



“Truth Without Fear”

INFORMATION BOOK



The Jewel of Napier

Telephone (06) 835 7657

Fax: (06) 834 0665

School Cell: 027 4475901

Address: Te Awa Avenue

NAPIER

www.teawa.school.nz

Staff

Principal: Mr Tim Van Zyl
Deputy Principal Mrs Greta Van Zyl
Assistant Principal Mrs Paddy Wilson
Teachers: Mrs Kylie Marsh

Mr Michael Whitesmith
Ms Chanel Huddleston
Miss Kelsea Taylor
Ms Isabelle Berry
Ms Courtney Brown

Mr

Support Staff:

Office Manager Mrs Janice Woods
Student Support Ms Andrea Walford
Teacher Aide Mrs Jo Bates

Caretaker Mr John Lavery
Cleaner Mrs Wiki Curtis

Board of Trustees

Tim Van Zyl
James Uri
Bruce Gee
Tania Hewitt
Ellen Clifford

Janice Woods

**Principal
Chairperson
Trustee
Trustee
Trustee
Trustee
Staff Trustee**





Absences

As a safety issue the school needs to be informed when children are away. The earlier you can advise the school of an absence the better for it saves us the time consuming task of ringing caregivers to find out a child's whereabouts.

The school has a dedicated line for absences which means you can leave a message at any time advising us of a child's non-attendance. Messages can also be texted to our school cell phone. The number is 027 4475901 or messages can be sent by using our school APP.

Caregivers **must** inform a staff member if they remove their child or children during the day. If a child should go missing during school time without explanation, caregivers will be called, and if unable to be contacted, the police will be advised.

The safety of the children in our care is always a priority.



Assemblies

Syndicate assemblies are held on a regular weekly basis.

Whole school assemblies are held on Fridays at 2pm in the school hall. Caregivers are welcome to attend.

Special assemblies are advised through the school newsletter.



Attendance

Once enrolled children are legally required to attend school each day the school is open, unless a genuine reason prevents them from doing so. Occasionally a child's poor attendance causes concern and the principal will approach caregivers to find out the cause of the infrequent attendance and what action could improve the situation.

Once children have arrived at school for the day, they must not leave the school grounds under any circumstances without the permission of their teacher or the duty teacher.



Behaviour

The school follows a behaviour management system known as "Steps". Children who misbehave are placed on "Step 1" which may involve an apology and a reminder about correct behaviour. "Step 2" involves "Step 1" and includes "Time Out"; "Step 3" is for repeated misbehaviour. A child involved in hurtful physical misbehaviour will be placed directly on Step 2. Caregivers of children on Step 2 will be advised of their child's misbehaviour.

The Steps list starts afresh each week. While mainly directed at playground behaviour a similar programme is run in classrooms.

In addition the school maintains a CBG (Caught Being Good) programme. Duty teachers issue certificates to children for good behaviour and these are placed in a draw at assemblies.



Bicycles

The Traffic Department has suggested that children do not use bicycles as transport to school until they thoroughly understand the required Road Safety Rules. Riding bikes on the road requires understanding of road rules.

We suggest 9/10 years of age as a suitable age to start riding a bicycle to school. **Cyclists, as required by law, must wear helmets.**

Bicycles must not be ridden in the school grounds when arriving or leaving school.



Board of Trustees

The board is elected for a three year period by a ballot of caregivers.

The dates of meetings (and any changes) are circulated in the school newsletters. The Board of Trustees meets regularly in open meetings and is concerned with:

- a) administering Government grants.
- b) property maintenance and development.
- c) use and upkeep of school facilities.
- d) liaising between the school, the community and the Ministry of Education.
- e) ensuring curriculum delivery is of a high standard that meets or exceeds Ministry requirements.
- f) assuming overall responsibility for the employment and management of staff.

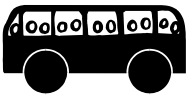


Caregiver Help

There are many ways that you can become involved in your school. Below are just some of the ways.

