



PAUATAHANUI
SCHOOL

Where Town Meets Country
ESTABLISHED 1855

Prospectus

2021



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ESTABLISHED 1855

Mission Statement

To provide an environment where children enjoy learning, grow in self- esteem and develop a sense of responsibility towards self, others and the special rural-urban setting where they live, learn and grow.

Our PAUA Values

The students, Board of Trustees and Staff at Pauatahanui School value excellence, honesty, initiative, respect, persistence, acceptance, the environment, creative and critical thinking and working together for the good of every child.

Perseverance

Attitude

Understanding

Ambition

We believe that each child is unique and therefore we provide teaching programmes that cater for individual needs, in a safe, secure and nurturing environment.

We believe that quality outcomes for each child result from an equal partnership between students, teachers, whanau and community. Therefore we continually empower all three parties through the provision of appropriate knowledge, skills and attitudes required to achieve these outcomes.

Vision: Provide all Pauatahanui School students with the confidence and skills to achieve their dreams.

Purpose: Ensure all Pauatahanui School students are academically and socially prepared to perform well when they take the next step in their education.

MESSAGE FROM THE PRINCIPAL

Your enquiries about our school community at Pauatahanui School are most welcome. Choosing which school to send your child to is one of the most significant decisions you will make as a parent. The early years of a child's development shape not only future academic success but also character.



Pauatahanui School is a growing rural full primary school on the urban fringe. We are a school where 'town meets country'. The school has been serving the local community since 1855. We enjoy a rich and proud history and we are focused on providing our students with an exciting future.

The staff team work hard to ensure the community's voice and local content are evident in the school's curriculum. We believe that students learn best when learning is engaging and in context to their own lives. We offer a challenging and exciting range of experiences aimed at assisting each individual's academic, physical, social, emotional and cultural development.

In order to achieve quality learning, our staff is actively involved in ongoing professional development and use evaluation, planning and innovative teaching methods that focus on the process of learning.

We value and encourage whanau and caregiver involvement in class and school activities. As a learning community we strive to maintain an atmosphere where parents and teachers interact positively and constructively as partners in education.

I welcome you to find out more about Pauatahanui School by contacting me and making a time to visit and look around.

Bradley Roberts
Principal

MESSAGE FROM THE BOARD

We have a strong belief that every child deserves the opportunity to achieve their full potential and I am fortunate enough to be in a position to lead a team that shares the same views.

Our team is very focused on creating a culture that enables all students, parents and teachers to be engaged in a learning and teaching partnership.

We have a very talented and enthusiastic team of teachers who are extremely passionate and are just waiting to unlock and unleash the full potential of every child.

We believe it's our role to ensure all of our students are well prepared academically and socially for the next step in their education.

Our school has an amazing history and our community is a big part of this. We would love for your child to be part of our exciting future.

General Information

Address: Pauatahanui School
12 Paekakariki Hill Road, RD 1
Pauatahanui
Porirua 5381

Phone: 04 234 7659

Email Office: admin@pauatahanui.school.nz
office@pauatahanui.school.nz

Website: www.pauatahanui.school.nz

2021 School Terms

Term 1 3 Feb to 16 April
Term 2 3 May to 9 July
Term 3 26 July to 1 October
Term 4 18 October to 15 December

School Staff

Name	Position	Classes
Bradley Roberts	Principal	
Kate Excell	Deputy Principal	
Maria Breuss-McBride	Teacher	Year 7/8
Kansas Davis	Teacher	Year 7/8
Becky Spencer/Claire Jolly	Teachers	Year 5/6
Jen Cooze	Teacher	Year 4/5
Sharon Gibson	Teacher	Year 4/5
Hilary Hadfield	Teacher	Year 2/3
Clare Layfield	Teacher	Year 2/3
Maddy Bain	Teacher	Year 1/2
Rochelle Kearney	Teacher	Year NE/1
Kiri Winiata	Reading Recovery/Relieving	
Manuela Hodgson	Executive Officer	
Sue Judd	Office Administrator	
Vicki Judd	Learning Support Coach	
Mel O'Hagan	Learning Support Coach	
Hili Viliamu	Learning Support Coach	
Jane Young	Librarian	
Robbie Davies	Caretaker	

Board of Trustees

Board Member	Position/Portfolio
Brett Hall	Chairperson
Simon Jones	Finance
Bradley Roberts	Principal
Kate Scott	Cultural Competency
JoAnn White	Property
Libby Tuite	Health and Safety
Maria Breuss-McBride	Staff Representative
Manuela Hodgson	Secretary

The Board of Trustees meets twice each term (as a minimum). These are meetings open to the public and held in the staff room at school; and all parents are welcome to attend. Minutes of board meetings are available from the office. Board of Trustees elections are held every three years. The next election is due to take place in May 2022.

