



# Tua Marina School

*Striving for Peak Performance*

## PARENT HANDBOOK 2018

### Vision

Tua Marina School develops resilient lifelong learners who *strive for peak performance* (*me whakapau kaha*) in their community and beyond.

Phone: 5705621 e-mail: [office@tuamarina.school.nz](mailto:office@tuamarina.school.nz)

# Tua Marina School Handbook

The purpose of this handbook is to give existing and prospective parents some background information about Tua Marina School and provide parents with a quick, easy reference to general information about the school that may be of use. Please keep it handy.

## CONTENTS

(1)	TUA MARINA SCHOOL PROFILE .....	4
(2)	ABSENCES - STUDENTS: .....	5
(3)	ACCOUNTS: .....	5
(4)	ANSWERPHONE: .....	5
(5)	APPEARANCE: .....	6
(6)	ASSEMBLIES: .....	6
(7)	BEHAVIOUR MANAGEMENT: .....	6
(8)	BICYCLES/ SCOOTERS/SKATEBOARDS.....	8
(9)	BOARD OF TRUSTEES:.....	8
(10)	BOOK CLUB:.....	8
(11)	BUS RUN: .....	8
(12)	CARE AND PROTECTION: .....	9
(13)	CAR PARKING:.....	9
(14)	CELLPHONES: .....	9
(15)	CHARTER:.....	9
(16)	COMPLAINTS: .....	10
(17)	CONTACT DETAILS;.....	10
(18)	CURRICULUM: .....	10
(19)	DAMAGE TO SCHOOL PROPERTY: .....	10
(20)	DATES: 2017.....	10
(21)	DENTAL CLINIC: .....	10
(22)	DUTY: .....	10
(23)	EARLY DISMISSAL AND ABSENCE FROM CLASS: .....	11
(24)	EMERGENCIES:.....	11
(25)	ENVIRONMENT: .....	11
(26)	ERO:.....	11
(27)	FENCE:.....	11
(28)	FIRST AID / ACCIDENTS / MEDICATION:.....	11
(29)	FUNDRAISING: .....	11
(30)	HALL .....	11

(31)	HAZARDS REGISTER:.....	12
(32)	HOMEWORK:.....	12
(33)	HOURS:.....	13
(34)	ICT / e-LEARNING.....	13
(35)	INCLUSIVE EDUCATION;.....	13
(36)	INTERNET USE: .....	13
(37)	KIWICAN.....	13
(38)	LIBRARY:.....	14
(39)	LOST PROPERTY:.....	14
(40)	LUNCHES: .....	14
(41)	MEDICINE:.....	14
(42)	MONEY:.....	14
(43)	MOVING THROUGH THE SCHOOL.....	14
(44)	NEWSLETTERS: .....	14
(45)	OFFICE:.....	14
(46)	PEER MEDIATORS: .....	15
(47)	PHOTOCOPIER:.....	15
(48)	PINE VALLEY CAMP .....	15
(49)	PTA:.....	15
(50)	REPORTING:.....	15
(51)	RISK MANAGEMENT:.....	16
(52)	SCHOOL DONATIONS: .....	16
(53)	SCHOOL LAYOUT: .....	16
(54)	STANDARDS OF BEHAVIOUR:.....	17
(55)	STATIONERY: .....	17
(56)	SUNSMART SCHOOL PROCEDURE:.....	17
(57)	SWIMMING:.....	17
(58)	TECHNOLOGY: .....	18
(59)	TRIPS:.....	18
(60)	VALUES:.....	18
(61)	VISION:.....	18
(62)	VISITORS TO THE SCHOOL: .....	18
(63)	WHEELS DAY:.....	18
(64)	WHITES' BAY VISIT.....	18

## **(1) TUA MARINA SCHOOL PROFILE**

Every child matters at Tua Marina School and we value the rich experiences and background that each family brings. The well-being of each child is vitally important to us and staff show high levels of care for each individual. At Tua Marina School, we are proud that every new arrival to our community is warmly welcomed, well-supported and settles quickly with their new friends. Our values of respect, kindness, honesty and responsibility guide all members of the school community in helping to create a happy school where everyone succeeds.

We expect the very best *for* every child and the best *from* every child and this is captured in our school vision motto -Me Whakapau Kaha- Striving for Peak Performance. Further detail of our vision is on page 3 of our charter.

Although our teachers and support staff are constantly looking for ways to improve learning and the curriculum for our children, we place an emphasis on the 'basics' of reading, writing and maths. Digital learning opportunities are developed effectively by all staff and the ratio of computers/devices is 1:1.

We value whanau partnership in every child's education - Families are the experts in their child's learning and development and we invest significant time in communicating with parents. We have an open-door policy and parents are encouraged to take an active part in their child's education. The school has a committed Board of Trustees, who will occasionally seek parents' views on aspects of school improvement. The PTA is a successful group of school supporters, who enjoy sociable evenings and raise significant funds through the annual Christmas Fair, rodeo, disco etc. All families are welcome to join the PTA.

