



Tapawera Area School
Te Kura ā Rohe o Tapawera

Dear Parents and Caregivers

Welcome to Tapawera Area School.

This Guide is intended to provide you with useful information. We hope that this will help to answer many of the questions that may arise during the year.

Our aim is to build strong school and community relationships and this can only happen if we have good communication between home and school. We encourage you to contact the school at anytime you may need any further information or when you have any concerns or suggestions. It would be great to get positive feedback where this is deserved.

Thank you for your continued interest and support for your school.

Kelvin Woodley
Principal

Please retain this booklet for future reference

Parent Information

2016

GENERAL INFORMATION



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Attendance

The Education Act requires students to attend school unless they are ill. If you know in advance that your child will be absent, please send a written note of explanation or telephone the school office.

Please telephone the school office before 8.50am if your child is unable to attend school or will be late. Unexplained absences will be followed up so we can be sure your child is safe.

In the interests of safety students are not permitted to leave the school grounds without a written note from parents which has been countersigned by a Senior Teacher. Students must then sign in/sign out at the office.

Assemblies

Full school assemblies are held in the school hall during the term approximately every 3rd Friday at 2.30pm. These assemblies showcase the achievement of students, including the recognition of students who have achieved to a high level, or who have made a real and sustained effort with their work. Selected classes will share their work and there will usually be a musical item. Assembly dates will be advertised in the school newsletter.

Parents and friends of the school are encouraged to attend.

Change of Address & Family Circumstances

Please notify the school office if you change address or if your family circumstances change, as it is important that we have up-to-date information in the event of an emergency.

Important information required is:

- caregiver details
- emergency contacts
- any custody arrangements
- name of medical practitioner
- home address
- home telephone number
- work telephone number of caregivers

Careers Information/Guidance

A formal programme commences at Yr 7 and continues through to Yr 13.

Work experience/work tracking is usually available at Yrs 12-13 and is arranged by the Careers Advisor, Jo Hillerby. Students are regularly advised of STAR Courses which aim to give students some experience of the skills needed in specific employment areas. Most of these are short courses and many involve a Unit Standard Qualification which recognises the skills achieved during the course.

Communication with Staff

Good communication between staff and parents is essential for supporting each child's learning. Staff are very appreciative of positive feedback from parents and the community about programmes and events offered to students.

Concerns and Complaints

There may be times when parents have concerns regarding their child's education or behaviour. In the first instance parents are asked to contact the teacher concerned by phoning the school office for an appointment.

Should your concern remain unresolved, you are welcome to discuss any concerns directly with the Principal.

Matters which remain unresolved, or of a serious nature, then become a ‘Complaint’ and must be put in writing.

If you have a complaint regarding the Principal, this should be directed to the Chairperson of the Board of Trustees.

A copy of the Concerns and Complaints Policy is available from the Executive Officer.

Course Selection

During Term 3 we produce a Course Information Booklet outlining the courses which may be offered the following year.

Students are able to select a course of six options from those available.

Careers Advisor, Jo Hillerby, should be contacted in the first instance should you wish to discuss possible options for your child.

Detailed information on course selection is provided with the Course Guide.

Damage to Property

The Board of Trustees’ Policy is that where the deliberate actions of a child, in breach of school rules, causes damage to property, an account will be sent to their parent/caregivers for the full cost of the damage caused.

Dental Clinic

The Dental Clinic trailer is on site for limited periods during the school year. During these times pre-school visits are arranged. If you need contact with the nurse during the period that she is not at school, ring the school office for assistance.

Donations

The current rate for school donation fees is:

- \$35.00 per student Yr 0-Y8
- \$45.00 per student Yr 9-14

Students are also charged for the resources they use in Technology courses Yr 7-10 and Art.

Outdoor Education costs are required from students on a ‘activity by activity’ basis.

Art Fee rate is:

- \$10.00 per student Yr 7-10

Technology Fee rate is:

- Yr 7-10 \$30.00
-

A Photocopy fee is also charged at the following rate:

- Yr0-Yr6 \$10.00
- Yr 7-8 \$15.00
- Yr 9-13 \$20.00

The income derived from School Donations assists the school in providing the classroom resources and equipment required to operate the school effectively.

Your support in paying these will enhance the resources which are available for your children at school.

