

Principal's Message and Welcome.

E kai ana te manu i te miro, nona te ngahere. E kai ana te manu i te matauranga, nona te ao. Kia hui ako tahi tatou hei kawenga atu mo nga ra e tu mai nei. This proverb talks about the acquisition of knowledge and understanding as being the key to unlocking the mysteries of today's world. Following on from that is our motto that says "Together we Learn and Prepare for the Future".

Tena koutou ki te whānau o te kura nei. He mihi nui tenei ki a koutou katoa. Ki nga whānau hou, haere mai, haere mai, haere mai. Ki nga whānau e noho tonu mai, tena koutou, tena koutou, tena koutou katoa. Greetings to everyone – new families, continuing families and friends. Welcome to Paihia School.

Paihia School strives to provide a safe, happy environment that fosters individual self esteem and encourages all of our children to reach their full potential. We welcome parents' involvement in school programmes and teachers are happy to discuss children's progress with parents/caregivers whenever the need arises. We offer a well balanced programme that emphasises literacy and numeracy first and includes the broadening of children's awareness of the world around them and aspects of Tikanga Maori. The children will be given opportunities for all round development in academic disciplines as well as in sporting, cultural and social endeavours.

A Bit About Our School

Situated in the heart of the 'birthplace of the nation' Paihia School boasts a proud tradition of bi-culturalism, innovation and achievement.

Underpinning the culture of the school is a philosophy that puts people above all else. The school's focus is simply stated in its charter... "Paihia School is a place of learning. When students leave our school at the end of year 8 we want them to be fully prepared for their continuing education, wherever it may take place. We want all people involved in the school to experience a warm caring and supportive environment that provides challenge, support and reward for success.

We promote self-acceptance and the acceptance of others, self pride and responsibility and adhere to the philosophy of "treat others as you would like to be treated". We celebrate our cultural heritage and we value the contributions all cultures make to our society.

Students attending Paihia School are immersed in learning and teaching programmes derived from up to date learning theory. Teachers at the school have all participated in extensive professional development programmes that have generated outstanding student achievement results in key areas of the curriculum.

Outside of the core curriculum, students get to choose from a wide range of activities including inter-school sports and cultural events, performing arts, web design, environmental action and student electives which include sailing, golf, fishing, waka ama, and sports events.

There are 8 teaching positions for 2009 and Paihia School has several staff in teacher support roles with a range of responsibilities from managing the school office, to the library, to the IT network. We also provide a Reading Recovery programme. The school has 8 teaching spaces, Library, Wharenui, Solar heated swimming pool, adventure playgrounds and playing field.

SCHOOL TERMS AND HOLIDAYS

2010 School Year

TERM ONE

Monday 2nd February to
Thursday 1st April

Waitangi Day
Saturday 6th February
Easter Break
Within school holidays

TERM TWO

Monday April 19th to
Friday 2nd July

Queen's Birthday
Monday 7th June

TERM THREE

Monday 19th July to
Friday 24th September

TERM FOUR

Monday 11th October to
Wednesday 15th December (to be confirmed)

Labour Day
Monday 25th October

STAFF DIRECTORY - 2010

David Rogers	Principal
Dairne Fitzpatrick	Deputy Principal
Nikki Simmonds	Assistant Principal
Jo Coxhead	Teacher Year 4
Diane Neumann	Teacher / Special Education Co-ordinator
Denise Hadwin	Teacher Year 5
Adam Hogg	Teacher Year 6
Anne-Maree Cameron	Teacher Year 1
Doris Davies	Teacher Classroom release teacher

Andrea Sim	Secretary
Glenys Rossell	ICT Technician / Teacher's Aide
Grant Whautere	Caretaker
Shirley Kingi	Librarian / Teacher's Aide
Ania Moore	Teacher's Aide
Veronica Potae	Teacher's Aide
Karen Younger	Teacher's Aide

