

# Makarora School

## Information for Parents 2019-20



### **Mission**

*Makarora School will in partnership with parents and caregivers, create a challenging, supportive environment that will encourage children to develop responsibility for their own quality learning and behaviour.*



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## Information Booklet

### Mission statement:

Makarora School will in partnership with parents and caregivers, create a challenging, supportive environment, that will encourage children to develop responsibility for their own quality learning and behaviour.

### Strategic goals:

- ***Effectively communicate*** -  
Children communicate effectively and confidently in a range of ways for a range of purposes
- ***Confidently problem solve*** -  
Children effectively and confidently use a range of problem solving strategies in a range of contexts and apply to everyday situations
- ***Effectively gather information*** -  
Children effectively gather, critically evaluate, use and present, a range of information for a variety of purposes using a range of sources and technologies and thinking skills.
- ***Accept responsibility for own learning*** -  
Children successfully use a range of work and study skills allowing them to become self-managing, lifelong learners. Children accept responsibility for self, including health and fitness.
- ***Effectively interact with others*** -  
Children interact appropriately with a wide range of people in a range of situations, accepting and valuing diversity and differences, valuing people and accepting responsibility for their own behaviour.
- ***Value bi-cultural diversity*** -  
Children are comfortable culturally, they respect and value te reo and tikanga, children feel comfortable speaking everyday contexts and taking part in cultural activities.
- ***Challenging environment*** -  
Children work within a supportive, challenging environment that encourages quality learning and behaviour, and promotes healthy lifestyles.

## A

### **Attendance and Absences**

Please phone/e-mail/send a note before 9am if your child is going to be absent for any reason (otherwise the school will attempt to contact you). We use an electronic register to record and monitor children's attendance at school.

### **Accidents**

Staff will inform parents/ caregivers of incident if treatment was required (after school when being picked up for minor incidents).

For serious accidents needing further care staff will contact the emergency services , and then contact the parents.

### **Assemblies**

Friends and Family assemblies are usually held at the end of each term. Children share work with parents, invited community members, and extended whanau. A newsletter is sometimes sent out to the wider community with term news and invitation a couple of weeks prior to assembly.

Assemblies help keep parents and community informed on children's achievement and progress., as well as giving the children an audience for their work.

## B

### **Bicycles/ skateboards/ Scooters**

Generally children are discouraged from bringing these to school as there is not enough room. Special times may be made to have bike/ skateboard weeks. Children must wear helmets when using any of these items. Bikes and skateboards may be kept in the garden shed . Children biking to school must wear an appropriate helmet and ride a bike that is safe and roadworthy.

### **Bell**

There is no bell; children are encouraged to keep time themselves. Start time is 9:00am, morning tea approximately 10:15 to 10:30. Lunch 12:00am – to 12:45 approximately and school usually finishes at 2:30.pm.

### **BOT meetings**

The Board of Trustees usually meets at organised times throughout the year. . Parents are welcome to attend as visitors at any meeting, giving prior notice to the Chairperson. Dates for upcoming meetings are published in the school newsletter. Elections for parent reps are held every three years on a timetable set by MOE. In case of a resignation an election may happen for that position or an appointment made to cover the position until the next election.

## C

### **Class trips/EOTC**

Forms will be emailed to parents as required. When a child enrolls, parents sign a blanket consent form allowing children to take part in education outside the classroom. The form is updated from time to time. Information on trips will be published in the newsletter.

### **Cleaning**

We have a cleaner that comes five nights a week. The teacher and children are responsible for keeping the classroom in a reasonably tidy/ clean condition.

### **Concerns and Complaints**

*Please see a the school procedure at the end of this booklet*

Any concerns should be brought to the attention of the teacher concerned first,by contacted the school and arranging an appointment.. If not resolved put the writing to the Principal.

## D

### **Dental Care**

The school dental clinic is at Wanaka School. The nurse contacts parents directly when it is appointment time. She also contacts the school each term to get roll numbers/ new entrant names.

### **Discipline**

We try to encourage the children to accept responsibility for themselves and their learning. They are encouraged to try and work through issues before approaching the teacher. Sometimes class meetings are held to discuss discipline issues. In case of severe behavior issues parents may be invited to attend school to discuss the problem and work out strategies. Outside help such as Resource Teacher of Learning and Behavior may be involved at the request of the school principal and extreme issues may be referred to the Ministry of Education.

### **Dogs**

People visiting school with dogs should tie their animal to the hitch rail at the school gate.

