



Welcome to Maungaraki School

**137 Dowse Drive
Maungaraki**

**Telephone: (04) 569 7205
Fax: (04) 569 7206**

**principal@maungaraki.school.nz
office@maungaraki.school.nz
www.maungaraki.school.nz**

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

School Term Dates – 2025

- Term 1:** Tuesday 4 February to Friday 11 April
- Term 2:** Monday 28 April to Friday 27 June
- Term 3:** Monday 14 July to Friday 19 September
- Term 4:** Monday 6 October to Wednesday 17 December

Enrolment Scheme

Maungaraki School has an enrolment zone. Please check out our website for our home zone and enrolment details.

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.

We have Kelly Club running 'before and after school care' facilities in the Maungaraki hall to provide supervision where needed. Please book this directly with them.

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

Morning Interval	10:30 - 10:50am
Lunch break	12:00 - 12:40pm
Afternoon Interval	1:40 - 2:00pm

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

Absence notification and the sign in/out register

Parents and caregivers are asked to advise the school office before 9.00am if their child is going to be late or absent. You can notify us of an absence by:

- leaving a message by phoning 569 7205
- using the school's 'Absentees' link on our website or;
- notifying us via the Hero app

If we do not hear from you by 9.15am the office staff will contact you to check on your child's whereabouts. This is done 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/>

School drop off and pick up

Child safety is of paramount importance to us at drop off and pick up time with lots of cars in and around the school. There is a drop off bay in the school carepark. Please use this with care and watch your speed as children enter and leave via the car park as well as the old driveway. Please note that the pick up/drop off bay is **not** a parking space. If you need to leave your car to come into school to collect your child(ren) please park in an available carpark space or on the road. Please respect the local residents by not parking in and across

driveways. ***Please do not park in the staff parking or in '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, may 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 & behaviour of our pupils is important to us and this interest is not confined to the classroom. We appreciate the cooperation from parents in passing on information, particularly incidents which occur outside of school grounds.

School Structure

<i>Principal</i>	Shane Robinson
<i>Deputy Principal</i>	Darian Schulz
<i>Deputy Principal</i>	Brigitte Ferguson

The school is divided into four syndicates with each syndicate having two teams. This can vary each year according to roll numbers.

Junior Syndicate Leader: Adam Murfitt
Kākano: Years 1 & 2 including New Entrants

Middle Syndicate Leader: Nicola Pritchard
Tipu: Year 3 & 4

Senior Syndicate Leader: Holly Hughes
Koru: Year 5 & 6

Intermediate Syndicate Leader: Hayley Saxton
Fern: Years 7 & 8

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 organise school sports teams for Netball, Touch Rugby and Basketball. Teams depend upon the number of participants and the availability of parents to coach. We will send out a notice to arrange these teams 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 tokens 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.

Kelly Club - Before & After school Care

Book online at www.kellyclub.co.nz

If you have questions contact Vanessa Chatfield

email: maungaraki@kellyclub.co.nz

Phone: 0273247712

Assembly

Full school assemblies are held every second Wednesday at 2.pm. This is a time to celebrate events and student successes. Each assembly is organised by one of our classes. Check out our school calendar for dates.

Board of Trustees

The Board is responsible for the governance of the school. It comprises five elected parent representatives, a staff representative and the Principal. Elections are held every three years. More detailed information regarding the Board of Trustees is available on the school website including members and the board meeting dates.

Book Club - Scholastic

Children have the opportunity to purchase 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, via the scholastic website: www.scholastic.co.nz. Please note that the school no longer takes payment for scholastic. All payments must be made online directly to scholastic.

Cell Phones and Smart Watches

At Maungaraki School, we are committed to creating a focused and engaging learning environment, and we believe that minimising distractions is crucial to achieving this goal.

To maintain a focused and distraction-free learning environment, Maungaraki School maintains a 'phones away for the day' policy. We kindly ask all students to keep their mobile phones turned off and they will be securely stored from the moment they enter the school grounds until the end of the school day. This applies to all students, regardless of their age or year level. While we understand that technology plays a significant role in our lives, we also recognise the potential distractions that can arise from the use of phones and smartwatches. We would also ask students to not wear smartwatches; however if they must, they are used solely for checking the time and not for communication or other non-educational purposes during school hours.

