



Parent Handbook

2020

Paekākāriki School
Home of the Barefoot
Learner

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About Paekākāriki School

Paekākāriki School first opened in 1886 and has been at the heart of our community ever since. Ngati Haumia are our local hapu and we acknowledge the important status they have as mana whenua. We also acknowledge the special relationship we have with Māori within our school community as tangata whenua. Paekākāriki is a small village of around 1500 residents nestled between the hills, the Tasman Sea and Queen Elizabeth Park on the beautiful Kāpiti Coast. We are fortunate to have a close-knit community which embraces diversity and the arts, has a strong communal spirit, and is passionate about our environment. Paekākāriki School strives to incorporate and celebrate the unique character of our village alongside our school culture. Paekākāriki is a medium-sized school of around 160 students.

Paekākāriki students have a sound history of academic achievement and the school is renowned for outstanding results in inter school sporting events given the size of our school. Due to our location and student numbers, our tamariki see themselves as part of a wider whānau, a network of friendship and support that carries on into their secondary school years.

The principal, staff and Board of Trustees are a dedicated, well-qualified and caring team. Their work is supported by enthusiastic parents who volunteer their time and skills. We are committed to building and maintaining a positive, active relationship with the community and to working together to maintain an atmosphere in which all students are encouraged to recognise and celebrate difference and to be innovative in the way they think and act.

We know Paekākāriki kids are special and we want to nurture and celebrate the blend of qualities that make our students unique. Our consultation with students, parents and our wider community helped us identify the unique qualities that make up Paekākāriki children.

- They like diversity rather than conformity
- They give things a go
- They value creativity and freedom
- They look out for each other
- They are not afraid to have their own style

ABSENCES

If your child is absent please contact the school with an explanation as soon as possible.

- An email to the office, administration@paekakariki.school.nz and teacher firstname@paekakariki.school.nz
- Phone the office 292 8205
- Complete the 'Report an Absence' form on the website <https://paekakariki.school.nz/report-an-absence/>

We need to know;

- Child's name and whanau class
- The date(s) of the absence
- The reason for the absence.

ACCIDENTS AND SICK CHILDREN

The school will notify parents in the event of illness or injury involving their child. If we are unable to reach them, the emergency contact person provided at the time of enrolment will be contacted. If no contact can be made, and a staff member deems it necessary, the child will be taken to the doctor by a staff member, or an ambulance called.

Children who are feeling unwell during class time should let their teacher know. The teacher will then decide if they need to go to the Sick Bay.

Please make sure your contact details and those of your emergency contacts are kept up to date with the office manager.

ASSEMBLIES

Twice a term there will be a whole school assembly hosted by one of the school roopu (house groups). All parents and community members are welcome to join us for these events.

BEHAVIOUR MANAGEMENT

The guiding principles of *Belonging, Connecting, Exploring and Thriving* have been used to develop a Barefoot Learner profile which explicitly shows the behaviour expectations for students at Paekākāriki School. A Zero Tolerance bullying policy and restorative practice are all key elements of this.

All students have the opportunity to earn 'stones' for their House group by demonstrating any of these 4 guiding principles in their learning environment or the playground. Points are collated and each term the winning house is recognised.

Your child's whanau teacher will be able to give you more information about how behaviour is managed in the learning environment.

BELLS

The first bell of the day is rung at 8:55am.

Morning tea break is from 11.00am to 11.30am. A bell is rung at the end of morning tea at 11.30am.

There is a supervised lunch eating break from 1:00 - 1:10pm..

Lunchtime is from 1:10pm to 1:45pm. A bell is rung at 1.50pm for children to have a drink and head back to class.

BOARD OF TRUSTEES

The school is governed by the Board of Trustees which meets twice each term on a Wednesday at 7:00pm. Meetings are held in public and anyone is welcome to attend. Dates are sent out via the newsletter and are entered onto the school calendar. A copy of the minutes and all reports are available in the school foyer.

Chairperson:	Liz Kennedy
Principal:	Julia Bevin
Board Member:	Sean Versteegh, Levi Farrell, Nick Martin, Mishy Viera, Nicola Tutt
Staff Rep:	Jess Hortop
Secretary:	Maartje Schouten

CALENDAR OF EVENTS

The [school calendar](#) is available to check all upcoming events. This is also found on the school website and on the google drive.

