



Paihia School
Parent
Handbook
2018



Principal's Message and Welcome

Tēnā koutou. Ngā mihi mahana ki a koutou kua haere mai ki te kura o Paihia. Ki ngā whānau hou, haere mai, haere mai, haere mai. Ki ngā whānau e noho tōnu mai, tēnā koutou, tēnā koutou, tēnā koutou katoa. He honore tēnei kua haere mai koutou ki waenganui i a mātou. Ngā mihi nui tēnei ki a koutou katoa.

Whaia te iti kahurangi ki te tuohu koe me he maunga teitei.

Welcome to Paihia School. Greetings to everyone – new families, continuing families and friends. It is great to have you part of our school.

Seek your dreams and do not give up on them unless something is bigger than a lofty mountain.

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 te reo Māori me ngā tikanga Māori. The children will be given opportunities for all round development in academic areas as well as in sporting, cultural and social endeavours.

About Paihia School

Situated in the heart of the 'birthplace of the nation' Paihia School boasts a proud tradition of biculturalism, 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.

There are six teaching spaces in 2018. Paihia School has several staff in teacher support roles with a range of responsibilities from managing the school office to helping students to maintain school and community vegetable gardens. The school also has a Library, Wharenuī, Solar heated swimming pool, three adventure playgrounds, pump track and large playing field.

The current school roll is approximately 180, and has been stable for several years. The school is classified as a Decile 4 school. The school's ethnic composition is comprised of 55% Māori, 35% New Zealand European and 10% from other ethnic groups.

Children attending the school come from a wide variety of social and economic backgrounds, due to the unique nature of the population in the Paihia School area. Our children live around the Paihia, Waitangi, Opuā and Haruru Falls areas.

School Term and Holiday dates 2018

TERM ONE: Wednesday 31st January to Friday 13th April
Waitangi Day – Tuesday 6th February
Easter – Friday 30th March to Tuesday 3rd April

TERM TWO: Monday 30th April to Friday 6th July
Queen's Birthday - Monday 4th June

TERM THREE: Monday 23rd July to Friday 28th September

TERM FOUR: Monday 15th October to Friday 14th December
Labour Day - Monday 22nd October



STAFF DIRECTORY - 2018

Mrs Jane Lindsay	Principal		
Mrs Chrissy Smith	Teacher Years 6/7/8	Te Ngahere	Deputy Principal
Mrs Becks Newton	Teacher Years 6/7/8	Te Ngahere	
Mrs Sarnia Pou	Teacher Years 5	Te Maunga	
Mrs Diane Neumann	Teacher Year 4	Te Tahuna	
Miss Denise Hadwin	Teacher Years 2/3	Nga Motu	
Mrs Michelle Williams	Teacher Years 2/3	Nga Motu	
Mrs Anne-Maree Cameron	Teacher Years 1/2	Te Moana	
Mrs Melanie Phillips	Teacher Years 1/2	Te Moana	
Miss Nikki Simmonds	Teacher Year 1	Te Awa	Assistant Principal
Barbara O'Connor	Regular Relief Teacher		
Kartini Martin	Regular Relief Teacher		
Doris Davies	Regular Relief Teacher		
Jo Wilson	School Administration Officer		
Shirley Kingi	Librarian / Teacher Aide		
Alisha Takimoana	Teacher Aide		
Brigitte Sharp	Teacher Aide		
Veronica Potae	Teacher Aide		
Gina Kilmister	Teacher Aide		
Ricardo Leal Pereira	Caretaker		
Super Suds	Cleaners		

BOARD OF TRUSTEES DIRECTORY

Wayne Smith	Chairperson
Jane Lindsay	Principal
Denise Hadwin	Staff Representative
Ringa Dalton	Member
Cameron Marshall	Member
Moana Cross	Member
Samantha Harper	Member

School Hours

08.55am to 10.40am	Classes
10.40am to 11.20am	Morning Interval
11.20am to 12.50pm	Classes
12.50pm 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 supervised at school from 8.30am each morning and until the last bus departs in the afternoon.

Contact Details

Postal	School Road, Paihia
Phone	09 402 7133
Fax	09 402 6239
Office Email	admin@paihia.school.nz
Principal Email	principal@paihia.school.nz

Enrolling your child

Children may legally be enrolled at the school from the time they turn five. Prior to enrolment, parents are invited to bring preschoolers along to school to help them become familiar with school life. Children usually visit the school for one morning a week on a Thursday from 8.45am - morning tea during the month prior to their fifth birthday. Please contact the Assistant Principal, Nikki Simmonds for any further details.

