

ROKOKAURI SCHOOL



INFORMATION BOOKLET 2017



**Tena koutou katoa,
He mihi nui tenei ki a koutou katoa
Nau mai haere mai ki te kura o Rotokauri**

Greetings to you all
A big welcome to everyone
Welcome to Rotokauri School

Rotokauri School offers your child a positive, nurturing, family learning environment. Our students are well supported by their peers, staff and parents in a welcoming community.

This booklet welcomes you as parents of a child who attends Rotokauri School and summarises information parents and pupils are most likely to find useful.

SCHOOL INFORMATION

Address: 462 Rotokauri Road
R D 9
Hamilton 3289

Phone: (07) 849 5068

Fax: (07) 849 4371

Email: office@rotokauri.school.nz

Website: www.rotokauri.school.nz

Facebook: www.facebook.com/RotokauriSchool



TABLE OF CONTENTS

2017 Terms and Holidays.....	9
Advertising in the newsletter	9
Assemblies	9
Attributes.....	6
Attendance Procedures.....	9
Before & After School Care	10
Board of Trustees	8
Car park	10 & 17
Cellphone Policy	10
Children's Duties	10
Community Involvement	10
Contact Details.....	10
Cycling to School	10
Dental Treatment	11
Evacuation Drills.....	11
First Aid and Medication	11
Fundraising	11
Homework	11
Interschool Sports	11
Lockdown Procedure.....	11
Lost and Found	12
Lunch Orders	12
Mission Statement.....	5
Newsletters	12
Office	12
P.T.A.	8 & 16
Principal's Comment.....	4
Principles of our Rotokauri Curriculum.....	7
Publishing Permission / Internet Use.....	6
Religious Instruction	12
Reporting.....	12
Scholastic Book Club	13
School Activities Donation	13
School Banking	13
School Budget	13
School Camps	13
School Hours	9
School Information	2
School Library	13
School Shirts.....	13
School Structure and Progress	14
Special Programmes	14
Staff Members	8
Stationery	14
Sunhats	14
Swimming / Physical Education.....	14
Swimming Pool—After School and Weekend Use	15
Use of School Property	15
Values	5
Vision	5
Where Parents Are Not Together	15

PRINCIPAL'S COMMENT 2017

Thank you for selecting our school for your child's education. We want your child to flourish socially, emotionally, physically and educationally.

Our school believes in providing a positive environment that children look forward to attending.

By having positive relationships between children - teacher - parent we have children that are more engaged in their learning.

We operate an open door policy at this school. Parents are actively encouraged to be a part of our school culture.

Our school logo says Together We Grow, Together We Learn and this is embedded in our motto of being a TEAM

T ogether
E verybody
A chieves
M ore

Together we will make your child's education as happy, balanced and successful as possible.

Welcome to Rotokauri School.

Kind Regards

Desiree Smith
PRINCIPAL



The foundations of our curriculum are built on the following:

MISSION STATEMENT

Our positive environment will actively engage us all in learning.

VISION

Together We Grow	Together We Learn
<ul style="list-style-type: none">• Unity (Kotahitanga)• Inclusive (Manaakitanga)• Guardianship (Kaitiakitanga)	<ul style="list-style-type: none">• Innovative (Auahatanga)• Happy (Uruhau)• Responsible (Tuutika)

VALUES

P - Persistence

R - Resilience

I - Integrity

D - Diversity

E - Excellence

Persistence

This means that we don't give up, even when we are challenged.

We know that we value this when we:
Get the job done
Learn from our mistakes
Practise to reach our goals.

Resilience

This means that we stay strong and overcome set-backs.

We know that we value this when we:
Adapt well to change
Solve our own problems
Try and try again.

Integrity

This means being responsible for our choices and actions.

It also means being fair and honest.

We know that we value this is when we:
Are honest and tell the truth
Do what's right and make good choices
Show respect for people and the environment.

