

KAIPARA FLATS SCHOOL



Vision Statement: “Succeeding Together - Te Angitu Tahī”

Parent Information Booklet 2020

Contact Details

Telephone: (09) 422 5819

Principal: Debbie Hamer

debbieh@kaiparaflats.school.nz

Office: Jan Kose

jank@kaiparaflats.school.nz

Website: www.kaiparaflats.school.nz

In 2019 our school and community reviewed our vision and how we deliver and embed our school values. We are working hard to ensure the vision and new values are visible, understood and lived by our school community of children, staff and whanau.

At Kaipara Flats Primary School, we believe that **every** child has the right to succeed and enjoy all the benefits that a feeling of achievement brings to life. This means that it is our job as teachers to make success available to all children **We strive to ensure that our school is providing a positive environment that incorporates all aspects of learning**

Success means different things to different people. Success can be as big as being an athletics champion, it can be achieving high levels academically or it can simply be getting through the day with a smile on your face knowing you have tried your best and been your best person. It is our job as teachers to celebrate all forms of success and provide many and varied opportunities for children to achieve. **We strive to ensure that our school provides those opportunities.**

A positive encouraging environment is, I think, the environment most of us would choose to live and work in. Much more is achieved if we all become encouragers, if we use positive words, if we look at achievements not failures. We all grow in the affirmative. It is our job as teachers to encourage our children to be the best they can be and to achieve as much as they possibly can. **We strive to ensure our school is a happy productive place.**

Our children deserve to spend their days in an exciting, vibrant school filled with opportunities to explore ways of learning and to grow their curiosity. **We strive to ensure that our children want to come to our school and that each day is an learning adventure.**

Our school exists to facilitate learning, to take our children to the next step, to help those children who need help and extend all those children who are thirsting for more. **Our school above all, needs to make sure that learning is continually happening in all its forms.**

If you choose to send your child to Kaipara Flats school you will join a close knit, supportive community in a school that provides a nurturing environment. Our school's foundation is built on strong relationships both with children and whanau.

Debbie Hamer
Principal

Our Vision

Succeeding together - Te angitu tahi

Our Learners will :

Connect / Hononga

Be United / Kotahi

Think / Whakaaro

Be Independent / Mana Motuhake

Our Values / Nga Uara

At Kaipara Flats School we value:

The 3Rs : Living our School Values

Respect Myself

Respect Others

Respect the Environment

Strategic Intentions 2020-2022

Growing our learners to be the best they can be

Growing the way we learn today, empowering and inspiring us for the future

Growing our well being so that all learners can thrive and succeed

Staff at Our School

<p>Principal: Debbie Hamer debbieh@kaiparaflats.school.nz</p> <p>Deputy Principal: Sharon Brown Sharonb@kaiparaflats.school.nz</p> <p>Emma Gutmann: Piwakawaka Class Teacher emmag@kaiparaflats.school.nz</p> <p>Sandy Meharry: Tui Class Teacher sandym@kaiparaflats.school.nz</p> <p>Allie Stucke: Kotare class teacher Allies@kaiparaflats.school.nz</p> <p>Maddison Tuffley Kereru class teacher maddit@kaiparaflats.school.nz</p>	<p>Sarah Meadowcroft: Takahe Class Teacher and Mathematics Leader Sarahm@kaiparaflats.school.nz</p> <p>Stevie Douglas: Kea Class Teacher and Digi Tech Leader stevied@kaiparaflats.school.nz</p> <p>Support Staff:</p> <p>Jan Kose: Office Administrator jank@kaiparaflats.school.nz</p> <p>Karen Butler and Carol Jones: Learning Support Odette Wech: Caretaker Margaret Gibbens: Cleaner JD: Just about everything!</p>
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Board of Trustees:

The Board is the employer of all staff in the school, is responsible for setting the schools strategic direction in consultation with parents, staff and students and ensuring that it's school provides a safe environment and quality education for all its students.

<https://vimeo.com/120984849>

Our Board generally meets twice a term at 7.00pm at school. Meeting dates are advertised in the weekly newsletter. Meetings are public and you are welcome to attend.