Tomorrow's Schools

The Structure of Education today

Government	Issues curriculum guidelines, sets policies and budget priorities
Ministry of Education	Administers on behalf of the Government
Board of Trustees	Governs the school, in keeping with the Ministry's guidelines. Sets policies which reflect the values of the school community. Responsibility for the school's finances. Employs the Principal
Principal	Manages the day-to-day running of the School, in keeping with Board guidelines. Responsibility for employing and managing teaching and administrative staff.
Education Review Office (ERO)	Checks the school is implementing policies in accordance with the Education Act. Checks the school's effectiveness in its education of the children. (This takes account of both the national curriculum guidelines and the school's own goals, as set by the Board of Trustees following community consultation.) The most up to date ERO report can be viewed by visiting www.ero.govt.nz

DAILY TIMETABLE

9:00am	Classroom learning begins, block one	(Bell)
11:00am	Morning tea begins	(Bell)
11:25am	Classroom learning continues, block two	(Bell)
1.05pm	Lunch begins- sit with class to eat lunch	(No Bell)
1.15pm	Lunch break	(Bell)
1.55pm	Afternoon learning block	(Bell)
3:00pm	End of school day	(No Bell)
3.30pm	Last bus bell	(Bell)

Students are to arrive after 8:25am please (**early bus children are the exception**) and should leave school by the time the last bus leaves around 3:30pm. Prior to 8:30am teachers are very busy preparing lessons. The safety of children is our primary concern.

Pauatahanui School offers before and after school care options through SKIDS.

Welcome to our great little school

At Pauatahanui School we provide an environment where children enjoy learning, grow in self-esteem and develop a sense of responsibility towards self, others and the special rural-urban setting where they live, learn and grow.

The students, Board of Trustees and Staff at Pauatahanui School value persistence, positive attitude, understanding and ambition (PAUA), and working together for the good of every child.

We believe that each child is unique and therefore we provide teaching programmes that cater for individual needs, in a safe, secure and nurturing environment.

We believe that quality outcomes for each child results from an equal partnership between students, teachers and community. Therefore we continually empower all three parties through the provision of appropriate knowledge, skills and attitudes required to achieve these outcomes.

A few words about us

The site the school occupies is near an early Maori pa site, an old British barracks and a settler's graveyard. Many of the descendants of the families buried here still attend Pauatahanui School.

The school started in 1855 in a private home, moving a couple of years later to the local chapel. In 1860, a small corrugated iron school was built with materials from the former soldiers' barracks.

Increasing rolls meant a "new" school was built in 1939 and that building is incorporated into the present day school structures.

Pupil enrolment of 34 recorded in November 1899 has expanded to a present end of year role of approximately 200.

Even the School bell has an interesting history. It was purportedly salvaged from the Barque Tyne which was wrecked at the entrance to Wellington Harbour in 1868. The School highly values its rich historical past.

During World War II the school began holding an annual Calf Club Day, originally to teach children the importance of self-sufficiency. Later an increase in the number of lifestyle blocks in the area saw more and more children entering livestock into what had become the Lamb and Calf Day. The Lamb and Calf day has become a very important date in the local calendar and involves every school family.

The size of the school and the quality relationships that exist at all levels fosters a community feeling and an atmosphere of inclusion, co-operation and respect. The school has a very active and supportive Board of Trustees that work together for the benefit of every child.

PAUATAHANUI SCHOOL HOME ZONE

All students who live within the home zone described below shall be entitled to enrol at Pauatahanui School.

The northern point of the zone is the summit of Paekakariki Hill Road. Grays Road from the intersection with Paekakariki Hill Road is included, as far as the Water Ski Club building, at the bottom of Camborne Hill.

Continuing west from the Pauatahanui Roundabout, the zone follows Paremata Road (SH58) up to and including the property at number 400A, and excluding the property at number 374. The zone also includes Joseph Banks Drive from number 40 to number 92 inclusive on the even side of the road and number 37 to 91A inclusive on the odd side. The Masthead, Bowsprit Way, Lanyon Place and Voyager Way are in zone; **Samwell Drive** is out of zone.

Navigation Drive to Endeavour Drive (numbers 2-32 and 1-21 inclusive of Bowman Place, Botany Lane, Scoresby Grove, Young Nicks Lane and Lodestar Lane are included, as is all of Endeavour Drive and all roads off – Port Lane, Helm Place, Canary Way, Madeira Close, Pacific View and Ships Cove.

