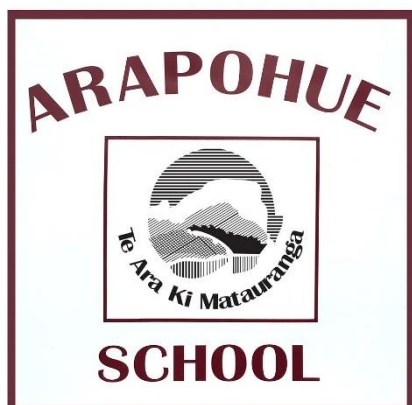
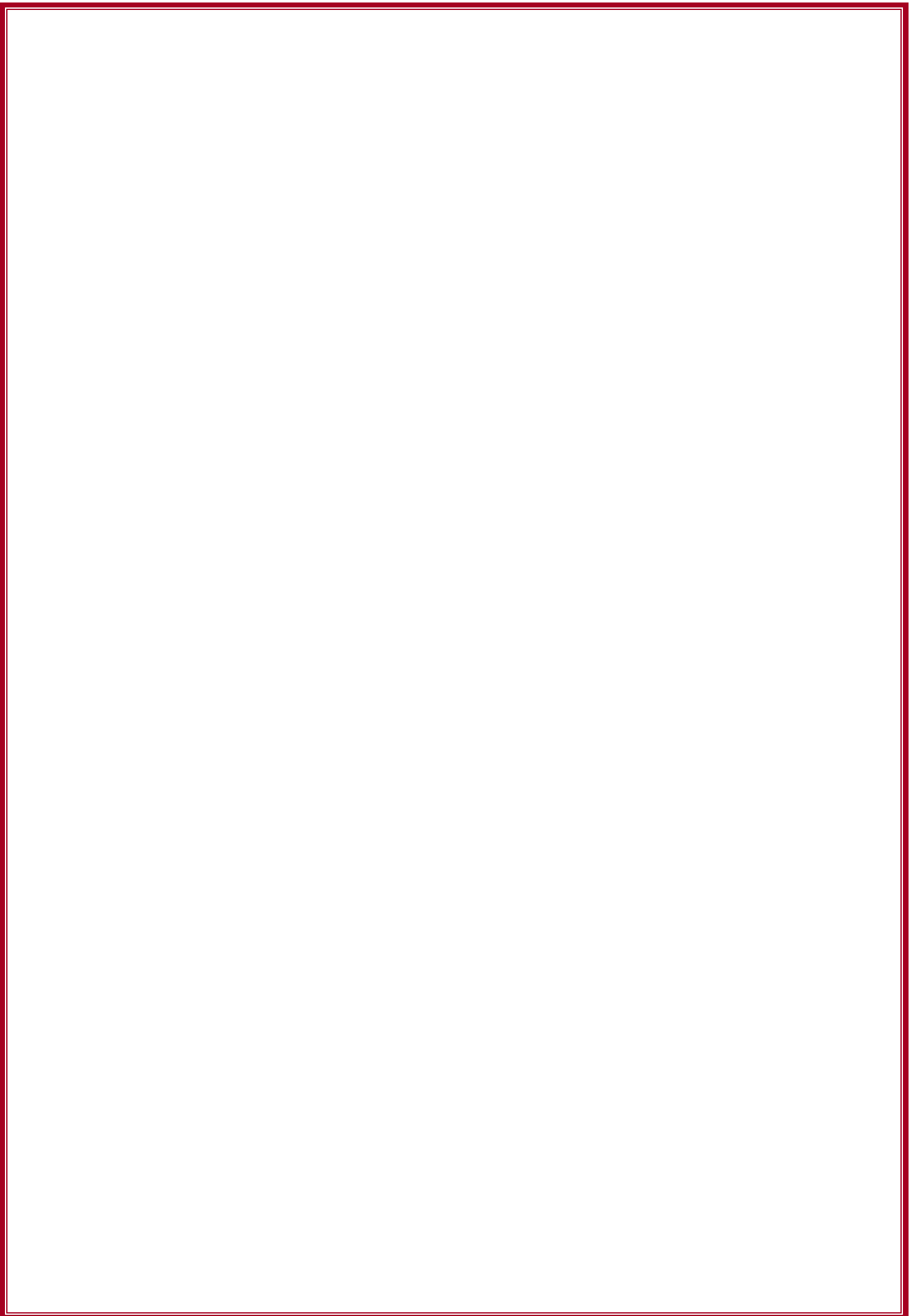


