

## TECHNICAL/ART

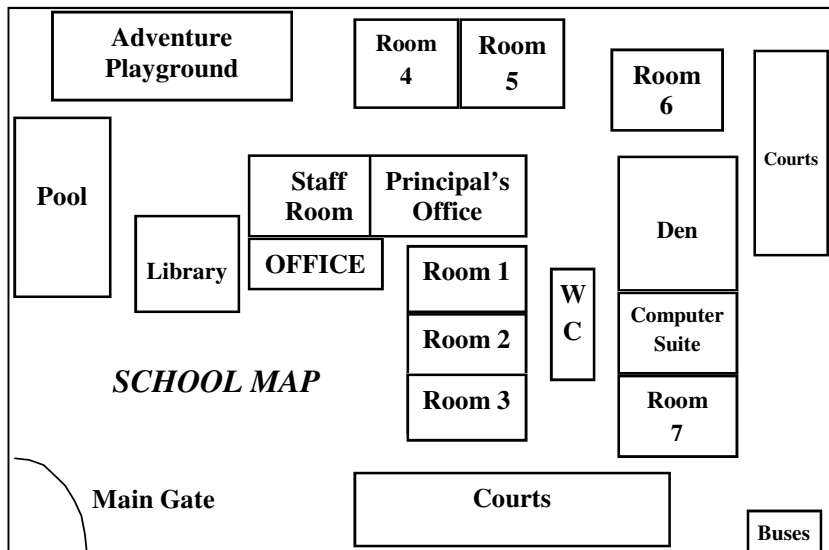
Year 7 and 8 students travel to Te Awamutu Intermediate for morning sessions once a week, for one half of the school year.

## VISITORS TO THE SCHOOL

Please report to the office and sign in our visitor's book.

## WORKING BEES

Maintenance of the School grounds cannot all be completed within the caretaking hours, therefore from time to time working bees are arranged to help with the upkeep of the grounds and buildings. Notification of working bees will be made through the Newsletter or via a phone around. All assistance is appreciated in these ventures.



## Mission Statement

*To ensure that each child has the basis to achieve their full potential both individually and as a member of society.*

The school welcomes you as parents and community members in our district.

This booklet is designed to help familiarise you with the organisation and routines of the school so that you are better equipped to support your children's education.

We work hard to provide quality educational opportunities for all children and we are always looking for better ways to deliver the curriculum. We encourage an interactive partnership between parents and the school to improve children's learning.

Our fortnightly community newsletter (delivered by Rural Delivery on Wednesdays) will keep you up to date and informed regarding upcoming events. It also includes reports of important aspects of school life, along with community news. On alternate Wednesdays we also send the 'Te Pahu Times' containing information, re: school events.

If, after reading this booklet, you have any questions please contact the school for clarification.

Regards Lee Boyd & Jeff Falconer (Co-Principals)

**Phone/Fax 07-825-9849**

**E-mail [office@tepahu.school.nz](mailto:office@tepahu.school.nz)**

**671 Te Pahu Road, RD5, HAMILTON**

**IMPORTANT SAFETY ITEM** - when leaving the school all vehicles must follow the arrow painted on the driveway to the bottom of the hill before crossing the road. The speed of traffic coming over the rise makes crossing the road directly outside the school gate a *very dangerous* exercise and the double yellow lines make it **ILLEGAL**.

## ABSENCES

If your child is absent from School please notify the School by phone prior to 9am. If you know your child is to be absent for some time please contact the School prior to the event.

## ASSEMBLIES

School assemblies are held every week. Community assemblies are usually held twice a term and notification is given of these dates. Parents and caregivers are welcome to join us.

## BIBLE IN SCHOOLS (March to November)

Bible in Schools at Te Pahu School occupies a half hour period once a week. The material being used in teaching is that produced by the Christian Education Publications, a non-denominational body. The material used can be obtained from school. This program is approved by the Ministry of Education. Bible in Schools is not part of the National Curriculum and if parents wish to exclude their children please advise the school in writing each year.

## BEHAVIOUR MANAGEMENT

The School has a Behaviour Management Plan that is explained to the children on a regular basis. If you would like to know more about the programmes in operation please contact the Principal.

## SPORT

Physical Education and sport are considered part of the school curriculum and are compulsory. A note is required for children to be excused from any activity.



The children take part in numerous inter-school sporting events and tournaments. Participation is the paramount consideration.

## STATIONERY



Children are provided with a stationery list at the beginning of the year. During the year, children will be given a stationery order form as required. Stationery can be purchased from school at very competitive prices.

## SWIMMING POOL

The pool is open for use out of school hours. The cost of a key is \$35.00, of which \$5.00 is refunded at the end of the swimming season when the key is returned. Adult supervision is required for children under college age when the pool is used out of school hours and pool rules need to be adhered to.