Continuing east from the roundabout, the zone follows Paremata Haywards Road (SH58) to Moonshine Road, with all roads off this, up to and including Mt Cecil Road, except for the proposed Transmission Gully route. Moonshine Road, Ahoroa Road, Bulls Run Road and up to and including Moonridge are also in zone.

Home Zone Enrolments

Each year, applications for enrolment in the following year from in-zone students may be sought to enable the Board of Trustees to assess the number of places which can be made available to students who live outside the home zone. Proof of address within the home zone will be required.

Out of Zone Enrolments

Each year, the Board of trustees will determine the number of places, if any, which are likely to be available in the following year for the enrolment of students who live outside the home zone. If there are places, the Board will publish this information by a notice in the local community newspaper and at the local preschools. The notice will indicate how applications are to be made and will specify a date by which all applications must be received.

Applications for enrolment will be processed in the following order of priority:

- First Priority: This priority category is not applicable at this school because the school does not run a special programme approved by the Secretary for Education.
- Second Priority: Will be given to applicants who are siblings of current students.
- Third Priority: Will be given to applications who are siblings of former students.
- Fourth Priority: Will be given to applicants who are children of Board employees.
- Fifth Priority: Will be given to all other applicants.

If there are more applicants in the second, third, fourth or fifth priority groups than there are places available, selection within the priority group will be by ballot conducted in accordance with instructions issued by the Secretary under Section 11G(1) of the Education Act 1989. Parents will be informed of the date of any ballot by a notice published in a local community newspaper and at local preschools.

Applicants seeking second or third priority status may be required to give proof of sibling relationship.

ABSENCES

Parents are required by law to ensure that their child is enrolled at a school and that they attend school every day it is open, except in the case of illness, injury or extreme circumstances. Regular attendance and being on time for school sets up good habits. Should your child be absent through sickness or for any other reason, it is important that the school be contacted by telephone (04 234 7659) prior to 9am on the first morning of the absence and, if possible, give an indication of the length of time the child will be absent. This can be left on the answer phone facility provided. It is important for child safety that we know where our children are. Truancy Services will follow up on continuous, unexplained absences as the safety and well-being of our pupils is paramount.

ACCIDENTS AT SCHOOL

Minor accidents are dealt with at school as appropriate. If any serious accident happens the parent, caregiver, or person listed for emergency calls is contacted. If no responsible person can be contacted the school will take whatever action is deemed necessary.

ASSESSMENT AND REPORTING TO PARENTS

Parent / Teacher conferences

We provide a range of formal and informal opportunities for parents to discuss their child's progress and needs with classroom teachers, which include:

- School Entry Assessment feedback (Within 6-7 weeks of starting school)
- Parent/teacher evening early Term 1(Whole school)
- Parent/teacher mid-year interviews (Years 4-8)
- Before and after school meetings
- Contact via email, phone or letter

Reporting

At the end of Term 2	Mid Year Report	
At the end of Term 4	End of Year Report	

Assessment

A range of formal and informal methods are continually being used within the classroom to assess each child's needs, progress and achievement standards. These include: School Entry survey, Six year testing, Running records, in and out of class observation, Formal testing using standardised tools in reading, writing, spelling and mathematics.

Data Keeping

Teachers maintain in-depth assessment registers and individual student achievement records which are used to support teacher's planning and reporting.

BEHAVIOUR

We are extremely fortunate to be able to enjoy a generally-high standard of pupil behaviours and attitudes. The school staff takes great pride in these standards and constantly looks for ways of further enhancing them.

The high standards that we all strive for do not arise by chance and require a consistency of understanding and application by all involved – staff, pupils and parents.

The following is a brief overview of the school's 'Student behaviours' guidelines and procedures. The guidelines cover three main areas of focus:

1. Behaviour Management Plan
2. Opportunities
3. Ways of Celebrating

Behaviour Management Plan

Through this plan we aim to manage and modify unacceptable behaviours in a consistent manner for all Year 1 to Year 8 students.

Our School Behaviour Management Plan has two basic areas:

1. Playground expectations
2. Serious offences

The following is an overview of the above two areas.

PLAYGROUND

Pupils are not allowed to:

- Spit
- Eat gum
- Use inappropriate language
- Fight with anyone – fun or otherwise
- Go out of bounds
- Touch other's property without permission

The consequences for not complying with the rules are:

- Warning (If appropriate)
- Reflection time
- Repeat Offenders: For repeat offending, further consequences may occur during year, e.g. missing out on participating in significant school events or participating only if parents agree to also attend and supervise their child. Parents will be advised in advance if their child is at risk of missing out on school events due to repeat offending.