When enrolling please bring along:

- Birth Certificate
- Vaccination certificate

Also the following information:

- Address
- Parents/Caregivers information
- Telephone Numbers
- Alternative emergency contact name & number

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

- (a) need to be treated at school or
- (b) 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.

Pupil Information

Up to date pupil information includes personal details of importance to school, health concerns and emergency contact person in case of illness etc.

This information is kept confidentially on file in the office. For your child's sake please contact us if there are any changes in this information.

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

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.

Appointments

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

Assemblies

Every Monday the whole school assembles at 8.55am in our Wharehui to start the week together. We have karakia and himene led by students. It is an opportunity for teachers to share messages about the week ahead with the whole school.

Every Friday the whole school assembles in our Wharehui for assembly at 2.30pm. This assembly is a celebration of learning and student achievement. It is led by a class who also present an item or share work. Caught Being Good awards are presented. Parents and whānau are warmly invited to attend these assemblies.

Attendance and Absences

It is your child's right to attend school whenever school is open. It is the responsibility of parents to ensure their tamariki attends school regularly.

If your child is absent because of illness or any other reason, please notify the school before 9.00am. A phone call to the school office is the most convenient way. You can also let us know by note of explanation or a personal visit. If the school has not heard from you a phone call will be made to you to find out why your child is not at school. This is to ensure the safety of your child.

All children should be at school by 8.45am. It is very difficult for children to get off to a good start to the day if they arrive late. We ask for your cooperation in this.

If for any reason your child is late please let the office know of your child's arrival.

Behaviour

Paihia School pupils are required to behave well at all times. To be courteous, thoughtful and sensible, showing respect for self, respect for others and respect for property. Staff will work closely with parents if behaviour problems arise. We are committed to a partnership between home and school.

Breakfast

We offer free breakfast everyday in our Wharekai. This consists of Weetbix and a drink of milk thanks to Sanitarium and Fonterra. Milo is also available during winter. Parent helpers assist in serving from 8.30am – 8.50am. If you would like to help please let Jo know in the office.

Bible in Schools

We offer a voluntary Bible in Schools programme. The Bible programme is run by volunteers from local churches. Parents can choose if their child attends. Please let the school office know on enrolment.

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 of books. 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. Mrs Neumann manages our Book Club. Please see her for all inquiries and orders.

Bus Pupils

The Ministry of Education provides free transport for children from Haruru Falls and Te Haumi. On behalf of the Board of Trustees, Michelle Williams is our Bus Controller. Bus company rules apply and a high standard of behaviour is expected at all times so all students travel safely. No eating, shouting or changing seats while the bus is traveling. Any student who does not travel safely may risk being removed from the bus. We do not want your child causing an accident. A handbook is available that further explains the roles and responsibilities of children using school transport.

Classroom Programmes

The aim of the school is to provide education for the whole child. Different parts of our programme are intended to develop your child academically, culturally, socially, physically and emotionally. We aim to provide a balanced programme but with a strong focus on raising achievement in literacy and numeracy. Classroom programmes are based on the New Zealand Curriculum documents and our own School Curriculum plans. We aim to provide children with high quality learning experiences in stimulating classroom environments. Trips and first hand experiences are an important part of our teaching and learning programmes.

In addition to this we fulfil our local goals by:

- Kapa Haka one afternoon a week
- Inclusion of local history
- Support of local sporting opportunities
- Use of computers and ICT
- School or class visits to support curriculum programmes
- Caring for our environment
- Acknowledging te reo me ngā tikanga Māori.

We encourage parents to become involved in these local goals. Please feel free to help in any way. The opportunity for your children to succeed is strengthened when there is partnership between home and school. You are welcome to be part of your child's education – we welcome your input and involvement. This is your school too.

Cycling

All children are required by law to wear a cycle helmet when cycling to and from school. Bikes can be left outside Te Tahuna (Room 5).

Designated Drop-off Point.

Until such time as we have a proper car park we ask parents for child safety reasons to deliver their children to school outside the School Dental Clinic on Williams Road or in the Ex-Services car park rather than the small front entrance on School Road.

