

School Handbook

Dear Parents and Caregivers

Kia ora and welcome to the Kawerau Pūtauaki School Handbook. This is an A-Z of everything you need to know about the school. We hope that you and your family have a long and happy stay with us. The following prospectus outlines some of the important information you will need to know when your child starts school.

Absences

Please let us know if your child is going to be away. If we have an unexplained absence we will attempt to telephone your home to check. This is a safety measure and allows us both to know where your child is or should be.

We have an 0800 number to use - 0800 323 7093, or you can use our School App to inform the school of any absences.

Bicycles

Cycle helmets must be worn and are compulsory by law. The traffic association recommends that children should be about 8 before riding to school alone. We therefore recommend that children below the age of eight be accompanied by an adult if riding to school. There is a secure lock up area for cycles available at school.

Breakfast in Schools Kickstart Breakfast is a school breakfast programme that runs each morning from 8.30am in the school hall. Weetbix, fruit and milk are provided for students to kick start their day.

Bus

The school owns and operates its own bus. A small fee per term is charged.

Change of Address and or Phone Number

Do let us know promptly if you have a change of address, email or phone number. We need this information should we ever need to contact you in an emergency or in case of an accident.

Contacts

If you want to contact the school the following are ways you can do it:

- Office - Ph 323 7093 (leave a voice message if you want) or 0800 323 7093
- School Apps NZ - using Contacts
- E-mail - admin@putauaki.school.nz

Duffy Books

We are a part of the Duffy Books in Homes programme. This means your child will be offered books throughout the year to keep and take home with them. This is a joint venture between our Board of Trustees and Nova Energy

Dental Clinic

The dental service is now mobile. Please call 021 473 599 if you need to contact the dental nurses.

Enrolments

As a child approaches 5 years of age we have a system of preschool visits in place. Please check with the office or Senior teacher in Ngā Kākano. If your child is enrolled at a preschool we also welcome visits from them.

For 5 year olds, the school is required to sight the Birth and Immunisation certificates, so please bring them along with you.

Enrolments at all year levels are invited and welcomed at any time.

Fruit in Schools

We are a part of the Fruit in School programme. This means children are able to have good quality fruit available to them from school on most days. This is a government initiative.

Hours

The Office is open from 8.30 am to 4.00 pm Monday to Friday. The principal and/or other Staff may be onsite to help at other times.

School hours are:

Learning Block 1: 9.00am - 10.55am

Morning Play: 10.55am - 11.15am

Learning Block 3: 11.15am - 12.00pm

Lunch Play: 12.00pm - 12.30pm

Lunch Eat: 12.30pm - 12.45pm

Learning Block 4: 12.45pm - 2.40pm

School Finishes: 2.40pm

Please note:

- We do not change these hours for wet days, however sometimes we do change them for sports and so on. You will be notified of these changes.
- Children are welcome at school from 8.30am onward.

ICT - E Learning

The school is well equipped with ICT equipment and is fully networked to take advantage of this area of learning for all our children. We have identified the various equipment and skills we want our children to engage with at each year level to ensure advancement.

Newsletters

We produce a newsletter regularly. It is emailed to each whānau, sent out on our School App and put on our school's Facebook page. Important information is always available on the school Facebook page.

Organisation

The school is organised into three learning teams with each team being under guidance of a Senior Staff teacher/leader. We have a Junior School Team, Senior School Team and Te Reo Whiwhinga - our Rūmaki Team.

Parking

Parking facilities are a problem for the school. A very limited amount of public parking outside the school creates issues and reaches extreme on wet days. Please do not park across the entrance way to the staff park nor on the no parking areas close to the crossing. Additional hazards are created e.g traffic wardens not being able to see oncoming traffic when this is so.

Policies/ BOT

The BOT operates from a set of policies prepared for this school. Copies can be viewed at the office or discussed with the Principal.

The Board of Trustees meets monthly.

Road Patrol and Crossing

The crossing outside of the school is monitored (controlled by Road Patrol Signs) by a Staff member in the mornings - from 8.30 to 8.55am and a Staff member and trained children in the afternoon from 2.40pm to 3.00pm. Children are expected to use this controlled crossing for their safety at all times. We ask that parents also help us out by using this crossing rather than walking across the road at other places.

Sickness/Illness

Please keep your child at home if he/she is sick or has sores that need treating. This minimizes the risk of other children being infected as well. If in doubt contact the school.

For "Flu" outbreaks we will send home information that the Health Department sends to us.

Smoke Free

By law all NZ Schools are smoke free. This applies to all buildings and grounds. Please respect this and ensure we are providing such an environment for our children.

Sports, Trips, Camps and other school events.

We encourage and welcome parent support and help in all the activities that we engage in. It is always much appreciated and adds to the strength of the school.

Stationery

2021 - Our school Board of trustees provided all students with free stationery.

Otherwise, each year Teams publish a list of requirements for their children for that year. You may wish to purchase from the school or at a store of your liking. Generally our prices match most stores and of course we try to keep the same cost throughout the year. We sometimes find the product from some stores does not match the school products e.g has less pages. Our preference is for you to purchase from us at the school.

Visits to the Classroom/Contact with Teachers

Parents/Caregivers are welcome in our school.

Any visitor to our school, during school hours must sign in at the office before going to any classroom.

You are able to contact a teacher to arrange a suitable time to visit or to discuss progress - (if the provided Interview/report times do not suffice).

A teacher may call you to seek a meeting to discuss some aspect of your child's schooling (behaviour or learning) outside the formal occasions set aside for this. The first priority should be contact between parent and teacher concerned to organise such a visit or contact.