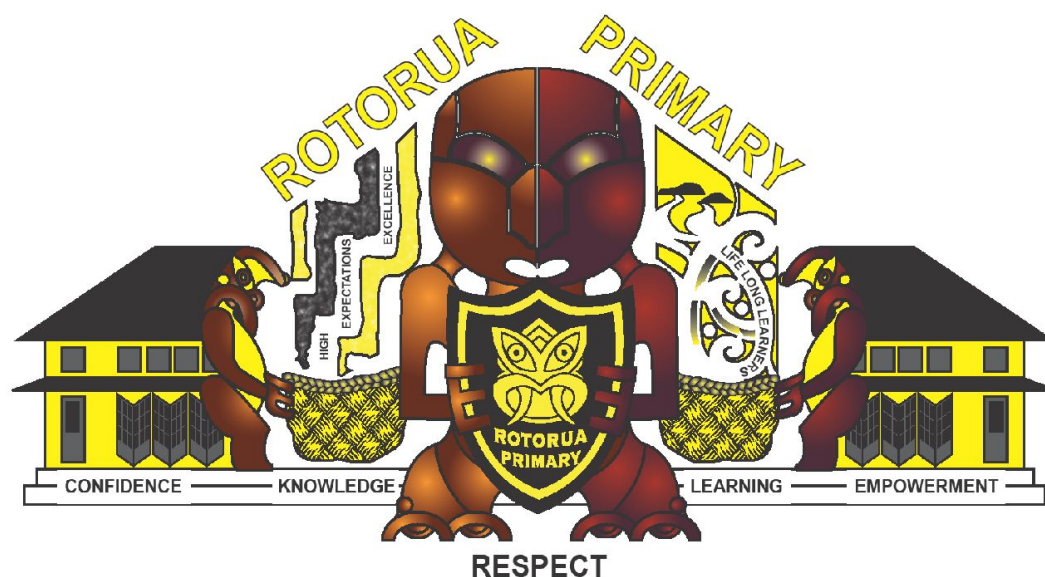


Rotorua Primary School

TE KURA O PUKEROA ORUAWHATA

“WHAKATANGATA”



Kia ora koutou,

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

Welcome to Rotorua Primary School.

We take this opportunity to welcome you and your family to our school. We give thanks to the Tipuna of this area, Pukeroa Oruawhata, for their foresight in setting aside the whenua 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.

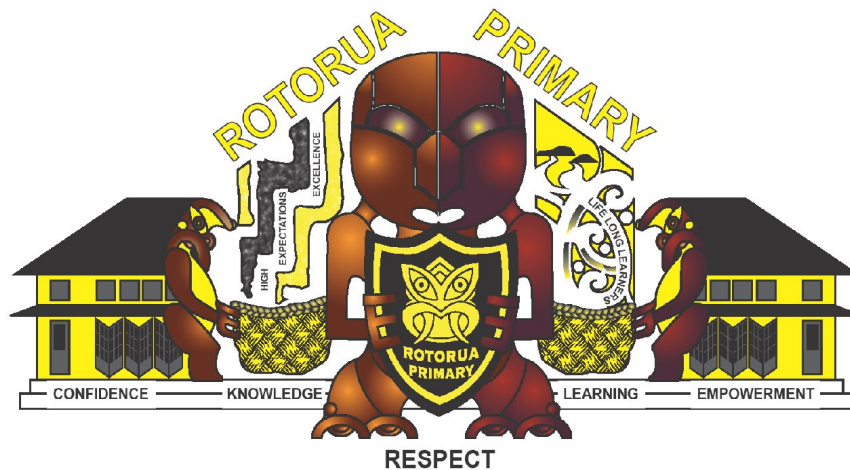
We will report to parents/caregivers about the progress of their child/children regularly throughout the year, to form positive partnerships and work together to meet your child/children's needs.

We value the support and commitment that we receive from our parents/caregivers. We have an open door policy, and like all good relationships, desire that we all speak openly and frankly. The opportunities for you to participate in your child/children's education are endless and we urge you to speak out and enjoy these times.

No reira,

Tena koutou, tena koutou, tena koutou katoa.

Rotorua Primary Board of Trustees and Staff



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.