## E

### **Emergency Procedures**

The school emergency plan is pinned beside the classroom door. The assembly area is on concrete in front of the garden shed, on the house end (west). There are community members especially trained in emergencies, including fire. Fire extinguishers are located in the library and breakout area.

There are guidelines for various crisis/ emergency procedure. These are kept in the Management file stored in the office. The children will have an emergency evacuation drills during the year.

There is a phone tree for emergency closure of the school and needs to be filled in by parents stating who can pick their child up from school in an emergency.

### **Enrolment**

Parents are requested to fill out an enrolment form for each child. An enrolment pack is supplied to new entrants. Once a child has been absent for 20 days consecutively without explanation they must be taken off the roll. Parents may apply to the school to take leave for up to 1 term if travelling outside New Zealand.

## F

### **Facebook page**

Makarora school has a Facebook for the purposes of communicating with friends and family of the school. Weekly newsletters are posted and from time to time photos of activities that the school may have been involved in are uploaded. You can use Google search Makarora School to get the link to the page, or ask the principal to help you access the page.

## H

### **Health Nurse**

The nurse usually visits annually and as requested for specific matters or to assist with health programme including puberty. Hearing and vision visit once a year for students in Y1 and Y7. You can ask for a referral for specific issues.

### **Homework**

Reading books are available on line for the younger children (ask teachers for particular details and passwords). The school also subscribes to Mathletics and children are welcome to use this on line maths programme at home. We will also help parents with technical support of home based learning programmes if required.

## I

### **Individual Learning Plans**

For children identified with specific needs ILP's are prepared by teacher/ principal in consultation with relevant advisers and parents. If a child is referred to Resource Teachers of Learning and Behaviour (RTLB) teachers work with personnel to provide specific support for the child/ren.

## L

### **Library**

The library attached to the classroom is a MOE funded building that has been set up as a community library (running as a satellite library under the QLDC public library system). Opening hours are on Tuesday 11 until 1pm and Wednesday 6-8pm all are welcome to attend.

### **Lost property**

This is collected and kept in a box. At the end of the term any unclaimed property is taken to the recycling centre in Wanaka.

### **Lunches**

Children bring lunch from home. Lunch is usually eaten on the verandah at the picnic tables. In extreme weather the children sit in the hallway outside the classroom. A child may be appointed to clean up. Children may use the sandwich press or the microwave to heat food. Any rubbish is taken home to be disposed by individual children. Children who forget their lunch must see Lynley so she can ring parents, or make arrangements to get lunch from shop. There are no lunch orders.

## M

### **Maori Language (te reo)**

The children receive tuition in Te reo and tikanga as part of the regular school programme. A resource teacher is sometimes used. Children all learn karakia, waiata and mihi to use in various situations such as start or end of day, assemblies and welcoming people.

### **Medication- children**

Children needing medication, will be responsible for administering their own medicine under instructions from their parents/ doctors. Parents may also come to school and administer their child/ren's medication.

## N

### **New entrants**

Parents may on prior arrangement with the Principal, bring an upcoming new entrant for school visits prior to starting.

### **Newsletters**

Newsletters are prepared by school staff and e-mailed home as well as uploaded to the school Face Book page. A copy is also displayed on the notice board. This is usually weekly.

## P

### **Parent helpers/ volunteers**

Parents and community members are welcome and encouraged to assist in the classroom and may be used for specific tasks such as taking physical education activities or sharing knowledge. All people working alone with children must first be police vetted.

## P

### **Parent meetings**

We try to involve parents actively in the school. Parents are requested to attend meetings at various times during the year. They are consulted on EOTC activities, term / year activities that may impact on them, long term planning, strategic goals, charter requirements, and Maori student achievement. Many school activities would not be possible without active parent support. Children's progress is also reported on at Parent interviews.

### **Playground and equipment**

This is provided for the children's recreation as well as use in school programmes. From time to time children are encouraged to bring their bikes so they can also be used for recreation, fitness physical skills and road safety programmes.

## R

### **Religious education**

Currently there is no religious education programme running at the school. Parents can request review of the situation from Board of Trustees through the Principal. All parents will be consulted before a decision is made to change the situation.

### **Reports on Pupil Achievement**

It is a Ministry of Education requirement that the school report to parents twice yearly on individual student achievement. Currently this is done by Learning Postcards which are sent home both by email and in hardcopy. It is a summary of the child's achievement. A digital portfolio is prepared by children in conjunction with teachers and shared with parents on line, usually at the end of the year.

