

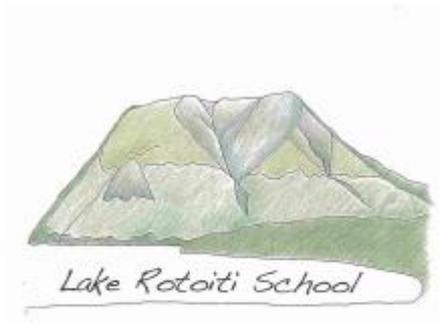
Lake Rotoiti School



Courageous Learners

**Preparing our children to approach
future challenges with confidence**





Courageous Learners

Preparing our tamariki to approach future challenges with confidence

We are a rights respecting school/kura with P.R.I.D.E. VALUES.

Welcome

Haere mai ki te kura ka nui te mihi

The staff and trustees welcome you to our school/kura. We are proud of what we offer and we are sure your tamariki will join in life here with enthusiasm and grow through the experiences we offer.

We hope that you, as a new parent, will quickly become part of our school community and feel as much at home here as your tamariki. As a small rural school, Lake Rotoiti strives to retain a close-knit 'whānau' atmosphere, with students/akonga receiving their education in a caring, positive and supportive climate. (Manaakitanga/Kotahitanga).

School and whānau contact is essential. If, at any time, you have any concerns or queries, we are more than willing to discuss these with you. Please contact us to make a mutually agreeable time to come and talk with us.

We look forward to an enjoyable and rewarding partnership with you as we work together towards the best possible education for your child. This booklet has been prepared to help inform whānau about the school.

If you would like to know more, or would like to look around the school, please don't hesitate to contact us and make an appointment.

Sue Ford

Dominique McCrostie

Principal

Board of Trustee Chairperson

Staff – 2018

Principal/Senior Class Teacher :	Sue Ford	sue.ford@lakerotoiti.school.nz
Junior Class Teacher :	Liz McCauley	liz.mccauley@lakerotoiti.school.nz
Principal Release Teacher :	Dan Brundan	
Teacher Aide :	Stephanie	
Office Manager/Finance Officer :	Tracy Younger	tracyy@lakerotoiti.school.nz
Librarian :	Jan	
Cleaner in Charge :	Kirsten	
Groundsman :	Brent	
Pool Caretaker :	Brent	
Bus Drivers :	Fiona and Linda	

School Contact Details

Telephone :	03 5211830
Email :	principal@lakerotoiti.school.nz
School Bus :	0204 035 9596

During class time, a phone message can be left at the office or on our answer service.

Tracy Younger, our Office Manager works on Monday, Wednesday and Friday mornings each week – at other times it is likely that our phones will go straight to the answer service.

Board of Trustees

The Board of Trustees is elected every three years by the whānau of currently enrolled students. They have the following responsibilities:

- Assist in preparing a Charter
- Connect with the community to form School Policies and Procedures
- Approve and monitor the school budget
- Act as good employers
- Maintain the school buildings, grounds and equipment
- Ensure, through the Principal, that the curriculum is being taught
- Ensure that the staff have ongoing training, development and thorough appraisal
- Review the work of the school
- Report on how well the school is meeting its objectives
- Consult with the community

Current Board Members:

Dominique McCrostie

Megan Andrews

Nik Joice

Liz McCauley

Sue Ford

The minutes of Board's meetings, our Charter and our annual plan are available at the school/kura office

Charter and Policies/Procedures are available on the school website via school docs.

Parents are most welcome to attend board meetings, but are not permitted to speak during discussion.

School Instructional Hours

Morning : 9.00 – 10.30 11.00 – 12.45

Afternoon : 1.30 – 2.55

Break Times:

Morning Break: 10.30-11.00

Lunch Break: 12.45-1.30

It is important to note that :

- No child is to arrive at school before 8.30. am
- Tamariki are expected to be picked up by 3.10.
- Bus tamariki only will be supervised until final pick up time.
- We have two homerooms: Tui's = seniors. Piwakawaka = juniors.

Supervision

Teacher/Kaiako supervision is continuous from 8.30-3.10 on all school days. Tamariki must stay within the school grounds unless this has been discussed with the teacher. Teachers are on duty during morning tea and lunch. Senior students/akonga, support Kaiako duties on a Wednesday. Honey Dew walks are run every Thursday with the Seniors (Tuis) and Sport challenges are run every Friday.

The Library is open Monday and Tuesday during lunch time. We expect all children to take 'PRIDE' in their behaviour and learning. Tamariki look after each other and are respectful at all times.

School Playground After-Hours

We encourage people to use the school/kura grounds after school and during the holidays, but they must respect them. It is important to remember that the school belongs to **everyone**. If you, your friends and family take pride in the grounds and buildings and treat them with care and respect, both present and future tamariki will benefit from their use. As a kura we are not responsible for injuries caused due to misuse of equipment.

We would like you to ensure that:

- Play is confined to the playing field, playgrounds areas and tennis courts and not around any of the buildings.
- The grounds are not used after dark.
- If damage does occur please notify the Principal or Office Manager.

Connecting with whānau

At Lake Rotoiti Kura we acknowledge the importance of building home/kura connections. We enjoy having whānau involved in all learning. We encourage learning partnerships and will meet with you three weeks after your tamariki has settled in to our kura. We like to share information building a more responsive and personalised approach to our teaching programmes.

We are presently creating more opportunities for whānau to be actively involved within the learning environment, developing stronger home/kura partnerships. These include Whānau hui, Student led Conferences, Drop in to our learning times and curriculum focus hui. Whānau are also invited to attend teacher/Kaiako professional development.

We also ask that whānau collecting children from the school premises at 3.00pm wait outside classrooms for tamariki.

