

Hauroko Valley Primary School

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| Parent Handbook |

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Glenn Puna

Principal/Tumuaki

Hauroko Valley Primary School

**STAFF**

Principal Glenn Puna

Office Secretary Karen Reid

Room 1 New Entrant / Year 1 Kirsty Erskine/Terrence Waikato

Room 2 Year 2-3 Paula Ross

Room 3 Year 4-5 Julia Waikato

Room 4 Year 6-8 Alice Harris/Terrence Waikato

Caretaker Ray Laurie

Support Staff Kirsty Withers

 Dale Egerton

**Phone**

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**Email**

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**Facebook**

<https://www.facebook.com/haurokovalleyprimaryschool/>

**Website**

<http://www.haurokovalley.school.nz/>

**School Stream**

Visit the app store and download school stream - Code 6753

**Hauroko Valley Primary School**

**Our Mission**

Working together for tomorrow

**Our Vision**

Hauroko Valley Primary School will provide students with opportunities to enable them to realize individual potential and become motivated learners who strive for excellence and can adapt to the constant changes in the global community.

**Our Motto**

ALWAYS OUR BEST

**APPRAISAL**

Teachers at Hauroko Valley Primary School must complete the Appraisal programme. This helps to ensure that we are constantly looking at our practise and providing our children with an effective learning environment.

**ASSEMBLY**

Each Friday at 2.30pm the school will gather to celebrate the events of the week, enjoy items and received notices, guest’s etc. You will be notified through the school newsletter if assembly will not be held on any given week.

**ATTENDANCE**

Children are expected to be at school every day that the school is open. Please have your child at school by 8.50am. Please inform the school of all absences by telephone. Parents will be contacted if there is an unexplained absence.

**BOOK BUS**

The Southland District Council Library book bus visits the community once every four weeks on a Monday afternoon. If you want a card please contact the school office and then you child will be able to borrow books from the bus.

**BUSES**

Mr Puna is the bus controller and any questions or concerns should be directed to him first. There are three bus runs, the first arriving at school at 8.30am. The buses depart school between 3.15pm and 3.30pm. All children are checked off as they board the buses and any children not catching the bus on any given day should inform the school. On days the bus controller cannot release the bus children, another staff member will be asked to fulfil this duty. Children traveling on a bus to an address other than their own must provide a parental note for the bus driver (which must also be sighted by the bus controller). Please notify the school there are any changes to the children leaving after school.

**CALENDAR OF EVENTS**

You will be kept up to date with events within the school by either the school newsletter, Facebook or class notices.

**COMMUNICATION**

If you have any questions or concerns at any time about any issue, contact the principal immediately. If you have a complaint then please follow the complaints procedure which is sent home each term.

**CLASSROOM TIMETABLES**

A copy of the current class timetable is to be kept on file in the school office and displayed on the window for parents and visitors to see.

**DISCIPLINE OF PUPILS**

For any serious discipline issues the child should be referred to the principal. All other behaviour management will be conducted by the classroom teacher. Parents will be contacted around serious issues and worked through together.

**DUTY**

A formal duty roster is set up for teachers to supervise pupils at playtime and lunchtime. All teachers contribute to the supervision of pupils before and after school.

**EMERGENCY DRILLS**

Fire The fire/earthquake drill is taken without warning in the school at least once per term. The firm alarm indicates immediate evacuation of the school is required. Teachers should check cloakrooms, close windows and supervise a very orderly evacuation out to the middle of the rugby paddock.

PROCEDURES

 Signal Fire Alarm or Verbal call ’Fire Drill’ (for drill)

 Leave Quickly and carefully exit room

 Assemble Walk and wait in the middle of the rugby field

 Check Roll call from register

 Report To Principal

 All Clear Classes return to their rooms

Earthquake

The response to a felt earthquake and/or the trigger word ‘Earthquake’ when **indoors** is:

1. Drop to the floor on hands and knees
2. Move away from windows if possible
3. Take cover under a desk or table and hold onto its legs
4. If no desk or table near, crouch over and clasp hands firmly behind the head, protecting the face with bent arms
5. Stay under the table or in the cover position until told by the teacher to move

The response to a felt earthquake and/or the trigger word ‘Earthquake’ when **outdoors** is:

1. Move away from buildings to an open area (preferably the fire assembly area)
2. If shaking is very strong, move on hands and feet to avoid being thrown off balance
3. Once at the safe area, sit down but keep alert for dangers
4. Remain in the safe area until told to move by a teacher

Evacuation notices are displayed on the wall of every classroom.