SERIOUS OFFENCES

Pupils cannot:

- Bully anyone physically, verbally or indirectly, or assault any other student
- Direct inappropriate language at teachers
- Steal anyone's property
- Damage or deface any school property
- Truant or leave the school grounds without appropriate permission
- Have cigarettes, alcohol or any other illegal drug
- Be defiant to teachers (i.e. child repeatedly refuses to accept a reasonable request)
- Misuse of school equipment and/or property

Examples of Bullying – Intentional and ongoing or serious:

1. Physical - hitting, kicking, taking belongings
2. Verbal - name calling, insulting, racist remarks
3. Indirect - spreading nasty stories, excluding from groups

The consequences for not complying with these rules either in class or in the playground are:

- Direct referral to the Team Leader
- 'Red' card written out

- Parents contacted
- Reflection time
- If the offence is repeated: Meeting with the parent/caregiver and relevant staff. For further repeat offending, further consequences may occur during year, e.g. missing out on participating in significant school events or participating only if parents agree to also attend and supervise their child. Parents will be advised in advance if their child is at risk of missing out on school events due to repeat offending.
- If behaviour continues:
 1. Individual management plan will be established Guidance from the RTLB team will be sought.
 2. If necessary, stand-down and suspension will be used.

What happens during reflection time?

During reflection time students in years 1-2 are guided through a discussion that explains clearly what the behaviour was that has caused a concern, the choices made and could have been made by the individual/s

During reflection time students in years 3-8 sit on their own for 2/3 of the time and are given a think sheet. Students are asked to use the questions on the think sheet to help them reflect on the incident/behavior that brought them to this point. The final 1/3 of the time is spent with the person supervising the reflection time leading a discussion about choices that were made and could have been made by the individual/s.

Note: Where appropriate senior students may also be asked to write a letter of apology or a note home explaining their actions.

Opportunities

We know that the behaviours we want our students to demonstrate do not come solely through the enforcement of the previous structure or by simply talking with them about their behaviours. Therefore, wherever possible we provide opportunities for students to further develop, exercise and demonstrate the behaviours that we value and want to see in them. These opportunities obviously build on each other. E.g. In a small group size > Class situation > Playground > Representation.

The following is a sample of opportunities that the school staff aims to offer students as a means through which to further develop, exercise and demonstrate the behaviours that the school values and wants to continue seeing.

- Student Council Representative
- Class buddies
- Helpers and runners
- Teachers encouraging their classes to support class mates during inter-class games
- Teachers actively participating and support student events
- Class and interclass events where good sportsmanship is recognised and rewarded
- Class programmes that regularly incorporate cooperative learning activities
- Assembly hosts
- Daily class discussion times (last 10 minutes of each day)
- School representation e.g.Artsplash, various sporting teams
- Community service
- Drama group
- Leaders Conference
- Dance group
- Inter-school events
- Choir
- House captains

Celebrations

Celebrations provide a means through which to acknowledge and promote the best behaviours.

The following is a list of methods that staff aim to use in celebrating students demonstrating the behaviours that the school values and wants to continue seeing.

- Assemblies - team and wider school
- Student participation and representation promoted at classroom level
- Student Values Award
- An end of term treat/prize for those classes that have had no student attend reflection time
- School and team newsletters acknowledging achievements/representation
- A school notice board where achievements/representation are publicised
- Playground Reward System/Paua Ticket (Targeting students who display the school values of *Perseverance, Attitude, Understanding, Ambition* ie. help others, show manners, play well, include others in activities, keep the school clean, show honesty, etc.)
- "Paua" tickets are used as acknowledgement of positive playground behaviour. The teacher on duty carries 'Paua' tickets with them and hands them out to students they see: helping others, showing manners, playing well, including others in activities, keeping the school clean, showing honesty, etc.
- Students then take the ticket/s home to share with and have signed by parents. This is a great opportunity for you to further praise your student for their behaviour.
- The ticket is then returned to school and placed in a team 'PAUA' box. Twice a term as part of our school assemblies a draw is held and prizes are given to those students who have their name drawn out.
- Students earn one house point for every Paua ticket awarded.

BOARD OF TRUSTEES

The Board of Trustees consists of five members elected by parents of children attending the School, the Principal and a Staff Representative. The term of office for the Board of Trustees is for a period of three years. Next elections will be in May 2022.

The Board of Trustees is responsible for governing the school by formulating and reviewing policies that efficiently and effectively help achieve school goals for student learning and achievement.