Tua Marina School is a semi-rural, full-primary school, located approximately 10 kilometres from Blenheim, heading towards Picton on State Highway 1 and has a lovely rural aspect. The school operates an enrolment zone. The boundaries for families living in the zone are: north of the Wairau River; west to the Waikakaho stream then up to the top of the mountain and an imaginary line to the coast; halfway between Tua Marina and Picton; east to Rarangi; and south along the main road to the Wairau Bridge. A few out of zone children are accepted each year depending on places available.

We are very fortunate to have extensive outdoor learning and play areas with a hard court area, an all-weather sports surface, three adventure playgrounds, native gardens, a large sports field, and a swimming pool. The school was established in 1871. The buildings consist of six classrooms, a hall with library attached, an administration area, a staffroom, a teacher resource room, and several other offices/breakout areas. The buildings are set in pleasant surroundings with large trees bordering a generous playing field, and a native forest area.

We are a U3, Decile 9 school with a roll that ranges from 125-145 students, six teachers, and a Principal. Approximately 20% of the students identify with Māori being their first or second ethnicity, and the remainder are mostly of NZ/European descent. Traditionally Tua Marina was a dairy farming area. However the blocks of land have been subdivided and the farming has become more diverse, with a move into viticulture. There has been a growing trend towards lifestyle blocks in Rarangi and many parents commute to Blenheim to work.

Students leave at the end of Year 8 and in general attend Marlborough Boys' College, Marlborough Girls' College, or Queen Charlotte College. Tua Marina School is part of the Piritahi - Blenheim Community of Learning who work collaboratively for the benefit of all learners in the wider Blenheim area. We also belong to the Wairau Cluster group which consists of six small schools situated geographically close to each other. The children meet once a term for sporting activities as well as extension activities.

## Staffing 2018

Staff Member	Responsibility
<b>Teaching Staff</b>	
Mr Nick Raynor	Principal
Mr Kerry Wilkin	Deputy Principal - Y7/8 Teacher (Room 6)
Ms Barb Keane	Y5/6 Teacher (Room 5)
Mrs Sarah Gray	Y4/5 Teacher (Room 4)
Mrs Melissa Bryant	Y3 Teacher (Room 3)
Mrs Caroline Abbott	Y2/3 Teacher (Room 2)
Miss Laura Thompson	Y0/1 Teacher (Room 1)
<b>Support Staff</b>	
Mrs Angela Taylor	Office Administrator
Mrs Lorraine Regan	Teacher-Aide
Mrs Chris Ferguson	Teacher-Aide
Miss Jenny Steingraeber	Teacher-Aide/ Office Administrator/Librarian
Mr Eric Desiles	Caretaker
Ms Donna Booth	Kids' Edible Gardens Facilitator/ TA
Mrs Sue Gill	Cleaner

### **(2) ABSENCES - STUDENTS:**

If children are absent the school requires a **prior note, phone call, e-mail, or message left on the answer phone** - Phone 03 570 5621 or text 027 4479276

It is important for parents to fulfil this obligation as it completes the necessary paperwork in the school but more importantly, accounts for a child's absence and safety. It is not acceptable for students, including siblings, to verbally inform a teacher that someone is away.

Teachers take the roll at 9.00am and after lunch. Any unexplained absences will be checked and followed up.

If a child gets to school late, or someone is collecting the child during school hours they need to fill in the '**Sign In and Out**' book kept in the office. If they are being collected by someone other than the primary caregiver then the office needs notification from you that this is acceptable. Thank you for your support in this matter. We need to know that the students are safe with the right people for the right reasons during school hours.

### **(3) ACCOUNTS:**

The school operates a cash only system. Online banking for payments can be organised through the office and the school bank account number is **030855 0560521 00**. Often the office is unmanned so please put all money in a named envelope with the amount and reason written on the envelope, and put it in the cash box in the office foyer. Electronic receipts are given on request. If a parent ever has financial difficulty they are encouraged to contact Nick so alternative arrangements and support can be given.

### **(4) ANSWERPHONE:**

The answer phone is extremely important in the school situation. As the office is not staffed all the time, and to allow teaching time to become a priority for all teachers in the school, parents are asked to leave a message on the answer phone (they are impersonal and at times difficult to talk to, but they serve a very important purpose). The answer phone is checked on a regular basis and **calls will be actioned**.

## **(5) APPEARANCE:**

We take pride in the appearance of our staff and students.

- **Clothing** - please ensure children wear appropriate clothing and footwear suitable for active participation in all curriculum areas. All clothing should be named. As part of our Sunsmart Procedure we encourage shoulders to be covered and request that no shoestring-strap tops be worn.
- **Uniform** - the school has a PE shirt that is to be worn at all times when representing the school e.g. choir, sports events, some trips, etc. It provides the children with a sense of pride and identity, as well as making them easily recognizable. The shirts are compulsory at all levels and are available through the office at a cost of \$38.
- **Shoes** - are to be taken off inside. All shoes are to be stored neatly on the shoe racks provided or in an alternative place arranged by the teacher. Shoes are to be worn on the school bus.
- **Hats** - wide brimmed hats are to be worn in Terms 1 and 4 to comply with being a Sunsmart School. (No hat means the child must stay under the shade canopy)
- **Hair** is to be kept in a tidy fashion and not to be dyed or cut in such a manner as to attract adverse attention and detract from learning. If your child's hair is long it is advisable to tie it up to prevent the spread of head lice.
- **Jewellery** - For safety reasons only sleepers and studs are allowed to be worn in pierced ears.
- **No transfers** or drawings on skin are permitted.

