

Hataitai School Parent Handbook 2019

Our Vision

Confident, independent, highly achieving students
who enjoy learning.

<http://www.hataitai.school.nz>

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2019 Term Dates:

	Starts	Ends
Term 1	Thursday 31 January	Friday 12 April
Term 2	Monday 29 April	Friday 05 July
Term 3	Monday 22 July	Friday 27 September
Term 4	Monday 14 October	Friday 17 December

Classes and Staff in 2019

In 2019 there are four Learning Teams.

The four elements of earth, wind, water and fire are the themes/names which are used in Te Reo in each home class, and are also the Learning Team names.

Our Year 1-2 Learning Team is called Papatuanuku

Our Year 3-4 Learning Team is called Nga Hau e Wha

Our Year 5-6 Learning Team is called Nga Wai

Our Year 7-8 Learning Team is called Ahi

Papatuanuku (Earth) Year 1-2

Year 1

Rimutaka Sarah Moorhouse
(NE/Reception class, Year 1 from T2)

Waiopahu Amanda Smith
(NE/Reception class, T1, T2)

Year 2

Orongorongo Bronagh Crook/Michelle James

Nga Hau e Wha (Wind) Year 3-4

Year 3-4

Raumati Megan Hinge

Nga Huru Rob Dowall

Takurua Sarah Shore/Rowan Youngblood

Office Area/Learning Support

Principal Jacinta Simpson

Acting Deputy Principal Megan Hinge

Office Manager Melissa Young

Office Assistant Annabel Legat

Teacher Aide Joanna Soffe

Teacher Aide Claire Mortelie

Teacher Aide Liam O'Leary

Teacher Aide Maria Gerondis

Teacher Aide Brenda Evans

Librarian TBC

Caretaker Wellington Cleaning Company
(Michael)

Nga Wai (Water) Year 5-6

Year 5-6

Nga Awa Mark Majeski
Waitomo Maddison Honor

Te Moana Glen Sneddon
Nga Roto Paul Brownlie

Ahi (Fire) Year 7-8

Year 7-8

Kowhai Sean Mead

Karaka Jenn Kim

Whero Judith Douglas

Tahu Kris Beattie

Board of Trustees

The Board of Trustees meets twice a term on a Thursday evening at 6.30pm in the staffroom.

BOT members for 2019 Term 1 are:

Kathleen Logan	Chairperson
Jacinta Simpson	Principal
Michelle James	Staff Representative
Sarah Bracewell	Parent Representative
Nolen Smith	Parent Representative
Emma Hay	Parent Representative
TBC	Parent Representative

Parents are welcome to attend these meetings.

Strategic Plan

Our Vision

Confident, independent, highly achieving students who enjoy learning

Critical Competencies

Caring	Collaborative	Critical and Creative Thinking	Self Motivated	Communicator
Interacting effectively and positively with a diverse range of people in a variety of contexts.	Participating actively in local, national and global communities.	Using critical, creative and reflective processes to make sense of and question information, experiences and ideas.	The ability and desire to establish personal goals, make plans and set high standards for oneself.	Working with and making meaning of the codes (languages) with which knowledge is expressed.

Strategic Goals - our pathways
Our strategic goals fall into three broad foundations

Our Curriculum

Supported by

Our People and Our Environment

Hataitai School-wide Expectations

Learning Celebrations

- Each learning team will endeavour to have some form of learning celebration where parents and families can share some examples of the students' learning over a certain period of time.
- Learning celebrations will focus on students sharing learning from within their classroom programmes and not be performances designed for performance sake.
- They will be heavily student centred rather than teacher centred.
- Each learning team will hold a learning celebration during the year.

Consequences

If actions or words do not meet the Hataitai Way...

Step System – used within all classrooms

1. Verbal warning- explains what the problematic behaviour is, and why it is a problem.
2. Second warning- repeat what the problematic behaviour is, and why it is a problem; explain the next step.
3. Move the student away from the area e.g. mat, group, to consider how they need to fix up their behaviour.
4. Remove the student to the Team Leader's class with a reflection sheet. At this stage the 'Time to Reflect Sheet' is filled out. This is to enable students to process what is happening and why.
5. Consequences for poor behaviour choices may be actioned.

