

MOTUROA SCHOOLS PARENTS A-Z HANDBOOK

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 centered school with a big heart. Thank you for choosing us. We hope this pack will provide you with some answers to your questions about who we are. Again, a warm welcome.

Absences

Parents are required to phone, email or text Karlene 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.

If a child is absent from school on a consistent basis or for a sustained period of time, Karlene will notify the Principal and the Truancy Service.

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.

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: Glen Robinson

Principal :Hamish Hislop

Staff Representative: Carolyn Weston (Korokio)

Parent Representatives: Cees Bevers, Hayden Owen, Lauren Wallace, Jordan Hartley-Smith 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.

Breakfast Club

Two wonderful mums run the breakfast clubs from 8:30am – 8:50am on Monday, Tuesday and Friday. Anyone is able to attend.

Cans

Please save us all of your aluminum 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 fortnight.

Classes

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

Korokio Carolyn Weston Years 5-6

Pohutukawa Kat McDonnell Years 3-4

Koromiko/Pinatoro Rachel, Zoë & Charlene Years 0- 6

Kōwhai/Puriri Max, Sarah & Melissa Years 0-2

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 Educa, facebook, Skool Loop, 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.

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, low risk trips, photos, facebook and internet safety.

Contact Details

If you change your address or phone numbers please inform Karlene 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.

Damages

School property that is purposefully damaged by your child will be invoiced to the family.

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

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. Port Taranaki 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.

Facebook

The school's face book page is <https://www.facebook.com/moturoaprimaryschool> 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

We have opted in to the governments donation grant. There is no school fees from Moturoa School apart from out of school sports, camps and stationery.

First Aid

Our staff is 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.

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.

Hours of Work

All staff work different hours. The Office Administrator opens the office at 8:30 and finishes at 3:00. Our Caretaker works for 10 hours a week as required. During the swimming season he may work extra hours.

Leadership Team

Principal : Hamish Hislop

Deputy Principal and 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

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.

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. Karlene will pass on the information.

Music

On Friday mornings, we have a music tutor come in to take lessons in 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 emailed to all families fortnightly. They are produced on even weeks.

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.

Skool Loop App

Download from the app store and keep up to date with the latest newsletter, push notifications, direct text messaging and emailing from/to the school and absence line.

Personal Belongings

Please ensure personal belongings are not brought to school. This includes fidget spinners, nail polishes, cars and numerous other items. Conflict arises or friendships are damaged when toys are lost or broken. If we do see them, they will be confiscated and you will need to come collect them for your child.

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.

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.

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. We use the Office Product Depot as our preferred supplier. Packs are available at the start of the year online at www.theschoolstore.co.nz It is vital that all students have the right equipment they need to support them with their learning. Karlene has limited stationery available to purchase in the office if your child is not starting on day 1 of the term. Ask her if one is available and she can add it to your account.

Staff and their Associated Responsibilities

Hamish Hislop : Pedagogical Leader, Strategic Development, Public Relations, Communication, Special Needs, PE and Health

Carolyn Weston: Day to Day Management and Assessment, Literacy.

Rachel Ammundsen: Mathematics, Virtues, Maori and Montessori link

Sarah Oakes: Music and Environmental Education

Max Pringle: Transition

Zoe Robinson: The Arts, Friends and Family

Melissa Surgenor: Science

Kat McDonnell :

Support Staff

Karlene Jones Office Administrator

Craig Stills Property Manager

Bill Clarkson Environmental Educator

Nikki Morris Teacher Aide

Emma Doyle Teacher Aide

Kerry Hepworth Teacher Aide

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

8:30 Students can arrive at school
9:00 Learning begins
11:00 Interval break
11:20 Class learning time
12:50 Lunch eating
1:05 Lunch play
1:45 Bell rings- children to go to the toilet, have a drink and hang up their hats to enter class
1:50 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.

Whakatau

We welcome new families to our school at the start of each term. You will receive your invite in the mail.

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.

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 via our "Virtues" link on our website.

Yummy Stickers

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