



Welcome to Maungaraki School

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Maungaraki

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This booklet should answer many of your questions. Please feel free to contact the school office if you require more information.

School Terms and Holidays – 2019

- Term 1:** Monday 4 February to Friday 12 April
- Term 2:** Monday 29 April to Friday 5 July
- Term 3:** Monday 22 July to Friday 27 September
- Term 4:** Monday 14 October to Friday 19 December

Enrolment Scheme

Maungaraki School has an enrolment zone. The following information details the zone for school enrolments.

Home Zone:

All students who live within the home zone described on the map shown on the school website shall be entitled to enrol at Maungaraki School.

Daily Procedures:

The school takes responsibility for your child between 8.30am and 3.10pm. If children come to school earlier than this there is no formal supervision as this time is preparation time for teachers. There are local 'before and after school care' facilities available to provide supervision where needed. We have one listed in this booklet however there are others available.

School starts at 8.55am and classes conclude at 3:00pm for all students.

Interval 11:00am – 11:20am

Lunch break 12:50pm – 1:50pm

Please ensure your child arrives prior to the start of school, so they have time to complete their before school routine.

Absences:

Parents and caregivers are asked to advise the school office before 9.00am if their child is going to be late or absent. Messages can be left on the school answer phone 569 7205 at any time or use the schools 'Absentees' link on our website. If we do not hear from you by 9.15am the office staff will phone to check on your child's whereabouts. These calls are made in the interests of pupil safety. A sign in & out register is kept at the office. Parents and caregivers are required to use this when bringing a child in late to school or taking them out for an appointment or sickness.

Accidents and Sick Children:

Children injured or taken ill will be treated appropriately and parents notified where necessary. It is important the school has up-to-date records of your home, work and mobile numbers as well as doctor and other emergency contacts. If these details change for any reason, please notify the school as soon as possible. Parents are required to notify the school when their child is suffering a contagious condition or has other health problems. Schools can be a breeding ground for infections if sick children are sent to school, so we ask parents to please keep unwell children at home. We will require you to keep your child at home if they have suffered from a vomiting bug within the last 24 hours or had diarrhea within the last 48 hours. Please see the Public Health website for more details:

<http://www.rph.org.nz/public-health-topics/illness-and-disease/>

Collecting Children After School:

Child safety is of paramount importance. The school driveway will be closed from 8:30am - 9:00am and from 3:00pm - 3:15pm, to ensure your child's safety while entering and exiting the school grounds.

Please watch your speed in and around the school grounds including the driveway exit into Barberry Grove. Please respect the local residents by not parking in and across driveways.

Please do not park in the staff parking or no parking areas.

Addressing Concerns:

We all want the best for our children. There will be times when you have concerns or questions and we encourage you to see your child's teacher as a first port of call. We value open communication and pledge to keep you informed about any concerns we have. If you feel the matter is unresolved please contact your child's syndicate leader to discuss.

Complaints:

Complaints about schools are often initiated on information parents receive from children who, without meaning to be dishonest, carry home biased or inaccurate accounts of events they observed or are involved in at school. If you have any concerns about something you hear has happened, you should first verify the facts then discuss the matter with your child's teacher or the teacher concerned. If you are still dissatisfied you should then contact the syndicate leader. Please refer complaints to the school so that they can be investigated and appropriate action can be taken.

The welfare and behaviour of our pupils is important to us and this interest is not confined to the classroom. We appreciate the co-operation from parents in passing on information, particularly incidents which occur outside of school grounds.

School Structure

In 2019 the school will be divided into two syndicates with each syndicate having two teams. The junior syndicate leader is Natalie Moore and the senior syndicate leader is Chris Cowman.

Junior Syndicate:

Kowhai: Years 1 & 2 including New Entrants

Nikau: Year 3

Senior Syndicate:

Totara: Year 4 to 6

Kauri: Years 7 & 8

This can vary each year according to roll numbers.

Reporting to Parents:

Meet the Teacher

This is an opportunity for parents and teachers to meet informally and discuss how the class operates. It gives parents an understanding of the expectations of teachers & students. If you would like to speak to the teacher about your child please request an appointment.

Three Way Conferences & Student Learning Celebrations

We will hold meetings throughout the year between the teacher, student and their parents. We will set goals relevant to each child and discuss how they are tracking towards their goals.

Written Reports

A summative statement of your child's learning for the year goes home at the end of Term 2 and Term 4.

