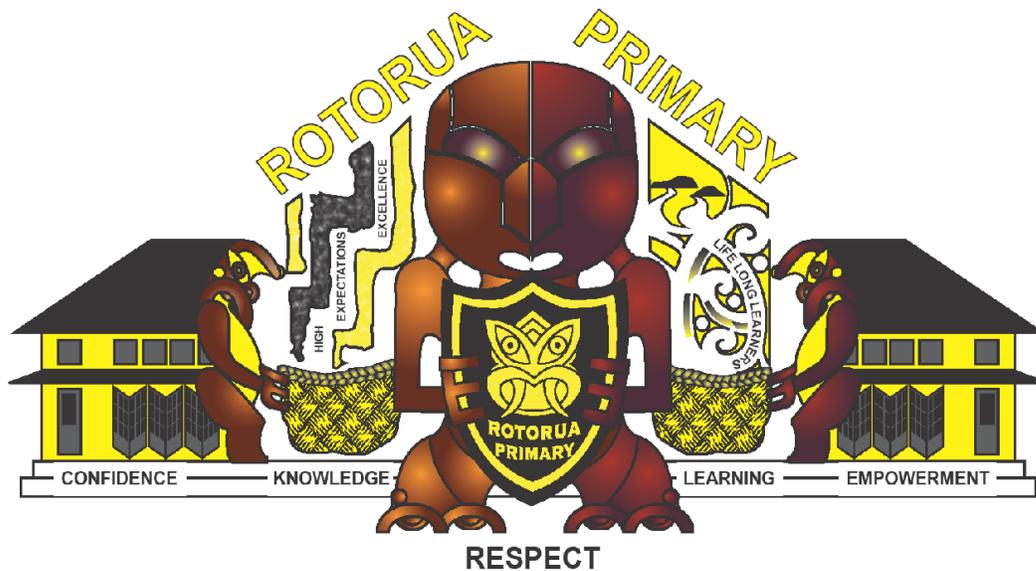


ROTORUA PRIMARY SCHOOL
PUKEROA
ORUAWHATA

“WHAKATANGATA”



Tena koutou,
Tenei te mihi nui ki a koutou nga koeke, matua, whanau, me nga tamariki toa o
Te Arawa me te tangi hoki ki a ratou kua riro atu.

Nau mai, haere mai ki te Kura o Pukeroa Oruawhata.

Welcome to Rotorua School.

We take this opportunity to welcome you and your family to our school. We give thanks to the Tipuna of this area, Rotohiko Haupapa, for his foresight in setting aside the whenua Te Wharau a Tahora Whakarua on which our school sits. We believe that this school and the way we participate in its operations will make a difference to the children who are educated here.

We are committed to all our whanau who want their students to:

CULTURALLY: *To be proud to be Maori.*

- To know and understand and appreciate their cultural heritage, ancestry and language.
- To be bilingual, confident and competent in both the Maori and English language.
 - Learn the importance of te ao Maori, tikanga, kawa, whakapapa.
 - To be culturally aware of our environment and how to look after it.
 - To be culturally aware and have respect for themselves and others.
 - To acknowledge and respect the cultures of others.

SOCIALLY: *To have a can do attitude to life.*

- To be able to relate well with others.
- To be socially confident and interactive in any space.
- To develop social skills that will help them in any situation.
- To be respectful, honest and humble with aroha.

PHYSICALLY: *To be strong mentally and physically*

- To have a good understanding of a healthy lifestyle for the body, mind and spirit.
- To be confident, resilient, disciplined, committed to all physical activities.
 - Learn and participate in all sports including dance.
- To be confident in and value their bodies no matter what they look like.
 - The will to compete.

SPIRITUALLY: *To know they are all special (Na nga tipuna i tuku iho, tuku iho)*

- To have strength and confidence in te ao Maori spiritually.
- To have a strong knowledge of the schools tipuna, karakia, waiata.
 - To respect the powers of the gods and elders.
 - To have an understanding of their taha wairua.
 - To be kind to others.
- To understand that it's about what's inside that counts.

We are committed to the best learning outcomes for your taonga.

No reira,

Tena koutou, tena koutou, tena koutou katoa.

