



Rotokawa School Handbook

Term One • 2019 School Year

Attendance

It is the responsibility of parents /caregivers to ensure regular attendance of their child(ren) at school. Should your child be absent or be required to leave the school during school hours, a note or phone call explaining the absence must be given to the teacher. Our mobile number is 027-7569-225 to text for absences. This phone will not be answered and there is no message service. To leave a verbal message, please phone the office on (07) 345-6129.

If your child is late to school, please sign in at the office on arrival. Do try to avoid lateness as the morning is the key learning time of the day. Many important instructions are given at 9am, including the karakia to set up a great day of learning together. Being punctual helps children to feel settled and well prepared for the day. This helps to minimise relationship, social and behaviour problems. Generally arriving before 8:50am is good practice if possible.

Behaviour Expectations/Code of Conduct

We use restorative practices to put things right when children experience an issue at school. We know that children will make mistakes – it is part of learning – and that the child's mana will remain intact when we deal with errors in judgement. We are passionate about children learning about positive relationships through sound guidance and consistent support.

It is expected that:

- All children will be safe and feel valued
- All children can participate and be involved in school life
- All children will consider others:
 - Be Kind
 - Be Safe
 - Be your best

Teachers will make contact with home if there are issues that need extra support to help children learn positive behaviour and relationships with others. We strive to have clear expectations, proactive early intervention, and fair consequences so all children feel safe and have the opportunity to learn successful

ways to interact socially.

We expect parents and whanau to speak to us quickly if their child has arrived home with a relationship problem that we need to address and solve.

Code of Conduct

All parents and caregivers of enrolled children at Rotokawa School will be expected to sign our Code of Conduct.

The Code of Conduct is an agreement between home and school about how we will support our children to learn in a safe, supported learning environment.

Board of Trustees

The Board is elected by the school community every three years. 2016 is an election year.

Our Board are a team of Parents who work hard to support the school to offer the best education we can.

Please don't hesitate to make contact with us through the Principal or Board Chairperson, Daryl Christie.

BOT meetings are advertised and open to all parents who would like to attend.

Book Club

This scheme offers a good opportunity for children to buy books at a reasonable price. If you wish to purchase, complete the order form and return to school with the correct money by the due date. Inquiries can be made to the school office.

Bus Monitors

Bus Monitors are appointed by the school and trained by the Police Liaison Officer. Monitors report directly to the Bus Controller and to the Deputy Principal on children's behaviour.

Buses

Rotokawa is serviced by one Ministry bus run to Tikitere and a later Ministry run to Ludgate's Hill and Mourea. In some cases there is a charge to use the bus. Contact Mrs Megan Marshall-Hall and the school office (07) 345-6129)to find out more information. As many children travel by bus, parent help in emphasising safety rules is essential.

Inappropriate behaviour is not acceptable and children who persist in this behaviour may be suspended from the bus service ie. Parents will be required to provide alternate transport during the period of the suspension. Our children have exemplary behaviour in actual fact so this has not been a problem.

Children sit in buses lines at 3.15pm for the bus roll call.

A bus roll is maintained daily and the office should be informed if your child is to use alternate transport.

Calendar

A calendar of term events is available on this web site for your convenience. In addition these events can be imported to your digital device.

Add the Rotokawa School calendar to your phone/tablet/computer's digital calendar

When you click the button below, your device will ask you if you want to add the Rotokawa School Calendar. Depending on the setting of your device, changes and new events will be atomically updated.

[Subscribe to the Rotokawa School Calendar](#)

Term Dates

Term 1:

Tuesday 31 January to Thursday 13 April

Waitangi Day 6 Feb

Easter 14 April to Tues 18 April

Term 2:

Monday 1 May - Friday 7 July

Term 3:

Monday 24 July - Friday 29 September

Term 4:

Monday 16 October - Thursday 14 December

Last day of school: Thursday 14 December School finishes at 12:30pm.

Custody

The Principal should be fully informed of any legal custody matters related to your child. This avoids problems with children being removed from school without parent consent. A copy of any court ordered rulings regarding non-contact should be given to the Principal so that misunderstandings can be avoided.