## **(6) ASSEMBLIES:**

On Friday afternoons in the Hall between 2.30pm and 2.55pm whole school assemblies are held for notices, newsletter information, talent spots, presentations, and Student of the Week Awards. You are welcome to attend and, if time allows, we try to contact parents of children who will be receiving awards.

## **(7) BEHAVIOUR MANAGEMENT:**

At Tua Marina School we believe that each child and staff member has the right to be safe, the right to learn, and the right to teach. It is expected that all students and staff will behave in a socially acceptable manner at all times towards other students, teachers and all those they interact with during the school day. The school follows a Behaviour Management Programme that relates to choices and consequences, and links in with our vision and values programme. The 'Negative Consequences' are followed for bullying behaviour. The school focuses on encouraging positive behaviours, having high expectations, and being proactive.

NB: No consequence places students in unsupervised or unsafe situations. No staff member physically handles students except when the student's actions are a direct danger to themselves or others.

### **Our school rules are:**

- Respect others and our environment
- Keep hands, feet and objects to yourself
- Follow directions promptly and politely
- Be in the right place at the right time

<b>Consequences</b>	
<b>Positives</b>	<b>Negatives</b>
<ul style="list-style-type: none"> <li>➤ Praise</li> <li>➤ Certificates</li> <li>➤ Stickers</li> <li>➤ Phone call/e-mail home</li> <li>➤ Incentive chart</li> <li>➤ Extra privileges e.g. class game, free choice, computer time etc</li> </ul>	<ol style="list-style-type: none"> <li>1. Warning</li> <li>2. Time Out 1 - Work away from group</li> <li>3. Time Out 2 - Work away from group for a longer period possibly with reflection sheet</li> <li>4. Time Out 3 - Work in another room</li> <li>5. Go to principal - Ring parent / caregivers</li> </ol> <p><b>Extreme behaviours</b> – students are sent immediately to the Principal or Step 4.</p>

Buddy classes where students are sent are as follows:

- Room 1 to Room 3
- Room 2 to Room 4
- Room 3 to Room 5
- Room 4 to Room 6
- Room 5 to Room 2
- Room 6 to Room 1

More serious behaviour issues are tracked using the 'Assembly' Student Management System where teachers can input incidents in the Pastoral section e.g. incidents where a parent is rung due to behaviour issues or complaints.

At breaks children who display inappropriate behaviour will be spoken to by the duty teacher. Similar consequences as above will apply, except the child will be withdrawn from the playground for 'Time Out.' Behavioural or pastoral issues are discussed at weekly administration meetings. A Behaviour Book is kept to retain a record of students who have been withdrawn from the playground. Behaviour tracking sheets are analysed by teachers.

Teachers ensure they model behaviour expected from students. Teachers show they value and listen to all students equally regardless of gender, ethnicity, ability, etc.

Staff ensure children feel they are being treated fairly e.g. after an incident ask "Are you happy with the outcome?" "Is it fair?". Restorative practices are encouraged.

Individual Behaviour Plans are put in place for those children who require extra help with their behaviour management. Parents are consulted when this occurs and records are kept to determine patterns of behaviour and progress made.

**Extreme inappropriate behaviours** such as swearing, hitting, biting, spitting can result in immediate progress to Step 4 or 5. When other people's, or the child's, safety is placed at extreme risk the child may be Stood Down or Suspended following Ministry of Education guidelines.

If there are issues happening at home that may affect a child's behaviour at school we encourage parents to let us know.

**Bullying** is one particular form of aggressive behaviour and can be overt or covert in nature. Not all forms of verbal or physical aggression are bullying. Bullying behaviour emphasises the following four characteristics:

- Bullying is **deliberate** - there is an intention to cause physical and/or psychological pain or discomfort to another person.
- Bullying **involves a power imbalance** - there is an actual or perceived unequal relationship between the target and the initiator that may be based on physical size, age, gender, social status, or digital capability and access.
- Bullying has **an element of repetition** - bullying behaviour is usually not one-off. It is repeated over time, with the threat of further incidents leading to fear and anxiety. Repeated acts of bullying may involve single acts with different targets, as well as multiple acts with the same target.
- Bullying is **harmful** - there is a short or long-term physical or psychological harm to the target (e.g. as a result of coercion or intimidation)  
Bullying behaviour is not an individual action. It is influenced by the actions and values of peer groups, schools, families and whanau, communities, and societies.

Tua Marina School seeks to positively influence student behaviour by:

- expecting staff to model inclusive values and respectful ways of communicating
- ensuring students are consulted about their concerns and possible solutions to bullying (e.g. studentwellbeing@school NZCER Survey administered biannually for Y5-8 students, classroom surveys, principal surveys)
- ensuring students are taught effective ways of understanding and relating to others (e.g. classroom health programmes, revisit behaviour management procedure with classes at the start of each term, school vision and values).