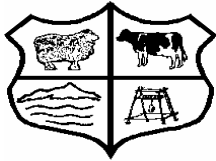
Attitude Determines Altitude

## SCHOOL FEES

The School fee is as follows:-

Annual Fee -	1 child	\$80.00
	2 children	\$100.00
	3+ children	\$120.00

The fee is reviewed annually by the Board of Trustees. Fees are used to subsidise school activities and special functions, to ensure all children are able to participate. School fees are considered a donation and are tax deductible.



School Motto

**ATTITUDE DETERMINES ALTITUDE**

*(we focus children on this message regularly)*

Attitude Determines Altitude

## BOARD OF TRUSTEES

The Board of Trustees is made up of 5 (can be more or less) elected parent representatives, Co-Principals and a Staff Representative.

The Board is run using a sub-committee system: Property, Community Partnership, Finance and Personnel. These report to the Board once a month. Board meetings are open and anyone is welcome to come.

Elections for the Board occur once every 3 years. The next election is due March 2007. Bi-Elections can occur if Board members resign.

Copies of the School Charter and Board Policies are available at the school.

## BOOK CLUB (LUCKY BOOK CLUB)

Children may purchase items from this club at reduced rates, approximately six times per year. Orders must be in an envelope containing the correct amount with the child's name and room number written on the outside.

## BUSES AND TRANSPORT

A free bus service, to and from school is provided for the children. The bus service is operated by Blueworth Buses and funded by the Ministry of Education. Parents are asked to subsidise the runs so that all children can be picked up not just those meeting the Ministry criteria. All queries regarding the bus must be directed to the School Co-Principals.



## BUSES (continued)

### Please Note

- all children biking to school must wear helmets, and have prior written permission.
- in case of bus delays or breakdowns, parents will be contacted if possible.
- if parents are collecting children from school or wish children to travel on a different bus, please contact school.

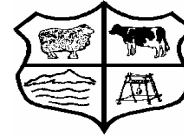
## CLOTHING

The School colours are Red and White. "Te Pahu" T-Shirts are on sale. Children are encouraged to wear these at school sporting events.

We ask parents to name **ALL** children's clothing and belongings. The School takes no responsibility for loss.

## COMPLAINTS

If something happens at School that causes you concern please contact your child's teacher and discuss your concern. There is a comprehensive Complaints Policy outlining further action if necessary. Please attempt to resolve issues with the school rather than discussing them in the community.



## SCHOOL RULES

Do as you are asked when you are asked.

Respect other people.

Respect property.

Sit to eat.

## Some NO's

lollies, chocolates, fizzy drink, chewing gum, bubble gum, chocolate bars, dangly/loopy ear-rings, tackle games without adult supervision, facial make-up, shifting climbing frames.

## Out of Bounds areas -

Behind swimming pool, behind tennis court, incinerator enclosure, going out of the school grounds without teacher permission.

## On a Wet Day -

One bell means go out, two bells means come in.



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## PTA

All parents are part of the PTA. The PTA is heavily involved in helping with extra curricula activities, and organising fundraising activities. The PTA is run by a committee of parents but everyone is welcome to the monthly meeting, (first Monday of the month).

Periodically you may be contacted by the PTA to assist with School functions and fundraising activities - your support is essential for the running of the school.

Please help where you can.

## PUBLIC HEALTH NURSE

If parents have any worries over matters relating to their child's health, they may contact the school and arrangements will be made for the nurse to see the child. The role of the Public Health Nurse has changed considerably. A new entrant enrolling in a school no longer receives an "Entry Health Check". The Health Nurse is available on request to discuss concerns, visit the school to carry out the Y7 (Form 1) Immunisations, and will act as a "consultant" on any health issue.

## REPORTING TO PARENTS/CAREGIVERS

Portfolios will be sent home each term showing aspects of the class programme. Interviews are held early in Term 2. Parents are invited and welcome to contact the school to discuss their child's progress or any other matters of interest and concern at anytime.

A phone call to arrange an interview time is appreciated

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## CONTACTING SCHOOL

If you wish to contact teaching staff please do so before school or during intervals.

*Interval:* (10.40 - 11.00)

*Lunchtime:* (12.30 - 1.25)



## DENTAL CLINIC

A Dental Therapist is stationed at Glenview School in Hamilton. The service of the Therapist is available to children from 2 ½ years through to those children in Form 2.

The children are checked once a year at school and any treatment required will be undertaken at Glenview. If your child has a dental problem you can contact the Dental Therapist directly on 8435-899.



## EDUCATION OUTSIDE THE CLASSROOM

Class visits play an important part in our Education Programme. We rely heavily on private transport on these occasions and help with transport is greatly appreciated. As this is part of the curriculum, if you have any financial concerns, please contact school.

*All children in cars for school trips must be seatbelted. Drivers must have a current driving licence and cars must have a current Warrant of Fitness.*

## ENROLMENT

Prior to enrolling a 5 year old, parents are welcome to bring their child to visit the school. There is a visiting programme available and arrangements can be made through Te Pahu Pre-school (or the school office if child does not attend Preschool). Please notify the school a week prior to a visit. You will need a copy of your child's Birth Certificate and Immunisation Certificate when enrolling a 5 year old.

