

**Information Booklet  
2016**

## **WELCOME TO OTOROHANGA PRIMARY SCHOOL**

This booklet is designed to inform parents and caregivers of the day to day running of our school. If you are uncertain of the meaning of anything included or feel that something important has been overlooked, please contact the Principal or the School Secretary.

We firmly believe that communication is the key to you and your child having a happy, successful time at our school. This communication must be a two way process and this booklet is only one part of the process.

We foster an 'OPEN DOOR' policy, which means parents are welcome in the school. It means that you as a parent have the right to be fully informed on the many and varied aspects of your child's education while at Otorohanga Primary School.

Parents are very welcome to visit teachers at times that are mutually agreeable.

*Lois McGregor*  
ACTING PRINCIPAL

*Catriona Chrystall*  
STUDY LEAVE

**ADDRESS:** Otorohanga Primary School,  
95 Phillips Avenue,  
P.O. Box 137,  
OTOROHANGA 3940

**PHONE:** (07) 873 7334

**MOBILE:** 027 739 1063

**EMAIL:** [office@oto.school.nz](mailto:office@oto.school.nz)  
[principal@oto.school.nz](mailto:principal@oto.school.nz)

## **BOARD OF TRUSTEES**

Chairperson	Richard Scott	
Acting Principal	Lois McGregor	Management
Board Members	Aja Porima Gloria Runciman Katrina Quinn Gabrielle Morgan-Logan	Staff Representative

The Board of Trustees is charged with governing the school. Their responsibilities include:

- Supporting the Principal in the professional leadership of the school.
- Ensuring children get the best possible educational opportunities.
- Approving and supporting the school charter.
- Approving school policy statements.
- Setting the yearly school budget.
- Property management.
- Personnel and industrial matters.

### **Board of Trustees Meetings:**

Meetings are held in the Principal's office at 1.00pm on the last Wednesday of the month as advertised in the school newsletter.

Parents and community members are very welcome to attend, but may not speak unless the Chairperson gives them speaking rights.

The agenda, principal's report, and meeting minutes are available from the school office.

## **SCHOOL STAFF**

Acting Principal	Lois McGregor	Release teacher
Teachers	Hannah McKay	Room 6 Year 1 – 4 (Afternoons)
	Alex Millar	Room 4 Year 5 – 8 (Afternoons)
	Sharon Matangi	Room 5 Year 3 – 5 (Mornings only)

School Secretary	Aja Porima
Cleaner	Opal Gavin
Caretaker	Marci Te Ao

If there are matters you would like to discuss, please first contact your child's teacher, then the Principal. Many concerns or difficulties can be solved when early contact is made.



## **ANIMALS IN THE SCHOOL GROUNDS**

No animals are allowed on school grounds unless it is a class pet.

## **ASSEMBLIES**

A whole school assembly is held on Fridays at 2.30pm so parents can attend. Duffy books and Special Person awards are presented. Parents are always welcome to come along.

## **ATTENDANCE**

Children are expected to attend school every day the school is open. If they are unwell, or there is a family problem, a phone call before 8.45am is appreciated. In accordance with the Education Act 1989 (Part III, Sections 24 and 25) parents are required to ensure that their children attend school, unless they are ill or permission has been granted by the Principal for an approved absence. When your child returns to school

after an absence, notification is required stating the date (or dates) the child was absent and the reason. If your child requires leave for reasons other than illness, please communicate with the Principal in advance. The school will follow up all unexplained absences, initially with a telephone call from the school secretary or principal and then, if concerns are still unresolved, by the Truancy Officer.

### **SCHOOL DAY**

8.20am	Bus arrives
8.30am	Breakfast Club
8.45am	All children expected at school to prepare for the school day – homework handed in, reading folders in correct place, pencils & pens organised and return slips handed in.
9.00am	Session 1 begins (Math, Reading or Writing)
10.00am	Fruit/Milk
10.10am	Session 2 begins (Math, Reading or Writing)
11.10am	Play time
11.25am	Session 3 begins (Math, Reading or Writing)
12.30pm	Sit down eating lunch
12.45pm	Play
1.15pm	Inquiry, Science, Art, EOTC, Music .....
2.45pm	End of school day
3.00pm	All children except bus children have left the school grounds

### **BICYCLES**

No child under 10 years of age is to ride a bike to school unless accompanied by an adult. Children must wear helmets when cycling and their bike and helmet must meet NZ safety standards.

### **CAMPS**

These are negotiated every year and parents will be informed in a timely manner.

Full consultation with parents will be undertaken before any Camps take place.

### **CAR PARKING**

When visiting school, picking up, or dropping off your child please avoid blocking the school entranceway so that buses and emergency vehicles have easy access.

In the interests of your child's safety please park on the school side of Phillips Ave.