Diversity

This means we value all cultures in our community, accept people for who they are, and celebrate our differences.

We know that we value this when we:
Are being friendly with everyone
Showing kindness to others
Show an interest in others.

Excellence

This means we value personal success.

We know that we value this when we:
Do our best at all times
Take pride in what we do
Be a role model to others
Celebrate our successes.

ATTRIBUTES

A Rotokauri Learner

I am always
CREATIVE
and
CURIOUS

Collaborator

I am a **collaborator**
when I listen to ideas and
share my thinking with others.

Remember... We are a T.E.A.M
Together **E**veryone **A**chieves **M**ore

Communicator

I am a **communicator**
when I competently and
effectively communicate
using appropriate media.

Problem Solver

I am a **problem solver**
when I identify a problem
or issue, and identify the
best possible solutions.

Questioner

I am a **questioner**
when I ask a range of
relevant questions to support
the desired outcome.

Risk Taker

I am a **risk taker**
when I am keen to give new
things a go, displaying a
positive attitude.

PUBLISHING PERMISSION / INTERNET USE

Rotokauri School may include examples of students work and images of individuals and groups of students in activities at the school in its newsletters, website and Facebook page. Rotokauri School publishes student material online for the following purposes:

- To educate the students in accordance with the National Curriculum including the role and use of technology in society.
- To encourage the student to be a part of and participate in the school community.
- To promote the school and student achievement in the wider community.

If you **do not** want your child's photo to be published in school printed or online publications, we ask that you write a letter to the school outlining your wishes and drop it into the school office as soon as possible.

Also, while your child is attending Rotokauri School, there will be times that they are instructed and supervised using the internet to improve their learning experiences.

If you do not want your child to use the internet, please inform the school in writing of your wishes.

PRINCIPLES OF OUR ROTOKAURI CURRICULUM

These principles guide the direction
of the Rotokauri Curriculum.

Learning to Learn

Students will develop the skills to manage their own learning.
Students will reflect on their learning process.

High Expectations

Students will be encouraged to achieve personal excellence.
Students will celebrate their own and others' successes.

Coherence

Students will experience a balanced curriculum incorporating all learning areas,
key competencies and values.
Students will be encouraged to make connections in their learning.
Students will experience a supported transition to their next learning challenge.

Community Engagement

Students will be positively supported by an actively involved learning community.

Inclusion

Students will have their needs catered for in an equitable way.

Cultural Diversity

Students will respect cultural differences and traditions.

Treaty of Waitangi

Students will have the opportunity to learn Te Reo Māori.
Students will be supported by the Māori community.

Future Focus

Students will explore future focused concepts such as sustainability, citizenship,
enterprise and globalisation.
Students will be involved in environmental sustainability practices.



BOARD OF TRUSTEES

The Board meet monthly. Any person may attend these meetings. Meetings are held on Wednesdays nearest the 20th of each month. Members are:

Jarrold Teale	Chairperson
Aaron Cornelissen	Treasurer
Mike Keightley	Property
Marie Carlson	Secretary
Isaac Warbrick	Personnel
Desiree Smith	Principal
Helena Kirkham	Staff Trustee

STAFF MEMBERS

Desiree Smith	Principal
Jacqueline Hill	Room 1
Tracy Hopewell	Room 2
Andrea Hall	Room 3 (Assistant Principal)
Mary Evans	Room 4
Kylie Christian	Room 5
Michael Watkins	Room 6
Casey Sanders	Room 7
Helena Kirkham	Room 8 (Deputy Principal)

Sharon Verstraten	Administration Officer
Raewyn O'Brien	Teacher Aide
Toni Rae	Teacher Aide / Library
Karen Hollingsworth	SENCO
Glenda Strong	Reading Recovery
Hans Verberne	Caretaker
Janice Skiffington	Support Teacher
Shane Wallbank	Support Teacher
Win Schmits	Support Teacher

P.T.A.