Dental Services

This service is provided by a therapist based at Lynmore Primary School who checks all children on a regular basis. A fully serviced mobile clinic is set up on Rotokawa School grounds while checks are taking place. Contact at other times can be made at the base school on Ph (07) 345-3325.

Dress codes and Sun safety

Blue Bucket hats are needed for Terms 1 and 4.

While we do not have a formal uniform, students are expected to be clean and tidy and wearing suitable clothing for learning at school.

We ask you to dress children in appropriate clothes for school covering their shoulders to be sun safe. Students should be able to play safely at interval, lunchtime and during PE sessions in the clothing that they wear to school.

Necklaces, bracelets and rings are not encouraged. Injuries may result during everyday play.

Pierced ears: Studs only please, no pendant styles or hoops which could catch and tear your child's ear lobe.

Students selected for sports teams may be given a uniform to wear for the day (or the season). It is expected that these uniforms are worn with pride, treated with respect and returned freshly washed to the office.

Enrolment

Children may be enrolled before their fifth birthday, however may not start attending school until they are actually five. A birth certificate and record of immunisation is required for verification and must be produced to complete enrolment. "Transition Orientation" visits are encouraged to help the settling-in process. This can be arranged through the school office or through the pre-school which your child attends. We value the importance of transition to school from ECE centres and work alongside our local centres to develop close relationships that are positive for your child starting school.

Other forms are included to further inform the school about your child.

You will meet with Mrs Briar Stewart, Principal, for a friendly chat about your child, their interests and their learning.

History

Rotokawa School is over 100 years old, its early history dating back to the schools established around the Lakes during the latter part of the 19th Century. This school was part of Ranana Native School, which was situated by Rangiteaorere junction in 1893 and donated by Hohepa Te Rake. In 1926, it was closed to make way for two new schools Whangamarino and Rotokawa School. The present site of the school has been used since 1926. There was a roll of 34 students which were transferred from Ranana. The main block was built in 1937. By 1938, the school had 3 classrooms, and a hot bathhouse was installed in 1940; this became the swimming pool in 1956. The main block was added to in 1945. A further two additions were built in 1953 and 1963. Until 1967 the school was part of the New Zealand Maori Schools Service.

The highest number of students at this school was 311 in 1965, but declined with the opening of Owata School. In 1971, Rotokawa School celebrated their 100th birthday.

A school remodel completed in January 1994 and formally opened on March 4, 1994, refurbished the library, three classrooms and in 2013 the Administration area. The Junior classrooms were remodelled in 1999. The library was moved to its current position and refurbished in 2009 and 3 new classrooms were added at the beginning of 2010.

School Crest And Motto

The crest shows the warrior chief on the prow of a canoe. It represents an old motto "Kia Hiwa Ra" which means "Look Ahead" - the current school motto "Whakaaro Nui Ki Etahi" means "Great Thoughts for Others" or "Consider others". Teachers use these terms with the children in class to support their learning along with our school vision and values.

Home Learning

Junior classes

The benefits of reading at home are enormous and children are encouraged to do so regularly. It is important that parents also read to their children. The home reading session should be short (not more than 10 minutes) and enjoyable.

Senior classes

Reading is also encouraged for senior pupils and other study tasks may also be set.

Illness/Injury

If a child is ill or injured at school, every effort is made to contact the parent. It is therefore important to inform the school of any changes of address, phone or contact numbers. In the case of serious illness or injury, medical assistance will be sought as indicated on your child's enrolment sheet. In all communities extra care must be taken to avoid infection. Please check your child's hair regularly for head lice, and any broken skin or sores must be covered. Please let the school office know if your child has a contagious or infectious illness as soon as you are able to.

Illness/Injury at School

We will endeavour to keep all parents/guardians fully informed should any serious injury occur, providing we have up to date telephone numbers. If you cannot be contacted, medical help will be sought for your child.

It is also important that we are fully informed of any special medication, allergies, conditions etc.

Sick Bay

A record of all injuries and the attention given is kept in the sick bay. Children with identified health risks have an up to date medical profile (providing caregivers have informed us) that includes procedure and a photograph. All head and spinal injuries are regarded as serious in the first instance.

