

# *Parent and Student 2011 Handbook*

**Riverview School**



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# PARENT AND STUDENT HANDBOOK

Welcome to Riverview School

We want you and your child's association with our school to be positive and rewarding. To ensure we meet our Vision (below), we need you to be active and supportive of your child's education.

This information will provide you with an insight into our school, and should answer many of the questions you may have regarding our school.

If you have any further questions, please do not hesitate to ask at the Office, contact the Principal, or speak to your child's teacher.

## OUR VISION

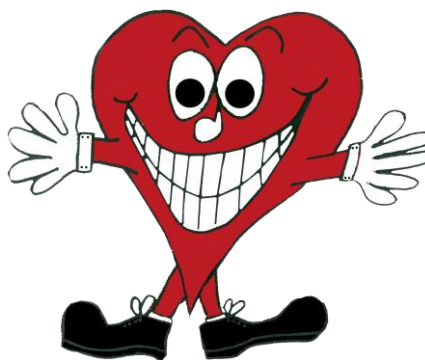
### *Do your best*

This will be achieved by:

### ***Excellence in teaching and learning for all – within a supportive school community.***

Encouraging our children to have a positive attitude towards:

- Themselves
- Others
- Learning
- The environment
- The future



## OUR VALUES

### ♥ HEART-WISE

H	Honesty
E	Excellence
A	Aroha
R	Respect
T	Tolerance
W	Whanau
I	Inquiry
S	Sustainability
E	Effort

Our values are a key part of our school community; we use our values to acknowledge and celebrate student contributions, and to highlight and improve behaviours that are not consistent with these values.

## **LEARNING PHILOSOPHY**

- Our students are encouraged to be confident and competent learners.
- Our teachers are fellow learners and facilitators for our students.
- Our teachers are learning 'coaches', and their own continual learning is encouraged through professional development and support.
- Our students will become independent learners, who can make their own decisions and be in charge of their own learning.
- Our teachers encourage co-operative learning, and the use of other learning styles.
- Our students and teachers aim for excellence.
- Our students are educated in, about, and for the environment.
- Our teachers encourage and embrace "educational extras" as part of the learning journey.

## **OUR SCHOOL**

We are located at 23 Riverview Road, close to the Kerikeri Waterways, and the Historic Stone Store and Kemp House. Established in 1988, we are a small school nestled in amongst private residences in the suburb of Riverview. We are a Decile 8 school with a supportive community of parents who have high expectations for their children's education.

We cater for Years 0-6. The majority of our students then go onto Kerikeri High School which caters for Years 7-13.

Our students are encouraged to achieve high academic standards, with Numeracy (Maths) and Literacy (Reading and Writing) being a daily focus in all classrooms. We also offer opportunities across a wide number of curriculum areas, including The Arts, Physical Education and Sports, and in extra-curricular activities (e.g. Kapa haka).

We encourage our students to aim for excellence, and to live the **HEARTWISE** Values within our school.

## **CULTURAL DIVERSITY AND PERSPECTIVES**

Riverview School values the multi-cultural nature of New Zealand society and the Kerikeri community. The diversity of the ethnic and cultural backgrounds of our students reflects this.

Our curriculum recognises the unique position of Maori within New Zealand Society. We provide students with experiences and understandings in Tikanga Maori and Te Reo Maori.

## OUR COMMUNITY

The Board of Trustees (BOT) consults regularly with our community of parents and interested parties. We also use, for example, class, team, and school newsletters, the school website, Parent Teacher Association (PTA) meetings, BOT meetings, and New Parent meetings to communicate with parents.

Input and feedback from parents in the running of the school is vital to ensure we meet our objectives. At Riverview, we invite our parents and caregivers' input and involvement.

## OUR PEOPLE

<b>Principal</b>	Mr Ken McLeay
<b>Deputy Principal</b>	Mrs Alison Ayr
<b>Assistant Principal</b>	Ms Indira Neville

<b>TEACHING STAFF</b>		
<b>Teacher</b>	<b>Year Level</b>	<b>Room</b>
<b>Junior Team 1 (Yr 1)</b>		
<b>Ms Trish Puharich (Team Leader)</b>	1	2
Miss Laura Choat	1	3
Mrs Lyn Draper	1	4
<b>Junior Team 2 (Yr 2)</b>		
Ms Chouli Stone	2	5
Ms Fleur Purdeu	2	6
<b>Mrs Lynda Staples (Team Leader)</b>	2	7
<b>Middle Team (Yrs 3/4)</b>		
Mrs Heather Heihe	3	8
Mrs Karen Josephs	3	9
Mrs Jessica Naylor (Terms 1 and 2) / <b>Mrs Kellie Paul (Maternity leave Terms 1 and 2; Team Leader Terms 3 and 4)</b>	3/4	10
Mrs Clare Murdoch ( <b>Team Leader Terms 1 and 2</b> )	4	11
Mrs Jenny Henderson	SENCO/Reading Recovery	
<b>Senior Team (Yrs 5-6)</b>		
Mrs Dallas Gualofa	5	12
Mr Dave Kirkland	5	13
<b>Ms Indira Neville (Team leader/Assistant Principal)</b>	6	14
Mrs Debbie Hedley	6	15
Mrs Ineka Halse	4/5	16
<b>SUPPORT STAFF</b>		
Mrs Judith Payton	Office Manager	
Mrs Kristine Donahoe	Administration Officer	
Ms Amanda Richards	Receptionist	
Mrs Jo England	Librarian/Teacher Aide	
Mrs Sarah Arnold	Teacher Aide	
Ms Liz Tubbs	Teacher Aide	
Miss Kerrie Ihimaera	Teacher Aide	
Mr Pete Wood	Caretaker	
Ms Sarah Jane Pinkney	OSCAR Director	

## **BOARD OF TRUSTEES**

The Board of Trustees at Riverview has been given power under the Education Act 1989 to control the management of the school by making sure that the school achieves its charter goals through good practices. In practice, the Board is responsible, among other things, for:

- Setting strategic goals
- Reviewing how well those goals are being achieved
- Charter development and modification, in consultation with the community
- Employment of teaching and support staff
- Preparation of the annual report
- Managing school finances
- Complying with the conditions for occupying crown-owned buildings and land
- Authorising student visits
- Student stand-downs, suspensions, and enrolments
- The enrolment scheme (zoning)

The Board at Riverview has five parent trustees, one staff trustee, and the Principal. Elections for the Board are held every three years (last held in 2010).