We appreciate the cooperation of our whānau in adhering to these requests, as it plays a vital role in creating a positive and productive learning environment for all our tamariki. If you have any questions or concerns regarding this, please feel free to contact the school office.

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 required to wear a sunhat during summer terms 1 and 4. School hats are available to purchase online and via the school office. Maungaraki school clothing is available to order via the school website.

It is important that all the clothing your child has at school be clearly named. Please ensure that your child carries a change of clothing in their school bag for use when required as we only have limited spares available. We hold lost property in the office area.

Class Trips

From time to time class trips are arranged for children that require 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. Permission requests/forms are sent out electronically and it is important to complete the forms in a timely manner to assist us with the organisation of events and sports.

Hero

Maungaraki School used the student management system Hero. It enables teachers, students, and families to view and share content anytime, anywhere on any device. The software is secure, easy to use and brings together all school-related information in one place. We are excited about the features that Hero has to offer families, which includes:

- receive updates around what is happening in the school
- view school term dates and calendar of events
- notify the school if your child is absent or late
- view a link to the school website, facebook page and newsletter.
- view a link to School Shop to purchase school clothing and school lunches
- view payments & statement
- school stationery lists

If you haven't already done so, please log on to the app by creating an account. This is done by clicking "new user" via this link: <https://www.linc-ed.com/parents/> It will recognise the email address that you have set up with the school. If you have forgotten this email address or would like to use a different email, please contact the school office with the updated information.

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.

From 2025 year 7 & 8 level children will attend technology sessions in house at the new Waihanga Centre. They no longer travel to Hutt Intermediate to complete these sessions.

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.

Donations are tax deductible and receipts will be issued. The school bank account number for payments is: Name: Maungaraki School BOT Bank Account number: 12-3142-0281104-00

Activity Fee Donation

The Activity Fee donation helps cover extra costs such as swimming and class trips. The Activity Fee donation for 2025 is \$30 per term or \$120 for the year. This supports the school to cover the cost of swimming and EOTC activities.

This payment does not cover extra-curricular activities such as sports teams or zone events as **these are additional fees which will need to be paid for by families in order for their children to participate in these events.** Check out the finance section of your Hero app to view your fees payable.

Clubs

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

Dental Services

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.

Hall

The school has the use of the Maungaraki Community Hall between 6am – 6pm for assemblies, physical education, general school activities and Kelly Club.

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 5 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.

Library / Information Centre

We have a wonderful library full of quality fiction and non-fiction books. We have a partnership with the Hutt City Libraries who use the Library after school hours. We do require all students to have a Library card. 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 first check lost property located in your child's classroom. If the item is not there please check the lost property in the admin block. Any unclaimed items are 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 enable us to administer your child's medication correctly.

The Home and School Committee

The Home and School committee have two key functions in the school; fundraising and promoting 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. Meetings are once monthly – please keep an eye on the school newsletter for dates of meetings and fundraising events. Contact details for the Home and School Committee are: maungarakihs@gmail.com. More information regarding the Home and School Committee can be found on our [website](#).

Newsletters and Facebook

School newsletters are issued every second Thursday. The link is emailed to families via Hero and loaded on to the school website: www.maungaraki.school.nz. We also have an active Facebook page 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. Some of our senior students 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 and PE

Sports skills are taught as part of the PE programme which includes swimming, cross country and athletics. 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.

Starting at School

Preschool Children's Visits

Children may start school from their 5th birthday and must attend school after their 6th birthday. Once the enrolment process has been completed, transition to school visits will be organised. Preschool children are welcome to visit the New Entrant classrooms by arrangement.

Cohort Entry

Maungaraki School has a cohort entry policy for new entrants. Cohort entry is when new entrants start school in groups through the year rather than on their fifth birthday.

There are two entry points per term, one on the first day of term and one at mid-point during the term. At Maungaraki School we hold 3 transition to school visits per cohort entry. Please refer to the enrolment section of our school website for cohort start dates and transition to school visit dates for 2025.

New Entrant Parents information Evenings

This is an introductory presentation to inform new and prospective parents about the Junior School programs run at Maungaraki School. We run these information sessions once a term. Please refer to the enrolment section of our school website for the 2025 dates.

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.