BOARD OF TRUSTEES DIRECTORY

Rick Codlin	Chairman
Emily Pene	Parent Representative
Wil Napier	Parent Representative
Jos Whikiwhiri-Thompson	Parent Representative
Denise Hadwin	Staff Representative
David Rogers	Principal
Glenys Rossell	Minutes / Secretary
Ingrid Smith	Parent Representative
Kathryn Clark	Member
Michelle Jessop	Member

School Hours

08.55 am to 10.40am	Classes
10.40am to 11.00am	Morning Interval
11.00am to 12.30pm	Classes
12.30pm to 1.30pm	Lunch Interval
1.30pm to 2.55pm	Classes
3.05pm	First bus departs
3.35pm	Second bus departs

Please note:

Children will be officially supervised at school from 8.15am until the last bus departs in the afternoon or for any official activity that you would be advised of first.

Punctuality is a must... Parents are urged to ensure that their children are at school by 8.40 am, so that they are able to settle promptly to work when the first bell is rung at 8.55 am. Late arrivals can cause organisational problems for teachers at the commencement of the school day.

School Communications

This handbook has been prepared to outline the broad policies of school operation and is to be used as a ready reference in answering specific questions.

Reporting to Parents

As we recognise that the education of our children is a shared responsibility, we endeavour to keep parents fully informed concerning their children's progress. For this purpose we send three major reports home during the year. In term one a settling in report is issued and parents are invited to discuss any settling in issues. During term two, a formal progress report is sent home. This provides details about student achievement and includes assessment data along with expected levels of student's achievement. Parent interviews are held following the issue of this report. In term four we issue an end of year report similar to the term two report.

Community Involvement

Education is a community endeavour and we invite parents and community involvement in school activities. Those who have talents they would like to share are encouraged to forward their names or names of others to the Board of Trustees, the School Principal or to their child's teacher.

Attendance at School

Regular attendance at School is essential. If your child is absent because of illness or any other reason, please notify the school office between 8.15am and 8.45am (or on the previous day if possible). This permits a check on attendance and is a valuable security measure for your child. We ask for your cooperation in this serious matter.

Outside Appointments

If children need to have outside appointments during school hours, (with a doctor for example) please contact your child's teacher.

Enrolment

Children may legally be enrolled at the School from the time they turn five. Prior to enrolment, parents are invited to bring pre-schoolers along to school to help them become familiar with school life. Children usually visit the school for one morning a week during the month prior to their fifth birthday. Please contact the Principal for any further details.

Addresses

For emergency use the School maintains files of all pupils' addresses, telephone numbers and the name of their Doctor and emergency contact phone numbers. Please contact the school if your file needs updating.

School Donations

To help with the purchase of learning resources, parents are asked for a donation each year of \$50.00 per child or \$100 per family. When children start later in the year, we reduce this proportionally. Receipts are issued for tax rebate purposes. Your donations are greatly appreciated.

Behaviour Management Programme

Included in this enrolment pack is a copy of the school's Behaviour Management programme.

School Grounds

Pupils are not permitted to leave the school grounds during morning intervals, lunchtimes or any other time during school hours.

Book Clubs

The School is a member of Scholastic's ABC, Lucky, Arrow and Teenage Book Clubs. Several times each year, children will be supplied with a list to take home. If parents wish to purchase any of these books, please complete the form and return it with payment, preferably a cheque. Please make the cheque out to Scholastic NZ Ltd and place it in an envelope with the form. Children normally have two weeks to place their orders. Books usually arrive two weeks after orders have closed.

Lunches

Children may order their lunches at school. Children are asked to bring their money in an envelope that has their name and order clearly written on the outside. These can be left at the office before school.

The School has a "Healthy Food" Policy which we like to encourage. Please ensure that children bring a balanced selection of foods – fruit, healthy sandwiches etc for morning tea and lunch. Twisties, Chips, Roll-Ups, Grain Waves, energy drinks and the like are not appropriate for school lunches. The school lunch menu is as follows:

Monday to Friday Lunches

Mince Pie	\$2.50
Mince and Cheese Pie	\$2.50
Sausage Rolls	\$2.50
Mini Pizzas	\$2.50
Hot Dog	\$2.50
Moosie /Juicey	\$1.50

Tuesdays & Thursdays Only

Sushi	\$3.00
Chicken Noodle soup	\$3.50

Morning Tea

Large Chocolate Chip Cookies	\$1.50
Afghans	\$1.50
Chocolate Muffin	\$1.50
Flavoured Milk Chocolate	\$1.50
Orange Juice Sachet	\$1.50
Cool Sips Water	\$1.00

School Stationery

Children will be issued with a list of stationery requirements at the beginning of each year.