ROTORUA PRIMARY SCHOOL - PUKEROA ORUAWHATA CHARTER 2019-2021

INTRODUCTION

Te Kura o Pukeroa Oruawhata (Rotorua Primary School) is located in central Rotorua and caters for students in Years 1 to 8. The current roll is 329. Of these, 92% are Māori, most of whom whakapapa to Ngāti Whakaue te local hapu and Te Arawa, the local iwi. There are also a small number of Pacific, Asian Indian and Pākehā students.

The school is dual medium with five classes taught in English (Auraki) and five taught through the medium of Māori (Rūmaki). The school continues to enjoy close relationships with Ngāti Whakaue, the local hapū, and Te Arawa the local iwi, who provide ongoing support for students in literacy in both English and Māori, as well as funding for other initiatives in the school.

STRATEGIC INTENT

Vision

Our values will underpin and enrich the delivery of quality, innovative learning experiences and opportunities that prepare our children for the challenges of life, in a supportive and safe learning environment. We will nurture our students to become happy, healthy, and self-confident individuals.

Mission

Our children will be empowered to become **LIFELONG LEARNERS** through collaborative quality education which strengthens their individual and cultural needs within a safe environment.

ROTORUA PRIMARY SCHOOL - PUKEROA ORUAWHATA VALUES

Our values underpin and enrich the delivery of quality, innovative learning experiences and opportunities that prepare our students for life.

By providing a supportive and safe learning environment, we will nurture our students to become happy, healthy and self confident individuals.

We will support our teachers in their role to ensure all of our students have quality teaching & learning programmes.

Manaaki - Respect

Mana Whakahaere - Responsibility

U ki te kaupapa - Reliability

Taura tino pai - Role Model

New Zealand Curriculum Key Competencies

Thinking

Relating to Others

Understanding signs, symbols and text
Participating and

Managing self

Contributing

21ST Century Skills

Critical thinking is all about solving problems

Creativity teaches students to think outside the box

Collaboration shows students how to work together to achieve a common goal

Communication lets students learn how to best convey their ideas

BOARD OF TRUSTEES SELF REVIEW

| Term 1 | Term 2 | Term 3 | Term 4 |
|--|--|---|--|
| <ul style="list-style-type: none"> - Roles - Responsibilities - Finance & Property - Health & Safety - HR Audit | <ul style="list-style-type: none"> - Health & Safety - Curriculum and Student Achievement - Policies & Procedures | <ul style="list-style-type: none"> - Health & Safety - Finance Review | <ul style="list-style-type: none"> - Health & Safety - Appraisal of Principal - Student achievement - Charter review |

