

# **THE SCHOOL**

Pukeatua is a state school for boys and girls from Year 1 to Year 8 (5 to 13 year olds) offering both general class and Maori immersion class options.

It opened in 2002 and has a current roll of approximately 400 children. The ethnic composition is 75% Maori, 15% European, 8% Pacific nations and 2% from other ethnic groups.

Set in extensive grounds, the school has two large playing fields, large hard surface areas, three all-weather Adventure Playgrounds, a hall and a heated indoor swimming pool.

The school is governed by a dedicated board of trustees and staffed by teachers and support staff who strive to implement the School's vision:


**“Pukeatua School delivers the New Zealand national curriculum in a child centred, pedagogically sound way and works with families and the wider community to provide children with the learning skills, knowledge and attitudes necessary for schooling success.**

**Ko matou tenei ko te kura o Pukeatua.  
Ko matou nga rangatahi e.  
Ka tu te wanawana.  
Hei orangatanga mo te ao.**

***We of Pukeatua School  
Are the young generation.  
We stand eager with anticipation  
That we will come through with success.”***

Our school actively promotes the following values:

 Honesty

 Doing our best

- ✔ Cultural awareness
- ✔ Care and consideration for others
- ✔ Respect for authority
- ✔ Accepting responsibility for our own actions.
- ✔ Fairplay

## **EDUCATIONAL ENVIRONMENT**

In working together to provide the best possible education we believe:

- ✔ that children need to experience success and feel good about themselves.
- ✔ that children are individuals - learning programmes aim to recognise individual differences and needs.
- ✔ that thinking and information skills need to be actively taught.
- ✔ that school and home work together to provide for children's education.
- ✔ children need sound routines, clear boundaries of acceptable behaviour, guidance and discipline.
- ✔ the values, aspirations and wishes of the people who live in the community need to be reflected in our programmes of work.

# **STARTING AT SCHOOL**

## **Whakaurutanga i to Tamaiti Kite Kura**

**Before Your Child Arrives:** Parents/Caregivers visits – please feel free to visit and ask questions.

**Pre-School Visits:** Four to six weeks before your child turns five they are welcome to visit on a weekly basis prior to starting school. Visits are on Friday mornings from 9:00am to 12:30pm – they will need to bring morning tea.

**Enrolling your Child:** Children cannot be admitted before their 5<sup>th</sup> birthday. You can enrol your child prior to starting or on the day they begin. You are welcome to spend time at school with your child on their first day, to see that your child is settled and to meet the teacher and principal.

## **DONATIONS & FUNDING**

Pukeatua School is partially funded by the Government. It pays:



the salaries of teachers  
an amount that covers general operations.

However, we find that we have to raise money to purchase resources to support our classroom programmes. We appreciate the support parents provide in this way. The school is well resourced and the children have access to a wider range of resources and facilities as a result of our communities tangible funding help. We raise this money through:



school donations  
fundraising activities  
trading activities at school (e.g. stationery and lunches)

In past years, funds raised went into the upgrading of the school library, enhancing the school environment - planting trees and extending the adventure playground, supporting and financing ICT (Information &

### **School Donations for 2006**

**\$40.00 per child**

(\$10.00 per term)

**\$60.00 per family**

(\$15.00 per term)

Communication Technology) plan i.e. the use of computers, the internet, faxes, digital camera etc.

These may be paid as a lump sum or in instalments. A receipt for taxation purposes is issued.

## **HOME - SCHOOL COMMUNICATION**

We emphasise the partnership that exists between home and school in the education of the children. Co-operative efforts between parents and teachers mean children are far more likely to be successful at school.

Regular communication is vital in developing this partnership. We have a variety of ways of communicating with one another. These include;



Parent-teacher interviews in March and July



Written reports in March, June and December.



Parents and teachers meeting after school for a quick chat, or, if something needs to be talked about in more depth, telephone for an appointment out of class time. Teachers are not available during class time, as they have a responsibility to ensure their full attention is on their class.



The Principal, has an open door policy and if he is in his office, is happy to meet with parents/caregivers who call in. If the matter is other than simple, it is helpful to telephone the office to arrange a mutually convenient time.