Parents may purchase these items through the school.

During the year, younger children may bring home a note from their teacher outlining any further needs.

Curriculum

The curriculum of our school has been carefully developed and undergoes continuous evaluation and revision. It is designed to provide a co-ordinated sequence of study in the areas of English, mathematics, science, social studies, the arts, technology, Te Reo Maori, health and physical education and Languages. The professional staff has the responsibility of determining the scope of the curriculum as it relates to the ability of each student.

Physical Education Programme

Physical Education is part of the normal programme and children are expected to participate unless ill health prevents this.

We strongly recommend that children wear suitable clothing, such as shorts and T-shirt, for Physical Education and lunch-time sports' practices, and if necessary have a change of clothing for this purpose.

Each year the school participates in several major sports exchanges including the Russell Wharf Sports, Southern Bay of Islands (SBOI) Swimming Sports, the Rugby Netball day at Maromaku School, the annual SBOI Cross Country event and the annual SBOI Athletics Day at Moerewa School.

Computer Literacy– ICT

Computers have become a major part of information and communication technology. They form an integral part of the teaching and learning programmes. All students receive regular instruction in the use of common programmes such as Microsoft Word, Excel, PowerPoint and The Internet so they are better equipped to learn with ICT.

Swimming

During the summer period, school organisation enables all children to be provided with daily swimming instruction. It is the school's goal to have all pupils competent in appropriate swimming skills and to be able to survive in water. Please ensure that your child brings named togs, towel and cap to school daily. To help ensure high water quality we ask that correct swimming attire is worn rather than T-shirts, shorts etc.

Home work

Home work is designed to reinforce learning and teaching that has previously taken place at school. It also provides an opportunity for parents to share in their child's learning programme. Quantity of work sent home will vary amongst age levels and according to topics under current study. Any difficulties that arise should be left and sorted out at school the next day and if you have any queries about your child's homework please feel free to discuss it with your child's teacher.

Education Outside the Classroom

Classes often take excursions during the year to such places as the Marae, places of historic interest, factories and local farms and orchards. We also go on a 'Whole School Camp' once every two years and regularly participate in activities such as Sailing, Waka Ama, Golf, Tennis, Hiking, and environmental action. Transportation is provided by buses or private cars for a small charge. Teacher/Pupil Ratios as stipulated by the Board of Trustees will be maintained on all occasions. These ratios vary according to the type of activity. Any child transported in a private vehicle on a school trip must be provided with a seat belt. Vehicles must have a current Warrant of Fitness and drivers must be fully licensed.

School Assemblies

Every second Friday afternoon we have a school assembly to present awards and certificates, as well as to show off some of the great things that are happening in the classrooms. Parents are informed if their child is to receive a certificate or award and everyone is invited to attend.

School Tee Shirts

School tee shirts are worn by students attending inter-school events such as sports days and cultural festivals. They are also worn by students when they are on a class outing. The tee shirts form part of the stationery list at the beginning of the year and cost \$19 each.

Technology (Ex – Manual Training)

Our Year 7 and 8 children attend Moerewa School for technology classes one day a week for six months of the year. Moerewa School sets a fee for this programme.

Designated Drop-off Point.

For child safety reasons we ask parents to deliver their children to school outside the School Dental Clinic on Williams Road or in the RSA car park rather than the small front entrance on School Road.

Bus Pupils

Transport is provided free by the Ministry of Education for children from Haruru Falls and Te Haumi. A Staff member acts as Bus Controller on behalf of the Board of Trustees. A handbook is available that further explains the roles and responsibilities of children using school transport.