Medication at School

- Office staff are able to administer First Aid medication (e.g. bee stings). We do not supply or administer antibiotic type medication for short term illnesses (e.g. sore throats) unless specifically requested by a parent who has supplied the necessary prescribed medication.
- Pain relief (e.g. panadol) is only to be given with parental enrolment permission. A treatment form (or a personal telephone call) detailing any medication administered to a child will be sent home to their caregiver.
- For students with specific medical needs a medical plan will be in place and on display in the first aid room. All staff will be made aware of these students.

Introduction

Welcome to the Rotokawa School Handbook

On the right is a linked table of contents for our handbook. Clicking any of the links will take you to more information about that topic.

In addition, you may use the search function below to search the handbook.

If you would like to download a copy of the entire handbook, please use the link below:

[Download the Handbook](#)

If there is anything you feel is missing from the handbook, please let us know:

admin@rotokawa.school.nz

Library

The school library is used by all classes during the week. Students are expected to return books before new ones are issued. Books are a major expense and your assistance is requested to ensure that books are cared for and returned. Donations for books by parents and friends of the school are always appreciated. Lost books will be charged for.

Library Bus

Rotorua Library bus parks at school every second Tuesday at 2:45 pm for everyone to use. Please enjoy this service with your children.

Lost Property

It is recommended that all items of clothing and property be named. A considerable number of clothes are left unclaimed each term. Lost property can be inspected at any time. Periodically unclaimed property is donated to a clothing bank.

Lunches

PITAPIT TUESDAY and FRIDAYS

We have Pita Pit lunches delivered on Tuesdays and Fridays. These are ordered before 9am from home on www.lunchonline.co.nz.

Follow the instructions to register and you are underway. Both of these are healthy options for our children.

Money & Payments

Shows and Events

\$50 per child – generally covers all excursions and shows for the year

Photocopying

\$10 per child

Voluntary donation

\$50 one child, \$40 for second child, \$30 for third child and a donation for subsequent children in the same family.

2016 All voluntary donations paid in will be spent Information Technology for the students access and use to learning systems that support e-learning.

Payments

These can be paid by cash, cheque or direct credit. The bank details are ASB 123155-0183896-00

It is imperative when you make a payment to us:

You make it easy to identify who the payment is from

You state who it is for

You state what it is for

If a full reference cannot be entered, please email the office with the above information supplied at admin@rotokawa.school.nz

If you would like to set up a direct debit or automatic payments for your payments, please contact the school office.

Money

If you are sending money to school please make sure it is sealed in an envelope with your child's name, room number, amount and what the payment is for written clearly on the envelope. This saves a lot of confusion. In general, we try to discourage children having money at school.

Newsletters

The Rotokawa School website www.rotokawa.school.nz is our main source of information for parents. Our newsletters are emailed every on a Tuesday. If you would like to subscribe to our e-newsletter [follow this link](#). We try to give adequate warning of events that are occurring, but sometimes it is necessary to

send home separate notices. We regard the newsletter as an important contact between school and community.

Notices requiring a reply usually have a 'tear-off' at the bottom to be signed by the parent and returned to school the following day. Occasionally other replies may be needed and it helps if these are returned promptly.

If you would rather receive the school newsletter in a paper copy, please contact the school office admin@rotokawa.school.nz or phone (07) 345 6129.

We are happy to publish your contribution to the community news section at our discretion. If you are interested in becoming one of our sponsors and having advertising displayed please contact the school office admin@rotokawa.school.nz or phone (07) 345 6129.

Parent Assistance

Helpers are always needed for the many tasks in and around classrooms. If you can help on a regular basis, or if you wish to do so from time to time, please contact the office or the teacher concerned.

There are times when uniforms for Kapahaka and Sports Teams need distributing or collecting. Your help is appreciated.

Consideration is given to how settled your child may be with a parent in class and we can always help and place you in a different class to assist.

Parent/Teacher Discussions

The staff welcomes contact with parents and caregivers. Times are set aside for formal interviews during the year, however members of staff are always available for discussion. Please contact the teacher for a convenient time.

We start the year with "Korero Mai - Talk to me" in February and ask that parents/caregivers share the passions of your children.

We have a discussion after each written report twice per year as well as the children leading "Learner Led Reporting" at the end of Term 3.