Time to Reflect Sheets

The 'Reflection Sheet' allows students to identify the steps leading up to the need for a Time to Reflect Sheet and is an opportunity for student voice. There are questions the student works through designed to help them adjust their actions or words. It is completed by the student and then discussed with the teacher or Team Leader.

***Any serious or dangerous behaviour will necessitate the involvement of the Principal immediately.**

School Hours

- 8.55am - 3pm
- Morning Tea 11.00am – 11.25am
- Lunch 12.30pm - 1.20pm

Arrival Times

School begins at 8.55am and we ask that students be here by 8.45am in order to prepare for the day. We ask that students do not arrive on site before 8.15am and for younger students we would prefer this to be 8.30am.

All students arriving before 8.15 are to wait under the **shade cloth** area next to Rooms 8 and 8a until 8.15am when they can enter classrooms.

Please note that, as teachers are not required to be at school until 8.15am and in their classrooms until 8.30am, students who arrive before this time are not supervised.

Unpacking Bags

As we place importance on student self-management we ask that you encourage your child to unpack their own belongings at the start of the day and pack their belongings up at the end of the day. This includes tasks such as collecting newsletters and clothing.

It is really helpful for teachers to begin and end their day with their students in a structured way. To allow this to happen we do ask that parents have said goodbye and left the classroom by 8.45am and that they wait outside until 3pm. We request that there are no pre-schoolers in classrooms before 3pm and after 8.45am as this can be quite a distraction to both the learning and social routines for our students.

Cell Phone Policy

Cell phones for Years 1-6 are currently to be handed in at the beginning of the day and placed in the classroom Civil Defence Bag. For Years 7-8 Students are to keep their cell phones in their bag during school hours.

E-Mail

All teachers have an email address and we encourage parents to communicate with teachers through these. Emails are generally checked between 3.30-5.00pm. Due to the nature of our profession we are often unable to respond to emails within the same day. We endeavour to respond as soon as possible. Important team or class notices will be sent to you via the office.

All teachers email addresses are their firstname.surname@hataitai.school.nz

The Principal's email address is: principal@hataitai.school.nz

Queries and Concerns

If you have any concerns or questions, please do not hesitate to get in touch with us. We are here to work with you to ensure your child gets the best possible out of the year ahead of them.

In the first instance please talk to your child's teacher. If you are still concerned and would like to talk to someone else as well, please contact the Team Leader.

In the next instance if you still have an unresolved concern then contact a member of the senior leadership team - the Principal, the Deputy Principal or the Assistant Principal. The Principal is always willing to meet with you. Please contact the School Office to make an appointment.

Absences

Please telephone the school (between 8:30 and 9:00am) if your child is to be away sick. The class teacher or Principal must be consulted if your child is to be away for any other reason.

The school follows up any unexplained absence as appropriate.

The school is responsible for children during school hours.

Children may not leave school early for private reasons unless this has been discussed with the Principal or a teacher, nor are students permitted to leave the school grounds during school hours without being signed out at the School Office by a Parent or Caregiver.

The safety of students is paramount.

Parent Help

We do welcome parents into our classrooms at all times to join in our learning programmes.

If there is a set time you would like to come into your child's class and work with a student or group of students, please talk to their teacher about possible times.

For parents unable to commit to helping on a regular basis there will also be other times teachers send out requests for help with a specific activity. If visiting the school, please sign in at the office.

HSPG- Hataitai School Parents group

We are a group of adults associated with the school and with an interest in supporting the aims of the group- enhancing the school environment, fundraising and community building. New members are welcome to join the group for as long as they would like to participate. There are no elections or limitations on who can join the group.

Contact Details

It is important we have current contact details. If you move or change phone numbers at all we ask that you let the school office know.

Lost Property

Please name all clothing clearly with the full name of your child/ren. Clothing which is clearly named is usually returned directly to the owner.