**ENROLMENTS**

Children aged 5 years may be enrolled. Transition visits are encouraged. These are arranged with the principal and/or junior teacher. Please encourage new families to the area to visit the school and to meet with the principal.

**FRUIT BREAK**

Children eat fruit at 11.30 each day. Please make sure that children have fruit in their lunches each day.

**GOAL SETTING 3 WAY INTERVIEWS**

Goal setting interviews will be conducted in Term 1 and Term 3. Teachers will share current levels and set goals with the child and whanau. Parents should clearly understand what the child is trying to achieve at school and activities that they can do at home as a whanau.

**HEALTH NURSE**

Our Health Nurse, Karen Robins, visits weekly.

**HOMEWORK**

Purpose

Homework is an activity designed to help children learn well in an atmosphere of home and school co-operating in order to revise, reinforce and extend class programmes. A further purpose is to assist children in developing an independent attitude to study routines and effective organisation of time. Reading should be a main focus for homework activities. Parents should expect some form of homework activity four nights a week. Teachers are therefore asked to set suitable tasks, which are relevant to classroom programmes, enjoyable and interesting.

Junior Pupils

Up to approximately 15 minutes per night

Junior pupils take home Readers, Numeracy Knowledge Cards, Spelling.

Senior Pupils

Up to approximately 15 minutes per night

Year 4 to 6 pupils also take home Readers, Numeracy Knowledge Cards, Spelling or Worksheets.

Any question then please contact the school.

**KARAKIA KAI**

Karakia is to be performed by the children every day. Teachers will be supplied with a copy of the words. There is no religious component to the karakia but instead a time to thank those who have provided us with the food/meal.

**LANGUAGE AND TONE**

Teachers, Staff and whanau at Hauroko Valley Primary School must use appropriate language at all times. Our communication with staff, children and whanau must always carry a positive and professional tone. You are expected to role model the correct use of language and positive behaviours.

**LUNCHES**

The children are to be seated on the picnic tables or in their classroom while eating. Pupils will be released by the duty teacher after eating their lunch. On Fridays, food can be ordered from the local hotel. Friday Lunch Orders:

Hot Dog & Chips $4.00

Savoury Muffin $4.00

Crumbed Blue Cod & Chips $5

Filled Roll $4.50

Pie $3.50

Dagwood Sandwich $4.00

Chips $2.50

Lollie Cake $2.50

Chicken Schnitzel & Chips $5.50

Chicken Nuggets & Chips $4.50

If your child would like sauce on their order; please write sauce on the envelope. (No extra charge.)

**LOLLIES**

Pupils are not permitted to bring lollies to school. These may be used as a reward at the teacher’s discretion.

**MEDICAL ASSISTANCE AND INJURY**

If your child has any medical condition then please inform the school and instruct us on what we need to do in case of any issues.

Paracetamol (or any pain killing medication) is not given without specific permission from the parent. Record when medication is given (date and time).

If your is injured in any way you will be informed by staff. If you have any concerns that we may not know about then please discuss this with staff.

**MEETINGS**

BOT Meetings

These are held monthly in the staffroom. You are welcome to attend these meetings or if you have things you wish to be addressed then these can be forwarded to the Board Chair.

**MOVEMENT ABOUT THE SCHOOL**

Pupils are not permitted to leave the school grounds without the permission of a teacher and/or parent.

**PICK UPS**

Pupils are not permitted to leave the school ground unless with their parents. If other people are picking your child up then please inform the school asap. If you are picking your child up from a bus stop then please make sure that you are there on time.