The Board meets in the School Staffroom. The meetings are usually held once a month. Meetings of the Board are open to the public, but they are not public meetings. In other words, members of the public may attend (except during *in-committee* business) but they do not have speaking or voting rights; they may, however, be invited to speak at the beginning of a meeting. Meetings are advertised in the weekly school newsletter.

## **PARENT TEACHERS ASSOCIATION**

The Parent Teachers Association (PTA) has an important role to play in the school. All members of the school's parent community are members of the PTA and may attend PTA meetings. PTA meetings are advertised in the weekly newsletter.

## **EDUCATION REVIEW OFFICE (ERO) REPORT**

The Education Review Office reviews all schools and early childhood services every three years, and publishes national reports on current educational practice.

This report provides the Riverview School community with information regarding areas of good performance, and areas for review and improvement. Our last ERO report was completed in November 2009. You can view this report at [www.ero.govt.nz](http://www.ero.govt.nz).

## **TOP TIPS FOR STARTING SCHOOL**

Riverview School aims to provide a learning environment that is active, constructive, and enjoyable.

Your child is encouraged to bring their Early Childhood Portfolio (if they have one) to school so that they can share their experiences with their new class. This is a great way to value their early childhood experience, and for them to have a starting point for friendships and common experiences. Children often find that they have a lot in common with the children in their new classroom, and this is a nice way for them to feel included straight away. If they choose to bring their portfolio to school, we will look after it, and return it when they are settled. This is usually after a month.

Get your child's stationery pack from the school Office, before they start in the classroom, so that they are ready to go. You can obtain the list of requirements from the school Office if you wish to purchase supplies elsewhere. Please purchase school backpacks that are big enough to fit at least an A3-size book. They will also need a named lunchbox and drink container.

*It will be helpful for your child's successful transition to school if they can:*

- dress and undress themselves (including shoes)
- cope with packing and unpacking the contents of their lunchbox and school bag

*Tips for getting started:*

- Involve your child in lots of physical activities that help children to get ready to write: Swimming, running, walking, climbing; these activities help both sides of the brain function.
- Help them to order, and to do things, from left to right. We read and write this way.
- Activities that involve the pinch grip, and finger dexterity, will help them with pencil control.
- Promote sharing, and caring for others.
- Familiarise them with the bus they will be catching home, or decide, with them, on a safe route to/from school and identify where they can go for help, if needed.

*Older children*

- If possible, please bring stationery and school reports from the previous school.
- Encourage discussions about coping with change.
- Encourage new friendships.

We are a friendly school, and we work hard to help your child feel happy and confident in their new environment. We will provide a buddy for them while they get settled and find new friends.

## **ENROLMENT PROCEDURES**

Children can be enrolled at the School Office prior to, or on the day of, entry at school (the earlier, the better). New entrant children require a birth certificate for verification of birthdate, as well as immunisation certificates.

You will be required to complete an enrolment form, which will include parent/caregiver information, contact telephone numbers, emergency contact names and numbers, and any medical conditions of your child.

We encourage all parents and children to participate in our Pre-School orientation programme. Full details of this programme are available from the School Office or on our website.

## **SCHOOL HOURS**

Our school day is from 9.00am – 2.55pm. The first bell rings at 8.55am to allow children time to get to their classrooms.

We have three main learning blocks:

9.00am	– 10.30am
10.55am	– 12.30pm
1.20pm	– 2.55pm

We encourage students to arrive at school between 8.30am - 8.45am so that they have time to get settled and prepare for their first class at 9.00am. On the actual first day of your child starting school, you and your child should report to the school office at 8.45am to do the final enrolment paperwork!

Our morning break is from 10.30 – 10.55am.

Lunch starts at 12.30pm (teams eat, supervised by a teacher, in a sheltered area until 12.45pm), and finishes at 1.20pm.

We are responsible for your children until 2.55pm. Please make every effort to pick up your child/ren on time as children can become very anxious and distressed when left at school. Please be aware that the playground is not a safe or supervised area after 2.55pm. We ask that children wait at the supervised area (roundabout by the hall) to be picked up. A teacher will be at the roundabout until 3.15pm, supervising the safe pick-up of children. After-school meetings for staff professional development begin at 3:15pm. There are no teachers on duty after this time.

If your child is unsupervised past 3.15pm, they will be required to go to the school Office until collected, or they will join the OSCAR programme and you will be charged accordingly. Whilst the school day for the students may be finished, it is important that our teachers have time to attend meetings, and have uninterrupted preparation/planning time.

Bus students will be supervised until the departure of their bus.

The only children in the school grounds past 3.15pm will be those in the OSCAR Programme, those at supervised sports practices, or those with their parents.

We prefer that our students wait at the hall roundabout if you are not walking in to the school grounds, or to the classroom, to pick them up. Please do not drive into the Staff car-park to drop them off or collect them as it is very congested at the best of times, and we frequently have to accommodate courier vans and visitors' cars. We ask that children not wait unsupervised on the front adventure playground after school.