Cycling

All children are required to wear a cycle helmet when cycling to and from school

Fire and Earthquake Drills

These are held at various times throughout the year. The signal is a continuous bell.

Pupils' Property

Are your child's clothes all named? When clothes are named it makes it easier for children's property to be returned safely and quickly to its rightful owner.

Lost Property

All articles of clothing and accessories such as towels, lunch boxes, drink bottles, etc. should be named to enable their return if misplaced. Lost property is displayed

regularly on the library steps. Once each term, unclaimed items will be donated to charity.

Jewellery and Valuables

Pupils are asked not to wear jewellery other than watches or simple earrings (sleepers) to school. Rings and long ear rings can be a hazard during P.E. and sport. The school does not take responsibility for loss or damage of valuables brought to school.

Sun Hats

In Term 1 and 4 all children are required to wear sun hats. If they do not have a hat they will be directed to a designated shady area.

School First Aid and Medical Room

In emergencies the child is taken to the nearest doctor and parents are informed. We prefer not to keep sick children at School and whenever possible parents will be notified and asked to collect their children. Children are best kept at home if they are sick.

On enrolment (or at any other appropriate time) the school should be made aware of any allergy or condition that may either:

- (1) need to be treated at school or
- (2) affect first aid treatments carried out in case of accidents.

You will need to supply any medication required (clearly named) and this will be kept securely at school.

Common Childhood Illnesses

Please keep your children away from school if;

- They are –
- * obviously unwell
 - * feverish
 - * very tired during or after illness
- or have –
- * a bad cough or cold
 - * diarrhoea or vomiting
 - * conjunctivitis (sticky eye)
 - * childhood illnesses (e.g. measles, mumps, chicken pox, etc.)

Dental Clinic

The Dental Therapist visits Paihia School for a few months each year. However she can be contacted at any time on 0800 MY TEETH. A clinic in our area is generally open during the school holidays. If an emergency arises and we are not available, please contact a Dentist.

Public Health Nurse

The Public Health Nurse works closely with the School. She maintains a screening programme at 5 years to ensure immunisations are up to date and to perform hearing and vision tests. She also does a health assessment on each child and advises parents where necessary.

Hearing and Vision Testing

Tests are carried out in the first year at school and at intervals after that. Parents and teachers are able to request tests on children not otherwise due for routine tests, if they deem it necessary.

Resource Teacher(s) of Learning and Behaviour

The Resource Teachers of Learning and Behaviour work in our school when the need arises. From time to time the school may refer a child who has behaviour and or learning needs. In such cases, parents will be notified and involved in the referral process.

Speech Therapist

A Speech Therapist sees children on referral from a teacher. Again parents are invited to discuss any concerns with their child's classroom teacher.

Ideas to Help Your Child be Ready for School

Parents often want to know what they can do for their children to ensure a smooth entry in the Junior Classes. The following are some ideas which may help:

- * Help your child to recognise and write their own name
- * Know the basic colour names
- * Recognise the names and sounds of the alphabet letters
- * Count forward and backwards to at least 10
- * Be prepared to share and work with others
- * Read lots of stories to your child
- * Talk to your children and answer their questions
- * Provide them with the opportunity to experiment with colour (crayons, pencils, paint) and to use equipment like scissors, a pencil etc.
- * Encourage your child to take responsibility for their possessions
- * Provide your child with plenty of opportunity to talk to others
- * Teach your child how to handle a book with care

Materials we can use

From time to time classroom teachers will ask for newspapers and magazines from home.

We can also use; ice cream, yoghurt and margarine containers, material, wool, plastic tops, cotton reels and wood off-cuts.

Parent Help

There are many areas of school life where parents can make a valuable contribution. In class, help is needed in all areas of the school. Our librarian, Shirley Kingi would also appreciate help to assist with maintenance of books.

PTA – Home and School Association

We have a great home and school association who is always on the lookout for new people to become involved with the school. If you think you would like to get involved, please contact us and we will point you in the right direction. PTA meetings are advertised in the school newsletter.