### **CHARTER**

A copy of our Mission, Vision, Values, Beliefs and Graduate Profile is in the middle of this booklet. If you would like to see the full charter, please contact the school. Reviews of the Charter will be undertaken from time to time and the community will be consulted. Policy meetings will also be called when required.

### **CHEQUES**

Any cheques being sent to school should be crossed 'A/C Payee Only' and made out to 'OTOROHANGA PRIMARY SCHOOL' as all money and cheques received are banked in the School account.

### **CLOTHING**

While it is lovely for your child to have the latest fashions and labels, please be aware that it is important for your child to be comfortable and safe in their clothing and footwear. Their clothing needs to be practical for the range of everyday school activities. (E.g. art, physical education, play times, and sitting on the mat or at a desk).

Please ensure all clothing and footwear is named. Lost property is displayed at the end of each term before being disposed of.

### **DENTAL THERAPIST**

The Dental Therapist for our area is now mobile. If your child needs dental help or you have a concern during the rest of the year, they can be contacted on 0800 TALK TEETH (0800 825 583, and will arrange a suitable time for your child to visit them.



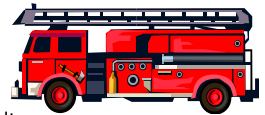
### **DONATION**

Parents have the choice of paying a school donation either per term or year:

Termly:	1 child	\$ 7.50	Annually:	1 child	\$30.00
	More than 1 child	\$11.25		More than 1 child	\$45.00

### **EMERGENCY PROCEDURES**

Pupils are taught the Emergency Drills in case of a Fire or Earthquake. Regular practices are held and the school considers the safety of its pupils of paramount importance in any emergency. Staff are kept informed of any new safety issues. The local Civil Defence is available to help in class programmes if required.



Under no circumstances will children be sent home from school unless contact has been made with a parent, or they are being escorted home by a responsible adult. Listen to the local radio station for details.

### **FIRST AID AND ILLNESS**

Injuries are treated in the sickbay and minor injuries are not reported to parents.

Parents are informed when:

- A child is physically sick
- Head / back injuries occur
- Urgent professional treatment is needed
- An injury occurs that causes concern

When necessary, urgent treatment is sought through 111 and then parents are contacted. If parents are unavailable, emergency contact numbers supplied by parents are used. If parent and emergency contacts are unavailable, the school will act as it best sees fit, ensuring the child receives the best attention. Please ensure we have up-to-date information regarding your child's emergency contacts and Doctor

### **WE PROMOTE AND MODEL THE FOLLOWING VALUES**

#### **Respect**

*I treat others how I want to be treated*

#### **Integrity**

*I do the right thing when no-one is watching*

#### **Curiosity**

*I wonder and I find out*

#### **Excellence**

*I do my best always*

**Mana Motuhake** – Managing self

**Te Whai Wāhitanga** – Participating/contributing

**Whakawhanaungatanga** – Relating to others

**Whakaaro** – Thinking

**Mana Reo** – Languages, symbols and texts



### **HATS**

All children must wear sunhats during Terms 1 and 4. Those especially sensitive should also use sunscreen for added protection. Children without a sun hat must play in shaded areas.

### **HEAD LICE / SCHOOL SORES**

From time to time we have outbreaks of these conditions. In the case of school sores Doctors advice needs to be sought, and children kept at home until the infection is under control. Medication to treat head lice is available from the chemist. We need to be informed when either of these conditions appears. Children should be kept home from school until the condition has been treated.

### **HEARING / VISION**

Qualified Testers test all New Entrant children in their first year at school. Year 7 students are also tested each year and any children referred by class Teachers. If you suspect that your child has a problem in hearing or vision, please advise us so that we can arrange tests. If any problems are found, you will be informed in writing by the tester with follow-up suggestions.



### **HOME LEARNING**

To assist children in developing an independent attitude to study routines and the effective use of time organisation it is expected that all children will do some homework each night (Monday - Thursday). Duration will vary from juniors (10 mins) up to seniors (45 mins). Homework will be relevant to individual children's needs and will be reinforcing knowledge or practising skills previously taught in the classroom.



Homework for Year 0-2 children will tend to be reading-orientated. Year 3-8 children may be set work in reading, completion of unfinished work, learning spelling or basic facts, research activities, or discussing current events.

We encourage you to acknowledge and praise your child's efforts and if you hear the usual "I haven't any homework" assist the teachers by insisting on some home-reading, times tables, watching the news etc.

### **I.C.T**

The school is committed to having the most appropriate technology available to enhance student's learning. Each class has an Interactive Whiteboard. All classrooms and the library have networked computers with internet access, children also have access to our iMac laptops, iPads and iPods.



### **INTERNET USAGE**

Children are allowed to use the Internet for educational purposes only. The rules and consequences for breaking these rules are displayed in each classroom.