CHARTER

Full consultation with the community is conducted by the BOT every three years and the school's Charter is drawn up for the following three years. The Charter is lodged with the Ministry of Education for approval and then continues to be updated during the following two years. The current Charter is available to view and download on the school's web site: www.paekakariki.school.nz

COMMUNICATION

Paekākāriki School value strong links with whanau and endeavour to communicate with parents through a variety of methods;

- School newsletter sent home once a fortnight, usually on a Thursday. This is emailed out to most families, hard copies are available in the office and it is on the school website: paekakariki.school.nz
- School Facebook page
- Class or syndicate newsletters sent home as required.
- Emails
- Hero notices

Please feel free to email teachers: firstname@paekakariki.school.nz

COMPLAINTS

If there are any problems concerning your child and school we encourage you to follow the school's procedures in these matters. A copy of the full procedure is available on our SchoolDocs portal via the school website www.paekakariki.school.nz

CLASS PLACEMENT AND ENROLMENT

- Pre-enrolment interviews and tours of the school are welcomed and available at all times.
- New entrant children are encouraged to attend a series of pre-entry visits to the junior classroom prior to starting school. Visits are flexible and should be organised with the New Entrant teacher.

DENTAL CARE

The children receive dental care from the Bee Healthy mobile dental service. This is usually at school once a year. Additional information about the dental health service can be found at

<http://www.beehealthy.org.nz/content/default.html>

DOGS

Dogs are not permitted on the school grounds unless by prior arrangement with the principal.

EMERGENCIES

Emergency evacuation and earthquake drills take place once a term.

In the event of a Civil Defence emergency, we ask that parents do not attempt to ring the school as this will interfere with our phone lines and procedures. The school will contact parents/caregivers or emergency contacts as soon as possible.

You may come to school to collect your child but the Emergency Management Plan must be followed as outlined below;

Our emergency contact plan for parents and caregivers

- *How parents are informed will be based on the systems still operating after the event. They could include:*
 - o *Phone – text messaging*
 - o *Emails*
 - o *Web Page notices*
 - o *Local Radio*
- *Parents are to report to the schools liaison point. The location of this will depend on the emergency. However, it is likely to be on the field beside the cricket nets. Parents will only be able to uplift children that they are authorised to access. i.e their own children and those children of families that have recorded this information on the school management system.*
- *Cellphones. In an emergency, children are not to use their cell phones unless authorised to do so by the school. All contact with parents is to be authorised through the school. Students are reminded of this when running drills.*

FRUIT BREAK

Fruit Break (brain food) is a healthy snack eaten during class time, usually around 10am, refueling and energising students to better focus on their learning. Suitable foods include:

1. Water to drink
2. Fresh and dried fruit
3. Vegetables

Each class will develop a process for eating brain food which best suits their class programme.

GARDEN

The school garden is a community garden. Members of the school community take responsibility for the planning, planting and general care of the garden with all produce readily available for the community. Students have several opportunities to learn in the garden during the week both during class time and break times.

HOMEWORK

Homework may take the form of home readers, maths facts, spelling and the finishing off of in class tasks.

KAPA HAKA

All children participate in Kapa Haka on a Thursday morning. Children can choose to join the performance Kapa Haka group which runs for an hour after morning tea on Thursday. Pre-schoolers are invited to join Kapa Haka in Te Kōhanga at 10:30 on Thursdays.

LIBRARY USAGE

Parents and preschoolers as well as school pupils are encouraged to make use of the library. The school library has a good range of books. All books must be issued before they leave the library. Books are to be returned by the due date.

The library is open during break times some days during the week.

LOST PROPERTY

We appreciate children having their clothing named. We endeavour to find the rightful owners for all lost property. Lost property is kept in the hall kitchen and displayed on the hall deck regularly.

LUNCHES

All orders are made at the office.

Sausages are sold for \$2 on Wednesdays.

Pies are sold on Fridays (a full list with prices is displayed in the office). These can be ordered [online](#) - this link can also be found on our Facebook page.

MEDICINE

If your child is taking medication that needs to be administered at school you will need to deliver the medication to the school office and sign a 'Medication' form giving permission for a staff member to administer this.

Self-administered medicine, such as inhalers, can be taken as a when required.

MONEY

All money should be sent to the office as soon as possible. The Office Manager keeps a record of purpose and amount.

We also provide online banking and encourage you to use this whenever possible. The school takes no responsibility for money left in classrooms.

NEWSLETTER

1. A school newsletter is sent out every second week to parents of children enrolled in the school.
2. Newsletters are also emailed to parents and are loaded onto the school website.
3. Notifications are put on the Facebook page.

OFFICE HOURS

The school office is usually staffed from 8:30 - 4pm daily. At times, the office manager is away from the office so please leave a message on the answer phone.

OUTDOOR EDUCATION

We are committed to providing our children with a wide range of experiences away from school.

