



*In life we learn  
In school we nurture the spirit for life  
STRIVE ON*

# ***PARENT INFORMATION 2023***



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## **STAFF 2023**



### **Leadership Team:**

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### **Support Team:**

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## **SCHOOL BOARD:**



<b><i>Richard van Dam</i></b>	Presiding Member
<b><i>Nicole Falkner</i></b>	Secretary
<b><i>Ellie Cockrell</i></b>	Treasurer
<b><i>Melissa van den Brink</i></b>	Property
<b><i>Dave Dean</i></b>	Personnel
<b><i>Karyn Admas</i></b>	Special Projects
<b><i>Larissa Ngata</i></b>	Cultural Responsiveness
<b><i>Sharron Scouse</i></b>	Principal
<b><i>Tracey Schumacher</i></b>	Staff



On behalf of the School Board, I extend to you and your family a very warm welcome to the Mangatawhiri School community. We hope your time involved with our school will be rewarding and enjoyable. Mangatawhiri School takes pride in providing a well-rounded education for students from Year 1 to Year 8. We make a commitment to you and your family that we will endeavour to cater for the social, emotional, physical and academic needs of your child in a positive, safe and supportive environment. The development of a partnership between home and school is an important goal for us. Please feel free to contact staff or myself at any time to discuss any matters of concern or interest. We look forward to working with your family during the time your child is with us at Mangatawhiri School.

***Sharron Scouse***

**PRINCIPAL**





*In life we learn, in school we nurture the spirit for life*

**STRIVE ON**



*To provide the best possible learning environment for each individual to reach their full potential so they have the ability to confidently confront life's future challenges*



- To foster a love of learning in our students and a willingness to be receptive to new ideas, suggestions and the wider curriculum
- To encourage our students to be responsible for their own actions and learning underpinned by The Mangatawhiri Way School Values: **Respect ~ Whakaute, Responsibility ~ Haepapa, Resilience ~ Aumangea**
- To help our students to develop positive self esteem
- To provide opportunities for our students to reach their potential through the use of professional staff and involvement of the school community
- To encourage our students to take responsibility and pride in the rural aspects of our environment and local district
- To develop strong basics in literacy and numeracy
- To develop an awareness and appreciation of different cultural groups in the wider community

## **MANGATAWHIRI WAY:**



***At our School, we promote:***

***Respect ~ Whakaute***

***Responsibility ~ Haepapa***

***Resilience ~ Aumangea***

***“It’s the Mangatawhiri Way”***

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## 1. Absences:



For safety and attendance reasons, it is important the parents and teachers know where students are.

- Please ring school or send a text or email before 8.30am if your child is going to be absent
- When a child is collected from school during school hours for any reason, it is essential that the class teacher is informed and that the absence book (situated in the office) is signed by the parent/caregiver
- If your child is away and you have not contacted the school, you will receive a phone call from the school for an explanation (It is important we account for all our students)
- If your child is away sick we must know the specific reason (to avoid cross contamination and to identify epidemics)

## 2. After School Care:



- An after school care service is run by Tammy Andrew ph 021-0732615
- This service is based in The Mangatawhiri Hall and is run as a private business
- Contact Tammy Andrew for all details, information, bookings and costs for this service

## 3. Appointments:

- Teachers are happy to discuss student progress at any time during the year
- Please send the class teacher an email to make a suitable time
- Mornings are not a suitable time to engage the teacher in a conversation as they are preparing for the day ahead

## 4. Assembly:

- We hold a school assembly every Friday at 1.45pm in the Mangatawhiri Hall
- Each week a different class is responsible for hosting the assembly
- Parents and families are very welcome to come along to assemblies
- We ask that mobile phones are turned off and that preschoolers are seated and quiet

## 5. Bible in Schools – Religious Instruction:

- Currently we do not have any volunteers available to run this programme
- Should we reinstate Bible in school, parents will be required to provide consent

## 6. Buses:



- Our school is part of the Franklin South Transport Network group
- Bus route maps are held in the office and on our school website
- The bus route is determined by the Ministry of Education and **not** our School
- When parents or caregivers take children to or collect them from the bus by private car, they should:
  - When dropping off at the bus, get out of the car and go with the children to the bus stop

