

Hataitai School Parent Handbook 2023



Our Vision

Confident, independent, highly achieving students who enjoy learning

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Hataitai School – Important Information

Contact Details:

2 Arawa Road
Hataitai
Wellington, 6021

Phone: (04) 386 1510

Email: office@hataitai.school.nz

Website: www.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.

School Hours:

School Hours -----8:55am – 3:00pm

Arrival Times:

School begins at 8:55am and we ask that students be here by 8:45 in order to prepare for the day.

We ask that students **do not** arrive on site before 8:20am and for younger students we would prefer this to be 8:30am. **ALL** students arriving before 8:20am are to wait under the **shade cloth** area next to Rooms 8 and 8a (Aoraki and Nga Huru) until 8:30am when they can enter classrooms.

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 ask that parents have said goodbye and left the classroom by **8:45am** and that they wait outside until **3:00pm**. We request that there are no pre-schoolers in classrooms after 8:45am or before 3:00pm as this can be quite a distraction to both the learning and social routines for our students.

Notifying Absences:

Please contact the **school office** to advise of your child's absence before 9:00am. You can advise the office by:

Phone: (04) 386 1510, then press 1 to leave a message
Email: office@hataitai.school.nz
Website: absence@hataitai.school.nz

If you advise/email your child's teacher of an impending absence, please **ensure** you "CC" the **office** as well.

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, now 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 the students is paramount.

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: firstname.surname@hataitai.school.nz

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

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.

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.

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.

Lost Property:

At Hataitai School every term we end up with a mountain of lost property items. Even after putting them on display for our students and families we are left with often 100+ items that require washing and being donated to charity. Out of sight - out of mind seems to be the case. Many schools have experienced success in reducing lost property by no longer having a main collection point.

Please encourage your child to check the astro turf and hall as these are the two places that lost property usually accumulates.

Contact Details:

It is important we have current contact details. If you move or change phone numbers, please email the school office - office@hataitai.school.nz

School Newsletters:

A newsletter will be circulated electronically every second week. 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 - <http://www.hataitai.school.nz/newsletters.html>

Learning Team Newsletters

Learning Team newsletters will be emailed at the beginning of each term and placed on the school website <http://www.hataitai.school.nz/our-learning.html>

Website Calendar:

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

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

Parent Help:

We 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.

If you would like to join the HSPG, please email fundraising@hataitai.school.nz

Class and Staff in 2023

In 2023 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 (Earth)

Our Year 3-4 Learning Team is called Ngā Hau e Whā (Wind)

Our Year 5-6 Learning Team is called Nga Wai (Water)

Our Year 7-8 Learning Team is called Ahi (Fire)

PAPATUANUKU (Earth)

Remutaka – Michelle James (Senior Team Leader) - Year 2

Aoraki – Amanda Smith - Year 1 – Monday to Thursday, Kelly Davies – Friday

Waiopahu – Kelly Davies – New Entrants and Year 1

NGĀ HAU e WHĀ (Wind) Year 3-4

Raumati – Kris Beattie (Senior Team Leader)

Nga Huru – Sean Mead

Takurua – Sarah Moorhouse – Tuesday to Thursday

NGA WAI (Water) – Year 5-6

Te Moana – Glen Sneddon (Senior Team Leader)

Nga Awa – Megan Hinge

Nga Roto – Paul Brownlie

AHI (Fire) – Year 7-8

Whero – Judith Douglas (Senior Team Leader)

Karaka – Jenn Kim

Tahu – Bronagh Crook – Monday and Tuesday

OFFICE AREA / LEARNING SUPPORT

Principal – Jacinta Simpson

Deputy Principal – Michelle James

Office Manager – Melissa Young

Office Assistant – Annabel Legat

Librarian – Jeanette Spicer

Teacher Aide – Claire Mortelier

Teacher Aide – Brenda Evans

Teacher Aide – Cameron Laing

Teacher Aide – Mohammad Al-Rubayee

Board of Trustees

The Board of Trustees meet twice a term on a Thursday evening at 6:30pm in the staffroom. Parents are welcome to attend these meetings. **Please note:** these are held on-line during COVID