Sport and Fitness:

Classes conduct regular fitness activities that promote participation with a view to developing a healthy habit of regular activity. Each year children have the opportunity to undertake swimming/survival training. Parents will be notified of the arrangements and cost involved.

We have school sports teams in many different sports including Netball, Touch Rugby and Basketball. Teams depend upon the number of participants and the availability of parents to coach. Please keep an eye on the newsletter and contact the relevant organisers if your child is interested. These come at an extra cost to the school and we do require payment of fees to participate.

School Houses:

Our students belong to one of four houses. Children within the same family will belong to the same house. The house system helps promote the caring, family atmosphere we try to foster at our school. Students can earn points for their house by participating in and/or gaining a place in sporting and other events, obtaining a principal's award, etc. We encourage students to wear their house colours during sporting events.

The school houses are:

Kākāpō	(Green)
Ruru	(Yellow)
Pūkeko	(Red)
Takahē	(Blue)

Buddy Classes

We run a buddy class system to develop relationships across the school. The senior classes are assigned a junior class and a student to support throughout the year, which fosters a tuakana teina relationship.

After School Care:

There is a local before & after school care provider, which is run independently of the school.

Maungaraki After School Care

MASC runs in the Maungaraki Community Centre, just across the driveway from Maungaraki school. They are open before school from 7:15am, after school until 5:30pm, and between 7:30am and 5:30pm during the holidays. They are OSCAR approved and WINZ subsidies are available for their services. For more information see Julia, Debbie and the team either before or after school, or send an email to: maungarakiASC@gmail.com

Assembly:

Full school assemblies are held every second Monday at 2.15pm. This is a time to celebrate events and student successes. Each assembly is organised by one of our classes. Term calendars reveal which class is leading the assembly. Syndicate assemblies are held on alternating weeks.

Board of Trustees:

The Board is responsible for the governance of the school. It comprised of seven elected parent representatives, a staff representative and the Principal. Elections are held every three years. The next election is in mid 2019.

Book Club - Scholastic:

Children have the opportunity of purchasing paperback books through the school book club at a reduced rate. Purchases are voluntary and we will keep you informed of when and how to order books, usually via the scholastic website: www.scholastic.co.nz

Cell phones:

If students have cell phones at school they are to be switched off and stored in their bags during the school day to avoid disrupting lessons.

Clothing:

The school does not have a prescribed uniform for pupils. However, we ask that children wear clothing and footwear suitable for a school environment. For sporting events, class trips and whole school assembly days we encourage students to wear their Maungaraki school t-shirt or sweatshirt.

Children are asked to wear a sunhat during summer terms 1 and 4. Maungaraki school t-shirts, sweatshirts and sunhats are available for sale from the school office. It is important that all the clothing your child has at school be clearly named. It would be helpful if your child carries a change of clothing in their school bag for use when required as we only have limited spares available.

Class Trips:

From time to time class trips are arranged for children that requires transport costs or entrance fees. It is hoped that all children will be able to participate in these activities, as visits are usually part of the ongoing classroom programme.

Signmee

The school uses the Signmee system to gain your permission for students to attend events, class trips and play on sports teams. These are sent out electronically and it is important to complete the forms in a timely manner to assist us with the organization of events and sports.

Curriculum:

Maungaraki School follows the New Zealand Curriculum as set down by the Ministry of Education. Our students develop language skills (Reading, Writing and Speaking) and an understanding of Mathematics. They also follow programmes designed for healthy living (PE and sport), the arts (painting, design, dance and music) and Inquiry learning (technology, science, health and social studies). Computer skills are linked to all curriculum areas.

Students are also supported to develop the key competencies as outlined in the New Zealand Curriculum. These are: thinking, relating to others, using language symbols and text, managing self, participating and contributing.

As they progress through the school students continue to develop these skills and aim at levels where they can achieve success while at the same time experiencing the challenges presented to them.

At the year 7 & 8 level children attend Hutt Intermediate for technology sessions. Sessions take place over the first week of each term. Children travel to and from these sessions by bus.

Donations:

The Board of Trustees has set the school donation for this year at \$200 for the first child, \$180 for a second child in the family with a cap of \$380 per family per year. Donations help to close the gap between the money given to us by the government and the cost of running the school. We greatly appreciate payment of the annual donation to assist with the increasing costs of running the school.

We have appreciated the support from parents in the past and trust that the new generation of pupils and their families will continue to support the school in this manner.

Donations are tax deductible and receipts will be issued.