MISSION STATEMENT

Rotorua Primary School provides quality education which recognises individual and cultural needs within a safe environment empowering our children to become thriving learners

WHAKATANGATA

Koinei te whakatauki o tenei kura

Tu tangata

Tu pakari

Tu maia

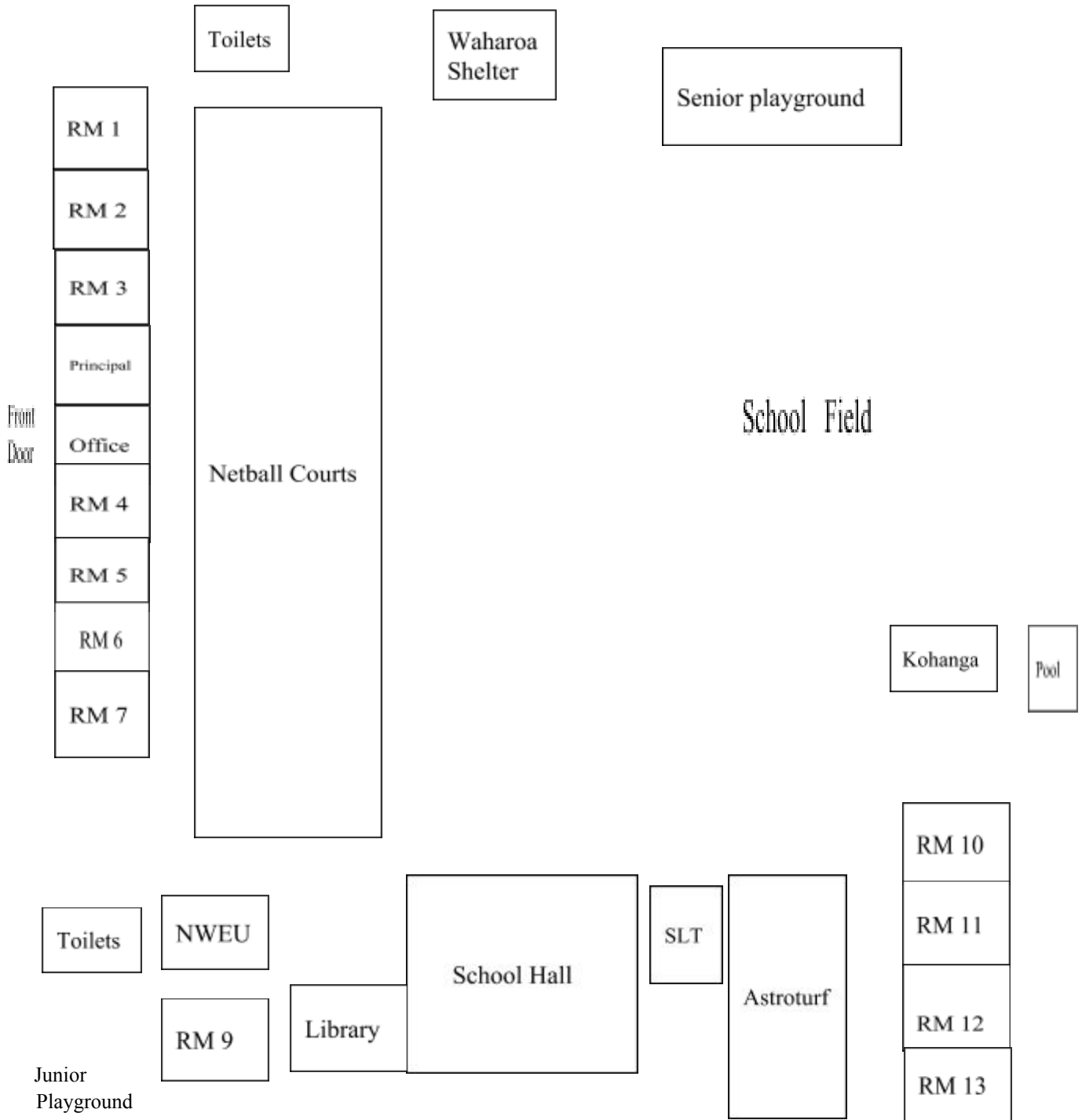
Tu kaha

Mo ake tonu

2018 BOARD OF TRUSTEES

Chairperson	-	Jocelyn Callaghan
Parent Representatives	-	Brendon Newell-Manley Mia Hamiora Nandia Lines Teri Tomoana
Staff Representative	-	Missy Te Kiri
Principal	-	Fred Whata

The Board of Trustees are elected by the school community and are your representatives that govern the school. The staff representative and Principal are also full members of the Board of Trustees and together they work to ensure that your child/children receive the best education that Rotorua Primary School can give.