Education Outside the Classroom

Classes sometimes take excursions during the year to such places as the Marae, places of historic interest, factories and local farms and orchards. We sometimes 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, plus the age and expertise of the children. Any child transported in a private vehicle on a school trip must be provided with a seatbelt, and booster seat if applicable. The school owns a number of booster seats. Vehicles must have a current Warrant of Fitness and drivers must be fully licensed.

Emergency Drills

These are held at various times throughout the year. The signal is a continuous bell for a fire and assembly area is by the large adventure playground. A repeated short bell for a tsunami is rung and all classes move up School Road. A repeated long/short bell will ring in the event of a lockdown and all students are to gather inside the nearest building that will be locked once everyone is inside.

Homework

Homework 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.

IPads and Computers

We believe it is essential that each child has the skills, knowledge and resources to succeed today and in their future. One way of doing this is through providing a future oriented learning environment that enables all our children to have equitable access to a device for their learning.

In order to achieve this goal virtually all our senior students (Years 5 – 8) own a Chromebook (see picture below). These are being paid off by parents over one or three years at the affordable rate of approximately \$3.75 - \$10.60 per week. Our Year 4 students use school owned Chromebooks. These robust devices are like a small laptop. They have a screen large enough to enable students to work on effectively. The battery lasts for over 8 hours.

This tool allows our students to access their learning anywhere at anytime – not just while they are at school. Parents and families are able to be part of their child's learning every day. It is like their desk coming home each day. Parents actively involved in their child's learning does make a big difference. Students will be able to use their device at High School.



All students are not spending all day every day on a device. All students still use a maths book and an exercise book. We are using a blended approach – using the old and the new. Additionally, it is important for you to know that it is not compulsory to purchase a Chromebook.

Our junior students are still learning to write properly, use pens, pencils, crayons, etc. Junior students have access to technology that engages them and meets their needs too through the fifty I pads that the school owns.

Paihia School is confident that this approach to education is highly successful. We are part of a community with seven other local schools who have all adopted this approach. Teachers are learning from each other and students are sharing learning across schools.

Jewellery and Valuables

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

Kids Can

We are a Kids Can school. This means we have an ongoing supply of tissues, sticking plasters and hand sanitizer. We can supply on a daily basis children with nutritious snacks such as fruit pottles, muesli bars, raisins and scroggin. We can also supply families with nit combs and treatment. Furthermore Kids Can provide a wind breaker/rainjacket for all students. Winter shoes can be provided if necessary. Just let Jo or your child's class teacher know if you require this at any time.

Lost Property

All articles of clothing and accessories such as clothes, towels, lunch boxes, drink bottles, etc. should be named to enable their return if misplaced. Lost property is displayed regularly. Once each term, unclaimed items will be donated to charity.

Lunches

The school has a Healthy Food policy that 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. In recent years we have looked into a Zero Waste approach. Students and teachers are reminded to be careful not to use unnecessary packaging on food items and to curb wasteful practices with our use of paper and other resources.

Children may order their lunches three days per week at school. Children are asked to complete their lunch order at home and bring their money in an envelope that has their name and order clearly written on the outside. The school lunch menu is currently as follows:

Monday, Wednesday & Friday:

Sandwich – ham or chicken	\$4.00
Filled roll – chicken satay, ham & egg or chicken	\$4.00
Piece of fruit	\$0.50

Newsletter

A newsletter is sent home with the eldest child every Thursday. It is also available on our school website www.paihia.school.nz. If you would like a copy to be emailed please inform the school office. The newsletters keep you informed about what is happening at school and have notices and information of events coming up. It is also a place for community news. If you wish to put something in the Newsletter please notify the school office by Wednesday morning. Occasionally letters are sent home for other important notices or permission slips for trips.

Parent / Caregiver Concerns

Your concerns about the welfare and learning of your children are important to us. Please contact the teacher or Principal immediately if you have any concerns or questions. We cannot fix what we do not know about.

Concerns about issues other than these may be directed to the Principal or Board of Trustees Chairperson as per our Complaints Policy.

Parent Help

We are really appreciative of parent help in any way: going on trips, helping with breakfast or lunches, listening to children read, or sharing with us any skills you may have. This is your school. We are committed to a partnership between home and school in order to provide the best opportunities for your children.

Physical Education Programme

Physical Education is part of the normal programme and children are expected to participate unless ill health prevents this. Please inform us if your child is unable to participate for this reason. 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 hosted by our school.