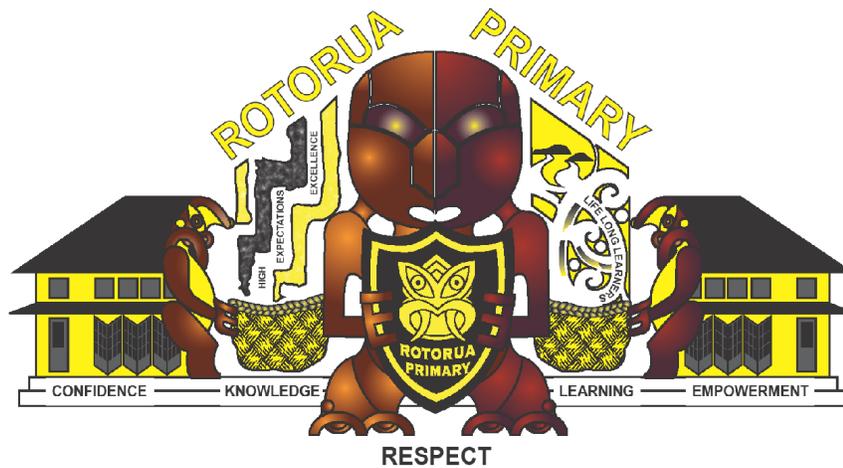
STAFF PROCEDURE REVIEW

| Term 1 | Term 2 | Term 3 | Term 4 |
|---|--|---|--|
| <ul style="list-style-type: none"> - Treaty of Waitangi - Analysis of Variation - Job Descriptions - Standards for the Teaching Professional - Professional Standards - Practising Teacher Criteria - School Performance Management - Appraisal - Targeted Students - Health & Safety | <ul style="list-style-type: none"> - Charter - Strategic Intent - Strategic Plan for Improvement - Annual Implementation Plan - Curriculum - Assessment - Reporting to parents - Health & Safety | <ul style="list-style-type: none"> - Documentation and Self Review - Standards for the Teaching Professional - Professional Standards - Practising Teacher Criteria - School Performance Management - Appraisal | <ul style="list-style-type: none"> - Strategic Intent Review - Strategic Plan for Improvement Review - Annual Implementation Plan Review - Curriculum Review - Assessment |

2021 BOARD OF TRUSTEES

| | | |
|------------------------|-------------------|--------------|
| Chairperson: | Jocelyn Callaghan | |
| Parent Representative: | Mia Hamiora | Nandia Lines |
| | Jade Lockwood | Teri Tomoana |
| Staff Representative: | Layla Rask | |
| Principal: | Fred Whata | |

The Board of Trustees are elected by the school community and are your representatives who govern the school. The Staff Representative and Principal are also full members of the Board and together they work to ensure that all students receive the best education that Rotorua School can give.



The above figure is our Vision for our students but presented in a visual way to help staff, parents/caregivers and children remember. The figure is drawn in the Te Arawa style of carving and follows the lines of Pukaki, thus acknowledging the Tangata Whenua.

This is in the form of a Whare Matauranga – House of learning, illustrating the three branches of Te Kura o Pukeroa Oruawhata: - Kohanga: - Junior, Middle and Senior School, where our tamariki are taught the old ways and the current ways of learning.

The human form in the centre depicts the **FIRST KETE** and contains the matauranga that you are born with.

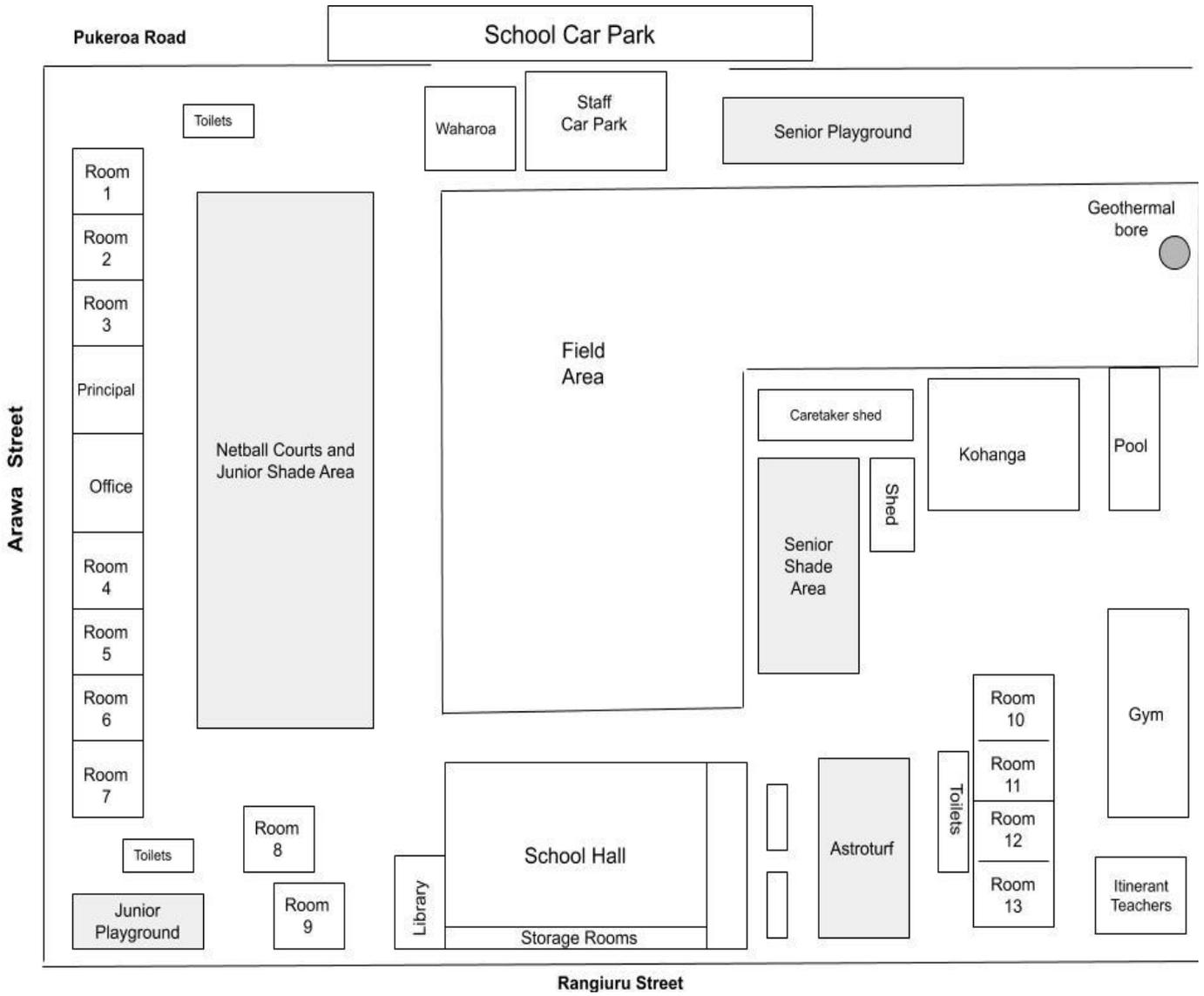
The **SECOND KETE** to the right side contains the knowledge that you are taught, Te Ao Kohatu – the traditional learning methods. The clean and definite lines from this kete depict tried and true methods which need to be perpetuated, that is why the koru form is utilised – its fronds turn in on each other. If one way does not work, you go back to another support system. It also depicts that we want our children to be lifelong learners.

