

## A to Z of Moturoa School Information

### HONOUR BEFORE HONOURS

This has been our school motto since Moturoa School began back in 1923.

Our school vision is “Together We Grow.”

**G**ratITUDE

**R**esilient

**O**rdery

**W**onder

Our kīanga, our belief about us as a Moturoa family is as follows:

Mā te mahi o te katoa ka eke

By the work of all, we will rise

We have a “Learners’ Chorus” telling about who we are and what we believe in.

I discover and explore

I show excellence in all that I do

I stand for a peaceful world

I hold my learning in my hands

I am a learner forever

Our Philosophy Statement speaks of who we are:

Together we believe in nurturing and developing the whole person. In the spirit of partnership and collaboration, we strive for excellence in education. We understand that our students learn best when they discover, explore and experiment and that learning extends beyond the classroom. For us, excellence is achieved through current best practice embracing the Montessori philosophy across all contexts. We follow the Virtues of Character and learn together in a respectful environment. We believe in acting ethically and make conscious decisions based on the balanced hauora for all. We encourage responsibility for our own learning and life choices. We value independent thinking, natural curiosity and a passion for life-long learning. We want our students to develop a broad knowledge base. At MS, effective communication, negotiation and mediation skills are expected. We are globally aware, have a strong sense of social responsibility and we honour diversity.

Together we strive for a peaceful world.

Welcome to our school. All of the staff here at Moturoa School will do our very best to cater for your family. We are a small, family centred school with a big heart. Thank you for choosing us. We hope this booklet will provide you with some answers to your questions about who we are. Again, a warm welcome.

## **Absences**

Parents are required to phone or text our Office Administrator prior to the start of the day. Teachers mark the roll electronically in class at 9:05 and 1:10. The Office Administrator then follows up at 9:15 with any unexplained absences. These measures are taken for both safety and legal purposes. Children's absences are recorded by a variety of codes, some of which are:

M = medical

E = explained

L = late

? = unknown

D = doctor's appointment

If a child is absent from school on a consistent basis or for a sustained period of time, the office administrator will notify the Principal and the Truancy Service is notified. It is our expectation that students attend 95%-100% of the time. Five days sick a year equates to 95%.

## **Activity**

We believe in healthy bodies creating healthy minds. Physical activity, whether it is fitness, sport, outdoor education or swimming, is part of what we do at Moturoa School. We believe in physically engaging with our environment. Children must be prepared for all activities whether it is togs and towel for swimming or sturdy footwear for a rigorous outing. As it is a strong part of our curriculum, children are expected to participate. Children can only be exempt if they have a note from a parent or doctor.

## **Assemblies**

The whole school assembly is on every second Friday at 2:15 until 2:50. Parents are always welcome to both to help celebrate students' achievements and learn what is happening in our school. During assembly, class work is shared, our current virtue taught, a draw is done of the week's virtue vouchers and key school messages are given to the students. At the close of every term, we have a bigger assembly to celebrate all of our work throughout the term. Parents join us for this event too.

## **Board of Trustees**

The Board of Trustees (BOT) has the responsibility of governing the school. Responsibilities include financial management, development and maintenance of property and school grounds, development of policy and ensuring the curriculum is taught. The Principal is the school leader in professional matters and in the day to day management of the school.

The board consists of:

Chairperson	Belinda Morgan
Principal	Delwyn Riding
Staff Representative	Carolyn Weston (Korokio)
Representatives:	Cees Bevers, Jase Rowe, Glen Robinson and Gillian Somers
Minute Secretary	Karlene Jones

The board meets twice a term. Meetings begin at 6:00 on Wednesdays and finish at around 8:00. Meetings are held in the staffroom and are open to the public. If you wish to attend, phone the school office to find out the date of the next meeting.

## **Cans**

Please save us all of your aluminium cans. We recycle them and turn them into cash for our school funds. The children take the cans to school any day of the week. The teacher adds up the total. The class with the greatest number wins the "Cans for Cash" trophy in assembly each week.

## Classes

We have five classrooms operating; three State and two Montessori. Our classes are named after plants that are special to our school.

Korokio	Mrs Carolyn Weston	Years 4-6	State
Pohutukawa	Ms Diane Jagersma	Years 2 to 4	State
Koromiko	Rachel and Zoë	Years 0 to 6	Montessori
Kōwhai	Ms Sarah Oakes	Years 0 to 2	State (.6)
	Mrs Jo Wilkinson	Years 0 to 2	State (.4)

## Communication with School

We regard schooling as a partnership between parent/caregiver, student and teacher working together and supporting one another in this shared endeavour of education. The key to success between all of us is communication. We communicate with you through newsletters, letters, invites, facebook, email and our website. Moturoa School has an open door policy which means parents are able to pop in to see learning in action. If matters need to be discussed please make an appointment, so disruptions to learning are kept to a minimum. Matters arising about students/families need respect and time, therefore often need to be discussed in private.