# Arapohue School Information Booklet 2020



3248 Mititai Road  
RD 10 Dargaville 0370  
Phone: 439 7513  
Mobile 02108826534  
Email: [admin@arapohue.school.nz](mailto:admin@arapohue.school.nz)



# WELCOME TO ARAPOHUE SCHOOL

**Te ara ki mātauranga  
The pathway to learning**

We are a small U1 rural school with traditional values and authentic learning experiences. We have a well maintained environment with three warm, modern classrooms and an attached administration area. We have a well resourced library, a swimming pool, changing rooms and a number of storage sheds. Our school has vegetable gardens, an orchard and a big play ground.

We have high expectations for all of our students and we work with them to ensure they exceed their potential and experience success. We aim to provide programmes that are fun and challenging, where foundation skills are nurtured and teaching is high quality.

At Arapohue we value respect/whakaute, caring/manaakitanga, excellence/hiringa and integrity/ngākau tapatahi and we actively teach and encourage staff and students to demonstrate these values.

We believe that your child's education is a partnership between whānau, school and the child. Good communication between all three of these stakeholders is essential for success. We encourage you to become fully involved in all aspects of school life as well as supporting and encouraging your child with their learning. If at any time you have any concerns about your child(ren), please contact the school immediately and we will do our best to help.

If you have any questions regarding our school, feel free to contact me,

Kylie Piper

Principal

4397513

[kylie@arapohue.school.nz](mailto:kylie@arapohue.school.nz)



# OUR PEOPLE

## STAFF 2020

Teaching Principal:	<b>Mrs Kylie Piper</b>
Room 1:	<b>Whāea Sarah Lucich</b>
Room 3:	<b>Miss Laura Mitchell, Mrs Hayley Crump Hooten</b>
Teacher Aides:	<b>Ms Sheryl Gray</b> <b>Mrs Catherine Christey</b>
Administration:	<b>Mrs Leanne Brown</b>
Cleaner	<b>Mrs Rochelle Cleary</b>

## THE BOARD OF TRUSTEES

Joe Simpkin (Chairperson)  
Kylie Piper (Principal)  
Leanne Brown (Staff Rep)  
Jeff Cleary, Drew Gillespie and Pam Parkinson

The Board meet at least two times per term. These meetings are held in the Staffroom. Dates and times will be confirmed in the newsletter. Parents and any member of the community are most welcome to attend. The minutes of the Board of Trustees meetings are available to parents and left in a folder in the school office area. Also a copy of the Charter and School Policies are also available at the school office.

The Board of Trustees has a positive pro-active attitude and the desire to provide the highest quality environment and educational opportunities for the children of the school. The Trustees are dedicated to adhering to legislation and ensuring that the views and interests of the Arapohue community are reflected in the decisions that are made by the Board.





# DAY TO DAY INFORMATION

## ASSEMBLY

Whole school assemblies are held most weeks on a Friday. We start at 8:45 at the Flagpole before we then move into the library. Students run these assemblies and they are a positive way to end our week and celebrate the learning that has taken place. Awards are given out and we do our Golden Kauri Prize Draw. We warmly welcome our families to join us.



## ATTENDANCE & PUNCTUALITY

While the law does not require enrolment until the age of six once a child is enrolled, regular attendance is expected.

Parents are responsible for ensuring their child attends school regularly and is on time. Lack of attendance and late arrivals disrupt your child's academic progress. If students are to be absent or late, please inform the school by phoning the office before 8.45 am otherwise your child will be marked absent with no explanation.