Emergency Evacuation

Emergency circumstances (eg flooding on bus routes or if the water supply is off at the school) may mean that some or all students may need to be evacuated from the school during the day. Where this is to happen we telephone each Caregiver (or emergency contact) to advise them of the evacuation.

Where we are unable to contact you or your emergency contact, your child(ren) will remain at school and we will endeavour to advise you of this.

Please note that students **WILL NOT** be sent home early where we are unable to contact you or your emergency contact.

Enrolment

Children may attend school from the day of their fifth birthday. Regulations prohibit enrolment before this. Students may start after their fifth birthday at parent's discretion, however attendance after a child turns six is compulsory. Almost all children commence school at five.

We encourage parents of pre-schoolers to contact the school office so that we can organise our classes to cater for the new entrants coming in during the year. The New Entrant Teacher will contact you prior to your child's fifth birthday to provide you with a pre-school enrolment kit and to organise visits for your child before they start school.

When you enrol a child at school, you will be asked to complete an 'Enrolment Form' which is part of your child's school records. This will include information such as:

- child's full name
- Parent/caregivers names, address, emergency contact numbers
- child ethnicity
- medical needs
- any custody arrangements

You will need to provide a copy of your child's Birth Certificate for our records. We are able to photocopy this if necessary.

EOTC/Leadership Opportunities

(Education Outside the Classroom)

The following leadership opportunities are regularly available:

- Whenuaiti Leadership days: usually seniors at the start of the year – subsidised by school
- NZASA Leadership Camp for up to three students from each Area School throughout the country. The cost is met by the school.
- Spirit of New Zealand Sailings – both for male/female students, usually each year. The school subsidises 75% of the cost for up to two students, and as much as can be afforded for any subsequent berths.

Guidance

As students have close contact with their teachers, we hope that they will be confident about discussing any concerns or issues with them.

At secondary level, Home Group time is intended to give students an opportunity to interact with their allocated teacher.

Many issues relating to progress or behaviour will be discussed at Home Group time.

Outside support agencies can be accessed through the Learning Support Team which is led by Tanya Newble.

Homework

Yr 1-6

In the Junior level (Yr 0-2) homework consists initially of regular reading practice, but later may also involve the learning of spelling words, a news or a maths task.

The Reading Book titles or homework tasks are recorded in a notebook or homework diary, and these are to be signed on completion by a parent or caregiver. If the homework task is not fully completed an attempt is quite acceptable, or for some reason it cannot be done at all, a brief explanation to the teacher is helpful.

The homework tasks at this early stage should only involve 10-15 minutes daily.

At Yr 3-6 reading is still an important aspect of homework but is supplemented with other activities from the homework grid.

These homework tasks are usually given in a weekly sheet or homework contract and it is the students' responsibility, with parent support, to ensure that the homework is completed over the duration of the week.

Again the parents/caregivers signature is required on completion of the homework. Homework tasks at Yr $\frac{3}{4}$ should only involve 20 minutes and at Yr $\frac{5}{6}$ 30 minutes maximum.

Parents can assist by ensuring that a suitable place is available where the homework can be carried out, without distractions eg television, and that it is done at a suitable time.

Yr 7/8

At Yr 7/8 students should be doing approximately 45 minutes of homework, Monday – Thursday nights inclusive.

In English, students are working through a Written Language Skills Book – Levels 1 or 2 depending on their level of learning. Students are given, up to 3 pages for the week, which is handed in on Fridays for marking.

Students have weekly spelling lists to learn and are expected to do 5-10 minutes of daily spelling. Students are expected to read any reading material for 5-10 minutes daily.

In maths, students should be maintaining their knowledge of basic facts. Homework includes catch-up from classroom activities and/or a weekly maths sheet.

In all other areas of the curriculum, students may have catch-up work from classroom programmes and/or specific homework tasks.

Yr 9- 10

At years 9 and 10 students should be doing approximately 1 hours homework per night.

All subjects homework will be recorded in the students' diary.

It is important that students at this level begin working on review and revision processes. Should students not have homework they should be studying both for upcoming class assessments and the examinations in term four. Revision should involve the writing of study notes and mindmaps, or completion of mock questions – it should not be just reading.

Yr 11-13

Some subjects will have homework study books students will be working from. It is expected students will spend up to half an hour per night per subject on practice and review of work they are currently undertaking in class.