APPROVAL

A blanket permission slip is sent to parents for all local school trips for that year. No child is permitted to go without permission.

SUPERVISION

Ratios will be determined by ascertaining the risk factors, expertise of adults and age of children. The following points are important to note for parent helpers;

1. All parents who are providing transport on a school trip need to provide details of their driver's licence, vehicle WOF and registration.
2. All parents involved in any overnight stays with children must be police vetted.

PE EQUIPMENT

All sports equipment is stored in the PE Shed. Students are not permitted in the PE shed unless under the supervision of a teacher. This gear is for use by teachers with their classes.

Classes have a small amount of PE gear allocated to them to be kept in classrooms.

POLICIES AND PROCEDURES

All policies and procedures are hosted by SchoolDocs and can be found via the school website www.paekakariki.school.nz.

PTA

Parents meet for fundraising arrangements twice a term and as necessary. Details about these meetings are published in the school newsletter and on the community calendar. Minutes from these meetings are available in the administration foyer.

PUBLIC HEALTH NURSE

Visits can be requested. Regular visits for hearing and vision testing for new entrants are made. The Public Health Nurses also visit the school to talk to the children on a variety of health topics and to administer immunisation injections to students.

REPORTING TO PARENTS

Parents are invited to make contact with teachers when ever needed.

Whanau are invited into school on a regular basis to meet with teachers and discuss learning.

Student learning information is shared with whanau via LincEd. Every parent/caregiver has their own login and password and will receive an email notification if something is posted in LincEd.

As a minimum, parents can expect to receive once every 6 months (twice a year)

- Literacy comment
- Maths comment
- Whanau Teacher General Comment (cross-curricular and Barefoot Learner with highlights of learning)
- Progressions update (for each learning area)

SCHOOL HOUSE GROUPS

All students and staff are in one of our 4 school house groups (roopu). These are multi level groups that meet weekly to develop Tuakana Teina (refers to the relationship between an older (**tuakana**) person and a younger (**teina**) person and is specific to teaching and learning in the Māori context) through activities such as sport events, buddy reading, art. Each house group takes responsibility for planning a hosting an assembly (usually 2 a year).

In each roopu students are assigned a buddy. This is usually a Tuakana student with a Teina student. Students sit with their buddies during powhiri, school assemblies and other school gatherings.

Our house groups are Miriona, Haumia, Wainui and Pouawha.

SMOKING

- School policy prohibits smoking in any part of the school buildings and grounds.
- Staff and parents are requested not to smoke around pupils when involved in any school related activities (this includes trips, camps and social evenings).
- Should pupils be found smoking, or with cigarettes, the items are to be passed to the Principal, who will contact the parents.

SPECIAL NEEDS PUPILS

Children who have special educational needs may be referred to external services. Conversations are held with parents and their permission is obtained before this happens.

SPORTING ACTIVITIES

1. Students take part in a range of sporting events. Many of these events are organised through the Otaki Kapiti (OK) Cluster and are aimed primarily at students in Years 5 - 8.
2. School wide sporting events such as swimming, athletics and cross country are held annually.
3. Development Officers from a variety of sporting codes often work in school.
4. Appropriate clothing is expected. Teams representing the school wear the school issued sports uniform.
5. Pupils not participating in sporting activities are expected to have a note from home or have had a parent contact the school.

SPORTS UNIFORMS

All students are issued with a sports uniform for the duration of their involvement in the sport. This process is handled by the office manager.

STAFF

Principal <u>Teina Syndicate</u>	Julia Bevin
Deputy Principal Te Kohanga Ngā Kakano <u>Tuakana Syndicate</u>	Judith Smith Justine Ward, Jane Stent Sue Gent
Deputy Principal Nga Purapura	Rachel McMullen Andy Laurenson, Rebecca Chisholm Jess Hortop
Release teacher Performing Arts	Kendra Hersche Rebecca Chisholm
Office Manager Caretaker Cleaner	Raima Kingi, Maartje Schouten Mike Stringfellow Naomi Ratana
Teacher Aides . Librarian	Jill Mazey, Naomi Ratana, Donna Barr, Anna Maria O'Brien, Brendon Harris Bridget Pidford, Lisa Button Donna Barr

STATIONERY

Students are provided with a stationery list at the end of the year for the next year. Stationery can be purchased from any retailer.

SWIMMING POOL

The school issues pool keys to families over the summer months. There is a charge for the season which includes a refundable bond upon return of the key. Families sign an agreement regarding the use of the pool before keys are issued.

TECHNOLOGY

Year 7 and 8 students attend technology classes at Plimmerton School on Tuesday afternoons. They travel by bus with one of the Tuakana teachers.