Un-named clothing is put in the Lost Property Bin, located in the hallway behind the office.

At the end of each month all lost property is put on display for collection. Unclaimed and unnamed items are sent to a worthy cause.

We do gather a phenomenal amount of lost property every month and we do have an ongoing goal to reduce this by encouraging students to take responsibility for their own clothing.

Newsletters

Newsletters are circulated electronically every second Thursday. We do urge you to read them, as they are our main form of communication.

You can also view the Newsletter on the school website.

Learning Team newsletters will be emailed at the beginning of each term and updated on the website each term.

Appointments with the Principal

If you wish to meet with the Principal, appointments are available each Wednesday between 9.00am to 12pm.

Please call the office to make an appointment.

Website Calendar

We urge you to familiarise yourself with the website calendar, so you are informed of all school activities.

Curriculum

Our curriculum centres on our school vision - confident, independent highly achieving students who enjoy learning - and is based on our school Critical Competencies, The Hataitai Way, our learning beliefs and expectations and the Key Competencies of the New Zealand Curriculum – thinking, using language, symbols and texts, managing self, relating to others, and participating and contributing.

The principal function of the NZ Curriculum is to set the direction for student learning and to provide guidance for schools as they design and review their curriculum.

Our learning beliefs are:

1. A safe and stimulating environment is vital.
2. Literacy and numeracy are the key foundations to all other learning.
3. Learning must be relevant, purposeful and challenging.
4. Both independence and collaboration will be promoted.
5. The teacher's role is to activate and facilitate learning and provide appropriate scaffolds and models.

These beliefs, along with The Hataitai Way, are woven into all that we do at Hataitai School.

Assessment and Achievement Reporting

Our broad learning expectations for every student at Hataitai School are that they will:

- Develop positive learning habits and a positive attitude towards learning
- Develop the skills and strategies to read at or above their chronological age
- Develop clear, accurate written and oral communication skills
- Develop the skills and strategies to spell at or above their chronological age
- Develop skills and strategies to calculate, estimate and reason logically
- Develop rapid recall of the basic facts in addition, subtraction, multiplication and division
- Develop an understanding and awareness of the world they live in
- Develop the capability to be independent in their learning and behaviour
- Develop the ability to use thinking strategies to support their learning
- Develop the ability to use information and communication technology to support their learning
- Develop appropriate physical skills
- Develop a commitment to the social values commonly held as a school community

Reporting to Parents

National Standards for Reading, Writing and Mathematics.

A 'Student Record of Achievement' will be written twice a year (July-December) for students in Year 4-8. This record will report on the:

- Individual student achievement in progress against the National Standard in Reading, Writing and Mathematics.

Rubric:

- Achieving 'Above' the standard
 - Achieving 'At' the standard
 - Achieving 'Below' the standard
 - Achieving 'Well Below' the standard
- The students in Year 1-3 will receive a 'Student Record of Achievement' at 20, 40, 60, 80, 100 and 120 weeks 'time spent at school.'
 - The 20 week, 60 week and 100 week record are *interim reports* on progress towards meeting the National Standard.

Formal Testing

In addition to the informal monitoring of achievement that teachers do every day as they teach groups and individuals, we do also complete a range of standardised tests that give national comparisons.

After 6 weeks at school, Year 0 students will have an SEA (School Entry Assessment) with the Reception Class teacher. A follow up meeting will be organised between the parent and teacher following this assessment.

A Six Year Net Test is completed on or shortly after a student's 6th birthday by the Principal. This comprises of a range of reading and writing skill tests that are designed to identify anyone needing extra literacy assistance after a year at school. At the completion of this you will be invited to meet with the Principal to share the results if there are any concerns. Otherwise, the classroom teacher will discuss the results with you.

Students from Year 3-8 complete various standardised tests in literacy and maths at various times during the year. The results of these tests are reported at various times throughout the school year.

Learning Support and Enrichment

Extra Help

If a special programme is deemed necessary for a student because there are concerns about their achievement in a particular curriculum area and they receive learning support over and above the normal classroom programme you will be notified by the home room teacher.

