and physical activity programmes. Aquatics include swimming skills, building water confidence and safety skills together with encouraging physical exercise and activity.

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 aquatics 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.

School Safety

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

- Go to and return home from school by the safest, most direct route.
- Use the footpaths or the left side of the road in walking and cross only at safe places.
- Keep well to the left of the road when cycling, with cycle helmet correctly fitted.
- Wait for the school bus by standing well back from the road.
- Meeting a bus in the afternoon needs parents standing to greet pupils and not parked on the opposite side and calling across the road.
- Understand what to do in the event school must close early and students sent home before the usual time (only in an extreme emergency will Kerikeri Primary School close early).
- Children will be instructed to use all equipment and apparatus at school in a safe manner.

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 is one of these pupils a medication permission form 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.

Dental Clinic Services

The dental clinic is run independently from Kerikeri Primary School by Northland Health. 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 parents. Parents can contact the dental clinic directly on 407 8415, 0800 MY TEETH (0800 498 3384).

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 car park has specific areas identified. Please park in the correct area. Parents and visitors can park in the hall car park. For safety reasons the car park 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. Do not park over the school emergency entrance – by the jacaranda tree or beside the hall in the driveway to the staff carpark.

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:

- 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.
- The office will ensure that the classroom teacher is provided with Department of Health headlice factsheets to be sent home with each child from the class.
- If persistent infestation of a particular child in a class is noted the school will request assistance from the public health nurse.
- If 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. Lunches are available, preordered, from the school lunchroom daily; a menu sheet is available from the office.

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.

How to Order Lunches

- Write name, room number and order on an envelope.
- Seal money (correct change if possible) in the envelope.
- A separate order is needed for each child in the family.
- Children put their lunch order into the basket provided in their classroom at 9.00am. They collect their lunch order from the same basket at 12.23pm

The Tuck Shop is operated by an independent caterer who provides an excellent healthy menu.

School Lunches

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 collecting the child to get a early release pink slip which is given to the child's teacher.

School Transport

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+ 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.

A charge per trip is requested by the bus network if a pupil lives within these zones.

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 3pm.

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 only.

If parents wish to take their children home after school, without prior notice, they are asked to meet their child in the bus line and then inform the duty teacher of the arrangement. 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 2.50pm (except in the case of an emergency). If on any occasions a parent wants to take their child prior to 2.50pm they are asked to inform the school office first and then take an early release pink slip to the teacher.

Parents collecting children after school are urged to be prompt at 2.50pm 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

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:

- To be responsive to community educational needs and to set programmes and courses to meet them.
- In partnership with the principal, staff and community, to be responsible for the preparation of the school's charter & strategic plan within the overall national guidelines for education.
- Report regularly to the community on the objectives of the school and how well they are being achieved.
- Be the legal employer of teaching and support staff and be responsible for staffing matters.
- Be responsible for all maintenance of buildings and grounds that can be expected to occur within a 10 year cycle.
- Be responsible for the preparation and audit of the school's accounts.

The Board of Trustees meets twice a term on a Tuesday at 1pm in the school boardroom. Parents are welcome to attend. Any requests for a discussion topic must be made to the principal / chairperson in advance of the meeting. 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. The school website www.kerikeriprimary.school.nz is very informative.

Parents in Classroom

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. Please get one from the office prior to going into a class. Helpers are required to sign in / sign out at the office and will be issued with a badge.

Parents / caregivers and 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.

- 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
- Listening to children read
- Assisting with gala day organisation
- Maintenance, repairing and cataloguing of resource material
- Participate in music programmes
- Assisting in art and craft programmes

Parent Teachers Association

The PTA is a committee organised to assist the teachers and Board of Trustees. This is primarily a fundraising committee running our very successful gala day and social events, as well as other fundraising occasions during the year.

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 PTA committee is elected annually early in the first term and meets on the second Wednesday of each month at 7.30pm 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 daycare centres.

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 preschool booklet available for intending Kerikeri Primary School enrolments available from the school office on request. Copies are also held at daycare centres.

Parents of children who are leaving are asked to notify the school office a few days beforehand so that books can be packed up in readiness for the child's departure.

New Entrants

- Children may be enrolled and begin school at 5 years of age but must be enrolled by 6 years.

- Information required to enrol each child: Birth Certificate, proof of residence in zone, child's full name, parents' names, address, telephone number for home and place of work, alternative phone numbers for emergencies, medical information, immunisation records, medications, allergies etc, custody situations, permission to contact Doctor if parents cannot readily be contacted.
- Where possible, we like new entrants to have experienced afternoon visit prior to starting school 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

School assembly includes sharing of work, praise and class activities. Classes take turns in compiling and hosting assemblies. Parents and friends of the school are welcome to attend the Friday fortnightly assemblies.

Attendance and Absences

The law requires parents of school age children to enrol them at a school by 6 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 9.00am. You can also txt on 021 124 2836

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. The school monitors all children's attendance.

Dress Code

A suitable tidy standard of dress, appropriate for the weather is expected. Shoes suitable for physical education and easy walking are recommended. Children are not encouraged to wear jewellery 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. School sun hats are provided by the PTA when children are first enrolled, they are to be worn for Terms 1 & 4.

Lunch

- 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.
- Children do not leave the school grounds at lunch time.
- A school lunch system operates 5 days per week. The menu is available from the office.

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 your child's clothing.

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

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 handed to the office.

Personal Records

In order to keep our records up to date parents are asked to advise the office of changes to addresses, medical conditions, work and home phone numbers, emergency contact numbers, custody and access issues, and bus arrangements.

School Donations

School donations are used to help the Board of Trustees support class programmes and to build up resources.

School Donations for the full 2011 year are:

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

Two children start Term 1: \$160 for the full year or \$130 if paid within one month.

Three or more children 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.

School Stationery

At the beginning of the year local shops will stock our stationery requirements. All children from Year 1 – Year 6 are provided with a stationery list.

In the case of a pupil requiring stationery during the year, a stationery note signed by the class teacher will be sent home indicating the requirements.

Communications

Announcements of regularly scheduled school events and other special activities appear in the weekly school newsletter which is sent home from school and is also available on the school website.

Telephone

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

All visitors to the school must come to the school office prior to visiting classrooms or removing children from class. This is to protect 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.

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 2011

Term One	Wednesday 2 February to Friday 15 April
Term Two	Monday 2 May to Friday 15 July
Term Three	Monday 1 August to Friday 7 October
Term Four	Monday 25 October to Friday 16 December