

**CONTENTS**

	PAGE
INTRODUCTION	2
GENERAL INFORMATION	2
STAFF	2
ENROLMENT	2
FORMS TO BE COMPLETED	3
PARENTS SUPPORT GROUP	3
ABSENCE	3
ACCIDENT OR ILLNESS AT SCHOOL	3
MONEY	3
REPORTING TO PARENTS	4
BOARD OF TRUSTEES	4
HOMEWORK	5
SCHOOL BANKING	5
DISCIPLINE MANAGEMENT	6
HOT LUNCHES	6
SCHOOL UNIFORM	7
LOST PROPERTY	8
MANUAL TRAINING	8
PHOTOCOPYING	8
SCHOOL BUS SERVICE	8
SCHOOL CHARTER	8

## **INTRODUCTION**

We welcome you to the school community and trust your time with us will be happy and productive.

Rakaia School because of its size of is able to function very adequately with a minimum number of rules and regulations but, obviously there are a few points which people need to be aware of.

The purpose of this pamphlet is to help parents, especially those of new entrants, gain some general information about the school.

## **GENERAL INFORMATION**

School Address:	Rakaia School Dunford Street Rakaia Mid Canterbury	
School Telephone:	Rakaia - 3027 113	
School Fax:	" - 3027 917	
School Cell	" - 027-3477982	
School Hours:	9.00a.m.	First session starts
	10.30a.m.	<b>Interval</b>
	10.50a.m.	Second session starts
	12.30p.m.	<b>Lunch</b>
	1.30p.m.	Third session starts
	3.00p.m.	<b>School finishes</b>

## **STAFF**

Teachers:	Mark Ellis	<b>PRINCIPAL – Rm1</b>
	Joyce Robinson	<b>Deputy Principal – Rm3</b>
	Pauline Doody	Rm4
	Ordnella Soper	Rm2
	Joleyne Stanger	Rm1

School Secretary: Mandy Beevor

### Office Hours:

Monday to Friday 8.30 am – 12.00 pm

Teacher Aide/Librarian:	Carol Muckle
School Cleaner:	Christine Flanagan
School Caretaker:	Marg Lloyd
Teacher Aide:	Donna Bremner

School Bus Drivers:	'Yellow Bus' - Overdale Bankside Bus	Neil Robinson	027 226 8668
	'Blue' Bus - Hatfield-Settlement Bus	Marliesje Carrick	025 684 2256

## **ENROLMENT**

Children are entitled to start school the day they have their fifth birthday . They can start later than this at their parents' discretion but regulations forbid the Enrolment of children before they have reached the age of five. Children must be enrolled from aged 6 years.

Children must be enrolled at School before they travel on the school bus.

### **FORMS TO BE COMPLETED**

When you enroll your child, you will be asked to fill in forms which supply Various types of information as follows:

1. Enrolment form for school records – details such as full name of child, Parents' names, home address etc.
2. Individual Information form – details such as Emergency Contact No
3. School Health Service – Healthy at five card **Immunisation Certificate**
4. A copy of your child's **Birth Certificate is required** to finalise the enrolment procedure.

### **RAKAIA HOME AND SCHOOL - PARENTS SUPPORT GROUP**

All parents are an integral part of the school community; therefore we encourage your support to assist with the operation of the school's events.

The Parent Support group meets regularly to help organize the many activities, functions and information nights that are essential to school life.

Please Contact:

Mandy in the School Office

### **ABSENCE**

**Please notify the school if a child is to be absent or ill.**

Parents occasionally ask to have children away from school for one reason or another. Whilst teachers are not legally entitled to authorize this type of absence, it is accepted that there are times when these situations are necessary and parents are trusted to use their discretion.

**Please notify staff if there is any chance in travel arrangements after school.**

**Please also notify bus drivers of absences so they can plan for any extra passengers.**

Otherwise normal arrangements will be assumed.

### **ACCIDENT OR ILLNESS AT SCHOOL**

Staff will treat minor ailments. If it is more serious, we will ring you and have you collect the child to take home, doctor or hospital. Therefore it is important, when you enroll your child, to let us know your private number, Business number (if any) and also an emergency number for us to ring if you are away.

Please notify the school if children have medicine to take at school or if children develop health problems which may occasionally require the giving of a particular form of treatment. *I.e.* asthma, diabetes, antibiotics or allergies.