## **SCHOOL OFFICE**

The school Office is situated at the front of the school by the staff car-park (with the building project, it will be temporarily relocated to Room 1); our Office staff is the first point of call for notification of absences, cancellations, and general information. We operate an answering machine system for notification of postponements, cancellations etc., or for leaving messages after hours.

The Office hours are from 8.15am – 4.00pm, and the phone number is 09-407 7277; Fax 09 407 7768; Cell phone 021 1077110; Email [judith@riverview.school.nz](mailto:judith@riverview.school.nz) or [amanda@riverview.school.nz](mailto:amanda@riverview.school.nz)

## **WEBSITE**

[www.riverview.school.nz](http://www.riverview.school.nz)

Our school website is a great place to go to find up-to-date information about our school, and to check details if your newsletter has been misplaced. We welcome your feedback and comments on our site.

## **OUR LIBRARY**

Our library has a wide selection of both fiction and non-fiction books available for borrowing by all children in the school. It is run by Clare Murdoch with assistance from Jo England.

Books are issued for a two-week period, and children are responsible for returning them by the due date, as well as for handling our books with care. Children can borrow up to two books at a time. In the case of lost or damaged books, parents will be asked to reimburse the school for the cost of the replacement. If your child has an overdue book, they will not be able to borrow any more books until the overdue book is returned.

## **AMENITIES/ACTIVITY DONATION**

This is a voluntary donation, which the Board of Trustees strongly urges all families to contribute to the school. The Operations Grant made by the Government does not fully cover resources such as new library books, art and craft supplies, sports equipment, and photocopying. As the Amenities Donation is classed as a tax-deductible donation, a receipt will be issued. The Donation is \$100 per year for one child, \$180 for two children, or \$240 for three or more children. If paid by 31 March, there is a discount of \$10 per child.

**But ... wait ... there's more ....**

It is compulsory for children to wear a school-hat (purchased, for \$12.00, from the school Office) **BUT** ... if a child's Amenities Donation is paid, then the hat is **FREE**.

We accept payment by EFTPOS, cash, cheque, or internet banking (Bank Account: 12-3091-1032140-00 [include child's name & year level (e.g. J Smith Y5)]). For children starting part-way through the year, the donation will be reduced proportionately.

If you wish to discuss this donation in more detail, please contact the Principal or one of the Board of Trustees.

### **OSCAR (Out of School Care and Recreation Programme)**

To enrol your child/ren in OSCAR, see the school Office for this service, or phone the OSCAR Supervisor, Sarah Jane Pinkney, on 021 296 4829. The cost is \$12.50 per session; enrolment and payment details are available from the Office; WINZ subsidies may also be available to you.

This is a supervised after-school care programme based in the hall from 2.55pm – 5.30pm each day. A ratio of 1 adult to 8 children is maintained. OSCAR provides afternoon tea and supervised activities for all Year 1 to 6 children. OSCAR also offers a holiday programme.

## GENERAL INFORMATION

### ABSENCES

We have a responsibility to account for the whereabouts of our students between 9.00am and 2.55pm. You are asked to notify the school any time your child will be absent.

When you know ahead of time that your child will be absent, or is being picked up early, a note of explanation, a phone call, or a personal visit to the Office will suffice. Otherwise, please phone the Office before 9.00am on the day of absence, and either leave a message on the answer phone, or speak with one of the Office staff. Amanda will contact you (by a phone-call or a text) if your child's absence has not been notified.

### AFTER SCHOOL

We are responsible for your children until 2.55pm. Please make every effort to pick up your child/ren on time as children can become very anxious and distressed when left at school. Please be aware that the playground is not a safe or supervised area after 2.55pm. We ask that children wait at the supervised area (roundabout by the hall) to be picked up. A teacher will be at the roundabout until 3.15pm, supervising the safe pick-up of children. After-school meetings for staff professional development begin at 3:15pm. There are no teachers on duty after this time.

Bus students will be supervised until the departure of their bus.

The only children in the school grounds past 3.15pm will be those in the OSCAR Programme, those at supervised sports practices, or those with their parents.

We prefer that our students wait at the hall roundabout if you are not walking in to the school grounds, or to the classroom, to pick them up. Please do not drive into the Staff car-park to drop them off or collect them as it is very congested at the best of times, and we frequently have to accommodate courier vans and visitors' cars. We ask that children not wait unsupervised on the front adventure playground after school.

### ALLERGIES

If your child has a known allergy, it is essential that you inform the school. Where medication is necessary, please ensure that it is provided, and that the school has instructions and permission to administer it (see the Office for a *Medical Request* form). Please ensure that all medication held by the school is current.

If your child is allergic to bees, it is essential that they wear shoes when playing outside to reduce exposure to stings (and that you provide appropriate medicine). Please support us in this preventative measure.

### ASSEMBLIES

Full school assemblies are held each Monday at 2.20pm in the hall. This is a sharing time to celebrate successes and achievements – academic, sporting, cultural, as well as our HEARTWISE values. It is also an opportunity for classes to share an item, to welcome new children, and announce what is happening in the school. All parents and supporters are

very welcome to join us for this special time together. Our school newsletter will also keep you informed of the dates and times of other assemblies for teams, special occasions etc.

### **ATTENDANCE**

The Board of Trustees is responsible for pupils' regular attendance at school. Section 25 of the Education Act 1989 requires a child to attend school whenever the school is open unless, for special reasons, the child is exempt from attendance. We will involve outside agencies if there is a consistent pattern of frequent, unexplained absences, as we want your child to succeed at school.

The school day starts at 8.55am with the first bell, but children do need to arrive early enough so that they can get organised for the day, and do some socialising, before school starts. However, children are not to be at school before 8.00am, as there is no supervision at this time.