If we're concerned about any aspects of your child's development, we contact you for support and advice.

## **RESOURCES**

Our classroom programmes are supported by:



A staff committed to ongoing training and development.



Monitoring children's achievement to ensure teaching programmes are meeting their needs.



Special programmes which assists those children requiring additional help with their learning.



Teacher Aides who support teachers in working with children needing extra help in reading, writing and maths.



A parent tutor programme where helpers work individually with children to improve their reading skills.



A good resource base. The school is equipped with a good collection of up to date books, audio, visual and technological resources.



Computer resources. All students have access to computers. All classes are being networked to have access to the internet.



A library/information centre which contains an very good book collection.

## **BEHAVIOUR MANAGEMENT**

Because we strive to have a school where children feel safe, secure, happy and have the maximum opportunity to learn there are expectations regarding appropriate behaviour. Details of the school's behaviour management processes are contained in a booklet which is part of the information pack. Families and students are asked to make themselves familiar with the contents of the Behaviour Management Booklet.

# GENERAL INFORMATION

**Address:** Frederick Street, Wainuiomata, Wellington.  
Telephone 939 8356 Fax 939 7681  
e-mail info@pukeatua.school.nz

**Attendance:** Attendance is compulsory each day the school is open. If your child is absent, please telephone the school ansaphone at any time and leave a message. All absences are checked and your message saves a lot of time. A note of explanation from parents/caregivers is required when the child returns to school.

**Bicycles:** A bicycle rack is provided for bikes brought to school. It is recommended that a security chain is used. School policy follows the law that requires cyclists to wear a safety helmet approved by the N.Z. Standards Association.

**Boards of Trustees:** The Board has responsibility for the school on behalf of the Ministry of Education. It represents the views of parents. Board meetings are held once a month, generally the third Thursday of the month, at 7:00pm in the staffroom. Parents are welcome to attend.

**Care & Protection** The school has the care and protection of children for a substantial amount of the day. The school has a policy of reporting cases where a child is suspected of being abused. We follow interagency protocols developed by the education agencies and the Child, Young Person & their Families agency. The policy (as are all school policies) is available to inspect at the school office.

**Class Trips:** To provide children with learning experiences, teachers plan visits outside the school from time to time. A charge, generally subsidised by the school, is made to cover the costs of such trips. Permission for short trips within the valley is sought on enrolment. A permission note must be signed before your child can be transported on trips out of the valley.

**Class Times:**

8:50am	-	Whanau classes start
8:55am	-	10:40am
11:00am	-	12:30pm

1:25pm - 3:00pm.

Children **MUST NOT** leave the grounds during the day without express permission from the principal or deputy principal.

**Clothing:** Make it suitable for the weather. **NAME** all clothing and shoes.

**Complaints:** If you have a problem or a school related complaint, please discuss it first with your child's classroom teacher. If it cannot be resolved, please discuss it with the principal. As a school, we believe in "putting it right", wherever possible.

**Damage of School Property:** The Board of Trustees is responsible for the upkeep of the grounds and buildings. Damage must be made good by the board. Parents will be informed of any intentional damage done to buildings, grounds and equipment by pupils and payment of the cost of the repairs will be invoiced.

**Dental Clinic:** A Dental Nurse is at the school for part of the year. She treats children from pre-school to Year 8. The Dental clinic phone: 564 8338.

**Donations:** \$40.00 per child - \$10.00 per term  
\$60.00 per family - \$15.00 per term

**Early Childhood Centres:** Close liaison is kept with the Glendale and Pencarrow Kindergartens, and Te Kohanga Reo o Pukeatua.

**Health:** **Sight, Speech, Hearing** – New Entrants are tested. You will be contacted if there are problems. Worried about your child's speech? Phone the school for contact with the Speech Therapist.

**Accidents** – If hospital treatment is needed parents/caregivers are contacted to take the child to hospital **OR** if you are not available, the child is taken by an adult.

**Headlice** – Please check your child's hair regularly and let the school know if your child has headlice.

Instructions are available from the school or your Chemist. We also have a Robicomb available for use at the school.