**Please note: Sometimes students work with a teacher aide as part of usual classroom support and programmes offered, particularly in the junior classes. **

External Agencies

Sometimes a special programme can mean some different kinds of learning or different expectations for the learning. Sometimes it is supported by a teacher and sometimes by a teacher aide.

We can refer students to external agencies for extra support when appropriate.

RTLB (Resource Teachers of Learning and Behaviour) referrals are usually the first step in this.

Cilla Scott – Deputy Principal as the school SENCO has oversight of the learning support programmes and students in the school who require extra support. Programmes are implemented and these are regularly reviewed.

Learning Enrichment

Sometimes students need to have their learning extended or enriched in some way different to meet their individual needs.

We do promote independent learning and all teachers use forms of independent learning contracts in order to allow students to delve more deeply into areas of choice in their learning.

The Board of Trustees supports the Mind Plus Gifted School for any students who become eligible to attend.

Sports

Inter-School Sports

Sports and PE are part of the school programme and various sport and PE fixtures are arranged for classes at all levels during the year.

From Year 4 on students have the opportunity to enter the world of interschool sports. The main interschool sporting events are cross country, swimming (Term 2) and athletics.

Other sports are sometimes held at Eastern Zone level although this can vary each year. These can include netball, cricket, hockey, rippa rugby, touch rugby, football (soccer) and mini ball.

For the three main sports we hold a school sporting event. Teachers prepare the students for these sports as part of their classroom physical education programme.

From this we choose our representatives for Eastern Zone. We have to abide by the Eastern Zone requirements – the number of students we can enter differs between sports. From Eastern Zone events - run by a different school each time - representatives are selected to participate in the Wellington Zone sports.

As each term begins we will give you the dates for the school sporting events. Dates for Eastern and Wellington zone sports will be put in a newsletter as soon as they are confirmed.

Sports Teams

A range of sports teams is on offer under the auspices of the school.

In the past we have had school teams in:

- Flippaball - Year 5/6
- Water Polo - Year 7/8
- Miniball - all ages
- Badminton - middle and senior
- Netball – All ages
- Football - all ages
- Floorball- all ages

Melissa Young – Office Manager is our sports administrator. Melissa will co-ordinate sign-up lists for students interested in different sports. However, this needs to be co-ordinated with parent help and will require someone to manage each team. Without this help, we will be unable to enter teams.

Notices and information regarding individual sports will be published in the newsletter and placed on the Website.

Sporting information is regularly updated in the fortnightly school newsletter. Our website will also be updated with information relating to sporting activities and events coming up.

E.O.T.C.

Education Outside the Classroom

Field Trips

All areas of the school participate in field trips throughout the year and these are linked to the New Zealand Curriculum. All learning teams try to find things related to their current areas of study that will help that study further by visiting an out of school area, place or event.

Activity Donations are paid to cover the cost of field trips.

On field trips students may be in the care of a responsible adult without a teacher being present.

All students travelling in private cars on school outings must be placed in proper car restraints. Please do not take more children than you have restraints for. All children 7 and under must be transported in an approved booster car seat.

You will receive a general permission slip for your child to attend all field trips for the year. Please ensure you complete this and return this to the office.

You will be notified when any field trips are being taken and if any parent help is required.

Sometimes when classes are attending an event indoors like at Capital E we have a restriction on the amount of adults we are allowed to take. Please do not be offended if you offer help and we are not able to accept that offer.

Camps

Camps are a component of the educational programme from Year 5 to Year 8.

The Year 5 - 6 Learning Team (Nga Wai) go on camp to somewhere local for 2-3 days. The location changes from year to year to ensure students have a variety of experiences.

In Year 7-8 Learning Team (Ahi) we extend the camping experience.

In the even years it is likely to be mid-year and be focussed on a learning trip to the Central Plateau, coinciding with a current area of study.

There is an active need for student and parent fundraising to help offset the costs of these larger camps.

Please note; Because of the new Health and safety reforms pending, the BOT are requested to review our current EOTC programme.