**PLAYING/WORKING AREAS**

Children may play in or outside, at the duty teacher’s discretion. The adventure playground is available to all pupils, but is to be used sensibly. Any unsafe games or practices will result in the children concerned being excluded from an area for a period of time. Consent must be given by a teacher for pupils to use the library during playtimes.

NB: 5 year olds are not allowed to go to the top section of the tower.

**POSITIVE BEHAVIOUR AWARDS**

Given to children who work well, behave well, are polite etc, in your class and in other areas of the school (e.g. on duty).

**PROPERTY**

Lost Property

“Found” clothing will be stored for a reasonable period in the staffroom. Property will be displayed at assembly. Staff will dispose of unclaimed items each year.

Money and Valuables

These should not be left in pupil’s bags or desks. Money and valuable should either be handed to the office or teacher. The school accepts no responsibility for loss of personal non-school items.

Damage to School Property

Damage to buildings or property is to be reported to the Principal immediately. Pupils may be asked to contribute in part or full when the damage is wilful, deliberate or the result of reckless behaviour. This will need to be discussed with the principal and parents.

**REPORTING TO PARENTS**

Teachers are to report the child's National Standard level twice a year and also comment on progress. Teachers will focus on the core curriculum areas and also a general comment.

**SCHOOL HOURS**

Teachers

Teaching staff are expected to be available before school for discussions and arrangements relating to the day. Teachers are requested to be at school prior to 8.25am and not to leave school until 3.35pm, unless the Principal has been made aware of this.

Bell Times 9.00am Class commences

 10.10am Morning interval

 10.30am Class recommences

 11.30am Fruit Break

 11.40am Class recommences

 12.40pm Lunch

 1.30pm Class recommences

 3.00pm End of School Day

**SCHOOL TRIPS**

As with all other aspects children’s safety is paramount. You may be called upon to assist in school outings. Parents will be informed prior to an event and may be asked to provide transport.

**DAILY BUS TRANSPORT TO AND FROM SCHOOL**

“School Transport—What you need to know” (1997;ISBN: 0477050697) provides the Ministry of Education Guidelines on implementing, running and eligibility of transport to and from school. This guide is available through the Ministry of Education.

In the morning, on arrival, the bus will drop the children off at the designated “bus” stop area. Children

then walk into the school grounds.

In the afternoon, children line up in designed area, bus duty teacher calls the roll to ensure all children who should be, are on the correct bus.

The bus roll is kept in the staff room, on the filing cabinet.

Parents are to notify the school by phone, or note from the parent via a sibling if a child is not to go on the

bus.

Bus duty teacher is to collect the bus book from the office (or a child can collect the bus book for the

teacher)

Parents are not to park is the designated bus area at the front of the school.

**SPORTING ACTIVITIES**

Coaching sessions (skills development) taken by Sports Southland are arranged regularly (usually two sports per term)

Pupils not participating in sport/physical activities are expected to have a note from home or have had a parent contact the school.

Appropriate clothing is expected at all times. Teams representing the school should wear the school sports uniform. The school sports uniforms are issued prior to an event. These are to be returned after school activities in clean condition.

**STAFFROOM**

Children should not come into the staffroom unless invited. Classes may use the staffroom under the supervision of a teacher but are asked to respect this privilege. Please keep this area tidy and clean any personal dishes etc. Parents who are visiting or assisting in the classroom please feel free to use the staffroom and help yourself to the tea and coffee.

**STATIONERY**

Most stationery items are available for purchase from school. Pupils requiring new items will be issued these by the office staff, who will record the purchase. Accounts are sent to parents in Terms 1 and 3. Parents will be billed for stationary at this time along with costs of other school events etc.

**SUNSAFE**

The school sunhat is compulsory on sunny days in Term 1 and 4. Children without sun-hats will be expected to play in the shade. Sun block is available for pupils to use.

**UNIFORM**

Children are expected to wear correct school uniform at all times. Parents should supply a note if there are issues with uniform. Please ensure that clothing is labelled and that all clothing goes home at the end of the day