2018 STAFF

Principal - Fred Whata
Deputy Principal - Mere Simpson
Assistant Principal - not yet appointed

Teachers	Room 1 - Whaea Layla	(Layla Rask)	Rumaki
	Room 2 - Matua Avi	(Trevor Tuielu)	Rumaki
	Room 3 - Matua Sam	(Sam Iraia)	Rumaki
	Room 4 - Whaea Missy	(Missy Te Kiri)	Auraki
	Room 5 - Matua Anaru	(Anaru Wihapi)	Auraki
	Room 6 - Matua Miu	(Miu Phillips)	Auraki
	Room 7 - Whaea Pare	(Pare McCorkindale)	Auraki
	Room 8 - Whaea Mata	(Mata Daniels)	Rumaki
	Room 9 - Whaea Hana	(Hana Mason)	Auraki
	Room 10 - Whaea Kath	(Kath Mason)	Rumaki
	Room 11 - Whaea Jeanette	(Jeanette Jones)	Rumaki
	Room 12 - Matua Hemi	(Hemi Leonard)	Auraki
	Room 13 - Whaea Frances	(Frances Naera)	Auraki

Administration Staff and Support Staff

Administration Manager	- Chris Ormsby
Admin Office Assistant	- Catherine Lane
SENCO	- not yet appointed
Librarian	- Chrissy Campion
Teacher Aide	- Whaea Chrissy (Chrissy Paikea)
Teacher Aide	- Whaea Raewyn (Raewyn McPhee)
Teacher Aide	- Whaea Cheryl (Cheryl Hinga)
Teacher Aide	- Whaea Michelle (Michelle Ferguson)
Teacher Aide	- Whaea Nayoka (Nayoka Hulton)
Sports Co-ordinator/ Release teacher	- Whaea Margie (Margie Teaonui)

Caretaker - Alan Anderton

SCHOOL YEAR 2018

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 30 January	-	Friday 13 April
Term 2	-	Monday 30 April	-	Friday 6 July
Term 3	-	Monday 23 July	-	Friday 28 September
Term 4	-	Monday 15 Oct	-	Thursday 13 December

2018 School Term Public Holidays

Tuesday 6 February – Waitangi Day

Friday 30 March – Good Friday,

Monday 2 April – Easter Monday, Tuesday 3 April – Easter Tuesday

Monday 4 June – Queen’s Birthday

Monday 22 October – Labour Day

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 Unit)
4. A commitment to your child’s education and to the Kaupapa of the Rumaki Unit.
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 Unit focuses 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.

From Year 6 to Year 8 programmes children identified as needing a boost in English will attend the Ngati Whakaue Enrichment Unit.

SCHOOL HOURS

08.05am	School opens (Children to wait in Waharoa/shelter before this time)
09.00am	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 children should have been picked up by this time)

Our school does not close early on wet days.

LUNCHES

School lunches may be purchased on Wednesdays and Fridays. These are supplied by Ka Pai Kai, a local initiative providing cheap, healthy lunches. Lunches are to be ordered at the office foyer window by 8.50am on the day. On all other days lunches are the responsibility of parents. Teachers monitor whether or not children have lunch by having the children seated outside their class for the first 10 minutes of the lunch break with their teacher.

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

BOYS

Summer Gold Polo Shirt with logo - Year 1 - 6
Grey Polo Shirt with logo- Year 7 & 8
Grey Shorts
Polar Fleece with logo
Black Sandals
Sunhat with brim

GIRLS

Gold Polo Shirt with logo- Year 1 – 6
Grey Polo Shirt with logo - Year 7 & 8
Culottes
Polar Fleece with logo
Black Sandals
Sunhat with brim

	<u>BOYS</u>	<u>GIRLS</u>
Winter	Gold Polo Shirt with logo - Year 1 - 6 Grey Polo Shirt with logo - Year 7 & 8 Polar Fleece with logo Black Track pants Black Socks Black School Shoes *Black School Jackets are for Year 7 & 8 students ONLY	Gold Polo Shirt with logo - Year 1 – 6 Grey Polo Shirt with logo - Year 7 & 8 Polar Fleece with logo Black Track pants Black Socks Black School Shoes

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

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

The class teacher will supply a list of your child’s stationery needs.

SCHOOL CONTRIBUTIONS

We set a donation of \$20 per child, per year for our school contribution. Your financial contribution helps to support the activities of your child eg. Sports and Musical equipment, uniforms, sport and cultural etc. We encourage parents to be active participants in your child’s school life. School contributions, attendance at school events and hui are ways in which you can ensure that you are.

ACTIVITY FEE

The activity / paper fee of \$5.00 per child, per year is a compulsory charge to be paid at the school office. This money pays for photocopying of resources and activities used by and taken home by the child.