PTA:

Our PTA was formed in 1998. Meetings are generally held twice a term and notification is given in the school newsletter. The committee is a very enthusiastic, valuable team within our school community and is responsible for organising social and fundraising activities. The PTA is a great way to keep an informed link with school happenings and the community.

Our School Day

9am	Learning begins
10am	Crunch and Munch Time
10.45am	Time for interval
11.05am	Learning continues
12.30pm	Time to eat
1.15pm	Tidy-up Time
1.20pm	Back to Learning
2.50pm	Line up for buses
3pm	Time to go home

The rest of this booklet is set out in alphabetical order

Absence /Illness / Accidents:

For safety reasons the school should be contacted if your child is going to be absent. Please telephone or e-mail the school office before 9.05am. We will endeavour to contact parents if children are absent without known cause. Please advise us, in writing, if pupils need to take medication during the school day. Records and medication are kept in the office. Minor accidents are dealt with at school by qualified first aiders. In the case of more serious accidents, the school will make contact with parents / designated guardian before any action is taken. An incident report will be sent home regarding any accident deemed to be of a serious nature that may require follow up by parents

Arrival Time:

We start learning at 9am. It is preferred that you arrive a little bit before that as this gives your child time to play, settle and get organised ready to start the day. It is best if parents leave before the 9 o'clock bell.

Bus Routes:

There is a bus run that conveys children to school from the Kaipara Flats Road/ Old Woodcocks Road. A Mahurangi College bus runs up to the Kaipara Hills. Kaipara Flats School children also use this bus. Current information on runs, stops and timetables can be obtained from the school office. Children are picked up and let off at the bus stop closest to their home. The BOT will only consider alternative arrangements after receiving a written application from parents. When collecting children from a bus stop please park on the same side as the bus to ensure children are not tempted to run across the road. If you wish to collect your child after school, rather than have them use the bus to go home, please contact the school by 2pm on the day if not before. A note or e-mail to the office would be appreciated if the arrangement is known before the school day commences.

Parents collecting children from school are asked not to park outside the front gate where the bus stops.

Camp: Our senior children in years 4 to 6, attend camp in term 1. This is to develop positive dynamics in the class and promote resilience and independence. Camp builds life-long memories and builds friendships in a way we cannot do in school.

Change of Contact Numbers:

Please contact the school office if your address, email address or telephone contact numbers change. It is really important that we have current details, especially if we need to contact you urgently

Charter:

The Charter specifies the goals and objectives of the school and is a legal contract between the Board of Trustees and the Minister of Education. A copy can be downloaded from the school website.

Class Trips and Visits:

Our school regards visits as an important part of our learning programmes. It is expected all children will have the opportunity to be involved in these learning experiences. Depending on the type of visit or activity, a certain adult to pupil ratio is required so parents may be invited to participate.

Parents are informed of all outside school activities well beforehand by newsletter or classroom notice. A permission slip will be required from parents for all trips outside of school.

The school require that all children being transported be provided with a suitable car seat, seat belt and that the vehicle has a current warrant of fitness and registration. Depending on the distance involved a small charge may be made as a donation to drivers or to cover bus hire. This will be collected prior to the trip. School operational funding may subsidise the cost of trips where appropriate.

Country Show Day:

This is a very important and enjoyable day in the school community's calendar. It is an opportunity for the children to share the success of their animal rearing, produce growing and springtime craft-work. Exhibitions, stalls, fun activities and entertainment are all part of a valuable community get together. This is held in Term 4.

Dental Nurses:

The Dental Nurses come to our school at least once a year to enable them to check the children's teeth. Parents will be notified by the clinic if their child requires further treatment.

Digital Technology:

All children are offered the opportunity to learn skills and creative application in the use of digital technology. We ask that when children enrol parents and students agree to a user contract. This will be provided with enrolment information. The school internet provider is Network 4 Learning and it has a rigorous net-safe policy and guidelines in place. We trust parents will support the school's teaching and learning directions in this aspect to enable our children to have access to global learning opportunities.