### **BANKING**

School banking, with the ASB operates each Wednesday. Children collect envelopes from the Kashin elephant by the children's entrance to the Office, place the money inside, and deposit it in Kashin to be banked. Please see the office for more information.

### **BEHAVIOUR**

Our school rules are based on common sense and safety. We encourage our students to act responsibly. We do not have a long list of "don'ts", but rather we encourage self-discipline. This is supported by positive reinforcement of excellent behaviour (both inside and outside the classroom), and by our **HEARTWISE** values.

In classrooms, our students are encouraged to respect other students' rights to learn, the teachers' right to teach, and to develop self-control and thoughtful behaviour towards others.

If a student consistently disobeys our school rules, we will use the School Student Behaviour Management system; this system may involve parents if there are prolonged or serious issues.

### **BIBLE CLASS**

We are fortunate to have a team of people from the local community who provide a 30-minute session each Monday for our Year 1-2 students, and each Friday for our Year 3-6 students. If you do not wish your children to attend these classes, please inform the school. These students will participate in alternative activities.

### **BICYCLES**

For those children who choose to bike to school, they should be aged 9 or above (peripheral vision does not develop until this age); we encourage you to ride with your child/ren, wherever possible. Safety helmets must be worn. Biking is not allowed in school grounds. We have dedicated bike racks at the front of the school Office to store bikes.

## BOOK CLUB

Children have the opportunity to buy good paperback books at a reasonable price through the Ashton Scholastic Book Club. This is available once or twice a term, and brochures showing books and prices will be sent home with each child. There is no obligation on you to buy. All orders will be delivered back to your child directly; please arrange with the Office when ordering, if you wish to pick up the books yourself. A percentage of sales is donated back to the school by Ashton Scholastic to enable us to add to our school resources.

## BUSES

Many of our students use the bus service. Full details of the bus routes and stops are available from the Office. Our bus services are operated by the Kerikeri School Transport Network.

To be eligible for free travel on the school bus, Year 1-6 students must live at least 3.2kms from school. Ineligible children (i.e. casual users using the KK8A Uptown bus) must pay the driver \$2.00 per trip; bus tickets are available at the Office at a cost of \$15.00.

The first buses ('early buses') to leave are the Uptown (KK8A), Riverview (KK12A), Waipapa West (KK10A), and Matauri Bay/Kaeo (KK23) buses, which all leave promptly at 3.00pm.

The 'late bus' students - Pungaere (KK1), Takou Bay (KK2), Te Tii (KK4), Kapiro Road (KK5), Opito Bay (KK8), and Airport (KK14) - assemble in their bus lines, at the 3.05pm bell, in the Shade area. Their buses depart between 3.10 and 3.25pm.

Location	Number	Departs	Meeting Point
Uptown Bus	KK 8A	3.00pm	Grass in front of Office
Riverview	KK 12A	3.00pm	Grass in front of Office
Waipapa West	KK 10A	3.00pm	Grass in front of Office
Matauri Bay/Kaeo	KK23	3.00pm	Grass in front of Office
Pungaere	KK 1	3.15pm	Shade Area by 3.05pm
Takou Bay	KK 2	3.15pm	Shade Area by 3.05pm
Te Tii	KK 4	3.15pm	Shade Area by 3.05pm
Kapiro Road	KK 5	3.15pm	Shade Area by 3.05pm
Opito Bay	KK 8	3.15pm	Shade Area by 3.05pm
Airport	KK 14	3.15pm	Shade Area by 3.05pm

To be eligible for the free bus service, a student must live at least 3.2km from the school; there are no "casual" bus users permitted (e.g. to attend a sleepover at a friend's house).

Students must get off at their scheduled stop, unless prior arrangements are made with the bus company. The buses, and the students who use them, are the responsibility of the school until they leave the school.

To ensure the safety of your children, you **must** advise the school if your child is changing their travel arrangements. Otherwise, we will require your child to travel as usual.

Senior students are chosen as bus monitors to assist with the management of other students on each bus. All students using the bus service must be aware of, and follow, the following bus rules. These will be explained to all students prior to using the bus service. All students must act sensibly and responsibly whilst travelling on the bus.

You can assist us by ensuring your children wait at the designated bus stop and, when meeting your children, please wait at the designated bus stop; do not wait on the opposite side of the road.

### **BUS SAFETY**

In order to ensure the safety of students travelling on the bus, there are certain regulations that must be followed. It is the responsibility of parents, the school, and the bus drivers to ensure that students follow them:

- parents should stand at the actual bus stop when meeting children off the bus;
- if taking the children to the bus, make sure you actually go right to the bus stop;
- do not wait for your children across the road from the bus stop. There is a real danger of a child running impulsively across the road to you, and putting her/himself in danger;
- children must be sensible on the bus;
- parents should discuss bus safety with their children to reinforce bus safety programmes.

**Misbehaviour on the bus could result in the privilege of bus travel being withdrawn.** Any student, who breaks bus rules, will receive three written warnings (to be given to his/her parents) from the driver. Copies of these are also sent to us. Once the Final (third) Warning is received, the student is then put off the bus for an indefinite period of time (at the Principal's discretion) before being allowed to use it again.

If inappropriate school bus behaviour is reported to us, the situation will be viewed very seriously, as consideration must be given to the overall safety of all children travelling on the bus. If a child is stood down, this is **not** to be treated as time off school. Parents must make alternative arrangements for transporting that child to/from school during that period. The following rules apply to children travelling on the buses:

- Obey the bus driver's instructions;
- Obey the bus monitor's instructions;
- Sit facing the front. Do not stand;
- Don't move around the bus while it is moving;
- No violence, bullying, or vandalism;

- No unacceptable language;
- No anti-social behaviour;
- No eating or drinking;
- All bags must be on the floor, or on overhead racks;
- Wait beside the bus after getting off. Do not move until the bus has gone.