## Community Involvement

We rely on the support of our community to assist us with the smooth operation of our school. We have many volunteers who help out with sport, in classrooms, with outings and the like. The list is endless. We would not be able to function as effectively without the support of our generous community volunteers.

## Complaints and Concerns

From time to time in a people orientated activity such as schooling, there will be matters causing concern. If this does occur, it is important that the parties involved work together to obtain a constructive solution. It is best to have a win-win result. If the concern is about a child, the first point of contact is with the child's classroom teacher. When a concern is raised about a child other than your own, please refer to that child's classroom teacher, as they often have other background information to build a whole picture and will deal with the matter from that point. If the matter is not resolved, an appointment needs to be made with the Principal. When an adult has concerns about another adult, the first action is to talk directly with the person concerned. We are a virtues school and believe that all complaints and concerns need to be addressed in a respectful way.

## Consent

When you enrol your child we gain consent for trips within walking distance, photos, facebook and internet safety.

## Contact Details

If you change your address or phone numbers please inform the Office Administrator, so she can keep your records up to date. If we are unable to contact you in an emergency situation, we are able to act legally on your behalf.

## Dental Clinic

Once your child is enrolled in our school, our Office Administrator notifies the Dental Clinic of your details and they deal directly with you from that point. Their contact details if you wish to make contact with them are:

Rangiatea Community Dental Clinic  
131 South Road  
Ph 7513507 Fax 7514608

## **Devices**

All devices are to remain at home unless teachers ask for them. Staff will accept responsibility for them whilst at school and will keep them in their care. Cell phones only come to school when approval has been sought in writing to the Principal. They will remain in the office secure box during school hours. They can be collected from the office at the close of the school day.

## **Emergency Evacuation Procedures**

A full emergency evacuation is practiced twice yearly. Should you be on site during this time or in the event of a real emergency please follow the instructions of staff to ensure your safety. All buildings and classrooms display the Emergency Evacuation Procedures.

## **Enrolment**

We encourage all of our new 5 to 6 year olds to have familiarisation visits prior to commencing school. The parent is to remain with the child during these visits. Our Office Administrator will organise a suitable time between yourselves and our new entrant teachers. All enrolments are done through the office.

If you are enrolling your child for the first time in the New Zealand education system, you will need to present their immunisation documentation, a birth certificate and/or proof of New Zealand citizenship. If your child is enrolling from another school, please bring any books your child has been working in and evidence of where your child is at eg school reports. We will contact the child's previous school to request their formal records.

## **Environmental Education**

Moturoa School prides itself on its environmental education programme. AWE sponsors Bill Clarkson in his role as an Environmental Educator. This renowned programme consists of three parts. Firstly, Bill works with all children across the school teaching them about rare and endangered Taranaki native plants. He runs our propagation unit that is sponsored by Rotary West. Secondly, Bill trains our Native Plant Study Group (a select group of students with an interest in saving special plants from Taranaki) to know and understand these plants so they can impart their knowledge when they represent our school as Tour Guides for our guests. Thirdly, we run an enviro-schools group. This group investigates our school's environment and explores ways of ensuring our sustainable practices. Our students often work alongside the Department of Conservation, NPDC and the Taranaki Regional Council, to plant and restore fragile parts of Taranaki environment.

Over the years, we have won many awards for our conservation work and service to our community.

## **E-Tap**

We have a student management system that teachers input data into on a regular basis. This information is securely stored and forms the basis of our learning programmes and how we report accurately to you.

## **Facebook**

The school's face book page is <https://www.facebook.com/moturoaprimarieschool> and is a great source of regular updates on our activities and highlights inside and outside of school. Please "like" our page and share it with your family and friends.

## **Fees**

Upon enrolment at our school, we ask that stationery is purchased so they are ready to begin to learn. Your child will also need a red school hat at a cost of \$13, prior to their start date.

Our school donation and activity fees are to be paid upon enrolment, see the Office Administrator.

Our bank account details are "Moturoa School Board of Trustees" TSB Bank Moturoa 15-3949-0008731-00. Please use your surname as reference so you can begin an automatic payment. The fees

per child are \$25 or \$30 for a family, and an activity fee of \$72 per child or \$20 per child if paying by the term.

### **First Aid**

Our staff are trained in basic first aid. We treat minor accidents that occur at school. We contact you in the event of a more serious incident. In an emergency, we dial 111 and you at the earliest available time.