Our senior children in years 4 to 6 work on school owned Chromebooks. Their Chromebooks are monitored using a management system called Hapara, which enables the teachers to access each device as well as limiting web-sites, sharing work etc. In our junior classrooms, the children work on iPads in Y3 again owned and monitored by the school. In Y0-2 our children learn about digital technology by doing practical, unplugged activities. Our teaching staff are skilled at integrating the use of devices and the unplugged activities into the children's learning activities.

Enrolment:

If you are intending to send your child to Kaipara Flats School it is a good idea to inform us beforehand. Children can be enrolled on their fifth birthday. Enrolment forms can be obtained online from our website or at the office. We will also need a copy of the birth certificate and

details of your child's immunisation programme. Before your child starts school we will arrange pre –school visits so the induction is a relaxed process for all involved.

Facebook:

We have two facebook pages. One is run by the PTA and has information about PTA upcoming events, including PTA meetings.

The second is run by the school and is a private page limited to the parents of current children at the school. This page has been set up to celebrate learning at home. If you would like to become a member of this page please apply via facebook.

Garden To Table:

We are a Garden to Table school. We grow our own fruit and vegetables which we then cook with or preserve. All of the children take part in this programme and develop skills for life-long learning

Health Nurse:

The health nurse is able to visit our school on the request of staff or parents. If you have any concerns about your child's physical, social or emotional health please contact the school.

Hearing and Vision Testing:

At age five children are tested for any problems in this respect. At age eleven girls and boys have vision and colour vision testing. If you have any concerns please discuss with the class teacher and specific arrangements can be made.

Leaving the school grounds:

Children may not leave the school grounds without permission from the teacher or a written note from parents.

Library:

All children are encouraged to borrow books from the school library for recreational and study purposes. It is preferred the children have a book bag when conveying books to and from home. Books are expensive and a charge may be made when these are lost or wilfully damaged. Donations, for the acquisition of books, are much appreciated.

Lost Property:

Lost property is kept in a container in the medical room. We display lost items to children at assembly times. Please label clothing and shoes clearly. All unclaimed property is donated to a charity organisation at the end of each term.

Lunches:

As we do not have a bought lunch facility children need to bring their lunch from home. The children eat outdoors if it is fine, otherwise indoors. At lunchtime, children are expected to sit and eat their food for 10 minutes, before being allowed to play. We do try to ensure they eat what has been provided. Sweets and soft drinks are discouraged in lunch boxes. Water is available throughout the school day for the children's refreshment.

Money to school:

When money is sent to school for payment of trips, stationery etc please ensure that it is placed in a sealed, named envelope. Please state clearly the reasons for payment. A receipt will be issued if requested.

Newsletters:

The school publishes a bi-weekly newsletter that is distributed to all families. This is posted on the school website, on the school Facebook page and emailed home. As well as basic

organisational information the newsletter is an important way for the school to communicate its successes and directions. Individuals and community groups are welcome to use the newsletter as a vehicle to convey information.

Parent assistance:

We are proud of the high level of parent assistance provided which certainly enhances the quality learning in the school. Parents can assist with library clerical work, making of equipment, accompanying class trips, participating in working bees, coaching sports teams and by assisting teachers in guided reading, writing, maths and art activities. If you are interested in helping in any way please feel free to contact the class teacher or Principal.

Personal Possessions:

Children are discouraged from bringing toys, jewellery, electronic games, card games etc or any belongings that are irrelevant to teaching and learning or are not suitable in terms of safety in sport and play. The school accepts no responsibility for the loss or damage of such items.

Photocopier:

The school photocopier is available for public use. Normal charges are 20c per copy for black and white and 50c for colour. Normally this should be done during non-teaching times. This is a community service and also helps school funds. Contact the school office for further information.

Photographs:

Class, team, individual and family photographs are taken every year.

Preparing your child for school:

Please help us in preparing your child positively and realistically for school.

Independence and social skills are as important as academic skills, as well as having a positive attitude to learning.