Parents are welcome to visit the classrooms while classes are in session to assist or just observe. We prefer you avoid 2.45 – 3pm during packing up times. It can seem chaotic and is a very busy student management time for the teachers. Please wait for your child outside the classroom.

Parents are encouraged to take part in school shows, camps, field trips and sports events. Note: If you

have a problem or concern, please discuss it with your child's teacher first. The teacher knows your child and the other children well and will work hard to make sure your concern is addressed quickly and resolved well. If the problem is not resolved contact the teachers Team Leader or Deputy Principal Lauren McCrae.

Parking

Parents are asked to park safely and walk children into school. We ask parents not to park on the bus turning bay between 7.45—8.10 or between 3pm and 4 pm thank you. Cones are set out and only Disabled access and After school care vans enter the turnaround from 3pm – 3:10pm.

Reporting to Parents

Korero Mai – Talk to me

Tentatively Wednesday 17th February. This is a meeting where parents and whanau share things that help their child learn with the new teacher. The questions are sent home prior to the meeting.

Formal written reports including National Standards achievement are provided in June & December in Years 4 - 5. Term 2 – Year 4 – 6 we will have three way reporting with the teacher and goal setting will take place. Term 3 Review the goals in Learner Led reporting. Term 4 written report only.

Years 1—3 - parents receive reports after 20, 40, 60, 80 and 100 weeks (120 weeks if appropriate) at school. Teachers will arrange meetings across the year to discuss these reports at each anniversary.

Rotokawa Kaitiaki

Principles

High Expectations

Students engage in learning knowing that at Rotokawa School they will progressively develop agency in their learning and leadership, with high achievement expectations, doing the best they can do .

Learning to Learn

Students engage in learning to learn; and reflecting on learning; through the development of thinking skills: creative thinking, critical thinking and caring thinking.

Treaty of Waitangi

Students engage in learning Te Reo Maori me ona tikanga Maori based on the bicultural partnership of the Treaty of Waitangi informed by our local whanau, hapu, and iwi connections.

Community Engagement

Students engage in learning with foundations based on our school values and turangawaewae of Rotokawa School, locally, nationally and globally.

Cultural Diversity

Students engage in learning that reflects our local cultural diversity of our local community, and from this strong sense of self-identity, broaden their knowledge of how other communities may be different.

Coherence

Students engage in learning and identifying personal strengths, then understand how the school values link across the curriculum areas.

Inclusion

Students engage in learning with deep understanding of others and their well-being, using our school values to underpin how we think, feel and interact successfully with others.

Future focused

Students engage in learning to consider how their citizenship and creativity may impact on a sustainable future for the world.

School Equipment

Children will bring readers home regularly that they have read in class to support their progress. We know there are times when they are forgotten and left at home. Please don't hesitate to return the books in your child's bookbag to the teacher or the school office.

From time to time school owned items such as maths or science equipment may be brought home. This can happen inadvertently or simply because it catches the eye of a child. Please arrange for its return it to school promptly and explain to your child that such equipment belongs to the school for all children to use.

School Facilities

School facilities may be used (subject to certain conditions) by local organisations outside school hours.

For further information contact the office.

School Policies

Please find our school policies here: <http://rotokawa.schooldocs.co.nz/>

Please make contact the school office for the password to verify you are part of our school community.

Shows and Events

Exposing the children to quality experiences and performances by recognised touring parties is a feature of our school programme. Payment of \$50.00 per child is made at the start of the year. This allows us to make decisions about opportunities that fit with our learning programmes. The payment can be made online (include child's name and S & E as a reference) or by eftpos in the school office.

Specialist Services

The school is able to enlist the assistance of specialist services as required by teachers or parents. Or school Special Education Coordinator (SENCo) is Mrs Megan Marshall-Hall DP.

Some of these specialists are:

- Resource Teacher of Learning and Behaviour
- Resource Teacher of Literacy
- Public Health Nurse
- Visiting Teacher
- Children and Young Persons Welfare Officers
- Ministry of Education Psychologist, Vision and Hearing tests
- Specialist teachers
- Police Education Officers
- Advisers in curriculum areas.

Sponsors Advertising

Thank you for considering to be a sponsor of Rotokawa School. Community support greatly helps us to reach our goals.