TECHNICAL ARTS FEES

Technical Arts is a compulsory part of the curriculum for all Year 7 and 8 students. Our students attend Mokoia Intermediate for one week per term for these lessons. The exact amount for this is confirmed at the start of each academic year via our school app and newsletter.

All fees can be paid at the school office during school hours. Please note that we do not have eftpos facilities. For those parents wishing to pay fees via internet banking please contact the school office for banking details.

ABSENCES

If your child is sick or unable to attend school please utilise the school's online app which can be downloaded from Playstore or Apple store. Alternatively you may phone the school (07-3488159) between 8.30am and 9.15am to let us know. A note would be appreciated when your child returns. In the instance of an unexplained absence all attempts to contact parents will be made on the day of absence to confirm a child's whereabouts. This procedure is a part of our school safety policy. We appreciate your cooperation.

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

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 owner's expense.

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

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 coordinator and where appropriate a health management plan will be put in place.

At 5 year enrolment please have any information about immunisation available.

Our School is a Sunsmart School. During term 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, children will remain at school in the care of their teachers until collected by their parents / caregivers.

COMPUTERS

Computers are an important tool in education. Our computer suite consists of 14 computers which are networked throughout the school. Every class has 1 or 2 computers connected to the intra-net and also the internet through fast broadband.

All parents must sign a Computer Agreement for their children to be able work with the internet.

LIBRARY

Our library has been designed for children not only to read for pleasure and take out books but for children to research and extract information.

The library is fully computerised which allows us to keep track of all the books and users.

Purchasing of books both in Maori and English are a priority each year.

We ask our parents to support us in developing a sense of care and responsibility with our library resources. We encourage children to enjoy our books with their whanau and to then return our taonga (treasures) to school for other whanau and akonga.

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.

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. 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 whanau and society.

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, sport, 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. 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 feel free to consult the classroom teacher at any time regarding your child's progress.

NOTE: Please ring for an appointment if you wish to speak to a teacher or you can send an email via our school's website.

SPECIAL NEEDS PROGRAMMES

The "Ngati Whakaue Enrichment Unit" operates in our school. Teachers apply for children who may need extra assistance in Numeracy and Literacy to be part of the programme and a priority list will be made. Children will be placed on the programme for a minimum of 10 weeks or a maximum of 20 weeks. The children will be tested by the teacher who operates the programme and will provide a written report to the classroom teacher when the child exits the programme.

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"

NEWSLETTERS

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

The best option is to download our school's App and alerts and important information will be sent straight to your phone.

A physical school newsletter will also be available to our community. These notices come home fortnightly. Do ask your child, or look in their bag at the appropriate time.

We do post a copy of the school newsletter on the school notice board directly outside of the Principal's office as well as in the Library window and on the school's website. If you wish to have the newsletter emailed to you please contact the school office.

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 codes season.

- Term 1**
- Athletics
 - Swimming
 - Flippa Ball
- Term 2**
- Cross Country
 - Rippa Rugby Tournament
- Term 3**
- Miniball (Either a Wednesday, or Friday evening depending on team grade)
 - Netball (Saturday morning teams)
 - Hockey (Saturday morning teams)
 - Field Days for Winter Codes
- Term 4**
- Touch
 - Swimming
 - Flippa Ball

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

SWIMMING

Mighty River Power is a sponsor for our school by heating our school pool using a geothermal heat source. Our pool sits at a constant temperature and can be heated to 26 degrees. This enables us to provide other valuable water safety skills throughout the year, such as snorkeling, kayaking.

BEHAVIOUR MANAGEMENT

We will endeavour to make discipline a three way process between parents / caregivers, school and the child. School is a happy place and far more positive to be in when students are challenged to succeed and barriers to learning are removed. Your co-operation in this matter would be much appreciated.

We have a very strong stand against physical and mental abuse, in any form. Theft and damage of property, and putting themselves or others in dangerous situations will all be classified as a serious incident.

1. The teacher will counsel the child.
2. Teacher will counsel the child and ring the parents and inform them of what has happened.
3. The child will be sent to the Principal and the parents will be contacted to attend a meeting to discuss what can be done and how the school and parents / caregivers can support each other
4. All Physical Violence and Continued Verbal Abuse, children will be sent home so that the situation can be calmed down allowing the child to return after discussions with the parent on appropriate penalties.

When deciding the penalties of any form of misbehavior the following must be taken into account.

- a). Severity of behaviour
- b). Continued behaviour

A written report by the teacher who dealt with the behaviour will be presented in the parent meeting and discussed.

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.

SCHOOL CONTACT NUMBERS

Phone : 07 348 8159

Email : office@rp.school.nz

Fax : 07 349 1056

Website : www.rp.school.nz