Cilla Wilson	Chairperson
Leba Phillips	Secretary
Nicole Barham	Treasurer
Raewyn O'Brien	Staff Representative
Tracy Hopewell	Staff Representative

2017 TERM AND HOLIDAYS

Term 1	Tuesday 7th February	- Thursday 13th April
Term 2	Monday 1st May	- Friday 7th July
Term 3	Monday 24th July	- Friday 29th September
Term 4	Monday 16th October	- Wednesday 20th December

Other Public Holidays in term time - 2017

5th June	Queen's Birthday
23rd October	Labour Day

SCHOOL HOURS

9.00 am - 10.30 am
10.50 am - 12.30 pm
1.30 pm - 3.00 pm

Children should leave home so as to arrive at school between 8.30 and 8.50 a.m. The bell is at 8.58 a.m. when all children are expected to move to classrooms. Learning starts at 9.00 am. Please assist to keep lateness to a minimum.

Children should leave or be picked up by 3.30 pm.

There **will not** be any shortened day for wet weather. Games and other activities will be organised at wet lunch times.

ADVERTISING IN THE NEWSLETTER

A business card size advertisement can be placed in our newsletter for \$60.00. We publish 20 newsletters a year. These are distributed not only to our community but nine early learning centres. Some people may want to trial the success of advertising in our newsletter by paying \$15.00 for five inserts.

ASSEMBLIES

At least one full school assembly is held each week (usually 2.30 pm on Tuesdays). General notices are communicated and classes, teams and individuals are commended for their achievements. Children are assembled on the concrete outside Room 4 or in the Multi Purpose Room. These assemblies are run by the Principal and Year 7 & 8 children.

ATTENDANCE PROCEDURES

From time to time, students do get sick. **If your child is unwell, please call the office on 8495 068 and state your child's name, class and reason for your child's absence.**

Child absences at Rotokauri School are tracked electronically by the classroom teacher at 9.00 am and 1.30 pm. Poor attendance at school hinders the social and academic progress of students. Continued unjustified absence will result in an interview with the Principal.

It is important for your child's health and safety that we know where your child is at all times. Thank you for your co-operation.

BEFORE AND AFTER SCHOOL CARE

Before and after school care is available at Rotokauri School. For further information ring Atmosphere 022 677 2153 or 848 1961.

CAR PARK

We have tried to make our car park system as simple as possible. There is a drop off zone to the left of the top car park. Please follow the procedures below when using our car park.

1. If you are going to leave your car to collect your child from the classroom please do not park in the drop off zone. If your child is not already waiting at the drop off zone, please park in a car park and wait for them so you do not hold up traffic moving forward in this area.
2. Please continually move to the front of the drop off zone when the opportunity arises because of a departing car.
3. Please don't encourage your children to run across the car park to your car. They should use a pedestrian crossing.
4. Please do not drop off or pick up children at the pedestrian crossing as this can cause a build up of cars behind you on Rotokauri Road.

Please view the map of the carpark on the back page of this booklet.

CELLPHONE POLICY

Cellphones are not allowed at school. In special circumstances students / parents can communicate through the phone in the office or staffroom. Children must ask a teacher's permission before using our phones.

CHILDREN'S DUTIES

Students in the senior classes are required to assist with a duty at the end of a school day. As long as the child works diligently, the task should take no longer than 5—10 minutes.

Not only does the duty system encourage children to take greater care of the school and foster pride, but it provides a worthwhile source of income. This is because the Board of Trustees pays a lump sum to the senior school camp fund each year in recognition of the work done by the students.

COMMUNITY INVOLVEMENT

Education is a community endeavor and we invite parents and the community to be involved in school activities. In an effort to enhance Parent—Teacher communication and facilitate our school's programmes, volunteers are welcome to help in the classroom, on school trips and at school events.

CONTACT DETAILS

If you change your address, phone number, emergency contacts or there is a change in you child's medical condition it is important to advise the office immediately.