- When collecting children, get out of the car and meet them as they get off the bus, on the same side of the road that the bus has stopped and go with them to the car
- This should help stop children from running over the road to or from the bus in the path of passing traffic
- **When children are not travelling on the bus, a note or phone call must be made to school**
- **If children are getting off the bus at a different location, a note or phone call must be made to school**
- All children sign a bus code conduct each year, which clearly outlines the behaviour, expected on the bus
- Children who misbehave on the bus can distract the driver's attention, therefore, for safety reasons any child who behaves in an inappropriate manner will be suspended from using the bus
- Children will be warned and parents informed before this suspension takes place
- This means the transport of the child will become the responsibility of the parents
- The use of the bus service is a privilege, not a right
- Parents are reminded that when passing a stationary school bus the law requires them to cut their speed to 20km

## **7. Calf Club Day:**



- Calf Club Day is held in October, on a Friday
- As this is a school day, all children are expected to attend and are involved in various ways
- The rearing of and caring for an animal – calf, lamb or goat and/or chicken and the subsequent showing of their animal on Calf Club day
- Floral displays, class art and craft presentations which the children work on at school, and which are judged and displayed
- If you are unable to provide an animal, one can be obtained from a local farmer
- The aim of Calf Club is to provide each child with the experience of raising an animal and training it
- Chickens must be purchased through the school so that they are all the same age and breed
- Calf Club Day is a major event on our school's calendar, and participation by the whole school community is strongly encouraged

## **Group Day:**

- Any student with an animal may participate in Group Day (usually the week after our club day) which is the inter-school's competition
- Our school has an extremely proud record of participation at Group Day



## **8. Charter:**



- The School Charter is available for perusal in the school foyer and on the school website
- This contains the National Education Goals and National Administration Guidelines as well as Local School Goals and a Current Annual Plan

## **9. Class Trips and Visits:**

- As part of the school programme classes undertake trips and visits to places of interest
- These are closely related to the class programme and as such are very valuable
- Notification of trips is given well in advance
- Costs are covered by school funds
- Parent contribution for travel costs will be kept to a minimum
- Parental help on trips is greatly appreciated
- Parents will be informed by note or newsletter if your child will be leaving school
- Written parental permission is always required before a child may go on a trip
- Adult volunteers are invited to help supervise small groups of children under the overall control of the teacher
- Overnight trips and camps for the children also occur and detailed information is provided

## **10. Complaints Procedure:**

- At times children can cause unnecessary concern at home with stories about situations at school
- These may concern other children or situations they have found themselves in with their teacher
- If you have any concerns or queries, your first port of call is to talk to the child's teacher as soon as possible
- If your concerns remain, only then do you contact the Principal
- Please refer to our Complaints policy and Procedure on School Docs

## **11. Dental Service:**

- Our school is serviced by the mobile dental clinic
- Appointments will be once a year and parents will be notified
- Children from the age of 2 ½ years are entitled to receive free dental treatment
- Parents can contact the dental nurse for urgent attention by phoning 0800 833 844

## **12. Educational and Related Services:**

- The school maintains contact with and utilises where necessary, a variety of outside specialist agencies
- These include:
  - Children and Young Persons
  - Dental Therapists
  - Education Advisory
  - Education Resource Centres
  - Education Review Office
  - Group Special Education
  - Hearing and Vision Testers
  - Learning Support Coordinators
  - Ministry of Education
  - Oranga Tamariki
  - Public Health Services
  - Resource Teacher for Learning & Behaviour (RTLB)
  - School Library Services
- Should any child need any of the above services parents will be informed

## **13. Enrolment Procedures:**

- Our school is regulated by an enrolment zone – further information is provided on our school website
- Birth certificates are required when all students are enrolled
- Details of health problems or allergies need to be given to the school on enrolment
- It is important for us to be also given:
  - Immunisation details (to be signed by your Doctor)
  - Name of child's doctor and contact
  - Permission to contact the doctor in an emergency
  - Emergency contact numbers
  - Full address and telephone details
- When you enrol your child, you will be given information regarding bus routes, school uniform, stationery and other requirements