### **Friends and Family (Parent Teacher Fundraising Group)**

We have a group of keen parents who give their time to support all students at our school. They meet once a month to create fun activities for our children and to organise fund raising events for the school community. Monies raised are spent directly on “extras” for the children that our general operational budget is unable to afford.

### **Head Lice**

We ask that you regularly check your child’s hair for head lice and treat accordingly. Should your child be at school with head lice, we will call you to come and collect your child. A class covering letter will be sent home if head lice are found.

### **Home Learning**

Some of our junior students take home a home reader to practice their reading. Spelling is emailed out at the beginning of each term. School wide homework based on our virtues programme and student needs is posted in our school newsletter.

### **Hours of Work**

All staff work different hours. The Office Administrator opens the office at 8:30- 8:45 and finishes at 1:30. Our Caretaker works for 10 hours a week as required. During the swimming season he may work extra hours.

### **Leadership Team**

Principal	Delwyn Riding
Deputy Principal	Carolyn Weston
Literacy Leader	Carolyn Weston
Numeracy Leader	Rachel Ammundsen

### **Leave from School**

If your child is to be absent from school for part of a day, you must sign them out and back in upon their return at the school office in the day book.

For periods of leave longer than 5 days, written consent must be approved from the principal prior to your leave date being granted.

### **Lost Property**

A basket is situated outside the girl’s toilet in the main corridor. At the close of each day, belongings are placed in there. At the end of the week, the Caretaker puts them on a rack in the outside shed. Children are expected to be responsible for their own belongings, however families support their children by looking through the pile of lost items and claim what is theirs. At the end of the term all items are taken and placed in the nearby clothing bin and donated to charity.

**Lunch Eating**

Lunchtime is from 12:45 to 1:00. Children are to remain seated whilst eating. The teacher supervises and may check what they have eaten. If a child does not have lunch, the teacher will inform the Principal who will make a note of this.

**Lunch Orders**

Our friendly team of “Friends and Family” provide lunches for families who choose to use this low cost service. Lunches are provided on Mondays. Lunch order forms are available in the foyer and can be dropped into a box there. It is always \$5. Orders must be in by Friday 9:15am. The correct money can be placed in an envelope with the order form inside. Please write your child’s full name and the amount of money enclosed to make it easier for our volunteers to process.

**Medication**

It is the responsibility of the family to ensure correct medication and dosing instructions are written down clearly for the Office Administrator to follow the necessary directions to administer the medication. Written consent is to be provided by you. There is a book to sign at our office with regards to this.

**Messages**

If you have to pass on a message, please do so at the school office. The Office Administrator will pass on the information.

**Money**

Any money that students have been asked to bring to school is to be handed into the Office Administrator who will record and process it. There will always be a notice sent home if we are asking for money. Personal money is not to be brought to school. If money is found, it will be kept in the office for safe-keeping.

**Music**

On Friday mornings, we have a music tutor come in to take lessons in ukulele, guitar and piano. These are private fee paying lessons for either groups or individuals. They are popular and you will need to enrol in advance.

**Newsletters**

This is our main form of communication. Newsletters are given out to all of the children in the family to take home to share. They are produced on even weeks. If you wish to receive a newsletter by email, please inform our Office Administrator and she will see that you get one. Our newsletters will be available on our website. Alternatively, call in and pick up a copy from the foyer.

**Parking**

Families park out on the road. The car park is a busy place and reserved for staff, visitors, couriers and those parents of children with special needs who have a current disability sticker. These families use the disabled parks close to the main corridor.

**Pedestrian Crossing**

When dropping off and picking up your child, please use the crossing and set a positive example for your child. The road is narrow and with cars parked either side visibility is poor. The safety of your child is paramount.

## **Reporting to Parents/Caregivers**

Frequent communication on your child's progress is vital to ensure that home and school are working together in the schooling process. This reporting comes in a number of forms:

- Informal meetings
- Scheduled meetings between the parent and teacher
- Formal conferences between the teacher, parent and student in week 4 of each term
- Written National Standard Reports in Term 2 and Term 4
- Whole school events throughout the year when you can observe your child learning and engaging with the curriculum

We encourage parents to be engaged in their child's learning and encourage them to attend all school events.

## **Road Patrol**

The senior students are our road patrol wardens. Those selected will undergo training with the local police. They will have a rostered day. Students are expected to honour their commitment. These types of opportunities provide them with extra responsibility. It also teaches them about service to the school.