CYCLING TO SCHOOL

It is recommended that children should be ten years of age before biking to school and it is law that they wear Standard Safety Approved helmets. If your child is younger than 10, and you are allowing them to ride their bike to school, can you please inform us in writing. Please provide a lock for your child's bike.

DENTAL TREATMENT

The dental therapist will be regularly on site at school to screen and treat children. It is the responsibility of parents with preschoolers to enrol your children and make an appointment whilst the dental therapist is here. For any urgent dental treatment required outside this time you may contact the Crawshaw School Dental Clinic ph: 8497 308.

EVACUATION DRILLS

These are held once a term. All students and visitors meet on the bottom field when the fire alarm, a continuous bell, is sounded.

FIRST AID AND MEDICATION

First aid material is kept in the medical room. In the case of serious accidents, two teachers decide on the action to be taken. Parents are contacted as quickly as possible. From time to time children require medication. All requests will be on the Parent Request for School to Administer Medication Form. Prior approval must be sought / given before any medication is given. Ask for our Medication Policy for further details and a request form. Mrs Verstraten is in charge of the medication.

FUNDRAISING

Throughout the year the P.T.A. organises a number of fundraising events. Here is a sample of their past fundraising events:

Disco, Sausage Sizzle, Car Show, Easter Raffle, Oxford Pies, Chocolate selling, Grant Applications, Tables of Eight, Christmas Calendars, Garden Ramble, Garage Sale and Family Photos.

The P.T.A also support our camps financially.

The P.T.A. at Rotokauri School is a very proactive team of dedicated parents. If you would like to help the P.T.A. out in any way fill out the form on the last page.

HOMEWORK

We encourage homework to provide a home - school learning partnership and to establish life long study skills. However, teachers will respect that homework is a parental choice. Homework handed in on time will be marked.

INTERSCHOOL SPORTS

These will take place throughout the school year. Where possible Year 4 and above students will be encouraged to participate in a variety of sports. As well as using buses, we rely on parents to provide transport. Our cluster group of schools include Whatawhata, Te Kowhai, Horotiu, Te Uku, Te Mata, Raglan and Waitetuna.

LOCKDOWN PROCEDURE

A lockdown procedure will be rehearsed at least once a year. This is signaled by 10 short bells. Children are required to go to their own room for lockdown procedure. Visitors make your way to the closest inside area.

LOST AND FOUND

Lost articles can be found in the cloakbay of Room 3. Children and parents should check regularly. At the end of each term, unclaimed articles are given to charity.

LUNCH ORDERS

The P.T.A. run a lunch order system that operates on Monday's. Children are required to bring their money and order to the school office student foyer before 9.00 a.m. Lunches are distributed to the children at 12.30 p.m. Items for sale and prices are available from the school office.

Lunch Menu is:

Potato Top Pie	\$3.00
Mince Pie	\$3.00
Mince & Cheese Pie	\$3.00
Bacon & Egg Pie	\$3.00
Small Mince Pie	\$2.00
Sausage Roll	\$2.00
Subway	\$6.00 Bread roll, biscuit and drink (Turkey, ham or beef)
Sushi	\$4.00 4 pack (salmon or chicken)
Sushi	\$7.00 8 pack (chicken, avocado, red capsicum and cucumber)

NEWSLETTERS

Newsletters are emailed to families every second Thursday. Our newsletters are informal and hopefully entertaining. We encourage people from our community to write articles for our newsletters on a hobby or passion they may have.

As a part of Students' Voice, our students will be writing reports, poems and producing artwork for newsletters.

OFFICE

The office is attended each day between 8.15 am and 2.45 pm. If you require to speak to a teacher, please phone either before or after school or at lunch time. The school phone number is 8495068.

From time to time we receive feedback that parents are not informed on school matters. Any queries or requests for information are welcomed during office hours.