The **THIRD KETE** to the left contains the knowledge that you acquire in life. The poutama is like steam rising from debate and discussion of new ideas. Modern methods of education are not set, they are continually changing. Here we strive for high expectations and excellence.

The steps of the school are what we stand on, the foundations for learning and the skills we want to instill in our children.

We stand on our Values and Respect we believe is the most important. Respect for themselves, respect for others and respect for the land.

Lastly the doors of the school buildings are open because education is what can open doors. We believe the more education that an individual gets the more doors or opportunities that are open to them.



IMMERSION AND ENGLISH MEDIUMS OF EDUCATION

Our school offers two mediums of instruction for your child:

1. Mainstream classes taught in English (Auraki)
2. Immersion classes taught in Maori (80% - 100%). (Rumaki)

There are conditions for those who wish to enter the Immersion classes.

1. History of participation in Kohanga Reo.
2. If no history then a Maori speaker must be in the house to support the school programme.
3. Interview with the Deputy Principal. (This interview is to inform you as parents of the philosophies on which we run our Rumaki classes)
4. A commitment to your child's education and to the Kaupapa of the Rumaki classes.
5. We reserve the right when Rumaki rooms are full (18 in the Juniors, 28 in the Seniors) to limit entry into classes.

TE WHANAU REO RUA

The Immersion classes focus on the target language – Te Reo Maori. The Year 0 to Year 3 classes are total Immersion classes, however the children in Year 4 to Year 8 are introduced to a formal English Language Programme. English will be taught in their classrooms as a curriculum subject and will steadily increase each year.

Students in years 7 and 8 are monitored closely, the language that is weakest will be given extra attention and boosted by the classroom teacher. By the end of year 8 both the Maori and English languages should be at the same level or, on a par with each other.