### **MONEY**

If children bring money to school please ensure it is in an envelope with child's name and purpose written on the outside. This should be handed to their Teacher by 9.00a.m. for safe keeping and processing. Receipts will be issued on request.

## **REPORTING TO PARENTS**

Parents are invited to discuss their child's progress at anytime throughout the school year.

Parent – Teacher discussions are held during Term 1 usually in March and in Term 2 after reports have been sent home. The purpose of the March discussions is to discuss how the child has settled into his/her class, relationships with classmates, family, and any concerns the child and/or parents might have,

## **BOARD OF TRUSTEES**

A Board of Trustees now controls every primary school. Each Board of Trustees comprises:

1. Five members nominated and elected by the 'parents' of students.
2. The school Principal
3. One member elected by the school staff from among their number.
4. Such other co-opted members as the Board of Trustees thinks fit (up to a Maximum of 4), to ensure that the particular expertise is represented and available to the board.

The Board of Trustees is responsible for the broad objectives and the efficient and effective running of the school. The board is expected to be responsive to community educational needs and to set programmes and courses to meet them, within the national guidelines.

The Board of Trustees members at this school are:

Chairperson:	Julie Boag
Minute Secretary:	Mandy Beevor
Treasurer:	Jane O'Reilly
Grounds, Property	Erin Wild
Community Liaison:	John Kuyf
	Bruce Heywood
Staff Representative:	Pauline Doody
Principal:	Mark Ellis

All meetings of the Board of Trustees are open to the public and parents should feel free to exercise this right if they so desire.

The meeting night for the Board of Trustee's, is the **2<sup>nd</sup> Tuesday** at 7.30p.m. (Normally).

## **HOMEWORK**

Primary children should not be burdened with large amounts of school work to be done in what should be profitable leisure time. However, the discipline of having to attend to some routine learning activity or research work is of value to all children.

Homework occurs as the need arises and will mainly involve reading, completing unfinished work or reinforcing previous work.  
Any homework the child does not understand and which causes frustration should be left.

Parents need to be careful to praise their child for their successes, rather than be critical of their failures.

Each child has a homework book. Homework will be listed in these books each week before the child goes home. Children in the junior room have a regular reading book that needs to be heard. It would be appreciated if parents could check the notebook each evening and sign the notebook and the homework once it has been completed.  
Parents should check the Partnerships Book each night and sign all notices.  
Please feel free to write any messages to the teachers in their Partnership book.

## **SCHOOL BANKING**

Children may open an ASB account through the school from the age of seven years. Forms are available at the school for this purpose.

School Banking day is - **FRIDAY**

All banking money to be put into a sealed envelope with **NAME** and **AMOUNT** on the outside, and handed into the School Office.

Each week banking will be processed by the ASB.

Interest will be paid quarterly and withdrawals can be made from the ASB.

**DISCIPLINE MANAGEMENT FOR  
INAPPROPRIATE BEHAVIOUR OF CHILDREN**

**Rationale:**

- To ensure that children are aware of their rights and others rights that must be respected.
  - Informing parent/caregivers of behaviour that hinders the learning progress or harms the positive relationships between children and staff.
- To ensure that all children and staff get a fair deal.  
Much time can be wasted attending to the inappropriate behaviour of children.

**Steps for Dealing with Inappropriate Behaviour of Children**

**Step1** Give firm verbal warning – (relate to school rules involved) – record behaviour In Duty Book if necessary.

**Step2** Give firm verbal warning  
 - plus loss of some privilege  
 - plus putting it right based on consequence of action

**Step3** Child writes letter home detailing inappropriate behaviour and punishment as Given.  
 - child signs  
 - teacher signs  
 Parent return letter signed to school.

**Step4** Staff –Pupil conference  
 Another staff member called in to conference child to establish  
 - contract drawn up if required  
 - follow-up action to be taken  
 - parental involvement if required

**Step5** Parent/Teacher/Pupil conference  
 - contract established/reinforcement  
 - behaviour modification programme established if required

**Step6** Period of suspension from class/school

**Step7** Expulsion from school

**Notes:**

- While most cases will fall within Step 1 & 2 provision is made for advancement To other steps according to seriousness of inappropriate behaviour.
- The '**School Rules**' referred to are listed separately.