## **(8) BICYCLES/ SCOOTERS/SKATEBOARDS**

Bicycles are stored in the bike shed at the end of the car park. No cycling is permitted within the school grounds. It is recommended that children bike to school with an adult unless they are at least 10 years old and have the necessary biking skills.

Helmets must be worn when riding a bike, scooter or skateboard.

As we have limited space available scooters, skateboards and rollerblades may only be brought to school when we have designated 'Wheels Days'.

## **(9) BOARD OF TRUSTEES:**

Elections for Board members are held every three years, and we are on an 18 month elections system so that only half the Board may change at any one election. The next election for new Board Members will be 2019. The current Board Members are:

Chairperson:	Ms Carolyn Davies
Deputy Chairperson:	Mr Matthew Broughan
Board Member	Vacancy
Board Member	Mr Neil Harris
Board Member	Mrs Fiona Fishburn
Staff Representative:	Ms Barb Keane
Principal:	Mr Nick Raynor

B.O.T. Meetings are generally held at the school on the fourth Monday of the month (at least twice a term) at 5.30 pm. Board Meetings are advertised in the weekly newsletter.

## **(10) BOOK CLUB:**

Several times during the year, children are given the opportunity of purchasing books from the Scholastic Book Club. Children are given pamphlets displaying books available and price. The child returns the order form and money or cheque (made out to Scholastic New Zealand) to Mrs Abbott. The books are reasonably priced, however there is no obligation for anyone to purchase.

## **(11) BUS RUN:**

Contractor: Ritchies, Blenheim      Ph 03 578 5467  
Fax 03 578 241

Bus Controller: Mr Kerry Wilkin

The Ministry of Education contracts one bus company to complete two bus runs for Tua Marina School. The first run travels to Rarangi. This run starts at approximately 8:10am and arrives at school at approximately 8:45am. It leaves school at approximately 3:10pm. Students are required to line up promptly in the designated area at 3pm. They will be ticked off the list and escorted to the bus by the teacher on duty.

The second run transports the Waikakaho Valley children and arrives at school approximately 8.00am. It leaves school at approximately 3:40pm. A bell goes at 3:30pm to alert the children to go to the office and wait to be ticked off by the teacher on duty. They then walk down and wait at the bus stop.

The children who pay to travel on the public Picton bus also assemble at the office when the 3:30pm bell rings. They wait until the teacher on duty escorts them across the road to the Community Hall. The teacher waits with them until the bus comes at approximately 3:45pm.

The bus driver cannot wait at bus stops as this interferes with the timetable, therefore parents/guardians need to be at their stops early to drop off/pick up their child.

All eligible children travelling on the bus sign a **Bus Code of Conduct**. We take the view that behaviour on the bus is the shared responsibility between the bus company, parents and the school. In the case of inappropriate behaviour on the bus the child/children will be talked to, and if required parents contacted. The school reserves the right to withhold permission to travel on the bus in these cases. Ultimate consideration is given to the safety of all those travelling on the bus.

In the morning parents are responsible to ensure that the children are on time and safe waiting for the bus to arrive. At the end of the day parents are responsible for the safety of their child once they have been dropped off at the bus stop.

If a child is not using the bus for some reason in the afternoon, it would be appreciated that you contact school. You can leave a message on the answer phone for ease of time management, or come in and sign off on the Bus List. The Bus Lists can be found in the red and black folders on the counter of the office.

The duty teacher in the afternoon checks the answer phone for calls from parents concerning children travelling or not travelling on the bus. They also check the red and black folders in the main office to ensure everyone is accounted for.

All students are required to wear shoes when on the bus. Each bus run will have trained bus monitors. Bus children and Yr 7/8 students attending Technology will participate in Bus Evacuation procedure. Bus Monitors in conjunction with the Police Education Officer will participate in procedures defining their job description.

**Anyone, other than bus students, wishing to use this service must contact school and ask the principal for permission.** There is no guarantee of you being able to use it.

### **(12) CARE AND PROTECTION:**

If there are matters of custody and care please inform the office and provide a legal copy of the custody/care arrangements. Please make the office aware of any legal rights regarding access to your children (a copy of documentation is required).

All adults- staff, volunteers or contractors who have unsupervised access to children will be required to be police vetted. Tua Marina School has rigorous procedures to protect children.

### **(13) CAR PARKING:**

Parents who are dropping their children off or picking them up from school are asked to park in Campbells Road beside the footpath (on that side of the road only). The children can then safely exit or enter the car onto or from the footpath, and follow it into or from the school grounds. Parents can then continue driving to the turn-around-area further along Campbells Road (no 'U' turns please). Drivers need to proceed with extreme care along Campbells Road.

All staff and any parents who will be staying at school for some length of time are asked to park their cars outside the main entrance. When parking in the main car park please reverse and park along the fence line nearest the railway line. This allows greater visibility as children walk along the pathway. For greater safety please come and collect your child rather than let them walk to the car in the main carpark. All cars are to drive slowly and watch out for children. The yellow concrete blocks at the entrance to the main car park indicate the bus bay which needs to be kept clear of cars at all times.