Illness and Injury

School staff will provide first aid treatment as required. If the ailment or injury is more serious, we will attempt to contact you at home or at work (if applicable), or your emergency contact, to take them

to the doctor and/or hospital. If no one can be contacted, a staff member will take the child for treatment, while we continue to try to contact you. In serious situations an ambulance will be called.

Each year we update our medical information. If your child is on any medication or has any medical conditions, special forms are available from the office which outline the condition, its symptoms, and the treatment required. No medication will be administered by staff unless it has been supplied by Parent/Caregivers with the appropriate instructions.

Painkillers are not administered by the school. If your child is sufficiently unwell that they require this type of medication we will attempt to contact you to collect them.

Library Hours

Our Library is a combined School and Community Library.

Hours during term time:

Mon-Fri 9.45am-3.00pm

Other times are notified as necessary via Informer/School Newsletter.

Resources available in all the Tasman District Council Libraries can be accessed through the Tapawera Library.

The library has a direct line:

Telephone/Fax 03 522 4339

Lost Property

All items of clothing worn to school should be named.

The school can take no responsibility for lost valuables. If it is necessary for a student to have a large sum of money at school, this can be left at the school office.

Skateboards and small scooters can be used in designated areas, however the school cannot accept responsibility for this gear.

Lunches

Tapawera Four Square provides both hot and cold food for school lunches. Lunch money should be sealed into an envelope with the student's name, teacher (for Yr 0-6) and the order clearly written on the outside of the envelope.

A list of food and prices is included frequently in the school newsletter and updated as required.

As we cannot be sure that students are safe while out of school grounds, students are not permitted to go to the shops to buy lunches.

If you live locally and wish your child(ren) to regularly go home for lunch, please forward a written note to the school office so a lunch pass can be issued.

Newsletters

These go out to parents/caregivers of students fortnightly and sent home with students. We encourage newsletters to be sent via email. If you would prefer to have your copy sent via email please contact the school office with your details. If you have a notice for the newsletter please contact the school secretary by the Monday morning of the week of printing. Newsletters are distributed on Wednesdays.

Parent/Caregiver Interviews

These are held twice a year. Parents/Caregivers are asked to stick closely to the allocated times to ensure that interviews run smoothly.

The staff are happy to discuss your child's programme and progress at any time and a suitable time should be arranged through the school office.

Parent Helpers

We welcome parent helpers within the classes and on sport and EOTC trips and visits. If you are interested in helping in your child's class please contact your child's teacher. If you are interested in assisting children with special learning needs please contact the school office.

Parking and Access

If you are collecting your children from school by car, please park alongside the pool/playcentre area so your children do not have to cross the road or walk through the bus bay. Please do not stop to pick up students in the bus bay during the hours of 8.30am – 9.15am and 3.00pm – 3.45pm.

Parking is available in the staff/visitors car park at the front of the administration block. . Vehicles may park in the bus bay between the hours of 9.15am-2.45pm.

A disabled car park is sign posted at the northern end of the staff car park. Additional parking is available in the section across the road from the school but please cross the road to collect your children.

Public Health Nurse

Our Public Health Nurse is Tricia Colling. Tricia normally visits the school each Tuesday, but can be contacted by telephone Mon-Thurs for any concerns or queries relating to the health and development of your child. This is a CONFIDENTIAL service.

The role of the Public Health Nurse is to:

- act as a resource on health matters to students, teachers, parents and the community
- support teachers with health related units of work in the classroom, provision of resources etc
- to provide advice and support regarding any health or developmental concerns regarding your child
- liaison and referrals to other organisations, health professionals as appropriate
- running of routine vaccination programmes

To contact Tricia:

Phone 03 541 9517

or 025 513674

Leave a message and Tricia will return your call as soon as possible.

School Hall

The hall is available to groups and organisations for a small charge. Bookings are made through the School Office.

School Hours

The office is open from 8.00am until 4.00pm week days. For any inquiries please contact the school secretary on:

Telephone 522 4337

Fax 522 4338

An answer machine operates outside of these hours.

Classes commence:

8.45am- 9.00am Meeting – all

9.00 – 9.40 Module 1

9.40– 10.40 Module 2

10.40– 11.00 Morning Tea

11.00 – 11.40 Module 3

11.40– 12.40 Module 4

12.40 – 1.30 Lunch

1.30 – 2.30 Module 5

2.10-2.20 *Afternoon Break (Junior)*

2.30 – 3.10 Module 6

In the interests of safety students should not arrive at school before 8.20am.