Parents must support these by reminding children of the appropriate behaviour, and the consequences of not following rules.

### **CANCELLATIONS**

Cancellations of an event being held at the school, or in any event in which the school is taking part (e.g. Inter-School Cross Country), will be broadcast over the local radio station (currently MORE 92FM). We will also have a recorded message on the school answer phone.

### **CARE OF SCHOOL PROPERTY**

All school property taken home, such as junior readers, text books, library books etc., must be treated with respect, and returned in the same condition as it went home. If an item is damaged or lost, you will be responsible for the cost of repair or replacement. Respect is one of our school values. Please look after, and return, all school books promptly.

### **CELLPHONES, ELECTRONIC EQUIPMENT, AND GAMES**

We do not permit cell phones or other electronic equipment such as I-Pods, remote controlled toys etc. at school. Please ensure your children leave these at home. We cannot accept any responsibility for their loss. If you are in doubt, please contact the school for clarification.

### **CHILDREN DROPPED OFF/COLLECTED BY CAR**

Parents are reminded that ALL children being picked up or dropped off at school must use the roundabout by the hall. This is for the safety of the children arriving and leaving the school grounds. These children wait here at the end of the day, supervised by a teacher until 3.15pm, until your car drives through the roundabout to pick them up – there is no need for you to park or to leave your vehicle. This is to prevent children running out, unsupervised, into moving traffic. Should children not be picked up by 3.15pm, they go to the school Office, where someone will phone you to check your arrival time.

### **CLOTHING**

Our students should be dressed to suit both the weather conditions and the range of activities they may encounter in the school day. Please label all clothing clearly. Please ensure your child can recognise their clothing, footwear, towels, bags, and lunchboxes.

During winter, we encourage you to include a change of clothes for your child, particularly during our rainy times. Lost property can be found on the rack outside Room 4.

### **COLLECTING YOUR CHILD/REN EARLY**

If, for some reason you need to collect your child prior to 2.55pm, please advise the school, and visit the Office to sign them out.

## **COMMUNICATION**

If you have any matters that concern you about your child, please feel free to talk to their teacher. Teachers can usually be contacted about school matters between 8.00am and 8.45am (they can be found in their classrooms from 8.40am onwards) or between 3.15pm and 4.00pm. As our teachers are required to attend meetings and to undertake supervision duties, if you have a particular issue that needs discussion, we suggest you arrange a specific time with the teacher. You may also make an appointment to see any staff members by contacting the school Office.

## **COMPLAINTS AND CONCERNS**

All complaints are dealt in accordance with the *School Complaints Procedure*. A copy of the procedure is on the school website and is also held in the School Office.

Concerns regarding the welfare and learning of our students are important to us; please contact the school as soon as they arise. Appointments for interviews and meetings are best made outside class teaching hours, so that enough uninterrupted time can be dedicated to solving the problem.

The appropriate person to contact is:

1. The class teacher, in the first instance;
2. If you still feel concerned, then please contact the team leader;
3. If you still feel concerned, then please contact either the Assistant or Deputy Principals;
4. If you still feel concerned, then please contact the Principal;
5. Failing a satisfactory solution, the Board of Trustees Chairperson should be approached, in the final instance.

We undertake to deal with complaints and concerns quickly, sensitively, and confidentially. Constructive suggestions are always welcome.

## **COOL SCHOOLS**

The school uses the *Cool Schools Peer Mediation* programme to help students resolve minor playground disagreements with others at morning tea times and lunchtimes. Senior students are trained in the mediation and conflict resolution processes and are then scheduled to act as Peer Mediators. They report to the weekly assembly. More serious disagreements are dealt with by teachers.

## **DENTAL TREATMENT**

Dental Services are provided by the Northland District Health Board through the mobile dental service. We will advise you when the dental service caravan is due at school.

If your child requires immediate attention, you can do the following:

- Phone 407 8415 (Kerikeri Primary School)
- Take your child to a dentist
- Phone the mobile caravan directly 021 502 794
- Phone the 0800 number 0800 698 3384

## **EDUCATION OUTSIDE THE CLASSROOM (EOTC)**

The school has a tradition of trips and camps, which provide learning experiences outside the classroom. All EOTC is funded by the parents.

You will be advised of these activities well ahead of time, so that supervision, transport, and funding can be arranged. We need the support and help of parents to make these visits viable by providing supervision and transport, and to meet all required safety aspects.

## **EMERGENCY INFORMATION**

Prevention of injury is important; however, situations may still occur in which children are injured. In order to help us deal with these situations, we try to keep an up-to-date list of the following:

1. Parents/Caregivers' home and work phone numbers
2. Allergies and treatment required
3. Any medical conditions
4. Two emergency contact numbers
5. Doctor's details

We will, from time to time, send out requests to update this information; however, please assist us by contacting the school, should any of this information change.

## **EMERGENCY CLOSURE OF THE SCHOOL**

If the situation arises where the school will not be opening for the day, an announcement will be made on MORE 92FM as early as possible. In other circumstances, such as severe storms, floods, fire, power stoppages etc., where it is necessary to close the school earlier than 2.30pm, announcements will be made on MORE 92FM. Announcements are also posted on their website ([www.morefm.co.nz](http://www.morefm.co.nz); go to the Northland link), or on the Northland Regional Council Website ([www.nrc.govt.nz](http://www.nrc.govt.nz)).

Every effort will be made to contact you by phone so that our students are not sent home to be left unsupervised. During severe weather, it is recommended that you either phone the school, or call in to check. We will have a pre-recorded message to inform you of the situation. We will also attempt to put messages on our website.