Students and their learning are our main focus! The Principal is responsible for the day to day management of the school.

Board of Trustees meetings are usually held twice per term at 6.30pm in the School Staffroom. The date and venue are advertised in the School Newsletter. Parents and Caregivers are welcome to attend these meetings.

BOOK CLUB

Several times during the year students are given the opportunity of purchasing books through Scholastic New Zealand. Brochures outlining the books currently available are distributed to all students. Order forms and money are to be returned by a set date. There is no obligation to buy these books.

BUSES

Two free bus services are operated by Mana Coach Services for children living in the rural area. A third bus service is available to Whitby children, who will need to contact Metlink to buy a snapper card.

Moonshine Bus	<p>Departs Bulls Run Road/Moonshine 8:00am Arrives at school 8:20am (<i>Please note, no Flighty's Road service in morning</i>) Departs school 3:40pm going up Flighty's Road Arrives at Bulls Run Road/Moonshine 4:10pm</p>
Paekakariki Hill Bus	<p>Departs top of Paekakariki Hill Road 8:00am Arrives at school 8:20am Departs school 3:40pm Arrives at top of Paekakariki Hill Road 4:00pm</p>
Whitby Bus	<p>An afternoon service is provided for Whitby families. Charges are a maximum of a One Section fare. Contact Metlink for more information. The bus departs from the school at 3:05pm and stops at all official bus stops on the way. <i>(All bus times are approximate)</i></p>

A staff member accompanies children to the buses each afternoon, ensuring children's safety before they board the buses and when crossing the road.

For Paekakariki and Moonshine buses, there are no specified stops en route. The driver will pick up waiting children, and set down as requested. Children who live on these routes and travel by bus must complete our Bus Pass Form to arrange for a pre-printed bus pass in their name. This will enable them to travel for free on this service. If you are interested, please contact the office.

CLASS STRUCTURES

From time to time our classes may be composite – this means that two year groups are in the same room. This in no way impedes the progress of any of the students. All our students' learning needs are assessed regularly and they work at the level appropriate to their needs and abilities.

The school is divided into three learning hubs for Terms 1 and 2, then a fourth will be added for Terms 3 and 4:

Hub 1 – Tainui	NE/Year 1,2,3	(Classrooms 1,2,3,4)
Hub 2 – Raukawa	Years 4, 5 and 6	(Classrooms 5,6,7)
Hub 3 – Whitireia	Years 7,8	(Classrooms R9,10 (Library))

CONCERNS, QUESTIONS and COMPLAINTS

Any questions relating to children or staff should, in the first instance, be referred to the classroom teacher and then the relevant team leader. If further discussion is needed then please contact the Principal. The school procedure is available on our school website on the "School Docs" link and is regularly reviewed by the Board of Trustees.

COMPUTERS AND INFORMATION TECHNOLOGY

Pauatahanui School has recently made some significant investment in the ICT infrastructure. Our server and wireless systems were fully upgraded in 2014. 30 IPADs and 18 Chromebooks compliment the 20 desktop computers that are in the classrooms.
 Yrs 5-8 are a BYOD device.

The school is fully networked and has filtered ultrafast broadband internet access via the Network for Learning.

The school uses Hapara as the student management system for BYOD.

DENTAL THERAPIST

Students are cared for by the Dental Therapist who visits our school in the mobile dental clinic each year. Students are screened at the school and parents are informed of any follow-up work required. Should an emergency arise, contact the Dental Therapist through Brandon Intermediate School where they are based.

DOGS

Dogs are prohibited on school grounds, unless prior approval has been given by the Principal.

EDUCATION OUTSIDE THE CLASSROOM

From time to time, classes at school take part in a variety of class trips to support the learning that we are doing. Some are local, some further away. Some require transport, others just parental assistance. We appreciate any help you are able to give if you are asked. Notification of any trip is given to your child along with a parental permission slip. Year 5/6 students participate in a school camp each year. The Year 7/8's participate in a major camp biennially, alternating with and an overnight camp. We strongly encourage students to participate as personal growth can be astounding. Yr 5/6 also do a biennial camp alternating with an overnight camp.

Staff always plan to minimise risks with any trip taken outside of the school environment. The safety of everyone concerned is always given high priority!

ENROLLING STUDENTS

Students may be admitted to State Primary schools on or after their fifth birthday – but not before that date. Compulsory education begins when a child is six years old.

When enrolling your child at Pauatahanui School please provide a copy of their Birth Certificate. If your child was not born in New Zealand we require a copy of their passport showing Nationality and entry visa into New Zealand. These items can be photocopied at the school Office. Proof of immunisation must also be produced. These are legal requirements.