SCHOOL YEAR 2021

The school year is divided into 4 terms. The starting and ending dates are determined by the Ministry of Education. The school reserves the right to hold two Teachers Only Days per year and will give the parents at least three weeks' notice to enable them to have time to organise care for their children.

| | | | | |
|---------------|---|---------------------------|---|----------------------------|
| Term 1 | - | Tuesday 2 February | - | Friday 16 April |
| Term 2 | - | Monday 3 May | - | Friday 9 July |
| Term 3 | - | Monday 26 July | - | Friday 1 October |
| Term 4 | - | Monday 18 October | - | Tuesday 14 December |

2021 School Term Public Holidays

Monday 8 February – Waitangi Day
Friday 2 April - Good Friday
Monday 5 April - Easter Monday
Tuesday 6 April - Easter Tuesday
Monday 7 June – Queen’s Birthday
Monday 25 October – Labour Day

SCHOOL HOURS

| | |
|---------|--|
| 8.05am | School opens (Students to wait in Waharoa/shelter before this time) |
| 9.00am | Classes begin |
| 10.25am | Morning interval (25 minutes) |
| 12.30pm | Lunch Break (40 minutes) |
| 2.00pm | Afternoon interval (10 minutes) |
| 3.00pm | Classes end |
| 3.30pm | School closes (All students should have been picked up by this time) |

Our school does not finish early on wet days.

SCHOOL CONTACT NUMBERS

Phone : 07 348 8159

Website : www.rp.school.nz

Email : office@rp.school.nz

SchoolApps: Rotorua Primary School

UNIFORM

Rotorua Primary School has a compulsory uniform that must be purchased from The Warehouse. New enrolments have a 2 weeks grace to purchase uniforms.

Years 1 - 6

| Boys | Girls |
|---------------------------------|---------------------------------|
| Gold Poloshirt with logo | Gold Poloshirt with logo |
| Grey Drill Shorts | Black Skort |
| Black Polar Fleece with logo | Black Polar Fleece with logo |
| Black Trackpants | Black Trackpants |
| Black shoes | Black shoes |
| Black socks | Black socks |
| Bucket Sunhat or Brimmed Sunhat | Bucket Sunhat or Brimmed Sunhat |

Years 7 - 8

| Boys | Girls |
|---------------------------------|---------------------------------|
| Grey Poloshirt | Grey Poloshirt |
| Black Drill Rugger Shorts | Black Inverted Pleat Skirt |
| Black Sports Tshirt | Black Sports Tshirt |
| Black shoes | Black shoes |
| Black socks | Black socks |
| Bucket Sunhat or Brimmed Sunhat | Bucket Sunhat or Brimmed Sunhat |

Children who wish to wear shorts/culottes all year are able to do so.

We wear our uniform with pride and children must be in full uniform at all times when participating in school activities. **NO** jewellery except watches, one stud in each ear only and taonga are allowed to be worn. so. Children not wearing uniform must have a note from their caregiver explaining reasons why.

LOST PROPERTY

Lost Property, mainly children's uniforms, can be a major problem if unnamed. Each term we display lost uniforms and only named uniforms are normally returned to their owners. Please ensure your child's uniform items are named clearly.

STATIONERY

Stationery lists will be available from the school office or from your class teacher at the beginning of the year. Lists will also be published on our website and forwarded to stationery providers to either post on their own website or made available in their store.

FREE HEALTHY SCHOOL LUNCHES

The Government will be continuing to provide a free healthy and nutritious daily school lunch in our school for all Year 1 to 8 students in 2021.

We know that all of you try to provide your children with a good lunch every day. But, as you all know, many in our community are struggling, despite their best efforts. Offering a free lunch for all our children who need it will go some way to assisting many of our families.

The lunches cater for the dietary, health and cultural needs of all our students. All providers will be required to meet New Zealand food safety standards. Menus are changed daily and are on a 4 week rotational schedule. Current menus are posted on our website.

It is important that the school is aware of any food allergies of your child so that the lunch providers can be informed. The lunches are optional and all students may continue to bring their own.

ABSENCES

If for any reason your child is unable to attend school or is absent at any time, please advise the school office/teacher by either telephone (07-348-8159), email (office@rp.school.nz) or via our school App on the morning of absence or prior to the absence.

You can leave a message on our answerphone. If your child arrives late to school please sign them in at the office before they go to class.

Our roll is electronic and we are required to enter a code indicating the type of absence. All attempts to contact parents will be made on the day of absence to confirm your child's whereabouts. If we are unable to contact you, the Truancy code is an automatic entry.

**Attendance is important.
Our school target for attendance is that the children attend school
95% or more of tuition days.**

If your child is leaving school within school hours, please sign them out and leave a reason for the absence at the school office.

Please advise the office if your contact details have changed.