For \$200 + GST your business will have the exposure of:

Website

- Your logo and contact information displayed on the Rotokawa School homepage.
- A 'Get Info' page for your business that displays all of your contact information and a detailed description of what your company offers.

Print Newsletter

- Your logo and contact info displayed fortnightly in the printed version of the Rotokawa School newsletter.

e-Newsletter

- Your logo and contact info displayed fortnightly in the email version of the Rotokawa School newsletter which get sent to over 200 households in the Rotokawa area.

If you would like to become a sponsor, please contact admin@rotokawa.school.nz.

What to Submit

- A High quality digital version of your logo (.pdf or .ai preferable)
- Full contact details (telephone, email address, website url, etc.)
- Complete text of what you would like to feature on the "Get Info" page.

Sport

Rotokawa School combines with a number of other schools for various sports events throughout the year. Buses may be used to cater for transport needs and costs are apportioned as required and covered by the Shows and Events Fee. Parent assistance with coaching/managing sport is necessary and appreciated. Contact the office for further information. We have school teams in summer – Touch Rugby and Flipper Ball; winter - Hockey, Netball and Miniball.

Staffing for 2018

Leadership Team

Mrs Briar Stewart, Principal

Mrs Lauren McCrae, Deputy Principal/SENCo

Mr Regan Williams Associate Principal

Professional Learning Leaders

Mr Regan Williams Senior School

Mrs Christina Roberts Junior School

Junior School

Mrs Christina Roberts, Room 1, Year 1 & 2

Mrs Sue Cook, Room 2, Years 2 & 3

Mrs Olwen Partelow, Room 4, New Entrants

Mrs Debbie Nurkka, Room 5, Year 1

Senior School

Mr Regan Williams, Room 11, Year 4

Mr Jamal Treanor, Room 6, Otairira Years 5 & 6

Mrs Natalie Heke, Room 7 Waikawa Years 5 & 6

Miss Zoe Beesley, Room 10 Year 3

Mrs Jean Doyle, Specialist Teacher

Mrs Sue Cook Reading Recovery

Whaea Kiri Storere, Secretary/Librarian

Teacher's Aides

Mrs Jeanette Simmons

Mrs Nadena Williams

Mrs Huia Renata

Mrs Mel Murphy

Mr Mark Bretz, Caretaker

R.T.L.B., As per individual needs

Stationery

Office Max has Rotokawa School Stationery lists by class and year group. School stationery can be purchased online Office Max online - www.myschool.co.nz or by shopping at the Fenton St store. They will pick and pack your child's stationery for the year. By Term 3 there are a few books you may be asked to purchase a new one of as these first ones may be finished. The school office carries a minimal amount of these books so they can be purchased at school then if that is more convenient.

Student Leadership

Senior students are encouraged to take on roles of leadership and responsibility in the following areas:

- ? PE shed—gear issuing
- ? Librarians
- ? Assembly leaders
- ? NewsTeam/Roto Maths
- ? Grubby Fingers
- ? Eco Warriors - Enviro– council
- ? Radio Rotokawa Announcers
- ? Ambassador for School.
- ? Tuakana/teina tutoring
- ? Junior School supervision on wet lunch
- ? Bus wardens
- ? Jump Jam Leaders

Sun Smart

All children are expected to wear dark blue wide brimmed hat. Hats may be purchased at stores where the best price can be found. Parents are expected to ensure appropriate clothing is worn in terms 1 & 4 to protect against the sun, ie... shirts with sleeves and collars are recommended “Bare shoulder” tops are not encouraged. Parents should provide sunscreen (SPF30+ recommended) and inform the school of any allergies to sunscreen as school sunscreen may be applied before school activities. (Please check chemicals in sunscreen. Some have chemicals that disable the swimming pool filter – Banana Boat or Nivea are recommended)

Swimming

Our pool is thermally heated which allows swimming from Week 6 Term 4 generally until the end of Term 1. Please ensure children have swim suits (togs) as threads drop from general clothing that damage the filter system. Rash shirts are acceptable. The pool is available to Mum's and Tots on Wednesday at 2.00pm during the season.