### **Reporting to Parents**

Parents are invited to school at least 2 times a year for 3 way interviews (teacher/student/parents) and encouraged at other times to meet and get updates from the teacher on progress. Parents are welcome to bring along support people with them to meetings, such as family or friends. School assemblies and sharing times are also part of the informal reporting on progress and achievement, as children share work and discuss what they have learned.

## S

### **Sports uniforms**

These are required to be worn for certain events. These are provided by the school and sent home the day before the event. They need to be returned to school washed.

### **Student records**

Student achievement profiles are kept by the staff. Each child also has an electronic learning journal stored on the computer. Parents can request to view the records at any time, and an appointment to view will be made.

### **Stationery charges**

All books and writing equipment is supplied by the school and then invoiced each term to parents (if applicable).

## Sunshade/sun smart

Children are to eat their lunch on the verandah at the picnic tables. Wide brimmed sun hats are to be worn in Term 4 and Term 1 at lunch times. Children are encouraged to stay on the verandah or play in the shade if they have no hat. PE activities are scheduled for morning times if possible during summer months. Sunblock is available at school but children are also encouraged to bring their own from home to encourage self responsibility.

## School activity fees/donations

There are currently no school fees but parents are asked to contribute to some activity costs such as camps and provide transport.

## School bus

Rules, regulations and routes are available on request from the school.

Bus rules -and only eligible pupils from the school can travel on the bus. There is no standing and seatbelts must be worn. No eating or 'horseplay' is permitted. Parents are to notify driver if pick up or drop off point is going to be different to normal. It is only a bus for school children not adults. *Students who choose to behave in an unsafe or unacceptable manner risk losing their place on the bus.*

## School closures

The school may have occasion to close during a school day or the beginning of the day and send the children home ( as a result of power cuts, weather events or similar). If there is no power at 9am school is closed for the day. If the power goes out during the day 2 hours from then if not restored children will be sent home to designated parent/caregiver.

There is a phone tree organised ( see appendix) . Parents are asked to keep the school update of any changes of contact details. We also ask parents to supply the school with permission to allow other people to take responsibility for individual children. If you are not available to collect your child/ren they will be sent home with your chosen emergency pickup person.

## School Governance and Strategic Plan information

This is available on the school website or on request from the Principal.

## School Photos

There are electronic devices available for any photographs. Children and staff may use camera's and ipads for school activities. Parents are asked to sign release on enrolment to use photos on website or in school publications, news items etc. For school records a class photo will usually be taken each year and stored electronically .

## Swimming

Children usually receive swimming lessons in Term 1 and Term 4 each year for a 10 session block ( dependent on availability of pool time and instructors). The lessons are currently held at Wanaka Recreation Centre Pool, and parents assist in transporting children.

## Supervision of children

Teachers are responsible for children attending school from 8:45am until 2:45pm each school day. Any children under 18 years of age must be supervised by an adult when visiting the school grounds or buildings.

T

## Telephone

There is one telephone in the foyer that has a toll bar and is available to use on request . However, children must ask permission before using the telephone. When the children are away from school with the teachers they are contactable on the school cellphone if there is coverage.



## Concerns and Complaints School and Bus

Starting point

You have a concern or problem about a classroom matter, a staff member, bus driver or a bus incident

Send an email, write a note, or phone the staff member concerned to make a suitable time to talk about the issue, saying what the concern is about.

Talk with the staff member about the issue. Be prepared to listen to their point of view. This may require more than one meeting. Either person may like to have a support person with them.

Let the staff member know whether you were satisfied or not, to ensure the problem is settled.

Issue resolved ?

Your concern or problem does not involve a class matter, particular staff member, bus driver OR has not been resolved by visiting the staff member.

Send an email, write a note or phone the Principal and make a time to discuss the concern or problem, saying what the concern is about and steps you have taken to remedy the problem so far.

Discuss with the Principal, be prepared to listen to their point of view also, and let the Principal know if you are satisfied, to ensure the problem is settled. The concern may be referred back to the staff member particularly where this process has not been followed to date.

Issue resolved ?