School Transport

Wadsworth Motors provide school bus transportation for students who are eligible. As a community service, they may provide transportation for a number of ineligible students by arrangement with them directly.

Designated senior students are appointed as Bus Monitors to assist with the supervision of students on buses. Most buses have allocated fixed seating where your child must sit; students must not leave their seat or kneel on their seat if the bus is in transit.

If your child wishes to bring a bicycle or large items to school please contact Wadsworth Motors in advance to ensure that this can be accommodated.

Non-bus students may travel on buses if space permits. Requests for this should be made to the School Secretary the day prior to the visit. (eg birthday parties)

If your child for any reason is to travel on a different bus, could you please contact Wadsworth Motors on 522 4248 and also the School Secretary a day prior to the event. This is to ensure that bus numbers are kept within the safety requirements.

Bus routes are:

- Dovedale
- Glenrae
- Kohatu
- Korere
- Matariki
- Tui

Please notify the school office if you change your address and your children will need to travel by bus.

If you have any concerns regarding buses, please contact Sharon Rogers.

School Uniform

Students in Years 0-11 wear uniform.

The school uniform can be purchased from The Warehouse in Richmond.

Sports T Shirts are purchased from the school office.

Student Reports

Written reports are provided twice a year and progress will be reported against curriculum objectives.

The report will also identify your child's strengths and any areas for future focus. We strive to make reports informative and detailed. Staff are happy to discuss your child's reports with you and an interview time can be arranged through the school office.

National Standards reports (Yrs 1-8) are posted separately.

Sun Awareness

The school promotes SunSmart awareness in all students through:

- The health curriculum
- Promoting the wearing of sunhats during terms 1 & 4
- Providing sunscreen for sports days and outdoor curriculum activities
- Encouraging students to stay in shady areas when possible
- Providing shade areas in the pools and sandpit
- Planning outdoor activities with sun-sense in mind

A navy sunhat, available at the school office, is compulsory for students from Yr 1-10 in terms 1 and 4. Primary students who do not wear the sunhat are required to remain in shaded areas.

Students not wearing sunhats are required to remain under the verandah areas. Students in Years 11-13 may wear any sunhat which is brimmed. Caps are not permitted for students wearing school uniform.

Special Programmes

While teachers plan their programmes to provide for the needs of all students in their classes, special assistance will be provided to meet the special educational needs of some students.

This may be in the form of:

- Rainbow Reading Programme
- MultiLit
- Reading Recovery (available for 4 students at any one time)
- Modified classroom programmes
- Extra assistance from Teacher Aides or Special Programmes Teacher, either within class or withdrawn
- Assistance for special physical needs
- Extension programmes

IEP's (Individual Education Plans) will be developed for students requiring special programmes, in consultation with parents, teachers and other relevant agencies.

Stationery

A range of stationery is stocked at the school and can be purchased from the office before school and at interval. Stationery lists for the next year are given to students on their last day of the fourth term and, for primary classes, a note for replacement items is sent home as the need arises. This enables parents/caregivers to purchase stationery from any source.

Suggestions

We welcome any suggestions for things that may improve the school. This can be done by talking directly to the Principal or staff

Swimming Pools

The pools are usually open from the final month of Term 4 through to /March, weather permitting. All students are expected to participate in the swimming programme. Students should bring togs and towel (named) each day unless advised otherwise. Secondary students may have extra opportunities to swim outside PE times on extremely hot days.

The pools are usually open at lunch time for recreational swimming. Swimming pool rules are clearly displayed in the pool areas. Students who behave in an unsafe manner will be asked to leave the pool.

Term Dates

2016

Term 1 2 February to 15 April

Term 2 2 May. April to 8 July

Term 3 25 July to 23 September

Term 4 10 October to 14 December

Use of School Facilities

Outside groups and clubs are welcome to make use of school facilities, by arrangement with the Executive Officer. A small charge may be made for this.

Use of School Grounds

Children are welcome to use the playground equipment and grounds outside of school hours, during daylight hours. They are expected to keep clear of buildings and out of bounds areas.

Outside groups and sports clubs are welcome to make use of the grounds by arrangement with the Principal or Executive Officer.

Visitors to the School

Visitors to the school are required to sign in and sign out at the school office.