## **ENROLMENT**

Preschoolers between the ages of 4 ½ and 5 years old are invited, with parents/caregivers, to attend school for one morning session per week, for familiarisation visits. These take place on Fridays between 8.45am and 10.30am for the two school weeks preceding the child's official starting day. Please phone the Office to arrange the visits. When enrolling your child, please bring:

- Birth certificate, or a copy of this (5-year-old new entrants only);
- Evidence of immunisation for measles, mumps etc. (this is now a legal requirement);
- Residency certificate (if applicable);
- The following information will also be required:

- address;
- parents/caregivers' names and occupations;
- telephone number(s);
- two alternative emergency contact names and numbers;
- any relevant medical background.

### **ENVIRO-SCHOOLS**

Riverview School is an Enviro-School. This means that we undertake learning programmes in, about, and for the environment, and try to give our students learning experiences in the

natural environment. We also seek out opportunities to contribute to a sustainable future. All our students are encouraged to take an active role in protecting our environment. We have a dedicated team of students called the Eco-Warriors who are actively involved in leading the school in environmental issues.

### **FITNESS AND PHYSICAL EDUCATION**

Our focus for Fitness and Physical Education is on enjoyment, maximum participation, skill development, and fair play. Swimming and physical activities are part of the school curriculum, and our students will participate unless they are injured or ill.

All students will require appropriate clothing (i.e. shorts and t-shirt for Physical Education and sun-safe swimwear and swimming caps) to take part in physical activities.

Riverview School is part of the *Active Schools* programme which promotes healthy and active children.

### **FUNDRAISING**

Riverview School is very active in its efforts to raise funds to improve our students' schooling. We have an active Parent Teachers Association (PTA), which assists the school in fundraising matters. We are always seeking your participation to support this process.

Our major fundraising initiative is our Annual Bazaar, normally held in the third term. All parents are invited to join the Bazaar Committee which organises this event.

### **HEALTH ISSUES**

The Public Health Nurse, Mrs Pip van der Pol, visits the school on request. She is available to talk to parents on any health issue. Our students may self-refer and, of course, parents and/or school staff may make referrals to her. All individual matters are confidential. The nurse may be contacted through the Office. Please also contact the Office if you have any concerns regarding your child's hearing or vision.

### **HOME LEARNING**

Learning does not stop at 2.55pm. Our students are encouraged to participate in out-of-school activities, such as dance, soccer, gymnastics, Cubs, and Brownies etc., and to be physically active at home, doing things such as riding a bike, bouncing on a trampoline, climbing a tree etc. In addition to this, they are expected to be reading, learning basic facts, catching up on unfinished work, doing learning maintenance and revision, or working on a long-term research project.

Wherever possible, your child will complete the tasks by themselves, with your assistance and encouragement. If there is a reason why your child is unable to complete their homework, please let their teacher know.

### **JEWELLERY AND TOYS**

We discourage the wearing of jewellery at school by children as it causes heartache if items are broken or lost. It may also cause injury to the wearer or to others. For pierced ears, small studs or sleepers are recommended.

Please ensure your children leave toys at home to avoid loss and sadness. On occasions, some teachers allow certain toys to be used in their classrooms for special projects.

### **KAPA HAKA**

We are proud of our Kapa Haka group which performs with distinction at various times during the year. Mrs. Heather Heihei is in charge of the group, and your support and help is welcomed.

Kapa Haka is held in the school hall every Friday from 11.00am until 12.30pm.

### **LITTER**

We are a Zero Waste School. Your child should bring home his/her litter (e.g. Gladwrap, tinfoil, plastic bags etc.) every day. The less wrapping you use in packed lunches, the better.

### **LOST PROPERTY**

Please name all your children's clothing; it is only lost if it is not named. All misplaced clothing is held on a rack outside Room 4 (it is stored in the PE Shed out of hours). All unclaimed lost property is regularly sent to the local opportunity shop, or sold at the Bazaar in Term 3.

### **LUNCHES and HEALTHY EATING**

We like to think that all children have a good healthy lunch every day (e.g. sandwiches, fruit, baking). We also encourage our students to keep a named water bottle at school.

We do not allow lollies/sweets, chocolate bars/M&Ms, fizzy/coloured drinks, or energy /smart drinks. Due to allergies, our students are not permitted to share their lunches with other students. If you are in doubt, please contact the Office.

We operate a daily lunch service; this is operated by an independent contractor, and adheres to the Healthy Eating Guidelines introduced by the Ministries of Health and Education in 2008. Lunches are pre-ordered. Please use an envelope on which to write the child's name, room number, and order; place the cash inside, seal, ask your child to "post" it in the mailbox by the hall before 9.00am. Lunches are delivered to classrooms just before lunchtime. No credit or "casual" purchasing is allowed. A full menu with prices is available from the Office or on our website.

## **MARBLES and TRADING CARDS**

We usually announce when marble season commences – this is normally 2-3 weeks before the end of a term. The rules, devised by senior students, are revised annually, explained at assemblies, and displayed.

We currently allow trading cards at school. All card trading must be within a child's team (i.e. Junior team etc.). If any students are found to be bullying, trading cards for money, or stealing cards, they will be dealt with individually, and trading cards will be banned from school.

## **MONEY**

Our students are discouraged from bringing money to school unless it is to pay for stationery or a school activity. This money should be in a sealed envelope with the child's name and room number on the outside, and given to the class teacher at roll call, or delivered straight to the school Office. Please try to give the correct amount. We also encourage parents to pay for trips etc. using internet banking (Bank Account: 12-3091-1032140-00 [include child's name & year level & event (e.g. J Smith Y5 Camp)]).

## **NEWSLETTERS**

Our newsletter is sent out each Wednesday to keep you informed about our school activities. The oldest or only child in a family is responsible for taking the newsletter home.