Your concern or problem has not been resolved by visiting the staff member or Principal, OR it involves the Principal or Board of Trustees, or Bus company

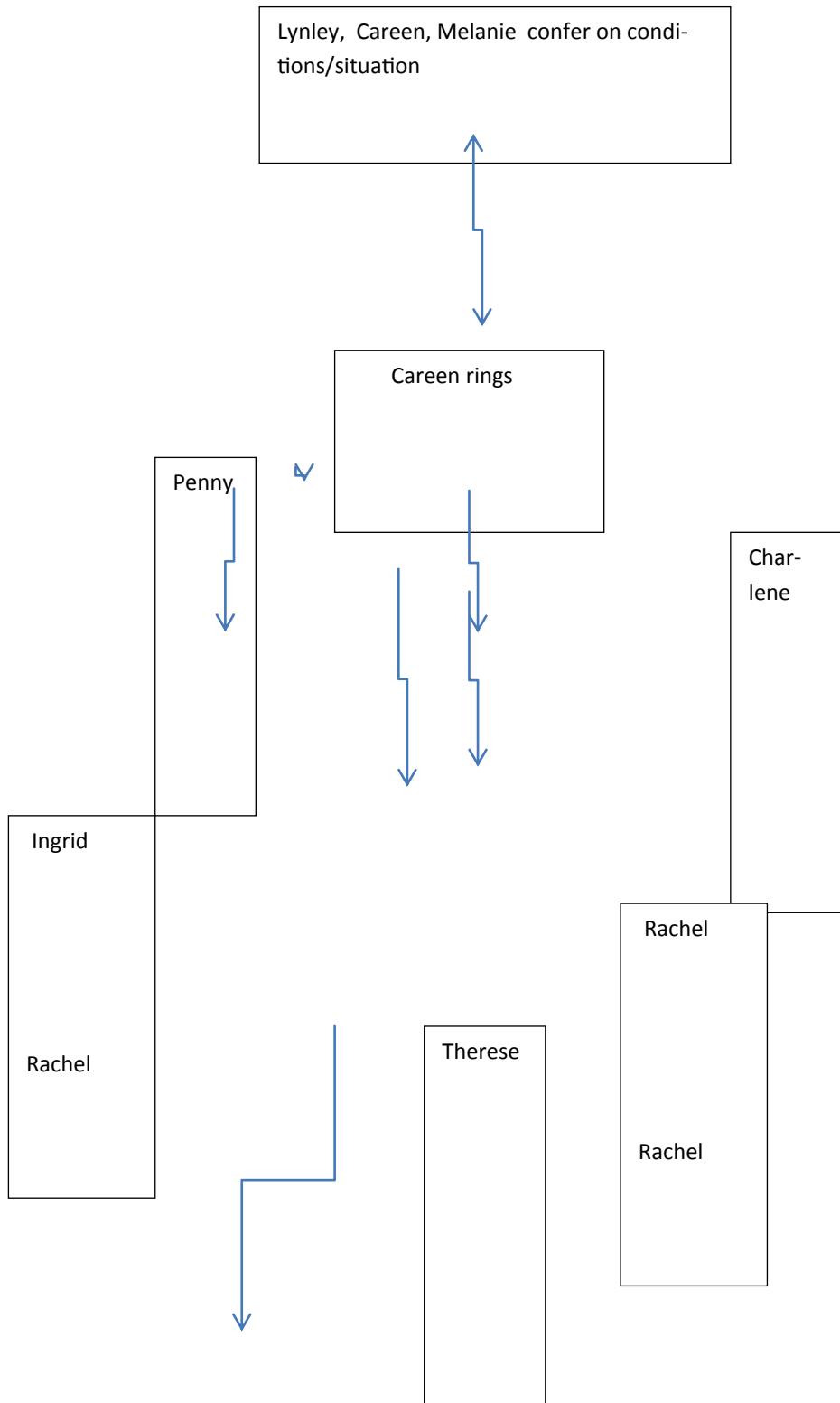
**Write** to the Board of Trustees, via the Chairperson, outlining your complaint in detail, and all the actions taken to date. The chairperson will need to ensure the correct process has been followed before the board will consider your concern, and may direct you back to the staff member or Principal. Include your name, signature and contact information. Your complaint will be acknowledged along with an expected timeframe for resolution.

Except in exceptional circumstances the Board of Trustees will not accept any complaint unless it is in writing and that a reasonable attempt has been made to resolve it through this process. Once the Board has considered and resolved the complaint, the Board will endeavour to convene a follow up contact within one month.

# Makarora Emergency School Closure including Weather 2019

We take a conservative approach to weather conditions and closures as a health and safety issue for children and staff. From time to time over the winter due to adverse road or weather conditions in Makarora or Hawea, the school will either open late (10am- 10:30am ) or be closed. We will not contact the radio station.

In the event of late opening or closure the following “tree” operates.



**Makarora School**

**August 2014**

If you have any suggestions for items to be added to the book please let us know [office@makarora.school.nz](mailto:office@makarora.school.nz)