### **INTERSCHOOL SPORTS DAYS**

We combine with Kio Kio, Maihihi, Otewa, Otorohanga South, St Mary's, Waitomo Caves and Kihikihi schools for COPS (Combined Otorohanga Primary Schools) events. Sports are usually held on Wednesdays, beginning at 10.00am and finishing at 2.00pm.

Children are not allowed to leave the school or sports grounds during the day. We **rely** very heavily on parents for support and transport.

#### **Date**

March

June

August

November

#### **Event**

Senior Swimming Sports

Winter Sports

Cross Country

Athletics Day

#### **Venue**

Otorohanga Leisure Centre

Domain, Netball Courts, Island Reserve

Farmland near Waitomo Caves

Otorohanga South School

## **LAMINATING**

The school has a laminating machine and staff are happy to laminate items if they are given suitable time to do so outside of teaching time.

Cost:	A4 size sheet	\$ 2.00
	A3 size sheet	\$ 3.00

## **MEDICATION AT SCHOOL**

Children with particular medical conditions, or communicable diseases, must be brought to the attention of the staff. If your child requires medication for Asthma or Stings etc, please advise the school and endeavour to have the required medication at school. We prefer not to be responsible for administering cough medicine; aspirin etc. but are prepared to do so in Special circumstances, after consultation with the parents.

If your child is on antibiotics that need to be taken 3 times a day, consider giving the doses before school, as soon as the child gets home and at bedtime. Check with your doctor.

If it is necessary for your child to receive medication during the school day, please notify the Principal or Class room Teacher in writing, giving details such as where the medicine should be stored e.g.: refrigerator, exact dosage of the how much should be given and how often, and whether it is to be taken before or after food.



## **NEWSLETTER**

A school newsletter is published once a fortnight on Friday's. Contributions for the newsletter need to be in writing, at school, by Wednesday 2.00pm to ensure they are printed the following day. The newsletter is given to every school family. If you would like to receive the newsletter by email please contact the office.

## **PARENT HELP**

Parents help on school trips and sometimes in classes. If you have any special interests that you feel can be utilised in our class programmes let us know. We like our parents to be involved in our school as much as possible.

## **PHYSICAL EDUCATION**

All children are expected to participate in daily exercise and in skill building sessions. In the interests of personal hygiene, all senior room children should have a change of clothes for daily physical activities. Swimming is part of the P.E. programme and children are expected to bring their swimming togs and a towel to school every day during the swimming season.

## **PRESCHOOLERS**

Please inform the school of the date your pre-schooler turns five so we can invite them to attend pre-school visits. To help their transition to school we would like your child to be involved in the Junior Room on Wednesday morning each week, for at least 3 weeks prior to their birthday. If Wednesdays are unsuitable we can arrange another day.

Please be aware that under the Education Act that any under-five year old attending school does so at the parents risk. They are not to travel on the school bus.

## **PROGRAMMES RUNNING IN THE SCHOOL**

### **DUFFY SCHOOL**

Otorohanga Primary School is a "Duffy School". This was an incentive set up by the Alan Duff Charitable Trust to put more "books in homes" of New Zealand children. Throughout the year we hold "Role Model Assemblies" and host "Duffy Theatre"

There are weekly book giveaways to children "caught being good" and throughout the year there are three book offers when children select free books for their home library.

Otorohanga Primary School is sponsored by Tracey Gieck and Andy Morris who reside in London. The BOT also contribute to this programme.

### **FRUIT IN SCHOOLS & KICK START BREAKFAST**

Each child will receive 1 piece of fruit everyday as part of our sponsored Fruit In Schools programme. We also have a Breakfast Club run by a parent on Friday mornings from 8.15-8.35am.

### **PROJECT ENERGIZE**

Otorohanga Primary School has an Energiser from “Project Energize” working with staff and students to improve nutrition and physical activity levels in children. This is a programme run by Health Waikato and it aims to address a number of health issues including obesity, as well as improving bone density, oral health and asthma in children.

### **PUBLIC HEALTH NURSE**

Anne Green is based at Otorohanga College, phone 873 7389. She usually visits the school on Tuesday mornings each week.



### **REPORTING TO PARENTS**

Staff are available for informal comments before and after school. For matters requiring discussion or of parent concern, an appointment with the class teacher or principal is necessary. It is always better to resolve something immediately if you feel there is a problem.

Remember - “A problem shared is a problem halved.” Likewise, if we have problems we will do the same. Sharing hui and meet the teacher happen early in the year. A written report is sent home twice a year. Year 4 – 8 students’ reports are sent at the end of Terms 2 and 4. Year 1 – 3 students’ reports are sent soon after their birthday and at 6 monthly intervals from then on.

### **ROAD SAFETY**

- All children must go straight home as per usual unless the school has been notified prior to 2.50pm that day.
- Children must walk to the bus or car they are travelling home in.