Please drive with extreme caution near the school at all times.

### **(14) CELLPHONES:**

Cellphones are only permitted at school (at the owner's risk) with a permission note from parents/guardians that must be handed to the classroom teacher. The cellphone must remain in the child's bag for all of the school day and may only be used after school for contacting parents, etc. Smart phones can be used in the classroom as a learning tool if the teacher permits. At all other times during the day the school phone is available, with teacher permission, should the child need to contact someone. If a child is found using a cellphone in class or during breaks it will be kept in the office for a specified amount of time.

### **(15) CHARTER:**

A copy of the school's Charter is available at the office.

### **(16) COMPLAINTS:**

All complaints are taken seriously and dealt with promptly. Please contact the teacher concerned first. Teachers keep a record of the complaint and the action taken. They also notify the principal of any complaints received. After you have contacted the teacher, should you wish to take the complaint further, please contact the principal. We also have a Complaints and Communications Procedure 2.4 which is available to view in a folder at the office.

### **(17) CONTACT DETAILS;**

The school telephone is (03) 5705621. School mobile is 0274479276  
Our e-mail address is [office@tuamarina.school.nz](mailto:office@tuamarina.school.nz).  
Principal's cell phone number is 02100269 0008.  
Principal's email is [principal@tuamarina.school.nz](mailto:principal@tuamarina.school.nz).

### **(18) CURRICULUM:**

Teachers create an interesting and engaging curriculum for children's learning. The core areas of Literacy and Numeracy are taught every day. The curriculum theme for 2018 is "changes"

### **(19) DAMAGE TO SCHOOL PROPERTY:**

The pupil is to pay for any damage which is not accidental or arises from an accident where children are not obeying the school rules. Damage falls into three categories

- Wilful damage - Full restitution
- Accidental damage while disobeying rules - A fixed amount
- Accidental damage - No charge

### **(20) DATES: 2018**

<b>Term Dates 2018</b>	
Term 1	Tuesday 30 <sup>th</sup> January- Friday 13 <sup>th</sup> April
Term 2	Monday 3 <sup>rd</sup> April – Friday 6 <sup>th</sup> July
Term 3	Monday 23 <sup>rd</sup> July – Friday 28 <sup>th</sup> September
Term 4	Monday 15 <sup>th</sup> October – Tuesday 18 <sup>th</sup> December

Total – 384 half days – Please note that over the course of the year we are eligible to allocate two Teacher Only Days if we so choose. These dates will be decided during the year depending on professional development opportunities and will affect the end of school date.

### **(21) DENTAL CLINIC:**

Children visit the Dental Clinic on McLachlan Street (by Marlborough Girls' College) throughout the year.

### **(22) DUTY:**

- Duty teachers are responsible for the safety of pupils during recreation/play and adults are rostered on throughout the week.
- All teachers are considered "On Call" should the duty adult be attending an accident, emergency or injury.
- Supervision of lunch entails ensuring that all children remain seated under the shade canopy while eating, releasing them when a suitable amount of food has been eaten and checking that litter is removed prior to playing.
- As we are trying to be environmentally friendly and to ensure parents can gauge what their children have eaten, all rubbish is to be taken home.

### **(23) EARLY DISMISSAL / ABSENCE FROM CLASS:**

Where a student requests permission to leave school early for any reason, a note is required before approval can be given. In the absence of a note the verbal permission of a parent or caregiver is sought.

Caregivers (or older students) must sign out at the office before leaving. On return the student must sign back in at the office before returning to class. There is a **Sign In and Out Book** kept at the counter.

Where a class trip has been organised, it is the organising teacher's responsibility to ensure that all parents taking transport return all children to school unless other arrangements have been made in advance. Where return is earlier than expected, the teacher is required to ensure appropriate arrangements are made.

### **(24) EMERGENCIES:**

For earthquake, fire, etc emergencies the emergency siren will be activated. Our emergency meeting area is on the field near the far double gates. All teachers take their classes out in an orderly fashion and follow the emergency procedures displayed in each classroom. We have fire and earthquake drills a minimum of twice a year.

### **(25) ENVIRONMENT:**

Students are encouraged to take pride in their environment and take responsibility for the care of their environment – classroom, cloak bays, school grounds. The school is also on the Enviro Schools programme.

### **(26) ERO:**

A copy of the latest ERO report is available at the school office or online at [http://www.ero.govt.nz/ero/reppub.nsf/0/7A8D629E2E2A4FE8CC2574D50072089E/\\$File/3050.htm?Open](http://www.ero.govt.nz/ero/reppub.nsf/0/7A8D629E2E2A4FE8CC2574D50072089E/$File/3050.htm?Open)

### **(27) FENCE:**

The school has a tall fence around the perimeter which has been constructed for safety reasons to keep children inside the school grounds, as we are so close to the railway line and main state highway. **Please ensure that if you open a gate you check it has closed behind you.**

### **(28) FIRST AID / ACCIDENTS / MEDICATION:**

- There are portable First Aid Kits in the medical room as well as cupboards containing comprehensive medical supplies.
- A register is kept of major injuries/accidents that occur. Serious injuries/accidents are reported to Worksafe and the appropriate forms completed.
- First Aid is carried out by staff members, several of whom have current First Aid certificates.
- Teaching staff are to move students to Hospital A&E if serious.
- Parents/ caregivers will be notified if the child needs to be sent home.
- Personal medication is kept in the cupboard in the Medical Room. Parents need to fill in the appropriate form (available from the office) for staff to administer medication.