PTA – Home and School Association

We have a great PTA 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 Taunaha Smith Phone 021 1600 168. PTA meetings are advertised in the school newsletter.

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 two written reports home during the year.

In Term One a mix and mingle evening is held so you can meet your child's teacher and other parents.. Students in Years 1 - 3 receive their report on their anniversary i.e. six months and one year after starting school. During Term Two and Term Four a written progress report is available for all other students. This provides details about student achievement and where to next in reading, writing and maths, plus additional comments. Student led conferences are held at the time of the Term Two report. Parents and families are asked to participate in this process as we work together to identify learning emphases for your child, and then support them throughout the year as they progress towards achieving their goals.

School Donations

To help with the purchase of learning resources, parents are asked for a voluntary 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.

School Tee Shirts

A limited number of school tee shirts are still available at \$22 each. The Board of Trustees have purchased special school shirts for students to wear when representing us in sports events or going on school related excursions.

Sickness / Accidents

In the interests of child well being we prefer not to have sick or hurt children at school therefore parents will be notified and asked to collect their child. This is why it is essential we have parents/caregivers contact numbers as well as emergency contact numbers. Please keep children away from school if they are: obviously unwell, feverish, very tired, vomiting or diarrhoea; have conjunctivitis or any of the common childhood illnesses, e.g. chicken pox, mumps, German measles and measles.

If your child is on medication please send it to school office in a labelled bag with clear instructions. Staff will assist your child to take their medication if necessary. We do not encourage children to have their own medication with them, with the exception of inhalers.

Stationery

Children will be issued with a list of stationery requirements. These may be purchased at the school office. Prices are kept as low as possible through bulk ordering. During the year students may bring home a note from their teacher outlining any further needs. Prices of individual stationery items may change due to the increased costs of restocking throughout the year.

Sun Hats

In Term 1 and 4 all children are required to wear sun hats. The school provides each child with a sun safe hat that remains at school. Students are expected to look after their hat.

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. All students are expected to participate.

Technology (Ex – Manual Training)

Our Year 7 and 8 children attend Moerewa School for Technology classes on one day every week for the first two terms of the year. They travel by bus. A teacher accompanies them. Moerewa School sets a fee for this programme that parents are asked to pay.

Specialist Services at School

The following specialist services visit the school from time to time.

- **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 they are not available, please contact a dentist.

- **Public Health Nurse**

Phillippa Van der Pol is our Public Health Nurse who works closely with our 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. Phillippa is available every Wednesday. Feel free to send a note or phone the office if you would like your child to see her. She can be contacted on 021 461 018.

- **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 if there are concerns.

- **Resource Teacher(s) of Learning and Behaviour**

The Resource Teachers of Learning and Behaviour work in our school when the need arises. We also have a Resource Teacher for Literacy. 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 may see children with a referral from a teacher. Parents are invited to discuss any concerns with their child's classroom teacher.

Valuables

With the exception of junior students' show and tell items students are discouraged from bringing toys, electronic devices or such personal belongings to school as they can be a distraction from learning. Additionally, students are upset when such belongings are broken or lost at school. The school accepts no responsibility for lost or damaged belongings. We provide a range of sporting equipment, and students are encouraged to engage with each other in sports and play.

Visitors to the School

All visitors are requested to digitally sign in to ensure safety especially in the event of a fire or emergency evacuation.

Whānau Days

Every term we have at least one day where we have events to which the students would particularly like to have their parents and whānau enjoy and participate in. You can find out about them in our school newsletter. These are fun filled days, usually a celebration of learning, and we encourage all parents and whānau to come along.



SPECIAL EVENTS FOR 2018

We have an action packed and exciting year ahead. Some of the proposed main events may include:

Term One:

Chromebook Day
Camps and learning outside the classroom
Swimming lessons and competitions
Waka ama
Technology – every week for Years 7&8

Term Two:

Technology – every week Years 7&8
Matariki Day and hakari
Speech Competition

Term Three:

Cross Country – our school and then inter-school
School Photos
E-Learning Symposium
Cultural Festival

Term Four:

Pet Day
Movie night
Athletics Day
Christmas Parade
Prize Giving

Paihia School Vision statement:

Kia hui ako tahi tātou hei kawenga atu mo ngā ra e tu mai nei

Together we learn and prepare for the future



There is never a dull moment at Paihia School. We are committed to a partnership between home and school. We look forward to working together with you to make this school, which is one of a kind, one of the best.