In the office are kept the Board of Trustees Minutes and Agendas from meetings and copies of all newsletters that are sent home which are available for public reading.

Also available outside the office are Board of Trustees policies which may be viewed at any time. The most recent newsletter is displayed on the notice board by the office.

RELIGIOUS INSTRUCTION

All classes receive Religious Instruction for 30 minutes once a week. If you do not wish your child to attend, please send a note to the office. The school is closed for regular instruction until 9.30 a.m. each Tuesday morning due to Religious Instruction.

REPORTING

Records are kept on individual children throughout the year on all subjects and social behaviour. Parent Interview partnership meetings are held at the end of Term 1 for senior students. Written reports are given out mid year and at the end of the year. However, for any concerns you may have about your children, please do not hesitate to contact your child's teacher. Our school reports to parents are based on the Ministry of Education National Standards. Junior and senior reports are different. Classroom teachers will keep you informed of the reporting timeline.

SCHOLASTIC BOOK CLUB

Twice a term children are given book club forms from which families can select books. Orders are organised by Toni Rae. Please make cheques payable to Scholastic NZ Ltd and forward orders and money to the office.

SCHOOL ACTIVITIES DONATIONS

School donations are set at \$100 per child (\$25 per term), with a maximum of \$250 per family of 3 or more children. This donation provides an essential addition to the school's income and provides equipment, important classroom resources, library books, supports sports teams and aspects of our cultural programme. It does not cover visiting artists, trips to events outside school etc. A request for payment is on your child's stationery list. Technicraft fees for Years 7 & 8 are separate at \$100.00 per child. If you wish to direct credit funds, the school's bank details are ASB, Account number 123152 0116129 00. Please make sure you have your child's details and what the payment is for recorded with your deposit. Please also let the school office know that a payment has been made.

SCHOOL BANKING

Parents wanting their children to set up an account need to fill out the package provided by ASB. These forms are available in the school office. Deposits will be banked fortnightly.

SCHOOL BUDGET

The 2017 school budget is on view outside the school office.

SCHOOL CAMPS

School camps are a very important aspect of our total curriculum programme. Children find the camps most enjoyable and it is hoped that every child will have the opportunity to participate in these valuable outdoor educational experiences. We keep the costs for the camp at the bare minimum. Camp fees can be paid off during the year. You need to make arrangements for this at the school office. School camps are in class groups therefore it's up to individual teachers where and when camps are held.

SCHOOL LIBRARY

The Library has a wide selection of both fiction and non-fiction books and DVD's which are available for borrowing by all children in the school. Each class is timetabled for library each week. Books are issued and children are responsible for returning them by due dates. There is also a computer housed in the Library for the children's use for searching for reference materials etc. A letter may be sent home requesting payment for missing books. The money is used to replace missing books. Please see that your child develops responsibility for looking after and returning borrowed books.

SCHOOL SHIRTS

The P.T.A. sell both new and secondhand school shirts. These shirts are used for some of the school sports teams, on class trips and for interschool events. They can be purchased from the school office for \$27.50.

SCHOOL STRUCTURE & PROGRESS

Distribution of pupils throughout the school, at present, enables us to have the following class groupings.

Room 1	Year 1
Room 2	Years 1 / 2
Room 3	Years 2 / 3
Room 4	Years 3
Room 5	Years 4
Room 6	Years 4 / 5
Room 7	Years 6 / 7
Room 8	Years 7 / 8

SPECIAL PROGRAMMES

Our goal is to recognize those children with special needs / abilities as early as possible.

- Gifted and Talented programmes are run every year. Past programmes have included students who are gifted in Maths, Art, Written Language, Physical Education, Science, Photography and Technology.
- Teacher Aide and SENCO time is programmed to assist children with special needs.
- Children with oral language needs are withdrawn for language enrichment.
- Reading Recovery supports children with reading difficulties.
- New Entrant tests are taken by the Principal.
- Six Year Net testing is done by Karen Hollingsworth (SENCO) and then analysed to identify students who need further help in reading or writing.
- RTLB's (Resource Teacher Learning and Behaviour) may work with teachers to develop programmes to support your child's learning.