### **(29) FUNDRAISING:**

See PTA section.

### **(30) HALL**

We have the hall onsite which is used for weekly assemblies, indoor arts/drama/dance activities, gymnastics, indoor PE activities, music lessons, etc. The hall is for hire at the weekend.

### **(31) HAZARDS REGISTER:**

If you see something in our school environment that is not safe for students or teachers please let the office know and we will place it in the Hazard Register for our caretaker.

### **(32) HOMEWORK:**

As a school we are very conscious that many of our students have extra-curricular activities, and that they often need to travel to get to them. It is important that students participate in these as they provide for learning experiences that complement the ones they receive through their school day.

Equally important is that the students can have time at the end of their busy school day to relax, play and interact with their family and friends. A key aspect of a successful and happy adulthood is development of skills and interests that allow students to socialise and interact with others, and lead a balanced life.

We therefore ask that parents ensure their child spends a little time each afternoon on homework and ensure that it doesn't take over their afternoon / evening / weekend activities.

Following is the outline of the homework for the rest of the year. This may be slightly adjusted as the year progresses. The child's teacher will notify parents if this is the case.

<b>Rooms</b>	<b>Homework</b>
Rooms 1 & 2	<ul style="list-style-type: none"><li>• Children are asked to read the book that is sent home in the child's reading bag, and parents are to sign the Reading Log please</li><li>• They may also have some alphabet/sight words to revise/learn.</li></ul>
Room 3	<ul style="list-style-type: none"><li>• Children are asked to read for a minimum of 10 minutes each night and parents are to sign the Reading Log please</li><li>• Spelling words to revise/learn.</li></ul>
Rooms 4, 5 & 6	<ul style="list-style-type: none"><li>• A Home Reading Record to be completed each week.</li><li>• Reinforcement or completion of school tasks</li><li>• At times research topic / thinking tasks</li></ul>

Completing homework is the choice of the parent and child, so teachers will only encourage the completion of homework rather than enforce it.

If parents have any concerns regarding their child's homework you are encouraged to discuss it with the class teacher.

When relievers have been teaching, homework may not be given.

### **(33) HOURS:**

School opens	8.30am	Children are not expected at school before 8:30am and no responsibility will be taken for them before this time.(except Waikahako bus children)
Session 1	9:00am - 10:55am	Literacy focus – e.g. reading, writing, oral language, spelling, handwriting, library, etc
Feed and Read	10:55am - 11:05am	Children eat their morning tea quietly while the teacher reads aloud to them.
Morning Break	11.05am - 11.30am	Children are encouraged to be active. Peer Mediators and an adult will be on duty.
Session 2	11:30am - 1:00pm	Maths focus e.g. number, geometry, measurement, statistics
Lunch Break	1.00pm - 1.45pm	Children are expected to sit and eat for the first 15 minutes. They are then encouraged to be active. Peer Mediators and an adult will be on duty.
Session 3	1:45pm - 3:00pm	Inquiry / PE / Arts focus
School Finishes	3.00pm	All children are expected to clear the grounds as soon as possible to allow teachers time for planning, meetings, marking, etc. Only bus children should remain after 3:00pm unless arrangements with the school have been made.

### **(34) ICT / e-LEARNING**

The school is well resourced for ICT and has a minimum of 1 device (eg laptop, tablet, netbook) to 1 student, one digital camera, one easi-speak microphone, one visualiser, and one data projector per class, etc.. Each class has access to wireless ultrafast broadband and we are a Network for Learning school. Each class and all Y3-8 students have access to google drive.

We also use Google Drive, as our learning management systems which allow students and teachers to upload learning and assessment to the internet. Parents, students and teachers can then access this learning and give feedback. It motivates and engages students as well as connects parents to their child's learning.

All families are encouraged to use Seesaw, which allows celebration and sharing of learning and communication between home and school.

### **(35) INCLUSIVE EDUCATION;**

An Inclusive Education Register is maintained at school listing all those students who have special needs i.e. learning; gifted and talented; behavioural; or medical, and parents are always kept informed. Students who are at risk of not achieving are also identified. The students are reviewed by the teachers in Terms 1 and 3. This data is used to formulate a priority list of who requires help and specialist intervention.

### **(36) INTERNET USE:**

A clear school procedure details internet usage. Cybersafety Agreements are signed by all students, parents and staff, before the internet may be used.

### **(37) KIWICAN**

Every class will participate in the Kiwican Programme for 1 session per week. The session is run by two skilled facilitators and aims to develop children's personal and social growth. The programme is funded by the BOT.

### **(38) LIBRARY:**

Children are timetabled to use the Library once a week to change books, and also have lessons on Information Literacy skills. Students are allowed a maximum of two books out at a time. Overdue notices are sent out periodically and students are generally expected to reimburse the Library for lost or damaged books.