All these procedures are part of our school safety policy. We appreciate your cooperation.

VISITORS TO SCHOOL

Any visitors including parents/caregivers entering the school between 9.15am and 2.45pm must report to the office and sign in providing a reason for visit. Please report back to the office immediately after you have completed your business. This procedure also ensures that we are able to maintain a safe and responsible learning environment for our students.

BICYCLES

Children cycling to school must wear their helmet at all times. Bicycle racks are available in the school grounds. While we have some supervision over the bikes they cannot be monitored throughout the day, especially during class time and we recommend all bikes are locked.

ROAD SAFETY – CAR SAFETY

Road Safety Education is carried out regularly but we ask parents to make sure children know the correct and safest way to and from school.

The entrance to the staff car park **must be kept clear at all times**. Access for any emergency vehicles is through the staff car park. Vehicles parked there may be towed at the owner's expense.

We ask that parents drop off and pick up children from the school car park and not from Arawa Street or Rangiorua Street.

Children waiting for parents must, at all times, stay within the grounds for safety reasons until parents arrive. A Waharoa (shelter) by the car park has been erected specifically for that purpose. Adults who are charged with collecting children are asked to park their cars and use the white paths and crossing spaces to escort their children safely back to their transport.

Our Road Patrollers are there to help keep our students safe in the carpark and road area at the end of the school day. We ask that you please respect them and follow their instructions.

IMPORTANT NOTE: The 10 numbered car parks are rented out to local businesses. Please do not park here.

HEALTH

Our school is serviced by a Public Health Nurse. In emergencies where we cannot contact caregivers, we will take the child directly to the Emergency Department at the Rotorua Hospital.

From time to time cell phone numbers, landline numbers and or addresses change. In order for us to be able to keep in contact with you, it is crucial that you keep the school informed as to a current living address and phone numbers at all times.

If your child suffers from allergies, illness or medical condition, please let the office and classroom teacher know. This information will be shared with the school's Special Education co-ordinator and where appropriate a health management plan will be put in place.

Immunisation Certificates are required when enrolling a student.

Our School is a Sunsmart School. During Terms 1 and 4 we ask our children to wear hats to protect them against our harsh sun. We allow children to wear any hat with a brim as long as it covers the face, neck and ears. We encourage parents to consider purchasing a yellow wide brim hat in order to preserve our uniform's mana.

DENTAL CLINIC

The School Dental Service is now a mobile clinic which visits the school annually. If your child has a dental emergency outside the clinic's visit, you are advised to phone Lakes District Health Board for the Dental Service and they will advise you where the closest Dental Clinic is.

EMERGENCIES

In the event of a large scale emergency such as an earthquake or lockdown, children will remain at school in the care of their teachers until collected by their parents / caregivers.

HEALTH AND FITNESS

Throughout the year your child will be involved in a Health and Fitness programme. On a daily basis children will be supported to increase their fitness levels and strength. Rotorua Primary recognises the benefits and values of holistic learning. We acknowledge the links between a healthy mind, body and spirit. Children at Rotorua Primary School are also taught the important lesson of mindfulness and meditation. We believe our wellness practices contribute to developing strong, healthy and present citizens.

CURRICULUM

Our school strives for excellence when delivering the New Zealand Curriculum, Te Mātauranga o Aotearoa. In order to respond to the continual ongoing changes and development in education we hold the up-skilling of our teachers through professional development a major priority. The teacher is the most important resource in a classroom. Targets are set each year specifically in Numeracy and Literacy. When your child leaves our school we hope that they will be confident, creative communicators and innovators. We strive to ensure that they are supported to develop the necessary academic skills to engage with their communities and contribute positively to their whānau and society.

ROTORUA PUBLIC LIBRARY

Our children enjoy excursions to our public library from time to time. The public library staff enjoy having our children participate in topic relevant activities.

USE OF CELLPHONES

Children **ARE NOT** permitted to use cell phones during school hours. If there is a necessity for your child to bring a cell phone to school, they need to hand this into the office before school commences and collect it at the end of the day.

PARENT INVOLVEMENT

All parents are asked to become involved in the education of their children. Your commitment is the support you show to your child which reflects your confidence in their future.