- Participating with Home and School activities.
- Helping with crossing duty morning and/or afternoon.
- Helping with a variety of work in classes.
- Hearing children read.
- Publishing children's work at school or home.
- Coming to interviews so that we may work together for the benefit of your child.
- Helping with the Maori Culture Group.
- Transport - newsletters advise occasions for this.

Other opportunities are advised through the newsletters.



If you can help in some other way not included in this list please feel free to make contact with your child's teacher or ring the office.

Class Trips and Visits

On occasions, as part of school programmes, caregivers are called upon to assist with supervision and/or transport for visits outside the classroom. Our policies require each child to be fully seat belted. The school also requires vehicles that are used to be fully warranted, registered and in all ways roadworthy and safe.

For safety purpose the school adheres to strict caregiver/pupil ratios. Should not enough help be available, trips or visits may be postponed or cancelled.

Drivers must not smoke while transporting pupils.



Clothing

Please try to ensure all clothing is named as we often get large amounts of unclaimed lost property. This is usually kept for a term, and, any still unclaimed clothing is given to charitable causes.

Children need to be dressed appropriately for the weather ie warm clothing and shoes in winter and lighter clothing in summer.

Pupils should have shorts at school for sports and physical education lessons.

For more information please refer to the section - **Uniforms**.



Complaints / Concerns

From time to time you may have a concern about a matter to do with the school, staff, programmes etc. and you may be unsure what steps to take to resolve your complaint.

The school has the following procedure in place to help with these situations and to deal with at its lowest level. You should arrange to speak to:

- the teacher concerned ...
if you are still concerned...
- the syndicate leader...
if you are still concerned...
- the Principal...
if you are still concerned write your complaint to the ...
- Chairperson of the Board of Trustees, Te Awa School, Te Awa Ave, Napier.



Dental Clinic

Te Awa School dental clinic has now been closed by the DHB.

We have a mobile dental clinic here about one term per year.

When the Dental Nurse is here. She can be contacted on 835 5016 (Monday to Friday) or if treatment is urgently required during the year ring the Onekawa School Community Dental clinic on 873 4863.



Evacuation Drills

The school conducts regular evacuation drills and set procedures are in place should an evacuation be necessary. Practices are undertaken at least once a term.



Enrolment

While an appointment time is not necessary to enrol a child, a phone call will enable us to make arrangements for you to be shown around the school upon your arrival and to have more time to answer any questions you may have.

New entrant children are welcome to spend a few days in the New Entrant class prior to their first full day.

It is now a legal requirement to sight children's birth certificates upon enrolment and children may not attend until this is done. We also ask to see immunisation certificates for the enrolling child.

It is particularly important to us and for you and your child, to make your first contact with our school an enjoyable one.



Friends of the School

All caregivers and teachers are members. Its main objective is to promote links between home and school.

There is an Annual General Meeting held in March to form a committee and throughout the year various functions are held.

The Friends of the School do fundraising throughout the year. Regular open meetings are held at school and these are advised through newsletters.

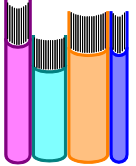


Homework

All children are expected to do some homework approximately four nights per week (Monday - Thursday).

Junior School children take home a reading book most nights. Book bags are available through the school for \$4.00.

Positive encouragement from caregivers with regard to homework is appreciated.



Library

Each class visits the school library at least once a week. Children are encouraged to have one or two books out at a time. Books borrowed may be taken home to read.

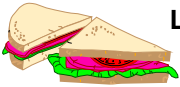
Younger children are not expected to read the book themselves.

Please help your child develop an interest in books by sharing the stories with them.

A replacement cost is charged for lost or damaged books.