The Education Act requires a written note for *all* absences.

The BOT has the responsibility to follow up any absenteeism and report to the Ministry of Education if there are any concerns.

	<b>GOLDEN KAURI</b>
	Name:
	Date:
	Reason:
	Sign

## BEHAVIOUR INCENTIVES

We work hard to teach, promote and encourage positive behaviour and our students are able to earn Golden Kauri cards for making good choices. These cards are entered into a weekly draw and are tallied for individual students to allow us further opportunities to acknowledge our fabulous learners as they reach set milestones.

## BELL TIMES

- 8.30am Learning session one.
- 10.30am Morning Interval (30 Minutes)
- 11.00am Learning session two.
- 12.30pm Lunch break (45 Minutes)
- 1.15pm Learning session three.
- 2.30 pm School finishes
- 2.35pm Buses leave



## BOOK CLUB

Students have the opportunity to purchase reading books through Scholastic NZ Book Club.

Order forms come home approximately once a month (two issues per term). There is no compulsion to buy and if, after ordering, you find a book is faulty or unsuitable, it can be returned to Scholastic NZ for a credit. If buying, please provide the correct money or make cheques payable to **Scholastic**.

All purchases collect reward points for the school which enable us to provide new resources for our library.

## COLLECTING CHILDREN FROM SCHOOL

We do ask that you exercise caution when picking up children from school. Please park on the *school* side of the road but away from the bus bay. Children being picked up will not be released until after the buses have departed.

The school requires written confirmation of any changes to travelling arrangements, *a phone call is sufficient in emergencies*. Please provide a note giving the date, child's name and details of change (eg: if you collect your child when they would normally catch the school bus, or when your child will be going home with someone else).

The bus drivers demand good behaviour from the children on the bus to ensure that they are safely transported.

## FENCING:

We have an upgraded fence around the perimeter of the school. This fence needs to be kept closed during the school day for Health and Safety concerns. We would appreciate the gate being kept secure and apologise for any inconvenience.



## FRUIT/MILK IN SCHOOLS/KIDSCAN

Our school receives fresh fruit and Fonterra long-life milk for students daily.

Fruit is prepared for students and offered at morning tea and lunchtime. At the end of the week any surplus fruit is distributed among our



families. If you would like surplus fruit sent home, please send along a named shopping bag to school each Friday. It is essential to ensure the school is informed if your child has any food allergy or intolerance.

Our school became a KIDSCAN school in 2020 which means we also have access to additional food and healthcare products to enable us to support our students. Feel free to speak with our principal if there is a way we can help you.

## **GARDEN**

Maintaining our environment and school gardens is an important part of our school programme and we value the learning that takes place out of the classroom. Students enjoy planting, weeding and harvesting their produce...and of course we ALL enjoy eating what we have grown!



## **HEALTH AND IMMUNISATION**

As from January 2000, the Ministry of Education required schools to keep a record of immunisation for all students. Please ensure you have the required documentation and record of any childhood illnesses which may provide auto-immunity when you enrol your child. We also require their Full Birth Certificate on enrolment.

## **HOME LEARNING**

Home learning may be a good indication to parents of the level of work their child is doing. Most parents expect their children to have some regular homework. This year reading, practice of basic facts and times tables and spelling learning will be part of home learning. It is designed to build on and facilitate their in-class learning. Please help your child to get into a regular habit with home learning and help them remember their home learning bag and book daily.

## **LOST PROPERTY**

It is your responsibility to ensure your children's clothes, shoes, etc, are clearly named. It is your children's responsibility to keep track of their belongings. They are encouraged, by staff, to continually check for clothing, shoes, etc.

## **LUNCHES**

We are a Health Promoting School and therefore promote healthy food choices, however it is the parents decision as to what they provide.