Board members for 2023 are: -

Chairperson----- Sarah Bracewell
Principal ----- Jacinta Simpson
Staff Representative----- Michelle James
Parent Representative ----- Narmali Boswell
Parent Representative ----- Andrew Davies
Parent Representative ----- Emma Hay
Parent Representative ----- Patrick Homan
Parent Representative ----- Julian Kersey

Strategic Plan

Our Vision

Confident, independent, highly achieving students who enjoy learning

Our Values

Respect

MANA - Respect for Self
MANAAKI - Respect for Others
AKO - Respect for Learning

We are a Positive Behaviour 4 Learning School
Our PB4L Values are

To grow an inclusive and respectful community where everyone can thrive



Positive Behaviour for Learning School Wide Token System

Students can be awarded tokens for their House for demonstrating Respect to **Mana**, **Manaaki** and **Ako** inside and outside the classroom

e.g. *“Asking for help with this task showed **Mana**.”*

*“By offering to help Tom to glue in his work sheet that showed **Manaaki**.”*

*“By attempting a difficult learning concept showed **Ako**”*

Tokens and House Jars are located opposite Nga Huru (E3)
Each time the token jar is filled, we have a whole school Celebration



Hataitai School PB4L

Minor/Major Behaviour Flowchart

90% - Ongoing teaching and encouraging of expectations (refer to matrix)
 10% - is the behaviour minor or major?

Minor

- Games-breaching rules
- Moving people's bags
 - Defiance
- Managing Stationery (ie pencils, rulers)
- Off task, avoidance, continuously unfinished work
- Speaking while the teacher is talking
 - Pushing past others
 - Calling out
 - Tantrums
- Leaving the classroom without asking
 - Students annoying others
 - Distracting peers
- Disrespect of the space (not cleaning messes)



Use Classroom Management Strategies

- Proximal control
- Signals/non verbal cues
- Support student with procedure
- Teacher prompts, Teacher redirects
- Teacher reteaches, Teacher provides choice

Does behaviour continue?

No Yes

Mini chat conversation with students to problem solve

Behaviour improves

Is a teacher directed consequence necessary?
 No Yes

Behaviour improves

Behaviour Continues

Is this an ongoing issue that is impacting teaching, learning and wellbeing?
 (Discuss at team meeting)
 No Yes

Major

- Repeated targeting of one person (bullying, exclusion of another student)
 - Intimidation
- Physical harm (there is a scale here)
- Verbal harm (may be subtle, or shouting at others)
 - Theft
 - Property destruction
 - Cyber bullying
- Spreading rumours about people
 - Ongoing Defiance
 - Dangerous choices
 - Ongoing lying (developmental range here)



Ensure Safety

Mini chat conversation with students to problem solve

Enter an stop and inform Team Leader and Principal

Do you need support?
 (Team leader, Principal)

Does the behaviour continue?
 Yes No

SLT/SENCO

- Investigate incident
- Restorative conversation with all involved
- Analyse student data
- Decide consequence & inform those involved (students, staff + whanau)

Do you need further assistance?

Follow up with student within one week.
 Has behaviour improved?
 Yes = Classroom management strategies
 No = Meet with Principal

Each Learning Team has a PB4L reward system which sits alongside our school-wide system:

Yr 0-2: Fuzzies are a whole class incentive for identifiable behaviours related to our school values. Children might be awarded for a specific goal e.g. whole body listening, self-management. When the fuzzie jar is full the children make suggestions of a reward that they would like.