**Any child can catch them!**

- Lost Property:** All items of clothing left in the grounds are placed under the long wooden seat outside the office. Parents are welcome to check the lost property at any time. At the end of each term, all unclaimed items are given to charity.
- Lunches:** The school promotes a “Healthy Lunches” scheme. Lunches can be ordered through the school. Children need healthy lunches every day. This can include sandwiches, fresh and dried fruit, raw vegetables, crackers and fruit juice. Please avoid sugar and canned soft drinks. **No glass bottles please.**
- Children sit down between 12:30-12:40 to eat their lunch – they can continue eating after that time.
- Please see the sheet headed “School Lunches” in this information pack for details. If possible please provide the exact amount for the lunch as often it is not possible to give change. We recommend that “juicees” are not sold to junior students.
- Money:** Money for school trips or events should be brought to school in a sealed envelope with the child’s name and amount on the outside and paid to the classroom teacher.
- Parent Helpers:** Parents/Caregivers are always welcome to assist with a range of tasks at school. Each year we welcome parents:
- a) help in the classroom (contact class teacher)
  - b) help with the library (contact school office)
  - c) help with fundraising group (contact Brenda O’Brien - phone 564 4831).
- Road Patrols:** The school has trained road patrols on the Frederick Street and Nelson Crescent pedestrian crossings. Teachers and parent volunteers supervise these patrols. Parents are urged to support the school safety practices, by not parking on the yellow lines and by encouraging the use of the pedestrian crossings.
- School Hours:** Children are allowed into classrooms when the bell has sounded at 8:30am. Any children arriving at school before 8:30am cannot be expected to be supervised.
- Skateboards/Skates:** Children may bring skateboards, skates, roller blades and scooters to school on **Tuesdays** only. For safety reasons they

are not to be used up or down the driveway. Also for safety reasons we have a wheels only area in the main courtyard on Tuesdays and we ask that skates, rollerblades or skateboards are not lent or borrowed.

**Smoking Policy:** The school has a “No Smoking” policy and in the interests of health and safety, we ask you to refrain from smoking in any of the school buildings and in the grounds.

**Stationery:** Most stationery needs can be purchased from the school office between 8:30am and 8:55am.

**Swimming Pool:** The school has a heated indoor swimming pool which is currently closed for refurbishment. Once it is operational again children are expected to swim each day their class has lessons. Only children with a medical condition will be excused from swimming. A letter of explanation will be required in these cases. Wearing swimming caps is strongly encouraged.

**Te Whanau:** 4 classes from Y0 to Y8 where learning is conducted in Te Reo Maori.

The trained teaching staff are assisted by Kaiarahi i te Reo who are fluent speakers of Maori.

If you are interested in your child learning in total immersion Maori, please contact the Principal, Colin Tarr.

**Use of School Grounds:** We encourage parents and children to use the grounds out of school hours, but parents should be aware that they are responsible for their children’s actions and behaviour. Permission is required for organised clubs or groups to use the school’s facilities. This can be obtained from the Board of Trustees. Please notify the school, a BOT member or police if any damage to property is observed.

**U.V. Protection:** Pukeatua School promotes U.V. protection. Parents are requested to ensure that they put a suitable hat and sunscreen in their child’s bag during the summer months. Children will be encouraged to wear hats outside whenever possible. The school will hold some supplies of sunscreen for children who need it.

**Vehicles:** To ensure the children's safety vehicles should not be brought into the school grounds to set down or pick up children at any time.

**Valuables & Money:** Money and valuables should not be brought to school. The school cannot take responsibility for any damage or loss caused if money or valuables are brought to school without the teacher's permission.

**Weekly Newsletter:** A newsletter is handed to the youngest student every Friday. It records items of interest in the school and community, and tells you of future events. It also advises you of any Board of Trustees information. **Please make sure you read it.**

You will also receive information on class timetables, term overviews and whanau and class newsletters.