## **School Practice Days:**

- The school encourages children to attend school for four mornings before their official enrolment to help them adjust to school life
- However, as there is a question of liability if an under 5-year-old is involved in an accident or incident, parents must accompany children during this time and remain on school site
- These practice days can be booked in with the Officer administrator

#### 14. Grounds:



- The grounds are available for children to play in after school hours but children must be supervised by their parent
- Please take care of the grounds, trees, buildings and gardens and leave them tidy at all times, so that all the community may enjoy them
- Dogs are allowed in the school grounds but please pick up after them
- Playing on the adventure playground is at the user's own risk and parents must supervise

#### 15. Health – Accidents and Sickness:



- The staff at the school will, to the best of their ability, protect the health and safety of your child
- Children **must** remain at home if they are not well
- Children with communicable diseases **must** remain at home and must have a note from the doctor or health nurse before returning to school
- If your child has an allergy to bee or wasp stings or similar, you must notify the office on enrolment or when the allergy is diagnosed
- Please advise the class teacher if your child needs to take any form of medical prescription during the school day - see Medications below
- In the event of a major illness or injury during school hours, parents will be contacted immediately or the emergency number held by the school will be used
- Alternatively, if necessary, a doctor may be called and/or the child taken to a doctor and the parents informed as soon as possible
- Minor incidents are recorded in the sick bay record book

#### 16. Home Learning:



HOME LEARNING

- It is our school policy to encourage children to do home learning on weekday evenings
- **Reading with your child is the most important thing you can do every day**
- Home learning should not be a burden to the child or parents
- If you or your child is unsure of the tasks to be completed, make contact with your child's teacher for clarification
- In the junior classrooms, children will be encouraged to develop the reading habit by reading at home
- As teachers, we expect your child to be responsible for bringing their book bag to school each day
- Each night your child will have something to read

- A variety of reading material will be used: e.g.
  - Poetry sheets
  - Interest books which you can read to your child
  - Your child's own work which he/she can read with your help
  - A reader

**PLEASE READ WITH YOUR CHILD EVERYDAY**

- Don't cover the picture – it is there to help
- Don't expect them to know all the words
- Don't rush in when they make a mistake, give them time to re-read and correct it
- The important task in hearing your child read is to make the experience an enjoyable one
- Take time to discuss the story with your child
- The development of oral language is vital to success in reading
- Children are expected to learn their spelling words and practice their basic facts
- Reading of library books is also encouraged

**17. House System:**



- Children are placed in one of our four whanau (family) houses to encourage a spirit of togetherness and competitiveness while at school
- Points are awarded for participation and success to each of the four houses, which are named ~

**KAURI**



**MANUKA**



**RIMU**



**TANEKAHA**



- Each house group has senior students as their house leaders
- If you are a past pupil of Mangatawhiri School, please let us know what house you were in so your child can continue your family association with that house

**18. Library:**

- The school has a lovely library from which children have an opportunity to select books associated with topics they are studying and for enjoyment
- Please make sure children care for these books and return them by the specified date
- Parents are given the opportunity to donate books to the library during the book fair week held each year

**19. Lost Property:**



- The school has a Lost Property Basket
- We endeavour to return misplaced articles and clothing as they are found
- **ALL** clothing should be named, including footwear
- Feel free to check the lost property basket whenever you visit the school
- **PLEASE** encourage children to be responsible for their own belongings

## 20. Lunches:



- Lunches are available through the school on Fridays
- Children place and pay for their order on a Wednesday before school
- The lunch scheme is organised and run by the School
- Any offers of help are gratefully appreciated

## 21. The Mangatawhiri Way:



- Respect ~ Whakaute
- Resilience ~ Aumangea
- Responsibility ~ Haepapa

These are the three school values which underpin everything we do at Mangatawhiri School ~ We call this **'The Mangatawhiri Way'**

## 22. Mangatawhiri Vouchers:

- Our school reward system is based on our Mangatawhiri Way Vouchers
- Students will receive these vouchers throughout the term for showing the Mangatawhiri Way and other aspects of being an awesome student at Mangatawhiri School
- Students are rewarded with house points and treats as selected by the students