We also use the services of the National Library to supplement resources for personal reading and learning programmes.

### **(39) LOST PROPERTY:**

A lost property rack 'bin' is kept near Room 6. Delegated senior students have the responsibility of displaying it periodically throughout the term. We urge parents to name clothing and check the lost property regularly as at the end of each term we donate the unclaimed clothing to deserving causes.

### **(40) LUNCHES:**

At Tua Marina School we encourage healthy food and nutrition practices. Please note that fizzy drinks, cordial, and lollies are not permitted at school. Drink bottles should contain only water please and are allowed in class during the day.

As part of the Enviro Schools programme we also encourage zero waste, so children are to take all their food rubbish home.

### **(41) MEDICINE:**

See First Aid section.

### **(42) MONEY:**

All money is to be brought to school in a named envelope with the amount and activity recorded, and given to the class teacher or the office, as requested. Electronic receipts are given on request.

### **(43) MOVING THROUGH THE SCHOOL**

When students and parents are moving around the school in class time they are expected to walk around the outside of the building and not through classrooms. Students in Room 1 are expected to use the outside doors to their classroom to get in and not come through the foyer. This is to cause as little disruption to lessons as possible and we appreciate your understanding in this matter.

### **(44) NEWSLETTERS:**

A school newsletter is issued weekly, the concept being to inform parents of coming events, highlight children's work, communicate between home and school, and remind parents of any concerns we may have. Generally they will be sent home via e-mail each **Wednesday** this year. Individual teachers may also send home newsletters or notices at various times throughout the year. A hardcopy of all newsletters is kept in a folder on the office counter.

### **(45) OFFICE:**

Angela Taylor and Jenny Steingraeber are the Office Administrators. Angela works daily from 8.30am – 1.00pm and Jenny from 1.30-3.30pm Parents are encouraged to use the answerphone or contact Nick on his cell-phone (or the classroom teacher if urgent) when the office is unattended.

### **(46) PEER MEDIATORS:-Tuakana Teina**

Tua Marina School always has two senior student 'Peer Mediators' out in the playground during morning tea and lunch times. They have been trained in conflict resolution and are rostered on approximately one break a week. Students are encouraged to solve issues with the support of senior students. Often the problem is able to be resolved without the help of an adult.

### **(47) PHOTOCOPIER:**

The photocopier is in the Teacher Resource Room. Please contact the office or a staff member if you wish to use it. A small fee to cover costs will be charged.

### **(48) PINE VALLEY CAMP**

Every two years the whole school visits Pine Valley campground for two days (1 night). This is a fantastic community event and all parents are invited to join us. Camp will take place in week 2019. Junior children sleep in the cabin and everyone else sleeps in a tent.

### **(49) PTA:**

The school has a very active PTA involved in fundraising who meet as and when required but generally once a month (usually the first Wednesday). All interested parents are welcome to attend meetings. Vicki Allen is the Chairperson.

### **(50) REPORTING:**

#### **Parent Information Evening:**

Meeting in Week 2 of Term 1 with all parents to explain how the school operates and answer any queries.

#### **Know Our Student Meetings:**

This is a short informal meeting in Week 3 of Term 1. This is an opportunity for parents to advise teachers about their child's interests, aspirations and learning needs.

#### **Mid-year:**

Reporting Conference where all parents come to school to discuss their child's learning with their child leading the process and some teacher input. A Mid-Year Report is also given out at this time. Attendance is compulsory. Year 1-3 students have birthday reporting so their Interim Reports and Conferences are held on 6 month anniversary dates.

#### **End of the year:**

Written reports only. Year 1-3 students have birthday reporting so their Summative Reports are given out on the anniversary of their birthday.

#### **End of each term:**

The students' exercise books are sent home at the end of each term for parents to discuss with their child. These are samples of the children's work in progress and give parents an indication of where they are at, and what their individual goals for literacy and maths are.

Throughout the year the school works on an **open-door policy**, to enable parents to discuss their child's education. Please feel free to contact the classroom teacher to arrange a suitable time to meet.

### **(51) RISK MANAGEMENT:**

- Regular maintenance checks are made on playground equipment, and the children's school working environment.
- All children/staff participate in regular drills and earthquake procedures.
- Bus children and Yr 7/8 students attending Technology participate in Bus Evacuation procedure.
- Bus Monitors in conjunction with the Police Education Officer participate in procedures defining their job description.
- A staff member will be onsite from arrival of first bus (approximately 8.00am)
- A staff member will be on duty from:-
  - 11.05am - 11.30am
  - 1.00pm - 1.45pm

At least two staff members will be qualified in the administration of First Aid.