Yr 3-4: Nga Hau e Wha's Token System celebrates success in and around the classroom. Each class has an empty jar and a jar full of **buttons**. Students are asked to place a button in the empty jar for making choices that reflect our school values of Ako, Mana and Manaaki. A student or group may be asked to place many buttons in the jar and there is no limit to how many can be placed in a day. Buttons are never removed, except on a Friday when they are collated in a Team Jar. Over the term our goal is to fill the team jar for a team celebration decided by the students.

Yr 5-6: Nga Wai use **Dojo points**. Students earn points in many ways e.g. showing manaaki, resilience, ako, being a tidy kiwi, asking for help, giving things a go etc. Students regularly notice and award each other Dojo points. Once each class reaches 1000 points they celebrate and when they have 4000 points the whole team celebrates.

Yr 7-8: Year 7 & 8 use the financial literacy programme called '**Banqer**' to earn digital money through showing our school values. Teachers, students and Leaders can award Banqer money, which the students can 'spend' on virtual and real treats. Every term an auction is held in which the students can buy items they want. Money is never deducted but managed through a virtual bank account.

Strategic Goals – Our Pathways

Our Strategic goals fall into three broad foundations

Our Curriculum

Our People

Our Environment

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.

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:

Reading, Writing and Mathematics:

A 'Student Record of Achievement' will be written twice a year (July-December) for students in Year 1-8. This record will report on the individual student achievement and progress in Reading, Writing and Mathematics according to the expectations of the NZ Curriculum Levels of the New Zealand Curriculum

Meet the Teacher Evening is held in week 2 or 3 of Term 1 annually for Year 1-8 Students.
Learning Conferences will be held in March and July annually for Year 1-8 Students.

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. Our school SENCO representative 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 1) 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:

- Mini Ball - Year 4-6
- Water Polo - Year 7/8
- Netball – 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. **All sport fees MUST be paid before the season starts.**

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.

Education Outside the Classroom EOTC

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. One is held in Year 5/6 and one in Year 7/8.

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 further afield, 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.

This year, the parent donations are \$315.00 for one child, \$495.00 for two, and \$615.00 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 2023 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 2023 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 2023 we are continuing to run the Activity Donation 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 2023 are as follows:

Year 1 - 2 students ----- \$70.00

Year 3 - 6 students ----- \$90.00

Year 7 - 8 students ----- \$120.00

The Activity Donation **does not** cover the costs for swimming lessons, technicraft or school camps. These will be invoiced separately.

Payment for school expenses:

You can make payment via EFTPOS (not credit) at the School Office, or Internet banking. Please see details below.

HATAITAI SCHOOL – please use this account for all School Fees – Donations, Activity and Sports Fee

Account number: 12-3140-0331710-00

Reference: Student's Name

Code: Please state what you are paying for – School Fees/Donations, Sport etc

Hataitai School Parents Group (HSPG) 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.

HATAITAI SCHOOL PARENTS' GROUP – please use this account to pay for Hoodies, Sport/House T-Shirts etc

Account number: 12-3481-0030182-00
Reference: Student's Name
Code: Hoodie, House T-Shirt, Sport T-Shirt, Sun-Hat

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.

DISEASE	PERIOD OF EXCLUSION
COVID-19 Pandemic	Please follow the Ministry of Health Guidelines https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-health-advice-general-public/about-covid-19
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 or 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

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.

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. A standard pizza is \$7.50, and a Gluten or Dairy Free pizza is \$9.00.

Sushi is also delivered fresh on a Thursday – this is ordered online through www.ezlunch.co.nz

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.

Patrol:

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

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.***

After School Care – The Y:

An After School care programme is run from our School Hall by a self-administered group – the Y. This programme runs from 3:00pm – 5:30pm.

If you would like to book your child into After School Care with the Y, please click on the following link www.ycentral.nz/ykids/

Area Manager: Ruvi Jay

Programme Coordinator: Julie Faust

Phone: 0800 YMCA 4U

Mobile: 022 417 2910

Email: Hataitai.asc@ycentral.nz

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.

Dental Service:

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

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

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

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

Learning Team - A group of classes who work closely together

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



Hataitai School