The school activity Donation does not cover the costs for camps.

Financial

Donations

Each year we rely on your financial contributions in order to provide essential support and resources for the students of Hataitai School.

If possible - in 2019 we are asking for parent donations of \$303.00 for one child, \$ 480.00 for two, and \$598.00 for three or more children from the same family.

Remember, your donations are tax deductible. This means IRD pays you up to 33 cents for every dollar that you donate to the school. If you pay your donation before 31 March 2019 you can apply for your IRD rebate in April.

We do ask that you either pay your donation by 31 March or indicate the level of 2019 donation that you agree to pay after this date. This will allow us to determine how much extra funding we need to find from other sources such as fundraising events. A separate form will come home with a newsletter early in the year outlining these payments and the payment options.

Activity Donations

In 2019 we are continuing to run the Activity Donations system.

Most schools use an activity donation to pay for trips, visiting performers to the school, visits to shows and art exhibitions, music recitals and take-home materials such as art works produced at school.

Payment of the activity donation is required to ensure these activities can be held.

You have the option to either pay the activity donation as a lump sum at the beginning of the year or to pay term by term. If you are having difficulty paying the activity fee, we encourage payment plans and you are welcome to discuss this with staff in the office or the Principal.

The activity donations for 2019 are as follows:

\$65.00 Year 1 - 2 students
\$85.00 Year 3 - 6 students
\$115.00 Year 7 - 8 students

The activity donation does not cover the costs for school camps, Technicraft or for swimming lessons. These will be invoiced separately.

Fundraising

We have a parent fundraising coordinator and an active fundraising team. With lots of input from the school and community, they plan out events and fundraising targets, and then find willing people to organise those events. They also liaise with other school fundraisers, such as those raising funds for sports teams and school camps.

Contact of this team can be made by email: fundraising@hataitai.school.nz

As always, we also need the support of the Hataitai community. We are fortunate to have a talented and energetic community, so if you have any time, products or services, ideas (or donations) you can contribute, please contact the fundraising team via email or talk to any Board member or member of the School Leadership Team.

Health and Safety

Medical Conditions

If your child is allergic to bee or wasp stings, or has diabetes or asthma, or food allergies, this should be notified on the enrolment form, and the teacher notified. Any necessary medication should be clearly labelled, and given for care to the school office. In the case of food allergies, please talk to your child's teacher about what to do if they have a reaction.

Accidents

In the event of a child having an accident at school, a parent is contacted immediately. If unavailable, the emergency number is contacted (This emphasises the importance of keeping contact numbers up-to-date.) Failing this, we try to transport the child to a local doctor, or call an ambulance.

Emergency Procedures

Earthquake drill and emergency classroom procedures are practised regularly. In the event of a major earthquake or other disaster, students will be the responsibility of the Principal and teachers acting in loco-parentis.

Students will be held at school in our care until they are collected by parents or nominated caregivers. (This again emphasises the importance of keeping contact numbers up-to-date.)

Sun Protection

The school has a policy that asks for all students to wear a sunhat when outside during Terms 1 and 4 as well as using sun screen. We ask that parents do support and encourage this. Any students without a hat at break times will be asked to remain under a shade cloth.

Infectious Diseases

The following table may prove helpful with regard to the isolation of pupils with infectious diseases or in contact with a disease.

<u>DISEASE</u>	<u>PERIOD OF EXCLUSION</u>
Conjunctivitis	Whilst eye/s is still weeping
Measles	For 7 days from appearance of rash
Chicken pox	As above, after last lot of blisters
Mumps	Until swelling has subsided and child has returned to normal
Ringworm	Not necessary so long as treatment is supervised by a doctor of health nurse
Whooping cough	At least 3 weeks from onset or as doctor directs
School sores	At least 24 hours after treatment has started.
Head lice (nits)	Not necessary but must be treated with a medicated shampoo <i>*As head lice are a constant source of concern, please give your child's hair a weekly check for eggs (nits). These are firmly attached to the hair, often around the nape of the neck or behind the ears. Please let the school know so information can be circulated. Your notification is in confidence.</i>

Services

Public Health Nurse

The Public Health nurse is available to the school on request from the parent or principal.