Lost Property

Refer to **Clothing**



Lunches

Lunches may be bought from the Creagh Street Dairy. Orders should be placed before school and they will be delivered to the children at lunchtime. The dairy will take telephone orders from caregivers by arrangement. (ph. 835 7037)

Maoritanga

The Maori dimension is given recognition through regular teaching of elementary greetings and conversation in Maori language. A Maori language tutor is employed who takes classes for Te Reo and kapa haka. Our performing group attends various hui and festivals during the year and voluntary participation in this group is open to all pupils.

Special studies concentrating on Maori aspects are part of our curriculum from time to time.



Messages to School

The best time to leave messages with the school is during school hours but an answer phone operates for after hours use.

Messages can also be made to the school cell phone (027 4475901).

Messages for children need to be of an urgent nature. Children are not permitted to ring home for minor matters eg "May I play with so and so after school today?"

To contact teachers, it is sometimes best to give a number and time for a call back unless the matter is urgent.

Newsletters

Newsletters are sent home every fortnight. They are given to your children to deliver to you.

Additional notices about upcoming events are also distributed from time to time.

Privacy Act

This school complies with the Privacy Act 1993 and subsequent amendments. For the purposes of teaching and learning, the prime function of our school, it is necessary to collect information to assess programme effectiveness and learning outcomes.

This information is used when reporting to parents, the Board of Trustees, and as evidence to outside bodies that we comply with the various legal requirements which apply to schools.

Where a child's needs indicate other assistance is required caregiver consent will be sought.



Office Hours

The school office is open from 8.00am to 4.00pm.

Playground Supervision

Two teachers are rostered for before and after school duty as well as recess duty each day. A teacher supervises the Chambers Street crossing from 8.30am to 8.45am and from 2.45pm until 3.00pm. As well, a teacher supervises the Te Awa Avenue road patrol which is on duty each afternoon (2.45 – 3.00pm).



Public Health Nurse

The Public Health Nurse visits our school at regular intervals to check on health problems.

All children's immunisation should be done before starting school. Immunisation certificates for new pupils starting school need to be sighted.

Reporting To Caregivers

A written report to caregivers takes place at the end of Term 2 and a comprehensive written report is issued at the end of Term 4.

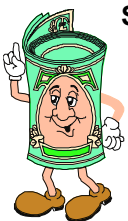
Parents –Teacher evening is held in term 3 each year allowing parents and caregivers the opportunity to discuss learning goals for their child and ways they can help at home for children to meet the National Standards.

In addition staff are available to meet caregivers before and after school when necessary.

School APP

Our school APP allows parents to receive the school newsletter, school notices and emergency notifications if needed. The school app means that if there was a school emergency like a Tsunami warning, we would be able to send out a message to let families and parents know where to collect their students and also that we are safe.

The app can also be used to send in absentee notices, to let us know that your child is away from school. The download is free and available from both the iTunes and Google Play Stores.



School Fees

The school fee helps pay for the "extras" that are not always able to be purchased from the school budget. Sports items and equipment to enhance class programmes are purchased from this fund.

The Board regularly reviews this fee. Currently it stands at \$30.00 per child or \$40.00 per family per year. Allowance is made for those children starting later in the year.

Reminders of the fee will be in newsletters and it may be paid any time after the school year starts, preferably in Term 1. Receipts are issued. The school fee is a tax-deductible item. School fees are voluntary.



School Hours

Children are permitted to enter the school buildings at 8.45 am. Only pupils involved with road patrols may enter the buildings earlier.

8.30 am	Road patrols begin Children may enter the grounds
8.45 am	Road patrols end Bag bell (Children may enter classes).
9.00 am	Morning session begins.
11 am to 11.15 am	Interval
1 pm	Lunch (Children eat lunch with teacher)
2 pm	Afternoon Session begins
2.45 pm	End of school day.
3.05 pm	Clear grounds. Children must go home.

There is no alteration to these times on wet days.



Road Safety and Patrols

Senior pupils serve as our Road Patrol and children must use the school crossing. Caregivers are encouraged to use the crossings to set a good example.

Caregivers are requested to park cars on the school side of the road to load and unload children; if parking across the street please ensure children use the marked crossings.