#### **The Bus Rules are:**

- Children must walk on the bus to their seat.
- Bags must be placed on the floor under the seat.
- Children must stay sitting in their own seat at all times.
- Children must not stand up until the bus has stopped at their bus stop.
- Children must walk behind the bus unless a teacher or the bus driver tells them otherwise.
- Children must not cross the road until the way is clear.
- Children must not eat on the bus.

#### **The Bike / Walkers Rules are:**

- Bikers must walk their bike across the road before riding towards Otorohanga Township.
- Bikes and helmets must meet the New Zealand safety standards.
- It is up to the parents to ensure their child’s helmet fits correctly.
- Walkers need to talk with their parents or staff about the safest route home.
- **Non-bus pupils must not arrive at school before 8.30am** unless prior arrangements have been made with the Principal.



### **SCHOOL BUSES**

Bus transport is (officially) only available to those pupils who reside more than 3.2km from the school (under ten years) or 4.8km from the school (over ten years). Bus transport for our school only operates from Rangiatea Road. If transport is required by non-regular passengers please check with the bus driver or the Principal first.

The bus arrives at school about 8.20am and leaves school at around 3.25pm.

Your child is expected at the bus stop on time and the bus will not wait for anyone who is late on a regular basis.

Please ring the driver if your child is not going on the bus so they do not spend time sitting and waiting for them.

### **SCHOOL HALL/COMMUNITY ROOM**

The hall provides an area for school assemblies, productions and class activities and has a quality sound system. The Hall is available for public use; a copy of rules and regulations of use is available from the office.

### **SCHOOL HOURS**

Teachers are busy before school preparing for the day and are not available for supervision until the bus arrives. Non-bus children are expected at school between 8.30 and 8.45am. Once children have arrived at school, they may not leave the grounds without permission of the Principal or the duty teacher.

If your child is being picked up after school, please inform the office. No child will be allowed to leave with an unknown adult unless the Principal has given permission.



### **STATIONERY**

All children must pay the pen and paper fees of \$20 and transport fee of \$15 for seniors and \$10 for middle and junior students each year. Stationery lists are sent home at the end of Term 4. It is expected that your child will have all their stationery by the end of the first week of school.

When pupils require new stationery they may purchase it from the office. Prices are similar to those available in town.

### **TALKING TO YOUR CHILD ABOUT SCHOOL**

The wording of questions and your reaction to the answers are important to children when you discuss school. Positive, open questions will usually get rather interesting replies. Negative questions will usually get negative answers.

Some children like to tell every little detail of their day, other children are not really interested in discussion at all.

### **TECHNOLOGY (MANUAL TRAINING)**

Currently this is undertaken by our Year 7 & 8 pupils every Thursday, from 9.00-10.30am, at Otorohanga South School. They travel to and from Manual by bus. Children must wear suitable footwear – no gumboots or bare feet. Manual fees are \$60.00 per year, there are small costs involved for fabric technology.

## **TERM DATES 2016**

Term 1	Tuesday 2 <sup>nd</sup> February – Friday 15 <sup>th</sup> April.
Term 2	Monday 2 <sup>nd</sup> May – Friday 8 <sup>th</sup> July.
Term 3	Monday 25 <sup>th</sup> July – Friday 23 <sup>rd</sup> September.
Term 4	Monday 10 <sup>th</sup> October – Tuesday 20 <sup>th</sup> December.

School is closed on public holidays that fall during term time. E.g. Queen's Birthday



## **TOYS, GAMES, PERSONAL TREASURES**

We do not encourage children to bring personal 'things' to school as breakages and losses inevitably occur. While watches are allowed at school, no responsibility is accepted by the school should they be lost or broken.

MP3 players, knives and other inappropriate items are removed from children's possession and are returned directly to parents.

## **TRIPS**

Schools are encouraged to use their local environment as a resource as well as the people who live and work in it. Class Trips will form part of class programmes and will be included when Teachers do their long term plans for the term or year.

Permission and transport forms are sent home and all children are expected to have a completed permission form before undertaking the trip.

If a child's parent is providing transport then they do not need to pay.

Children travelling in vehicles must wear seat belts. Vehicles must have a current Warrant of Fitness and Registration. Drivers must have a Full Driver's License.

All children 7 years or under must be in an approved booster seat.

## **UNIFORM**

A tidy standard of dress is required at all times and jewellery is permitted with the exception of stud or sleeper earrings.

The school colours are royal blue and white. School representatives at inter-school (COPS) events are expected to wear the OPS Polo shirt. These shirts are owned by the school and loaned to children for the day. They are collected by teachers at the end of the event.

## **WORKING BEES**

From time to time the B.O.T will organise Working Bees and your contributions would be appreciated - remember, many hands make light work. Voluntary labour also saves us money that can be better spent on your children.