## **OSCAR (OUT OF SCHOOL CARE AND RECREATION PROGRAMME)**

This year, OSCAR will again provide supervised after-school care with an organised programme based in the hall from 2.55pm to 5.30pm each day. A ratio of 1 adult to 8 children is maintained. The cost (\$12.50 per session including GST; \$7.50 until 4.00pm) and other details (including WINZ subsidies) are available at the Office. The sessions can be paid for individually or weekly; WINZ subsidies are also available. OSCAR provides afternoon tea and supervised activities for all Year 1 to 6 children. OSCAR also offers a holiday programme. Phone Sarah Jane Pinkney, OSCAR Supervisor, on 021 296 4829.

## **OUT-OF-HOURS USE OF SCHOOL PROPERTY AND EQUIPMENT**

Families are welcome to use the outdoor facilities out of school hours; however, this is at your own risk. Please check with the Principal if wanting to use it on a weekly basis. The hall is available to hire; please check with the Office. We are also a dog-friendly school, and will remain so as long as dog owners clean up after their pet, and school property is undamaged. We do ask that you respect our property.

Due to health and safety issues, the school pool is not available for out-of-school use.

## **PARENTAL SUPPORT**

For our school to run effectively, and to provide the best possible learning environment for our school, we need the support and voluntary assistance of our parents/caregivers.

There are many ways you are able to help: classroom support, shelving books, book-binding, working bees, sports coaching ... the list goes on. Please feel free to talk to your child's teacher or to the Principal to offer your assistance.

Parents are frequently invited to attend parent forums, participate in the PTA, and in consultation meetings, or to participate in surveys. We welcome your assistance and input.

### **PARENT TEACHER ASSOCIATION (PTA)**

Our school has an active PTA support group who are keen to welcome new members. Meetings are held twice a term, and are reasonably informal; dates and times are advertised in the weekly newsletter; further information is available on the school website. The PTA is a member of New Zealand PTA Association, and general information is available on their website [www.nzpta.org.nz](http://www.nzpta.org.nz).

### **PARKING**

Parent parking is available at the front of the school on Riverview Road (angle parking). The roundabout by the hall is for the pick-up and drop-off of children, and has a 2-minute parking restriction.

Parking inside the school grounds is restricted to staff and visitors as there is a limited number of car-parks available. There is, however, a disabled park located there, should you require it.

### **PHOTOGRAPHS**

The school arranges class and individual photographs each year. We will let you know the date and details through the newsletter. Each child is photographed when they enrol; this photo is kept on their personal file.

### **PHYSICAL ACTIVITY LEADERS (PALS)**

Senior students are selected and trained to act as PAL leaders, organising games for younger classes to play at lunchtimes.

### **PUNCTUALITY**

Punctuality is an important life skill. Classes begin at 9.00am; please assist us by ensuring your child is on time and ready to start the school day (a 'warning' bell is rung at 8.55am). Not only is it distracting to other students to have late arrivals, but latecomers miss out on social time with their peers, and may also miss important messages and instructions for the day.

### **RAINBOW ROOM**

The Rainbow Room is located adjacent to Room 1. This is where the teacher aides and our support programmes are based.

### **READING RECOVERY**

When our students turn six, they will have their reading ability assessed. This is an opportunity to give a student extra assistance through the Reading Recovery programme if they require it. You will be consulted by Jenny Henderson, the Reading Recovery teacher, if your child is selected to participate in the programme.

## REPORTS AND MEETING TEACHERS

The education of our students is a shared responsibility, and we try to ensure that you are kept fully informed of your child's progress.

Reporting to parents includes Parent-Teacher-Child (PTC) Conferences (e.g. for goal-setting), portfolios of work, and written reports against the National Standards. It is our expectation that the child, as the learner, is the most important participant in any conference about a child's learning - it is not just a meeting between the teacher and the parent. You are welcome to arrange additional meetings or interviews at any time. If you wish to do this, please contact the teacher to arrange a meeting outside teaching hours.

In 2011, we will be holding Student-Led Conferences (SLCs) in Rooms 8 –16 (Years 3 – 6).

Assessments of our students are made on the basis of standardised tests, classroom tests, teacher observations, and formative assessments. Each child has an individual portfolio from Year 1, and this is sent home twice a year, normally in Term 2 and Term 4.

### Schedule of Parent Reporting

Term	Week	Event
Term One	Week 6	<i>Six Week Progress Reports</i> This is to let parents know how well their child is settling into school
	Week 9	Tuesday 29 <sup>th</sup> and Wednesday 30 <sup>th</sup> <i>Parent-Teacher-Child (PTC) Goal-Setting Conferences</i> : Parents join their child to review progress and set goals with their teacher
Term Two	Week 9	Tuesday 28 <sup>th</sup> and Thursday 30 <sup>th</sup> <i>Student-led Conferences</i> in Rooms 8, 9, 10, and 11
	Week 10	Tuesday 5 <sup>th</sup> and Thursday 7 <sup>th</sup> <i>Student-led Conferences</i> in Rooms 12, 13, 14, 15, and 16  Portfolios and interim reports go home for all students
	Week 11	Tuesday 12 <sup>th</sup> and Wednesday 13 <sup>th</sup> <i>PTC Goal Review Conferences</i> in Rooms 1, 2, 3, 4, 5, 6, and 7
Term Four	Week 9	Friday 9 <sup>th</sup> <i>Portfolios and final written reports</i> go home for all students

## **New Entrants**

As new entrants start at various times during the year, they do not fully participate in the annual reporting process. It will depend on when your child commences as to what formal reporting occurs. You should expect to meet with the teacher to discuss how your child is settling into school, and to receive one written report on progress.