All pupils at school are encouraged to develop study habits and skills at home as well. At the Junior level (Years 1 -3) a programme of regular home reading with parent support is most helpful. As children move through the school levels parents can expect more varied study programmes including reading, maths, spelling and inquiry activities. It is expected senior room children will receive a weekly home study programme, which will enhance the current classroom learning. Parents can assist their child by encouraging a regular time and place for study. You can best support your child with patience and positive comments. If at any time your child is unable to complete set homework activity, teachers would appreciate an explanatory note.

Pre Schoolers:

We delight in our pre schoolers being able to attend brief sessions before they take on full time school. Please contact the New Entrant teacher a term (ten weeks) before your child's fifth birthday so visits can be arranged.

Reporting to Parents:

A wonderful advantage of a small rural school is that parents and teachers tend to have regular contact with each other. This can be useful in helping to inform you of your child's progress in an informal way.

Our reporting cycle:

Term One: Early in Term One (February) a Parent Information Evening is held. The format of the evening will be from 5.00pm to 6.00pm, we will all begin in the library where the Principal will speak to everyone and outline the school wide points of interests. After the initial meeting,

parents will be directed to their child's classroom where the classroom teacher will talk to all the parents about information that just concerns the classroom. There will also be opportunity for your child to show you their work. If you require a one to one interview with your child's teacher then you can book a time to do so.

Later in Term One a parent / teacher interview is held so that teachers can share their initial thoughts and parents can discuss any concerns they may have. This is an important discussion and lays the foundation for the rest of the year.

End of Term Two: A written report is prepared for parents based around progress, achievement and next steps. The children are given an opportunity to contribute to their report.

Term Three: Early in term three our school hosts Learning Conversations. This is an opportunity for the children to share their learning with their parents/ whanau and show them the progress they have made. Teachers support this process.

Term Four: A comprehensive written report is provided outlining the year's progress and achievement and possible learning directions for the next year.

School Picnic

The school picnic is very much a tradition of the school community, observed nearly every year since the early 1930's. It is normally held in February at Martin's Bay. This is a wonderful day of swimming, beach games and a picnic atmosphere where families and school staff intermingle to set the scene for a positive year of learning for all.

Special Needs & Abilities:

Our school provides support for children with different learning needs. We aim to be inclusive of all children and provide learning programmes that suit differing needs. It is important to us that we foster strong relationships with children that have challenges and do consult with parents when these needs are identified. Children with noted talent will also be offered specific learning opportunities within the school programmes and through external programmes where possible.

Sports and Physical Education:

All children will be encouraged to participate in sporting activities. We are fortunate to be able to readily enlist parent assistance for some sports provided. A wide range of sports are available for children at Kaipara Flats including rugby, netball, cricket, tennis, hockey, soccer and touch. Physical Education is an important facet of the curriculum so if for any reason your child is unable to participate, please send a note of explanation. We would also appreciate children wearing the designated school sports uniform when competing in school representative events. Sports shirts can be ordered at the office.

Stationery:

At the end of the year or on enrolment, children are issued with a stationery list relevant to the year group and class requirements. These may differ from year to year and so lists will be updated on the website.

Sunsmart / Sunhats:

We actively promote a sunsmart policy at Kaipara Flats School. The school has sunshade areas and the children must wear hats when engaged in outside activities during Term 1 and 4. We ask parents to consider their responsibility in providing a school sunhat (which can be acquired at the office) and sensible clothing to suit the conditions.

Swimming Pool:

Families are able to have access to the pool after school, weekends and holiday times. On receipt of a fee, a key will be provided. A contract for usage will be given and it is expected

families will respect the value of this facility to the school community. Pool keys must be returned at the end of the swimming season.

Swimming and water safety are an integral part of the Physical Education programme. Children will be required to bring their swimming gear on their allocated days during the swimming season. We would appreciate, and will respect, notification of health reasons for which children may be excluded from swimming.

Voluntary Donations:

Each year the Board of Trustees asks for voluntary donations to supplement the schools operational budget. These donations certainly help support and enhance the many aspects of the school curriculum and learning activities we are able to offer. The donation may be made at the beginning of the year or partly, on a term basis. Please contact the office to arrange a suitable donation arrangement.