## **School Support**

We are fortunate to have the support of a strong network of caring professionals who we can call on if the need arises. These support services are:

Chaplain  
Child Youth and Family  
New Plymouth Principals' Federation  
Northern Health School  
Ministry of Education  
Public Health Nurse  
Resource Teacher: Learning and Behaviour  
Resource Teacher: Literacy  
Social Worker in Schools  
Truancy Service

If you require more information or support contact is made through the Principal.

## **Sickness**

When your child is sick at school, they report this to their classroom teacher who sends them to the Office Administrator. She then assesses their situation. She places them in the sick bay and rings you or your emergency contact person to come and collect them. It is important for you to keep your child at home if they feel unwell, as we want to minimise the spread of infection.

## **SENCO (Special Educational Needs Co-ordinator)**

At Moturoa School, the Principal has this role. Our philosophy is to be inclusive of all students and to support them with their learning journey as best as we are able. Teachers fill in an identification log for those children requiring support. As data is gathered about children throughout the year, teachers up-date their log and inform the principal. An up to date register of all students considered at risk or who have identified needs is kept. These children are discussed at fortnightly Senco team meetings where case reviews are held and resourcing is allocated.

## **Sports Teams**

At Moturoa School we are proud of our teams. We wear our uniforms with pride. We participate in miniball, hockey, touch, netball and soccer. We enter in local competitions like ripper rugby and cross country as well.

## **Staff and their Associated Responsibilities**

### Principal

Delwyn Riding            Pedagogical Leader, Strategic Development,  
Public Relations, Communication, Special Needs

### Deputy Principal

Carolyn Weston        Day to Day Management and Assessment

### Teachers:

Carolyn Weston        Literacy

Diane Jagersma        Physical Education

Rachel Ammundsen    Mathematics, Virtues, Maori and Montessori link

Sarah Hill              Music and Environmental Education

Jo Wilkinson          Transition

Zoe Robinson         The Arts, Friends and Family

Teaching staff are also named in the “Classes” section.

### Support Staff

Karlene Jones         Office Administrator

Craig Stills            Property Manager

Bill Clarkson         Environmental Educator

Fiona McDonald      Teacher Aide and Cleaner

## **Stationery**

Each class has a list of requirements to suit that particular age level. These are to be purchased prior to your child beginning school, so they are ready to learn. All books are to be covered. We use the Warehouse Stationery as our preferred supplier. We are in a loyalty scheme with them, so please mention our school’s name when making any purchase. They are also the cheapest in town, especially during their January sale. The stationery lists are available on the school website. Just pop into Warehouse Stationery, say our school name and your child’s class and they will hand you a pre-packaged pack for you.

It is vital that all students have the right equipment they need to support them with their learning. When a student no longer has the correct piece of stationery in their possession, it must be replaced. The teacher will send home a slip of paper for you to replace items. If after a short period of time, replacement items are not purchased, this will be followed by the teacher.

## **Student Property at School**

All care is taken with regard to keeping students’ gear safe. Bags need to be secure. For belongings such as glasses and hearing aids that support a student’s learning, each teacher and student will have routines devised for their safety. Personal property is not to be brought to school. The teacher will take these items for safe keeping and may ring you and ask you to come in and collect such items.

## **Sun Smart School**

A school hat with our logo must be purchased prior to your child starting school. They cost \$13. There are 2 sizes to choose from. All children must wear their own hat, as no hat means no play. Children must remain in the shade if they do not wear their hat. We provide sunscreen as part of being a “Sun Smart School.”

## **Timetable - Montessori/State**

8:30    Students can arrive at school

9:00    Learning begins

10:40   Interval break

- 11:00 Class learning time
- 12:00 Lunch break
- 12:40 Bell rings- children to go to the toilet, have a drink and hang up their hats to enter class
- 12:45 Children eat lunch in class
- 1:00 Bell rings to prepare children for the afternoon learning session
- 1:15 Class learning time
- 3:00 School day ends- grounds cleared, unless parents remain to supervise their child at play

### **Water Only**

Students are required to bring their own named water bottles to keep at school. We drink only water. We know there is far too much sugar in any other drinks.

### **Website**

We are sure you will agree that it looks fantastic. Please let us know if something has changed and we have not picked it up.

### **Withdrawal of Students**

Parents of children who are leaving are asked to notify the school office a few days beforehand. When leaving, children are to take all books and stationery belonging to them. Please return all books and resources belonging to our school, to the class teacher.

### **Virtues**

Moturoa School is a virtues school. Our aim is to follow these virtues to lead happy, peaceful lives. A list of them can be found at the "Virtues" link.

### **Yummy Stickers**

We collect the stickers from the fruit and send them away. In return we receive free sports gear.