## **SCHOOL TERMS**

### **2011 - PRIMARY AND INTERMEDIATE SCHOOLS**

Term 1	Wednesday 2 February	To	Friday 15 April
Term 2	Monday 2 May	To	Friday 15 July
Term 3	Monday 1 August	To	Friday 7 October
Term 4	Tuesday 25 October	To	Friday 16 December

The School Newsletter also has the term dates.

## **SCOOTERS, SKATEBOARDS, ROLLERBLADES**

These are not allowed on any of the school buses. Our students are allowed to play with them on the netball court only. They must wear shoes, and are strongly encouraged to wear the appropriate safety gear.

We have designated Wednesdays to be *Wheelie Wednesdays*, so that only the juniors get to use the netball court. Mondays and Tuesdays are for Year 4-6 students.

*Wheels Rules* are revised annually by the senior students. If you wish to see a copy of these rules, please contact the Office.

## **SHOWS**

From time to time, we book visiting performers to present shows to the students. We try to book shows that are of a reasonable cost, and are of relevance to the children's learning. These shows are on a "user-pays" basis: if children do not pay, they do not go to the show. You will receive notice of these in the school newsletter well ahead of time.

## **SICKNESS AT SCHOOL**

Please keep your child away from school if they are unwell to prevent the spread of infection. Please do not send your child to school for at least 24 hours following a vomiting or diarrhoea bug.

If your child has any contagious disease such as swine flu, school sores, chicken pox, measles, mumps, whooping cough, scabies, TB, or Hepatitis, please keep your child at home, and notify the school as soon as possible.

We are able to arrange home learning should your child need to stay away from school for an extended period due to illness.

## **SICK BAY**

From time to time, your child may visit the Sick Bay either through injury or illness. Minor injuries are dealt with by the duty teachers or the Office staff, before the children are returned to the playground or classroom. With more serious injuries or illness, you will be phoned to come and collect your child.

## **SMOKE-FREE ENVIRONMENT**

The grounds and buildings of Riverview School are smoke-free. Parents who provide support during school trips are asked not to smoke in cars or in front of our students.

## **SPORTS EQUIPMENT**

Sports equipment is available for our students to use during lunchtime. They are responsible for returning the equipment to the monitors in the PE Shed.

## **STATIONERY**

A list of the required stationery will be given at enrolment, or at the beginning of the school year. It is imperative that your child has the basic stationery each day (i.e. pencil, ruler, eraser, and glue stick). Please name all items.

## **STAFF MEETINGS AND PLANNING MEETINGS**

Staff meetings are held on Tuesdays and Wednesdays after school. Please do not make appointments, or delay teachers on these days. The Senior Management Team meets at 7.45am each Tuesday – this involves team leaders, the Deputy Principal and Assistant Principal, and the Principal.

## **SUN SMART POLICY**

Riverview School is the only Kerikeri school to receive Sun Smart accreditation from the Cancer Society. It is important to us to keep our students as safe as possible from the harmful effects of the sun. We have a wide-brimmed hat that is compulsory to wear whenever students are outside during Terms 1 and 4. These hats are sold to each student at enrolment, and are kept at school. We have a system to ensure students can identify their hat. "No Hat" means the student must stay in the shaded areas. The school will charge \$12 to replace lost hats. We also encourage students to seek out shade during the summer months.

We encourage you to cover your children with sunscreen before school, and to have personal sunscreen in their bags for use during the day.

We also encourage our students to wear sensible sun-safe clothing, with covered shoulders and backs. We also encourage rash shirts to be worn during swimming times. Sporting events, where possible, will be timetabled earlier in the day to avoid the strongest rays during the heat of the summer.

## **SUPPORT FOR STUDENTS**

We are able to access the support of the Resource Teachers of Learning and Behaviour (RTLBs), the Resource Teacher of Literacy (RTLit), the Northland Health Camp, and Group Special Education (GSE) for students about whom we (or their parents) have concerns. These services operate only on referral from the school (with the parents' consent) and,

because of their workloads, usually deal only with extremely urgent or serious referrals – often after placement on a long waiting list. The school SENCO (Special Education Co-ordinator), Jenny Henderson, is usually involved with this.

### **TEXT BOOKS/LIBRARY BOOKS/READERS**

Textbooks, independent readers, and library books are a shared and limited resource. Our students are expected to treat them with respect, and to take care of them. You will be charged for any willful damage to, or loss of, these books.

### **TRANSPORT**

Part of school life requires travelling to neighbouring schools to participate in cultural or sporting activities. When this happens, we either travel by bus or request assistance with transport. Our students will share the cost of bus transport.

Parents who are transporting children in their cars for school outings must ensure that each child uses a full seat belt, that the car is warranted and registered, and that the driver has a full current driver's licence. Parents will be asked to complete a *Transport Safety form*.

### **VISITORS**

In the interests of safety and good communication, all visitors to our school are expected to sign in at the School Office upon arrival.

### **WITHDRAWALS**

If you are intending to withdraw your child from school permanently, or for an extended period of time, please notify the school in writing, or come into the school personally to advise us. We need time to ensure that all school resources/books are returned, and that your child's property such as exercise books and portfolios are available for uplifting.

### **WORKING BEES**

These will be held from time to time, and parents contacted so they can get involved. These working bees can be a lot of fun, and benefit out school greatly.

### **ZERO WASTE**

We are a Zero-Waste school; we aim to create as little rubbish as possible. We recycle all our paper, and each classroom has a recycling bin; we also teach our students about the process of recycling.

Our students contribute to the programme by taking home any rubbish from their lunchbox (e.g. Glad wrap, packaging, plastic bags, and tinfoil). We encourage our students and their families to send lunches that minimises packaging. We also have "pig bins" and compost bins for organic waste.

***Please let us know if there are any aspects of Riverview School life that you think should be included in this Handbook when it is updated. We welcome your feedback.***