Sweets, soft drinks and chewing gum are not suitable for student to have in their lunch and we ask parents to consider this when making lunches. We strongly encourage water only in drink bottles. It is essential to ensure the school is informed if your child has any food allergy or intolerance.





## M@C CLUBS

Make and Create Clubs is part of our Fun Friday programme and gives students the opportunity to experience a variety of skills and hobbies. We appreciate a number of volunteers that also come in to support this programme and run a M@C club. This year we have had Construction, Spinning Wool, Cooking, Art, Embroidery, Craft, Pioneer Kids, Gardening, Discovery Play and Coding.



## NEW ENTRANTS

Starting school is an important time for both parents and child. It is important to contact the school before your child turns five to complete the enrolment process and plan some visits. This process enables a smooth transition process for everyone and helps to become familiar with the school and routines. Open, clear communication with the school regarding any questions, worries or needs will help us to support you better.

You can help your child adjust to changes by:

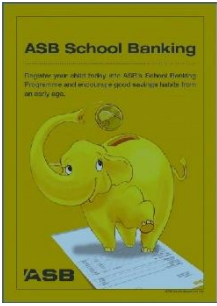
- \* Telling your child lots of positive stories about school
- \* Talking to your child about school and the things he/she has done.
- \* Building up his/her confidence and self-esteem in every possible way.
- \* Helping them to write their name (first letter capital then lower case!), recite the alphabet song and talk about numbers, How many? What number is that? etc
- \* Children get very tired when they start school so ensure they go to bed early and have rests after school.



## REPORTING TO PARENTS

Parents are always welcome to contact the school to arrange an appointment to discuss aspects of the school life of their child(ren). Teacher / student / parent conferences are twice a year and written reports go out in Term 2 and 4.





## **SCHOOL BANKING**

We are a part of the ASB School Banking Programme which means your child can bank regularly at school. Good saving habits are important for success in life and this programme will help you teach the value of saving and the benefits of committing to a worthwhile goal. Registration packs can be picked up from the office.

## **SCHOOL FEES**

We are part of the Ministry of Education's Donation Scheme which means we do not currently charge school fees or a paper levy. Charges are made for stationery and also for any extra-curricular opportunities offered.

## **SCHOOL LIBRARY**

Our library houses an extensive range of titles including authors of the latest NZ Book awards. Students are able to issue books to bring home and read. Please make sure students keep the books safe and looked after while they are home.

Also purchases from the Scholastics Book Club have contributed to this upgrade.



## **SPORTING OPPORTUNITIES**

Physical activity is an important part of our curriculum and we provide many opportunities for our students to participate in sporting events both in our school and in conjunction with other Northern Wairoa schools.

## **STATIONERY**

While we try to keep the amount of stationery to a minimum, your child will require stationery. During the first week a stationery requirement list will be sent home. Where possible the school endeavours to keep costs very competitive with commercial outlets, however, please be aware that some of the stationery used in class is not available commercially. Stationery supplies are available from the school but when you purchase from the school it must be paid for before they will be issued.

## **SWIMMING INSTRUCTION**

Swimming is part of our curriculum and all students are expected to take part in the swimming program, which includes the "Swim for Life" program, and is an important part of the Health & P.E program. Students must bring a note when they need to be excused due to a health concern. A doctor's certificate maybe requested.



## **TAKING CHILDREN FROM SCHOOL**

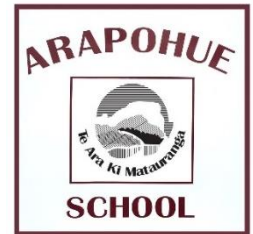
If it becomes necessary for a child to be removed from school during school hours, parents are asked to contact the school before school starts and to provide a written note to be handed to the class teacher. Children are not to be released early from classrooms without specific approval from the Principal.

## **WHEELS DAY**

Friday is Wheels Day and students are invited to bring their bikes, skateboards, scooters or skates. To ride students must have helmets and covered footwear. The school has a limited number of helmets for student use.



# Arapohue School Concerns and Complaints Process



Starting Point