### **(52) SCHOOL DONATIONS:**

The school asks parents for a voluntary donation to assist with learning programmes and resources. This donation is tax deductible, excludes GST, and is non-compulsory. At the beginning of the year, and throughout the year if necessary, parents/guardians will be invoiced for the donation. Full or part payments are appreciated and receipts are issued. The current donation is as follows and there is a 10% discount if paid in Term 1:

- 1 child - \$80
- 2 children - \$150
- 3 or more children - \$200

### **(53) SCHOOL LAYOUT:**

The school is comprised of the following:

- Six main classrooms
- Covered deck area
- Main Office
- Staffroom
- Several toilet areas including Disabled Bathroom with shower
- Principal's Office
- Teacher Resource Room
- Medical Room
- Meeting Room
- Finance Office
- Archive Room
- Withdrawal Rooms
- Hall with small library and toilets
- PE/Caretaker Shed/workshop
- Garden Shed
- Old PE Shed
- Container
- Swimming Pool and changing sheds
- Adventure playgrounds/sandpit
- Tennis/Netball court
- All weather surface
- Undercover Sandpit
- Bicycle shelter
- Spacious field
- Native Gardens

## **(54) STANDARDS OF BEHAVIOUR:**

### **Rules:**

- Respect others and our environment
- Keep hands, feet and objects to yourself
- Follow directions promptly and politely
- Be in the right place at the right time

### **STANDARDS OF WORK:**

- Black biro pen for children from Writing level 1(iii) onwards
- Red biro pen for children correcting
- Any other colour biro pen for teachers
- Pencil in Maths books
- No graffiti on/in books
- No felt pens used in exercise books
- Correction tape to be used sparingly with teacher permission only (generally for publishing)
- Rule off across the whole page and miss a line – Year 2 up
- Borders at teachers' discretion
- A high standard of presentation is expected in all written work (draft writing to be legible and written on every second line)
- All work is to be dated
- Draft Writing
  - Rule a line after planning
  - Miss a line before starting to write
  - Write on every second line
  - Handwriting to be legible
  - Date work each day
  - Underline spelling approximations
  - Cross mistakes with a single line
  - *Proof read* for spelling and punctuation, and *recraft* for message at the end of each page
  - All corrections/alterations to be written in red on the line above if space allows
  - If more space is required when recrafting insert an asterisk in the margin and continue writing at the end
- Maths
  - Write in pencil
  - Margin ruled at the left hand side and in the middle if required
  - One digit per square
  - Short date underlined
  - Mark in red pen

## **(55) STATIONERY:**

The school will hold some replacement stock of stationery but we encourage purchases at Paper Plus, apart from the stationery items that are not available in shops.

## **(56) SUNSMART SCHOOL PROCEDURE:**

The school has a Sunsmart School Procedure and fully promotes children protecting themselves from direct sun. Children are asked to bring wide brimmed sun hats daily in Terms 1 and 4, and wear them. If they do not have a hat they will be directed to a shade area to play. Children are encouraged to apply sunblock before school.

The school can provide all the encouragement, but we really need the support of parents and caregivers.

## **(57) SWIMMING:**

Students participate in a swimming programme as long as the weather permits in Term 1 and sometimes at the end of Term 4. Children should bring their togs on their swimming days and must have a note if they are not able to swim as swimming is part of the PE curriculum.

### **(58) TECHNOLOGY:**

Year 7 & 8 children travel into the Bohally Technology Centre for Technology training for a block time. There is no charge for the bus, however there is for your child attending the course to cover the cost of materials. Technology is on a Monday this year.

### **(59) TRIPS:**

Parental permission will be sought for all school trips involving transportation of children. A blanket permission slip for all minor trips will need to be completed by you as part of the forms sent home at the beginning of the year. For all major trips, including camp, a separate permission slip will be sent home.

When travelling in cars, 4WD's etc. supervisors will ensure that: each child is wearing a seat belt; lap belts are not suitable, students under 7 years will be in a booster seat; the vehicle has a current WOF; and the driver has a current driver's licence. Drivers and passengers must not smoke in the car.

The Teacher-in-charge will have completed a Risk Management form informing the school of details about the excursion.

School/Class Camps - In the event of children being required to stay away overnight specific permission /medical forms must be filled in and returned before the camp.

### **(60) VALUES:**

The Tua Marina School Values programme has four focus values. The values are: respect, kindness, responsibility, and honesty. Each week a 'Values Hero' trophy is awarded at our Friday Assembly and each class has weekly lessons related to the focus value.

### **(61) VISION:**

Tua Marina School develops resilient lifelong learners who strive for peak performance (*me whakapau kaha*) in their community and beyond.

**Resilient** - have an "I can do it" attitude

**Life-Long Learners** - continually seek and use new knowledge and skills

**Community and Beyond** - make a positive difference to the world around us

Please see accompanying 'Vision' sheet for a breakdown of learning intentions for the vision.

### **(62) VISITORS TO THE SCHOOL:**

All visitors (except parents and caregivers of pupils who are in school for less than 30 mins) will be asked to sign in on arrival at the school. Signs to this effect will be displayed at school entrances.

A register of visitors (**Visitors Book**) will be kept at the school office. It will show the name, reason for visit, time of arrival, time of departure. This is for safety reasons and in case of an emergency.

### **(63) WHEELS DAY:**

On Monday's, or the designated day, students can bring bikes, skateboards, scooters, etc. Helmets must be worn.

### **(64) WHITES' BAY VISIT**

Every year, the whole school community visits Whites' Bay for a day of fun and relationship building. This usually takes place in term 1. All parents are invited to join in.