A form requesting details of your child's medical history (i.e. inoculations, allergies etc.) is distributed to New Entrants. The nurse visits periodically and checks the health card of new entrants. Should you wish to see the health nurse, ring the school and we can give you the name and contact number.

After School Care (HASCI)

An After School care programme is run from our School Hall building by a self-administered group - Hataitai After School Care Inc. This programme runs from 3pm - 5.30pm. The programme is usually full and does have a waiting list. For queries and enrolments, please contact Fiona on 027 248 3378.

Stationery

The school no longer sells stationery. Each class has a list of the basic stationery needs of its students that can be obtained through the school website and ordered online through Office Max.

Motor Vehicles

Unless delivering materials to the school, please park out on the road. **Please do not double park, park on yellow lines or park on the bus stop. *These illegal practices endanger students arriving at or leaving school.***

Patrol

Senior students do patrol duty after school on Hataitai Rd and on Hohiria Rd. Both students and parents are requested to cross the road at these crossings.

Library

The school has a well-stocked library of books and resources and classes are regularly taken to visit the library and issued with books. Any lost books are expected to be paid for.

Senior students have the opportunity to be library monitors. A school librarian is responsible for the library, along with one of the school learning leaders.

Dental Service

Students receive free dental treatment. (A service is provided out of the Mobile Clinic, which visits the school periodically.)

Lunches

Currently lunches are provided by Hell Pizza. Lunch orders are made on a Wednesday before school and are delivered the same day at lunch time. Sushi is also delivered fresh on a Thursday – this is ordered online through www.ezlunch.co.nz.

Glossary/Miscellaneous

School Organisation

SLT – Senior Leadership Team (Principal – Deputy Principal –Assistant Principal). This team leads and manages the school.

Leadership Team – SLT and Team Leaders

Learning Team – A group of classes who work closely together

Team Leader- A member of the leadership team, responsible for leading a small group of classes.

Learning Leader- A senior member of the leadership team, responsible for oversight of a large learning community and also aspects of school wide learning.

School Events

Assembly – School assemblies will be held each Monday at 1:30pm.

Learning Celebrations – At least once a year, each Learning Team will hold a learning team celebration where parents and caregivers are invited to celebrate the learning that has taken place.

Curriculum

Literacy - reading, writing, speaking, listening, and using information-including computers.

Home Learning - learning students might work on at home - a separate sheet outlining the school or team expectations for home learning will be issued at the beginning of each year/term.

Payment for school expenses

EFTPOS (not CREDIT) is available to make payments to the School or the Fundraising Group at the Office. Internet banking details are as follows, please put your child's surname in the Reference field and explain what the payment is for.

School Bank Account numbers:

Hataitai School (ASB)

12-3140-0331710-00

Fundraising:

Hataitai School Parents' Group

12-3481-0030182-00

Contact Details/Zone

The school address is:

Hataitai School
2 Arawa Road
Hataitai 6021

Telephone: 04 386 1510

Fax: 04 386 1710

Email: office@hataitai.school.nz

School Zone

Hataitai School operates an enrolment zone. The full details of this can be accessed on our school website: <http://www.hataitai.school.nz>. This is particularly pertinent for those families who are considering moving out of zone, as this will affect the eligibility of any siblings still to start school.

Policies and Procedures/Information

The School website contains a large number of resources and current information. Within the BOT section is the most current approved Strategic Plan, as well as copies of the approved Policies and Procedures.

SchoolDocs is a software programme that holds our Hataitai School's Policies and Procedures.

The programme helps schools to avoid re-inventing the wheel with documentation. Policies and procedures can be accessed easily.

To access and read our policies and procedures please do the following:

Click the link below to read our School's policies and procedures.

<https://www.schooldocs.co.nz/>

Search for Hataitai School and login with:

Username: hataitai

Password: KiaKahaKiaToa.



Hataitai School