The school bank account number for payments is:

Account name: Maungaraki School BOT

Account number: 12-3142-0281104-00

Clubs

Teachers volunteer to run clubs at our school. These are run each term and will be advertised accordingly.

Dental Therapist:

Maungaraki School is covered under the Bee Healthy Regional Dental service. This service is provided by a mobile unit, which visits the school periodically to provide the clinic. You can contact them on 0800 825 583.

Homework:

To educate a child to his/her full potential requires a team effort of home and school working together to provide maximum benefits for the child. Homework is important for the development of independent work habits and as discipline for time management. Homework should consist of tasks that are manageable for the child at home. Children should be encouraged to do their best work and to present their work in an interesting and attractive manner. Homework should not be too onerous. If a child is unable to complete homework please contact their teacher.

Hall:

The school has the use of the Maungaraki Community Hall between 9am – 3pm for assemblies, physical education and general school activities.

Information & Communications Technology use:

As a school we are known for integrating ICT into our teaching programmes. We have BYOD (bring your own device) for year 4 to 8 classrooms and children have the opportunity to use digital cameras, videos and the Internet as we believe they are valuable teaching tools. There is a pod of laptops which teachers are able to book for their class. In order to use this expensive equipment safely students and their parents must sign the ICT User Agreement annually. The junior syndicate predominately work with i-pads.

Library / Information Centre:

We have a wonderful library full of quality fiction and non-fiction books. Classes are timetabled to visit the library once a week and it is open during break times. Library books are issued for two weeks. Please ensure that these books are well cared for and returned to the school Library. Accounts will be sent home for any books that are lost or damaged.

Lost Property:

Please encourage your child to look after their clothing at school. If your child has lost clothing please check the Lost Property located in the administration building. Any unclaimed clothing will be donated to a charity at the end of each term. Please name clothing to enable us to return them to the correct owner.

Lunchtime:

Children sit together for the first ten minutes of lunch-time which enables teachers to supervise them during eating. We recommend that all children have a drink bottle of water, which they can use during the day.

Medication:

If your child requires medication administered at school it is essential that you deliver it to the school office staff. We will require you to complete a Medication agreement to give us permission to administer the medication.

The Home and School Committee:

The Home and School committee have two key functions in the school; fundraising and promote social events for our parents and student community

We welcome all efforts by parents to raise funds for the school. These funds provide essential resources that are not covered by the operational funding. The contact person for this group is Caz Guard. Meetings are once monthly – please keep an eye on the school newsletter for dates of meetings and fundraising events. We need your support to provide facilities and resources for your children.

Newsletters and Facebook:

School newsletters are issued every second Thursday. The link is emailed to families and loaded to the school website: www.maungaraki.school.nz. We also have an active Facebook site on which we share information.

Outdoors

The school is keen to develop in our pupils an interest and enthusiasm for the outdoors and with this aim in mind we will operate an Education Outside the Classroom programme each year. Children in all classes will have the opportunity to participate in a number of activities. Years 7 & 8 children will have the opportunity to participate in overnight experiences, or major outdoor experiences, e.g. trips and camps.

As part of our ongoing education outside the classroom programme the school encourages children to participate in games and sports suitable to their age.

Sports skills are taught as part of the PE programme and the school encourages participation in all Kiwi Sports activities and inter-school exchanges. Students who qualify may participate in the South West Zone and Interzone cluster events, from which place-getters go on to the Wellington regional events.

Parent Involvement:

The school actively encourages parental involvement in the education of children. There are many opportunities for parents to be involved in classroom activities, accompanying children on class trips and assisting with general school activities. If you wish to assist please check with the teacher to discuss.

It is essential that all parents who are visiting the school sign in at the office. Parents are asked to encourage children in all aspects of schoolwork.

Preschool Children's Visits:

Children may start school from their 5th birthday and must attend school after their 6th birthday. Once an enrolment form has been received, transition to school visits will be organised. Preschool children are welcome to visit the New Entrant classrooms by arrangement. Usually parents would stay during the first two visits until their child is comfortable in the school environment.

Reading in schools:

This extra reading programme caters for children who need reading mileage. We have a wonderful group of volunteers who come into the school to offer support to those children who require it. We also offer the Reading Eggs programme to our junior school and the Reading Plus programme to our senior school.

Valuables:

Students are discouraged from bringing any valuable items to school outside of their normal school supplies. We support students in the care of their belongings however accept no responsibility for items that children bring to school.