## 23. Medication:

- Parents should ensure the school is aware of any particular health issues affecting their child (e.g. asthma, food allergies, bee and wasp sting allergies etc)
- If students require medication at school, parents/caregivers should fill out the appropriate form available from the office
- All medication should be clearly labelled with the child's name and specific instructions
- No medication will be given unless parents have provided the office with permission
- If students carry and use regular medication such as asthma inhalers, parents should check regularly that their child knows how often and when to use the medication

## 24. Money:



- The school is not responsible for money children bring to school and subsequently lose
- Money for school related purposes is best put in an envelope, clearly named and with the reason for the money on the front and handed into the office
- It is advisable for larger amounts of money to be brought in by parents and handed to the office.
- School accounts can be paid by internet banking
- **Our school bank account number is 123078-0092594-00**
- When paying via the internet please clearly indicate your child's name and the reason for the payment



## **25. Newsletters:**

- A school newsletter is prepared every Monday and is available in hard copy, on the School App, on school website or emailed home
- Newsletters are designed to keep you well informed of coming events, school policies, pupil and staff achievements, and matters concerning the everyday running of our school
- As such, they are an important means of communication between school and home
- You are welcome to use this newsletter for any information you would like the community to know about (if room is available)
- Please have this to the school by the Friday before
- Class newsletters go home at the beginning of each term to keep parents informed about what is happening in each classroom
- If you know of anyone who would like to receive the newsletter by email, please leave the email details in the office

## **26. Parent Help:**

- We welcome the support and help of parents
- Parental assistance can add to the quality of education we can provide for your child
- From time to time, we will seek your assistance with classroom involvement and related school activities
- All assistance and involvement parents can offer is encouraged, welcomed, and appreciated

## **27. Parking:**

- It is important to keep the turning area in front of the school clear at the following times:
  - 7.45-8.15am
  - 2.15-3.15pm
- Parents picking children up after school are to collect them from the Astroturf courts parking area
- Please do not park across the road from school
- It is unsafe to have children crossing the road unsupervised

## **28. Policies and Procedures:**

- Please refer to these on School Docs. To access these go to: [www.schooldocs.co.nz](http://www.schooldocs.co.nz). Search for Mangatawhiri School.  
Enter Community Username: mangatawhiri  
Password: striveon

## **29. Recycling:**

- We have paper and cardboard recycling
- Children are encouraged to take all lunchbox rubbish home with them

### 30. **Reporting to Parents:**



- Term 1: Share my learning
- Term 2: Seesaw ongoing reporting & 3 Way Conferences
- Term 3: Share my learning
- Term 4: Seesaw ongoing reporting & 3 Way Conferences
- We use the Seesaw APP to share learning experiences regularly to all families
- Parents are welcome to request a meeting at any stage of the year to discuss their child's progress
- Please contact the teacher to arrange an appointment time

### 31. **School App:**



- Our School mobile phone number is: 027 498 0070
- We use a Parent Teacher App called **Skool Loop** to communicate to all our families. Please go to your app store and follow the instructions:
- Download the PT App: (Parent Teacher App)
- Select a region –**Waikato**
- Select a school –**Mangatawhiri School**
- *This APP is one of the MAIN source of communication to all parents, so please make sure that your phone has this APP downloaded (Free App)*

### 32. **School Board:**



- Our School Board comprises five elected members of the community, the Principal and a Staff Trustee, who govern Mangatawhiri School on behalf of the community
- Other members may be co-opted by the School Board as needed
- A new School Board is elected every three years and our next election will be held in June 2025
- The roles of the School Board include governance of finance, property and grounds, appointment of staff, establishment of goals and policies for the school and reporting learning achievements to the community
- A high priority for the School Board is the maintenance of strong links with staff, students and the wider community
- Parents are invited to come to all meetings, and to contribute their ideas to policy development and review
- Meetings are advertised in the weekly school newsletter

### 33. **School Donations:**

- Our school has opted into the Ministry of Education Donations Contribution and as such parents will not be asked for a yearly donation