In the interests of pupil safety, caregivers are also requested to refrain from:

- i) parking on the yellow dotted lines
- ii) parking on or across the school crossing or entrance ways
- iii) doing U-turns by the crossing patrols
- iv) riding bikes across the pedestrian crossing.
- v) driving vehicles through the school grounds during school time.
- vi) riding bikes through the school grounds

Patrol Times:

8.30 to 8.45 am (Chambers Street crossing only)

2.45 to 3.00 pm (Chambers Street and Te Awa Ave. crossings)

WHEN PARKING OUTSIDE THE SCHOOL PLEASE ENSURE THAT YOU PARK IN THE DESIGNATED PARKING SPACES



School Rules

These are kept to a **minimum** and all focus on the **positive**:

- Knowledgeable
- Enthusiastic
- Empathetic
- Nurturing

Being a **Te Awa Kid** (TAK) means that you are always **KEEN** and always know what is expected of you



Smoking

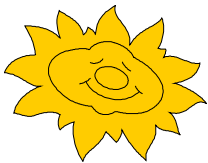
As from the 1st January, 2004, smoking is illegal in all schools, including the grounds, 24 hours a day, 7 days a week. Breaking this law can incur heavy penalties.



Sports Uniform

Children representing our school for sports and other events will be issued with a Te Awa School sports uniform supplied by the school.

See also - **Uniforms**



Sun Protection

The school has adopted a Safe Sun Practice policy. It requires pupils to wear a hat outside during school hours in the 1st and 4th terms of the year, when the danger from the sun's rays is greatest. Each child is issued with their own hat and if it becomes misplaced they will be directed to play in the school's shade area.

Swimming

All children take part in Swimming in Terms 1 and Term 4 during the warmer months. Swimming is part of the New Zealand curriculum and is a requirement.

Stationery

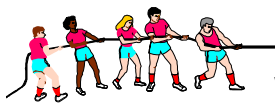
Stationery is sold from Warehouse Stationery, Thackeray Street, Napier in packs at the beginning of the year. Notes are sent home with pupils when stationery is required at other times.

Special Abilities

The school has in place programmes for accelerant children. We believe children with special abilities need extension and this is a focus of our school.

Special Needs

We are fortunate to be able to call on specialist teachers for Reading Assistance for some children. Others benefit from the help of Itinerant Teachers of Special Needs.



School Sport

The school participates in a range of sports and we rely on parental support and help with both coaching and transport. Apart from t-ball (Year 3 and 4) most sports are geared for Year 4 – 6 children

Inter-school softball & T-ball - after school teams are organised in term four. Caregivers are most welcome to come and support their children. Practices are held at lunchtimes.

Inter-school Netball - organised for the senior children and help is needed with transport for away games. Games are played once a week during the week at 3.30 pm in the second term.

Inter-school Hockey - organised for the senior children. Games are played once a week after school in the third term. Parent support and transport is encouraged.

Soccer – Term 3

Volleyball – This is offered in Term 1 and 4.



Valuables

Please discourage children from bringing valuable items or toys to school. Money meant for after school use should be given to a teacher for safekeeping.



Uniforms

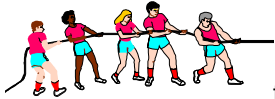
The school has a uniform code and all children must wear the correct uniform. The uniform is a dark green polo shirt, black pants or shorts and dark green polar fleece. Black or dark green thermal tops can be worn under the polo shirt in the winter.

The uniform (except the black shorts or pants) are sold from the school office.

Polo shirts are: \$24.00

Polar Fleece are: \$36.00

See also - **Sports Uniforms**



Use of School Grounds and Buildings

The School Hall is available for hire. Enquiries may be made through Mrs Woods in the school office.

The Board of Trustees controls the use of the facilities.

Caregivers and the wider community are asked to keep a watchful eye on the school grounds and buildings.

Any suspicious activity should be reported to the police.

Wet Days

There is no change to school hours on wet days.