ENROLMENT PROCEDURES

Step-by-step guide to enrolling your child.

1. When your child turns four ***pre-enrol*** so we know you are going to be joining the team.
2. ***Complete an enrolment form***, phone or pop in to the office and collect an enrolment form. You are also welcome to meet with the Principal and have a tour around with the Principal, visit classrooms, ask questions, meet teachers and to talk about your son/daughter.

Things to bring:

As we are required to check birth certificates and immunisation records of New Entrant children, it would be appreciated if the certificate and immunisation record as at 4 Year check could be brought

along to school as soon as possible for verification. These items must be sighted prior to your child's first day at school. Also, a document giving proof of your address is required.

3. **Pre-visits** – From 2-3 weeks before start date – take place on a Friday between 9.30am and 11am. These visits allow your child and yourself to become familiar with the school environment, their classroom, buddy and their teacher. The New Entrant teacher will be in contact to organize these visits.

4. **The Big Day! – Your Child's First Day of School**

Your child's buddy will meet you and your child at the bottom of the drive and bring you and your child to the classroom before school. Stay until your child is settled – try not to prolong the "goodbye" – upsets are rare and don't last long – please feel free to ring if you are concerned about how your child is settling in. Many children starting school become extremely tired. Half days are not unusual at this age. This helps the transition become less stressful. We will arrange this with you if necessary.

What to bring on the first day ... a fruit snack, play-lunch, lunch, a bag and a change of clothing if you think it is necessary. Please ensure all school clothing is labelled.

ERO (Latest review)

The last ERO review was completed in September 2017. The full report is available on the school's website.

FUNDRAISING

Fundraising is an essential aid to schools in order to obtain those resources that government dollars do not cover. These resources are necessary to provide the best for your child. Our school holds 2 main fundraising events throughout the year. They are the 'Potty Planters' plant sale and the 'Lamb and Calf' day. Both are long standing widely known events which draw people in from far afield. More details on these events can be obtained through the school office.

LEARNING CENTRE

The school has an excellent hall that is used for many school activities. It is also available for community hire. Enquiries can be made through the school office.

HEALTH

At least twice during a student's time at school, their **hearing and vision** will also be tested. Hearing and vision testing is carried out at school for all 5 year olds. Other testing is carried out if requested by teachers, parents and other persons. Follow up tests are carried out on children who cause concern. After completion of screening, all parents are notified of identified concerns and recommended to seek appropriate advice.

The school actively promotes **healthy eating**. Sandwiches and fruit provide children with the food that is necessary to maximize learning. Water is by far the best drink.

HEAD-LICE

HEAD-LICE can be a problem in all New Zealand Schools.

What would staff like you to do?

- Regularly check your child's hair
- Provide treatment if there is a problem before they return to school

What can we offer you?

- We will send a notice home with your child to alert you to the fact that head lice is prevalent in their classroom.
- Education for your children on preventative measures
- Public Health Nurse support – if this is requested.

HOMEWORK

Homework is set in all areas of the school. Homework will generally be used to revise or reinforce knowledge and skills provided at school. Homework enables parents to become actively involved in their child's work and can provide a valuable home / school link. It also assists to establish good study and work patterns needed as they move through the school system. There are often reasons why a child cannot do homework – sports commitments, family outings etc. A note to the teacher in this instance will be accepted. Communication with the class teacher is essential if there is an on-going problem at home with completion, or if your child has been unable to complete their homework, as such difficulties can be easily resolved.

Homework will usually consist of:

- **Reading.** Please do not expect your child to bring home a different book each night. Teachers may choose to use the same book a number of times but for different reasons. Talking to your child about what they have read is also really important. Reading to your child will benefit literacy.
- **Spelling.** There are many ways to help children with their spelling. Get them to look at it, cover it and then try to write it, write it lots of times using different materials, break it up into syllables, sing the letters, close your eyes and picture the work and then try to write it! Ask your teacher for suggestions.
- **Maths**
- There may also be **other tasks** that need completing or that the teacher may require from time to time.

INTER-SCHOOL ACTIVITIES

Occasionally there are inter-school activities. These mainly involve sport. The activities available vary from year to year depending on resource personnel to help. Examples are the annual Cross-country, Touch & Volleyball, Netball and Soccer tournaments with other students from the Parumoana group of schools.

JEWELLERY

The only items of jewellery permitted are:-

- A watch
- Small studs (used for piercing) worn in pierced ears
- A necklace that has cultural or religious significance, worn close to the skin as is appropriate

Jewellery needs to be removed when playing sports. This is a safety requirement. The school accepts no responsibility for the misplacement or loss of items of jewellery brought to school.