Te Reo Maori

All classes have te reo Maori lessons. Our children are taught te reo Maori using a structured language acquisition approach which provides them with the basic skills of language learning in a supported

environment. All children are supported in learning our waiata through kapahaka. Tikanga Maori is covered within the class programme and utilising local experts and excursions also.

Term Dates & School Hours

Term Dates

- Term One: 2 February - 15 April 2016
- ?Term Two: 2 May - 8 July 2016
- Term Three: 25 July - 23 September 2016
- ?Term Four: 10 October - 16 December (or to a day in December which ensures that the school has been open for instruction for 384 half-days).

Bell Times

- 9.00-10.40 - Learning block 1
- 10.40-11.00 - Interval play
- 11.00-12.40 - Learning block 2
- 12.40-1.30 - Lunch and play
- 1.30-3.00 - Learning block 3

Children eat morning tea at 10:50am and lunch at 1:15 pm. They have milk provided by Fonterra each day. Please let the teacher know if your child has any milk allergies, or indeed any other allergies.

There is no early finish on wet days.

Please collect children promptly at 3pm as staff are often involved in professional meetings after school, analysing the days learning and preparing for the next day.

Office Hours

8.15 a.m. to 3.15 p.m.?

School Phone: (07) 345 6129 ?

??

Email:

[?admin@rotokawa.school.nz ?](mailto:admin@rotokawa.school.nz)

principal@rotokawa.school.nz

Toys

The bringing of toys to school is discouraged except on "toy days".

We are developing a "truck" zone for our children to bring their trucks to school and play developing roads and getting a bit grubby.

Parents are encouraged to keep a check on toys and other artefacts brought from home. If something arrives home that is not your child's, please return it promptly to your child's class teacher or the school office. Thank you.

Treaty of Waitangi

Treaty of Waitangi Policy

Rational:

To fulfil the intent of the Treaty of Waitangi by valuing and reflecting New Zealand's dual cultural heritage and acknowledging the principles of Partnership, Protection and Participation.

Guidelines:

To define an appropriate kaupapa for Rotokawa School that is consistent with equitable governance and management

- Tikanga Māori and Te Reo Māori are valued and promoted in school leadership, teaching and learning.
- School values and environment reflect the unique position of Māori as tangata whenua and celebrate this partnership through pōwhiri, karakia and kapa haka.
- Relationships are fostered with local iwi and hapū, with the guidance and leadership of kaumātua.
- There is continued support of a lead teacher to promote and support learning and teaching that is culturally responsive.

To recognise Māori values in the provision of resources and facilities within the school.

- Māori are represented on the Board of Trustees and Friends of the School.
- Appropriate allocation of resources and programmes ensure whole school participation in Māori cultural activities and events.
- All students learn Te reo Māori and tikanga Māori.
- School leadership and BOT work with whānau to support our rumaki unit.

- A whānau representative is involved in the appointment of staff to the rumaki unit.
- Appropriate learning resources and teaching pedagogical content knowledge support and enhance learning for Māori children.

To foster Māori student achievement and support the advancement of Māori educational initiatives.

- Provide teaching and learning programmes either from The New Zealand Curriculum 2007 or Te Marautanga o Aotearoa that support learning for Māori, whilst utilising our Rotokawa School / Marau a kura local curriculum.
- Appropriate targets, plans and monitoring systems to accelerate/enhance/extend Māori student achievement are sustained.
- School wide reporting and sharing of progress and achievement to tamariki and whānau is in a format that supports the mana of the child, whānau and the teacher.

Vision & Values

The following vision statement and values were created with consultation of students, staff and the community.

Rotokawa School Vision

Whakaaro nui ki tahi, kia pārekareka ai te rapu māhioranga, me anga hoki ki te whakakaha i a tōu.
Consider others; enjoy school, enjoy learning, to improve your future

Rotokawa School Mission

Creating exciting learning through stimulating, challenging, supportive, inclusive and relevant experiences.

The Rotokawa School Values are:

- Have fun
- Include others
- Be respectful
- Be safe and responsible
- Be truthful

These values guide our curriculum and learning across the school year.

Wheel Days

We hold Wheel Days where children can bring bikes scooters trikes prams trucks etc to use during the

day. These are fun days for everyone.