**HOT LUNCHESES**

Children can order hot food from the local Fish and Chip shop only on Tuesday's and sausages at school on Friday's ...Orders are completed at home. Orders are to be clearly written on a sealed envelope with the correct money enclosed and put into classroom boxes on arrival at school e.g.

**Name.....**

**Order.....**

**Amount.....**

## **SCHOOL UNIFORM.**

We take a pride in our school and it's appearance. School uniform should be worn neatly and tidily. For safety reasons no jewellery other than watches and stud earrings are to be worn. Footwear must be shoes, sandals or sneakers. School sunhats are supplied free to all children. These are to be kept at school and worn.

### **GIRLS UNIFORM: -**

#### *Summer - Terms 1 and 4*

- \* Blue and white gingham pinafore or skirt (style of your choice). Material is available from school.
  - \* White or Royal Blue short sleeved polo shirt.
  - \* Navy cardigan/ jersey/ sweatshirt/ vest/ polar vest/ jacket
  - \* White ankle socks and shoes, sandals or sneakers
- Navy track pants can be worn if cold  
Sunhat as supplied by the school

#### *Winter - Terms 2 and 3*

- \* Red tartan pinafore (juniors) or skirt (material and pattern available from school)
  - \* White/ Royal Blue/ Navy skivvies or polo shirt
  - \* Navy jersey / cardigan/ sweat shirt/ vest/ polar fleece jacket
  - \* Navy knee high socks / stockings
  - \* Navy track pants
- Navy track pants and sweat shirts can be purchased from the school.

#### *Sports*

- \* Royal blue polo shirt
- \* Navy or black shorts

#### *Choir/ Formal Occasions*

- \* as for winter uniform but white polo shirts with logo

### **BOYS UNIFORM: -**

#### *Summer - Terms 1 and 4*

- \* Grey or navy shorts/ track pants
- \* Royal Blue/ Navy skivvies or polo shirt.
- \* Navy jersey/ sweatshirt/ vest/ polar vest/ jacket
- \*  $\frac{3}{4}$  grey socks
- \* Shoes or sneakers
- \* Navy track pants

#### *Winter - Terms 2 and 3*

- \* Grey or navy shorts
  - \* White/ Royal Blue/ Navy short sleeved polo shirt.
  - \* Navy jersey/ sweatshirt/ vest/ polar vest/ jacket
  - \* Shoes, sandals or sneakers
- Navy track pants and sweat shirts can be purchased from the school.

#### *Sports*

- \* Royal blue polo shirt
- \* Navy or black shorts

#### *Choir/ Formal Occasions*

As for winter uniform but white polo shirt with school logo

### **Please note**

Most clothing can be purchased through the school office **or** may be purchased directly from Postie Plus in Ashburton.

If you prefer to use another supplier, items can be brought to school to have the logo printed on them.

**LOST PROPERTY**

This is a major problem, items most often lost or mixed up are:  
Footwear, socks, skivvies, handkerchiefs and jerseys.

**PLEASE NAME CLOTHING****MANUAL TRAINING**

The Yr7 & 8 pupils attend Manual Training on a fortnightly basis at the Ashburton Craft and Technology Centre – McLean Street.  
The children are transported by bus and leave school on Tuesday at 9a.m. returning to school at approximately 2.45p.m.

**PHOTOCOPYING**

This service is extended to the community at a minimal charge of 20c per A4 copy Single side. Basic charge.

This service is only available during **school hours** and not always able to be done immediately on request but will be done when time permits.

**SCHOOL BUS SERVICE**

It is appreciated if you notify the driver should your children not be using the bus on a certain day, or if a child is to be picked up or dropped off at a place different to usual. School staff must be given a note regarding these changes.

School Bus Drivers:	'Yellow Bus' - Overdale Bankside Bus	Neil Robinson	027 226 8668
	'Blue' Bus - Hatfield-Settlement Bus	Marliesje Carrick	025 684 2256

Bus Controller:	Mark Ellis	Ph 3027 113	Cell phone: 0273 477 982
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If your child needs to travel on a different bus for any reason, you need to contact the driver to see if there is room to carry them.

**Please note – New note every term please.**

**SCHOOL CHARTER**

A Charter has been written for Rakaia School which defines the purposes of the School and the intended outcomes for pupils. It also defines the ways in which Programmes will be designed. If you wish to read the school charter please see Mandy at the office.