LIBRARY

We have a very attractive library. It is extremely well stocked and we actively encourage children to browse and borrow books. Books are on loan for a week. We encourage children to transport books in book bags or other covering to protect the books. Responsibility for care of books lies with the borrower and replacement costs will be requested if they are lost or damaged.

LOST PROPERTY

Clothing and personal possessions should be named. Unclaimed items are put in the lost property box at the end of the day. Parents are welcome at any time to search the lost property box for missing items.

Lost property is displayed from time to time for children to identify lost items. At the end of each term, unclaimed lost property is donated to a charity.

LUNCHES

We encourage all students to bring healthy food items and a bottle of water for their lunch. Children may bring hot lunches in a flask, however we ask that students do not bring food requiring heating in the staff room.

MEDICAL ROOM

Children who become sick at school are taken to the medical room where they are supervised by staff. Parents or caregivers are contacted. There are always staff that are appropriately registered to administer first aid. A medical register is maintained for most accidents. Minor grazes, etc will not be recorded.

A Medical register is kept of all children with a serious medical condition or allergy. Staff are made aware of these children and the appropriate action to be taken if required. Parents are asked to make sure that the school is informed of their child's health needs and medication.

An emergency contact number must be made known to the school.

MEDICATION AT SCHOOL

All medication sent to school must be clearly named, dated and accompanied with written permission and instructions. A supply of essential medication should be kept at school for emergency preparedness. Please contact the school office for the correct forms.

Disclosure of medical conditions is strongly recommended. All permission slips and medical conditions are housed confidentially.

NEWSLETTERS

School newsletters are sent home electronically via email every second Thursday. Newsletters are our main means of communication with you and as such we consider them very important. If you do not have access to a computer to receive emails please contact the school office to ask that you receive a paper copy.

Teams once a term also send home newsletters. These usually include key themes being developed over the term, outline homework requirements and give other useful pieces of information that will assist you to know what your child is doing at school.

Newsletters are also available through our school website.

OFFICE HOURS

Our Office Administrators are Manuela Hodgson and Sue Judd. The office is open from 8.30 am until 3.30 pm. There is a message service on the phone. Please feel free to leave a message if we are busy and someone will return your call as soon as possible. School Office number is 234 7659.

PARENT HELPERS

There are a wide range of ways that parents can help at school. Please let the classroom teachers know if you wish to assist in some way. Junior School teachers are always looking for parents to help with a variety of jobs. We welcome you in and are grateful for any assistance you may be able to give.

We often require parental help for out of school trips or activities. If at all possible, take the most of these opportunities. You will find it rewarding and it gives you a first-hand experience with your child's learning and what the school is offering. All parent volunteers who work with students will need to be Police Vetted.

PAYMENTS FOR SCHOOL ACTIVITIES

All activities are invoiced by the office. Cash payments can be brought to school in a clearly labeled envelope – name, amount, activity, etc. – as soon as possible after notification of an event, and before the event takes place, for administrative purposes. Payments can also be made by internet banking (please contact the office for account details). If the event is cancelled, payment will be returned or credited to your account.

PLAYGROUND

We are proud of our school grounds.

We have specifically designed playground areas for senior and junior students. Students are well equipped with a variety of sports equipment to use during the lunch-hour.

SCHOOL CHARTER

The school Charter sets out the aims and objectives of our school. The Charter is written with and reviewed in consultation with the community. A copy may be viewed at the office or on our school website if interested.

SCHOOL DONATION

The school donation is set by the Board of Trustees each year. We try to keep this amount as low as possible and it is always invested in the children.

To a small decile 10 school, such as ours, School Donations are a vital component in our being able to deliver the curriculum and teaching resources that our students deserve.

By being a decile 10 school, Pauatahanui School receives the minimum level of funding per pupil. As a consequence it is simply not possible for the school to provide the standard of education, support and facilities that we wish for our children without additional funding. Therefore, we have to ask for a donation from each family and we work to keep this at reasonable level where the amount is based on the fair assumption that all families contribute equally. A reminder that Donations are tax-deductible (a receipt is issued).

SCHOOL POLICIES

In order to implement the goals of the school's charter the Board of Trustees has a set of policies and procedures to guide the school's activities. These are reviewed regularly. They can be viewed using the "School Docs" link on our website.

SCHOOL SPORTS

There are a wide range of sporting activities available for our children. Many of these take place out of school hours. The school supports these fully. Supervision and transport to and from sports activities is the responsibility of parents. The exception to this is for cluster tournaments that are played in school time.