### **34. School Hours:**

- 7.45am Children may arrive at school
- 7.50am: First school bus arrives
- 8.15am: Second school bus arrives
- 8.15am: All children expected to be at school
- 8.30am: School begins  
Learning Block 1
- 10-10.30am: Interval
- 10.30am-12.20pm Learning Block 2
- 12.20-12.50pm: Lunch play
- 12.50-1.10pm: Lunch eating
- 1.15pm-2.30pm Learning Block 3
- 2.30pm: School Finishes
- 2.35pm: School bus leaves
- 8.00am – 3 pm Office Hours: Monday to Friday

### **35. School Uniform:**



- Our school has a uniform that children must wear
- The uniform consists of:
  - Black Shorts / sweatpants / skirts / skorts etc (any style)
  - Red Polo Shirt with School logo (available from school)
  - Red Polar Fleece Sweatshirt with School logo (available from school)
  - Red School Hat ~ compulsory to be worn in Terms 1& 4 (available from school)
  - House T-shirts (available from school ~ optional)
  - School Sports T Shirt (available from school ~ optional)

### **36. Smoking / Vaping:**

- Smoking / Vaping is not permitted anywhere within or around the school grounds or school buildings at any time

### **37. Special Needs / Abilities:**

- Teaching programmes are put into place to assist children who have special learning needs
- These needs cover a wide range and benefit students with learning difficulties and those who require extension programmes
- Teacher Aides work closely with students and teachers across the school
- Reading Recovery programmes are run for six year olds whose reading needs specialised assistance
- Parents will be notified if their child is attending this programme



### 38. **Sports:**



- Sports participation includes rugby, cricket, netball, soccer, softball, hockey, volleyball, badminton, tennis, padder tennis, and table tennis
- Students are also involved in athletics, folk dancing, squash, gymnastics, orienteering, swimming and cross-country running
- We welcome parents' expertise in coaching and assistance with sports
- We also have specialist coaches and sports teams visit our school regularly in a variety of codes
- Our school belongs to East Group, along with Maramarua, Mangatangi, Mercer, Kaiaua, Orere and Pokeno Schools
- This group runs sports tournaments throughout the year
- Winning teams or individuals take part in the Franklin Zone sports competitions
- Students in Year 7&8 who excel at Franklin level may also attend Auckland Champion of Champion events

### 39. **Stationery:**



- All stationery supplies can be purchased at school
- Bulk purchasing allows our prices to be competitive
- The children will be given a list of their requirements at the start of each year or on enrolment
- Replacements can be purchased throughout the year from the school office
- The children must bring money and/or request forms with them for these purchases

### 40. **Student Mobile phones at School:**



- Where needed for before or after-school communication with home, students are permitted to bring mobile phones to school
- Mobile phones are handed in to the office upon arrival at school, and returned at the end of the day
- Any student found not to be following this procedure will lose the privilege of bringing the phone to school

### 41. **Sun Safety**



- Please apply sun screen products at home before school
- Children are welcome to have named sun screen products in their bags and apply it themselves during the day
- Staff will not take responsibility for applying sunscreen at school but will remind children to do it themselves
- School Hats are compulsory to wear during terms 1 and 4

#### **42. Swimming Pool:**



- The school pool usually operates from December until April (weather dependent)
- All children are required to take part in class swimming lessons unless a note has been provided
- Our pool is also available for use by school families during out of school hours including holidays and weekends
- Keys are hired at a cost and are issued on the understanding that adult supervision will be provided at all times and that the gate will be securely locked after use

#### **43. Technology Programmes:**

- Year 7&8 students are transported by bus to Maramarua School for one day each fortnight
- Fees are set annually by the School Board of Maramarua School
- Our school Board of Trustees contributes \$25.00 per child for administration and plant maintenance
- Parents pay a compulsory activity charge to cover the costs of all materials used as projects are taken home

#### **44. Valuables:**

- Teachers are not responsible for the care of valuable articles
- Students are not to bring them to school
- There is no school insurance to cover loss of radios, cell phones, watches and other valuables
- Students are asked not to wear jewellery other than watches, ear studs, Taonga or crosses to school
- Toys must be left at home