You may help in the following ways:

1. Prepare your child for school each day.
 - a) a healthy breakfast
 - b) neatly dressed in their uniform
 - c) provision of a healthy lunch
 - d) having your child at school by 9.00am
2. Encourage children when doing their homework and ensure books are returned.
3. Ask your child for newsletters so that they remember to give them to you.
4. Help out with lots of activities around the school such as reading, music, sports, library etc.
5. Joining in our social occasions.
6. Telling others about things we do well and telling us when we could do better.

REPORTING TO PARENTS

The school will report to parents / caregivers at least twice a year through written reports. Opportunities to discuss your child will be given in Term 1 around Week 6, and Term 3 Week 3 and Term 4 Week 9.

Teachers will also be building portfolios of children's work which will have evidence of your child's progression.

Where teachers may have concerns or have identified strengths, the teacher will also send home a note requesting an interview. Parents/Caregivers can also organise interviews through the comments sheet.

Only through everybody doing their part will there be good communication and positive progress.

A report will be given at the end of the year summarising your child's progress.

Remember to feel free to consult the classroom teacher regarding your child's progress. Teachers can be contacted in their class before or after school, or an appointment arranged through the school office.

NEWSLETTERS

Keeping in touch is important to us. There are several ways in which you can access the most current news and events.

- Principal's Newsletter. The newsletter is posted on our Facebook page, on the school website and on our App. The latest newsletter is also posted on the noticeboard outside the Principal's office. Parents who wish to receive a printed newsletter please contact the school office.
- Our school website www.rp.school.nz A list of current events and information about the school, sports teams and draws can be accessed here. This Parent Information booklet can also be accessed on the website.
- Rotorua School's App. This can be downloaded free from either Playstore or Apple Store
[Link to App](#) [SchoolApps Flyer](#)

Choose *Rotorua Primary School* Select *Alert Subscriptions* and select the groups you wish to receive alerts for. Absentees, newsletters, sports draws, term dates can all be accessed from our school App.

DUFFY BOOKS

Our school is a Duffy School and about three times a year our children are presented with books from the "Books in School" Trust. The children also enjoy the benefits of Duffy Shows throughout the year. These shows are free of charge and are always educational and entertaining.

At times we present Duffy awards to parents for "Caught Being a Good Parent" and to Grandparents for "Caught Being a Good Grandparent"

SPORTS

The school is involved in a number of sports throughout the year. Each sport sets their registration fees each year leading up to the start of the season. Parents / Caregivers will be given the cost at the start of each code's season.

- Term 1**
- Athletics
 - Touch Rugby
 - Swimming
 - Flippa Ball
- Term 2**
- Miniball
 - Netball
 - Hockey
 - Cross Country
 - Rippa Rugby Tournament
- Term 3**
- Miniball
 - Netball
 - Hockey
 - Field Days for Winter Codes
- Term 4**
- Touch Rugby
 - Swimming
 - Flippa Ball

All sports are dependent on the number of children wanting to play a sport.

BEHAVIOUR MANAGEMENT

HIGH EXPECTATIONS PROCEDURE

Rotorua Primary School has High Expectations for the behaviour of all students. These are clearly stated in the School Charter. Students are expected to respect each other, respect the adults in the school and respect the environment. When there is a breakdown the following Discipline Plan is put into action:

Step 1

Students are given a written imposition to be completed within 24 hours. The written imposition, to be signed by parents/caregivers, will also explain all steps in the disciplinary process .

Step 2

Students who fail to complete the written imposition will spend a lunch hour with a staff member on duty completing a litter detention.

Step 3

Failure to complete Step 1 and Step 2 will mean that the student will spend 3.00pm to 4.00pm the following Wednesday afternoon doing school or community service.

Step 4

If the student has progressed beyond Step 3 they will be required to spend two hours at school on a Saturday morning doing school or community service. If they choose not to do this, their parents/caregivers will be invited to meet with the Principal, with the possibility of a stand down for gross disobedience.

The Discipline Plan is designed to ensure a positive climate for learning at Rotorua Primary School.

The Principal is the only person who can determine whether or not suspension is appropriate.

The Board of Trustees will be notified and a Board of Trustees meeting will be organised to determine the final outcome for the incident.