The school prefers parents to manage and coach teams. Our teachers are happy to support and will step in themselves when necessary.

The school provides uniforms for our sports teams. Most sports have fees set by the organising body. The school collects these from parents and pays them on your behalf.

SMOKE-FREE ENVIRONMENT

To comply with New Zealand law our school is smoke-free at all times.

SPECIAL LEARNING NEEDS AND ABILITIES

Pauatahanui School invests widely in the programmes and the support we offer to children with special learning needs. This includes children with both special needs and special abilities. We also draw on a range of external services to assist us to ensure that we are delivering the best possible education to our students. Please feel free to contact us to discuss your child's needs.

STATIONERY

At the end of the year, your child's stationery list will be up on the website. Items can be purchased from North City Paper Plus in Porirua and parents are encouraged to take advantage of specials which are offered at the beginning of each school year. We have an arrangement with Paper Plus which earns us credit for each stationery item purchased during their promotional period; an online ordering facility is available.

If a child needs new stationery items during the course of the year, a note will be sent home.

SHADE FROM THE SUN

We are aware of the skin damage which is caused by the harmful (UV) rays of the sun. Therefore wearing of brimmed hats is compulsory in terms 1 and 4 and encouraged at other times. We encourage the use of sunblock, school uniform hats are available for purchase at the office. Teachers regularly reinforce shade from the sun in a positive way in classrooms. Children eat lunch under the school shade shelter.

SWIMMING

Students participate in a ten x 30 minute lesson swimming programme every second year. Students travel by bus to Tawa swimming pool where the programme takes place. Parents are required to pay a fee to cover costs associated with transport, entry and instruction.

TECHNOLOGY

Year 7 and 8 students attend Plimmerton Technology Centre every Wednesday from 9am – 12 noon. Students are involved in Materials, Food, Textiles and Information Technology. The bus departs school at 12.10pm and there is no charge for this service. Plimmerton School do charge a consumables fee to each student which we invoice out at the beginning of each year.

UNIFORM

Although we do not have a compulsory uniform, we do request the polo shirt is worn for out of school events/occasions. Cost of a Polo Shirt is \$35.00.

When your child starts school here they are automatically given **one free polo shirt**.

The other item commonly used is the hoodie in winter. Cost of the Polar Fleece is \$42.00.

In Summer we do ask that wide brimmed hats are used. We do sell school hats at a cost of 15.00.

WEBSITE

Please visit www.pauatahanui.school.nz

LAMB AND CALF DAY

Lamb & Calf Day is the biggest and most successful school gala Hosted by the best country school in the region. It is a day all about our children, family fun, great food, live entertainment, farmyard experience, pony rides, plants... and so much more!

The gala is heavily promoted with over 6,000 people attending each year and is an imperative part of the school's fundraising. With years of tradition behind it, Lamb & Calf Day is a Gala with a point of difference that anyone can see and feel the moment they are part of it.

Lamb & Calf Day is held every year on the first Saturday of November... rain or shine!

There is a committee of fun loving, committed parents, which there are many opportunities to be a part of. Keep an eye out for any newsletters your child brings home. However, all Pauatahanui School families are involved in the planning and every family is there on the day, pitching in from the setting up through to tidy up... just making it happen!

Students and their families are expected to take part in Lamb and Calf Day. The children generally prepare a project and/or exhibit their pets for our ring animal competition which are judged and awarded with prize ribbons and participation ribbons for their efforts. **Please note that students remain the responsibility of the parents on Lamb & Calf Day not the teachers.*

There are a number of things that we couldn't do without for Lamb and Calf day and to ensure its continued success. During the year each family will be asked to support the event by bringing in items for grocery raffles, bottle tombola, selling raffle tickets, and commitment to assist on the day.

We are extremely lucky to have a supportive school and business community. Every year we have well over 100 sponsors for our event with donations of prizes, labour, equipment and special deals. As a very important element to the success of Lamb & Calf Day, we rely on our sponsorship and hope that our school families will continue to utilise their ever-changing contacts through work, friends, etc.

If you have any questions regarding the day, the committee, or volunteering to help behind the scenes, please contact the school office and they will forward your query to the committee.



**PAUATAHANUI SCHOOL
LAMB & CALF DAY**

1st Saturday in November
Rain or Shine

Great Family Fun
Fabulous fundraiser

www.pauatahanui.school.nz
www.lambandcalfday.co.nz

email: lambandcalfday@gmail.com



EST 1855

PAUATAHANUI

We thank you for your support and commitment to Pauatahanui School and helping us to improve our learning environment for your children.

Bradley Roberts Principal