## EXTRA CURRICULA EVENTS

<b>Term 1</b>	<b>Swimming Sports</b>
<b>Term 2</b>	<b>Cross Country</b>
<b>Term 3</b>	<b>Winter Sports</b>
<b>Term 4</b>	<b>October - Calf Club November - Athletics Sports, Flower Show, Prizegiving.</b>

## LUNCHES

Children need to bring morning tea and a packed lunch to school. We encourage healthy eating. Our school rules ask that sweets and caffeine containing drinks are not included.

On Fridays the PTA sell Mince Pies/Pizzas (\$2) and Chips (\$1).



## NEWSLETTER

The School produces a regular newsletter during term time. This is delivered to all the district by the Rural Delivery. If you have an advertisement you would like to place in the Newsletter or information concerning an event please contact the School on Monday prior to Wednesday's fortnightly delivery. There is a small charge for personal advertisements to help cover the cost of the newsletter.

## PARENT AND COMMUNITY HELPERS

Some people give valuable practical assistance by way of helping teachers to prepare learning materials, accompanying classes on sports and education field trips, coaching sports teams, helping in classrooms, hearing children read, doing library work etc. If you are able and would like to assist, please contact the school. Adults assisting in the classroom, on school trips, etc are reminded of the need for strict confidentiality regarding anything personal they see or hear about a child.

## LIBRARY

1. All children need a Library Bag to carry library books to and from home.
2. Library books are issued for two weeks and should be returned to school by the due date for re-issuing or changing.
3. All classes visit the Library at least once a week to change library books and develop library skills.
4. The Library is open at lunchtime between 12.45 - 1.15pm.



## LOST PROPERTY

A lost property container is situated in the Administration Block by Room 1. Parents are encouraged to check it. At the end of each term un-claimed clothing is given to needy institutions. Please ensure all clothing is named to help reduce the amount of lost property.

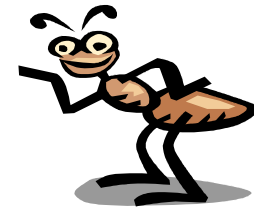
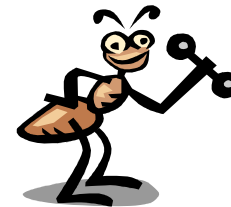
## FUNDRAISING

Fundraising activities are organised periodically to raise funds to for School camps etc. Please help support these activities either in momentary terms, supplying items by offering to help.



## HAND TOWELS

Towels are provided by the PTA and the children are encouraged to use them. Each week two families are assigned to wash the towels. The roster is published in the school newsletter. This involves washing the towels about once a year.



## HEALTH

Parents are urged not to send children to school while ill or infectious for the child's sake and to prevent the spread of infection. If your child has any medical condition of which the school should be aware, please notify the school immediately. If your children require medication to be kept at school, please label carefully with instructions and supply written permission for staff to administer.

Several of our Staff have First Aid training. In the event of your child becoming ill while at school we will attempt to contact you before medical attention is sought.

Homeopathic remedies are available and used, please contact the school if you have an objection.

Common diseases and periods of exclusion from School are as follows:

- CHICKEN POX:** For the period of one week after the appearance of the rash.
- HEAD LICE:** Treatment is available from the chemist and should be used as instructed to rid the hair of all eggs. The child may attend school.
- MEASLES:** For at least seven days from the appearance of the rash and until recovered.
- MUMPS:** Until the swelling of all involved glands has completely subsided and the patient has returned to normal.
- RINGWORM:** May attend school so long as the patient is having treatment supervised by a Doctor.
- SKIN INFECTIONS:** Not necessary so long as the affected area is covered and receiving treatment.
- WHOOPING COUGH:** For at least three weeks from the onset.

If your child has any of the above, please notify the school. In addition the School should be advised as soon as any vision or hearing defects become apparent - e.g. temporary deafness.

Annual visits by visual/hearing nurses will check all New Entrants and F1 students. Parents and teachers are able to refer children when necessary.

## HOMEWORK

In the Junior School regular home reading is provided. Each child requires a book bag to ensure safe transportation of the books. A spelling notebook will be established during the year to meet your child's needs. Older Junior children may be provided with follow up activities from the class programme.

Y4-Y8 (Std2-F2) homework will vary from room to room. Emphasis will be on time management and independent skills with parent support. All children are expected to read 15 minutes per night and practice basic facts.

## HOURS

Children should not arrive at school before 8.30am or remain after 3.40pm.

School Starts.....9.00am

Morning Interval.....10.40 - 11.00am

Lunch.....12.30 - 1.25pm

School Finishes.....3.00pm



THE SCHOOL DOES NOT CLOSE EARLY ON WET DAYS