STATIONERY

We hold stocks of most stationery items required by pupils. Stationery can be purchased from the school office from 8.30 am to 9.00 am each day. Stationery requirements for the next year are sent home at the end of the year to be purchased in readiness for the following year.

SUNHATS

After much consultation by the Board with the community, it was decided that the wearing of Rotokauri hats would be made mandatory. Children wanting to play in an outside environment in Terms 1 & 4 need to wear their hat. Children who do not wear a hat must stay under the sunshade. Hats are available for purchase from the office at \$15.00 each.

SWIMMING / PHYSICAL EDUCATION

Unless your child has a doctor's note or a note from yourself, he or she is expected to participate in Physical Education. Often if they're too ill for Physical Education, they should not be at school. Swimming is part of our summer P.E. programme and only very good reasons, such as skin disease or genuine physical ailments, are accepted for exemption.

SWIMMING POOL - AFTER SCHOOL AND WEEKEND USE

The pool is available to parents and families of Rotokauri School, subject to the following conditions.

1. Entry is via the locked gate only. A limited number of keys are available for hire for the season. These are obtained from the school office for \$75 with a \$10 refund when the key is returned.
2. Key holders agree to any conditions which may be set from time to time. No copies are to be made of keys. Key holders agree to take responsibility for the pool and its patrons while they are in the school grounds.
3. At all times an adult (18 yrs) must be in charge of children from Yr 8 and below using the pool, and must ensure that safety and hygiene rules are observed.
4. The pool must be locked after use.
5. The grounds must be vacated at sunset.
6. No running is allowed in the pool enclosure. Jumping and flips are not permitted. The pool is too shallow for safe diving by children in the shallow end.
7. Before leaving the pool, you are responsible for the tidiness of sheds and pool surrounds, making sure no property or rubbish is left behind.
8. The successful after-hours use of the pool depends on the co-operation of all users. The Board of Trustees reserves the right to close the pool at any time, or to recall any keys at any time. ALL keys are to be returned to the school by 30th March.
9. Key holders are not to lend their keys to other families. The pool is for our school families and community only.

UNAUTHORISED USE OF THE POOL

1. Ask the name of the key holder. If entry has not been made by key, ask patrons to leave. Unauthorised swimmers are trespassing and if necessary can be evicted by the police if they refuse to leave.
2. Please report vandalism or hooliganism to Chairperson.
3. No polystyrene float boards are to be used in the pool.

USE OF SCHOOL PROPERTY

The school grounds and buildings, e.g. Multi Purpose Room, may be used outside school hours. Bookings are made through the school office. Charges for school families are \$15.00 per hour, paid in advance with a refundable bond, if facilities are left clean and undamaged. Sorry, **no** 21st parties. School equipment may be borrowed e.g. sports gear by Church groups, Sports Clubs etc, on the clear understanding that the borrower makes good any loss or damage which may result.

WHERE PARENTS ARE NOT TOGETHER

Please help us by telling us if there are any special arrangements for your child. Unless a court has ruled otherwise, both parents are entitled to copies of children's reports, and have the right to come to school to discuss the educational progress of their child / children and to attend school functions.

Rotokauri School PTA

Please return this form to the school office - thank you very much.

☐ I would like to be involved in the P.T.A. Please let me know when the next meeting is on.

☐ I am unable to join the P.T.A but I would like to help out from time to time.

I am also able to assist in the following ways:

☐ Fundraising assistance

☐ Free to assist during school hours

☐ Computer work at home

☐ School lunches

☐ Any other suggestions? E.g. contacts with helpful businesses.....

Name:

Address:

Phone:HomeCellphone

Email:.....