## **TERM DATES FOR 2006**

**FIRST TERM** -----Tuesday 7 February to Thursday 13 April

**SECOND TERM** -----Wednesday 26 April to Friday 30 June

**THIRD TERM**-----Monday 17 July to Friday 22 September

**FOURTH TERM** -----Monday 9 October to Tuesday 20 December

### **STATUTORY HOLIDAYS**

Waitangi Day -----Mon 6 February

Easter -----Good Friday 14 April

ANZAC Day -----Monday 25 April (during school holidays)

Queen's Birthday-----Monday 5 June

Labour Day               Monday 23 October

# Board of Trustees

Leanne Hema                      Anania Randall                      Stuart Molineux  
Heston Patea                      Theresa Patu  
Michelle Penerata (Staff Representative)                      Colin Tarr (Principal)

## Staff for 2006

Principal                      Colin Tarr  
Deputy Principal                      Jenny Langley  
Assistant Principal                      Michelle Penerata

### Class Room Teachers

<b>Pip Paaka</b>	Yr4/5	Rm 2	<b>Awhina Horomia</b>	Yr4/5	Rm 3
<b>Max Aranui</b>	Yr4/5	Rm 4			
<b>Robynne Jones</b>	Yr2/3	Rm 5	<b>Eva van Stratum</b>	Yr2/3	Rm 6
<b>Bridget Robins</b>	Yr2/3	Rm 8	<b>Kerry Lewis</b>	Yr1/2	Rm 8
<b>Jenni Adam</b>	Yr6	Rm 9	<b>Carolyn Drahohs</b>	Yr6	Rm 10
<b>Carmel Kneepkens</b>	Yr7/8	Rm 11	<b>Topsy Remuera</b>	Yr7/8	Rm 13
<b>Allison Buick</b>	Y1	Rm 18	<b>Sherryn Mohi</b>	Yr1	Rm 19
<b>Ihipera Kerr</b>	Yr6//7/8	Rm 14	<b>Gabrielle Paringatai</b>	Yr4/5	Rm 15
<b>Janine Tahau</b>	Yr1/2	Rm 16	<b>Sheila Ruawai</b>	Yr2/3/4	Rm 17

### Special Programmes Lenore Leeper (Reading Recovery)

Teacher Aides	Brenda O'Brien	Nina Rudolph
	Missy Waiwai	Stella Hadfield
	Puti Kaika	
Kaiarahi i te reo	Putiputi Temara	Hinekura Maniapoto
Secretary/Accounts	Wendy Mohan	
Office Assistant	Wendy Deys	
Caretaker	Eddie Hinga	
Cleaner	Brenda O'Brien, Stella Hadfield, Nina Rudolph	

# SCHOOL LUNCHES

Lunches are available from school daily. Please supply the correct money as change is generally not available. Prices may be subject to change – you will be notified via the newsletter should this happen.

Students are to place their money and order in an envelope with:

.....**their NAME**  
.....**and ROOM NUMBER**  
.....**and WHAT THEY ARE ORDERING**  
.....**ON THE OUTSIDE OF IT.**

The envelope is to be dropped in the box provided in the entrance to the office. Lunches will be collected by a class monitor at 12:25 from the school hall.

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Pies (mince/mince & cheese/apple/potato top) .....	\$1.60
Pizza .....	\$1.60
Filled ham/ Chicken roll.....	\$2.50
Single filled Sandwiches (ham, egg or cheese).....	\$1.60
Double filled Sandwiches (vegetarian, ham salad or chicken salad) ..	\$1.90
Yoghurt .....	\$1.00
Muffin .....	\$1.50
Large Afghan Cookie.....	\$1.20
Large Chocolate Chip Cookie .....	\$1.20
Nut Bars.....	\$1.30
Bite Size Snackers .....	.40
Fruit of the Week (Banana, Apple, Orange).....	.50
Just Juice Junior (Flavoured juice).....	.60
Frozen Fruit Juices .....	.60
Flavoured Milk (Choc, Strawberry, Banana).....	\$1.20

**cut this out  
and keep it handy.  
stick it on your fridge.**

# **PUKEATUA SCHOOL**

## **INFORMATION FOR PARENTS**

**Telephone : (04) 939 8356**

**Fax : (04) 939 7681**

**E-mail : [info@pukeatua.school.nz](mailto:info@pukeatua.school.nz)**