Building Partnerships in Learning

We build positive learning partnerships and share information around learning with whānau. We have been developing a problem solving approach and value the input of you the whānau at home.

We value 'real time feedback' to your child's learning. Using Hapara and Google docs you can be connected to the learning. We actively encourage learning conversations and to support this tamariki email home weekly with their learning.

Reporting to Parents

We feel it is important for you to know about the progress and learning at Lake Rotoiti Kura.

Term 1 Whānau Hui and Goal Setting Reports

Term 2 Show our Learning session. Maths Big Day Out

Term 3 Student Led Conferences

Term 4 Formal Report and Whānau Hui

We will invite you to meet your child's Kaiako to discuss your child's progress. A written report will be sent home by the end of this term. For most tamariki this will include a statement to inform you of how your tamariki is progressing in relation to goals set in Term One, plus curriculum bench marks.

A written report will be sent home to whānau during Term 4. For most children this will also inform you of how the progress your child has made.

As well as our more formal reporting we believe that it is vital that whānau and Kaiako keep in close contact with each other at all times. Through this contact we can gather information that could help your child at school and at home.

Remember – you are always welcome to our kura, to talk to us at any time. If, however, discussions are going to take time, it is preferable to make a mutually convenient time to meet with the teacher after school.

Enrolments

Under the 1989 Education Act, children may be enrolled in full-time education once they are 5 and must be enrolled by the time they are 6. New entrants and their parents are encouraged to visit the school before the children 5th birthday, when they are eligible to start school. Our pre-school visits arrangements are flexible to suit the needs of your child, you and the school – please talk to the Junior Class teacher (Piwakawaka) regarding this.

Special Notes for Five Year Olds

- We believe in meeting the needs of all tamariki, so please discuss with the Piwakawaka Teacher start and finish times for your child.
- Tiredness leads to poor concentration and inconsistent behaviour at school. Some children may require extra rest or sleep during their first few weeks at school, or indeed at any time. Feel free to discuss this with your child's teacher. A day at home can be beneficial.
- Bags – when purchasing a school bag, please ensure it is big enough to hold books, lunches, drinks and extra clothing.

Absenteeism

One of the responsibilities of the Principal is to make sure that all children attend school regularly and punctually. The Education Act (1989) states that all enrolled children should attend school on every day that it is open.

It is important that you contact the school to let us know if your child is going to be absent. We ask that you either telephone the school or email us to inform us of your child's absence prior to school commencing for the day.

If your child is usually on the bus and is going to be absent, please phone the school bus mobile before 7.15am, in addition to phoning the school, so that the driver does not wait unnecessarily at your stop. The bus number is: 0204 035 9596

Library

Lake Rotoiti School has a well-stocked library and the books are available for borrowing by the children. Our librarian will ensure that your child is put onto the system soon after we receive their enrolment details.

The Piwakawaka tamariki may choose two books, which they may take home and the Tuis have free access to the library and may choose up to four books. These books are in addition to the reading books used in class and which may be sent home for you to read with your child; particularly when they first start school.

Scholastic Book Club

The book club order forms, which are sent home each term, are another way of arousing a child's interest in reading. These books are good value and are usually cheaper than bookshop prices. If you wish to order books without your child knowing, please contact the office. Ordering details are clearly printing on the order forms.

Parent Assistance (whanau support)

We actively encourage Parent assistance. The amount of voluntary time and service given by parents in the school is well valued. From time to time we will ask for help with various activities. We hope that you will assist where you can as this will help your child, the class teacher and will give you a greater understanding of how the school functions. Help is welcomed in the classroom, during sporting activities, trips and camp and for occasional working bees.

Newsletters/School-stream

We are fortunate in that our school/kura news is incorporated into the St Arnaud Community Newsletter which is produced fortnightly. These are emailed to you in a PDF format and can also be found on the school/kura website.

You will also receive an curriculum newsletter overview at the start of each term, outlaying the learning in each class plus events and consent forms.

We also use school-stream to update parents on a weekly basis.

Stationery and Equipment

The school stocks all the stationery and necessary items a child will need – we pass these on at the wholesale prices we purchase them at. You are, of course, able to supply your own exercise books etc. from home – please ask us for specific codes etc. so that your child's books match the school requirements.

All stationery items purchased from the school are invoiced to parents twice a year.

School Lunches

Tamariki having lunch at school sit together outside Nga Manu O Tane. On cold/wet days, they are able to eat inside. Kaiako are on duty and actively encourage all tamariki to complete their lunch. The kura has a pack in/pack out policy and we actively encourage the use of recyclable containers.

Hot lunches are provided by the by the Year 7/8 children on a Friday as part of their careers education. Orders/money for lunch items are taken on Wednesday each week on a strictly 'no money – no lunch' basis.

Lost Property

Naming clothing items means that we can ensure abandoned clothing gets returned to you as quickly as possible! We do have very few items of lost property, although we find that socks seem to be the most frequently discarded items of clothing amongst children in our school! If your child has lost socks, the Tui Classroom or the sandpit are good places to start looking.

School Car Park

We ask that whānau take great care when entering or leaving the school grounds via the carpark. The area directly alongside the Tui's Classroom is for dropping off only. The bus bay is in front of the school sign and parking for staff and visitors is along the fence on the far side of the car park. We ask that the entrance is kept clear at all times for emergency vehicle access.

Wheels: Bikes, Scooters, Boards

We encourage tamariki to bring these into the kura to use during morning tea and lunchtimes. Tamariki are allowed to use these items in the tennis courts and field areas. Tamariki must have appropriate footwear (closed in shoes – not gumboots) and a correctly fitted helmet which has been provided from home. We ask tamariki to use their own bikes/equipment etc.

Coming to School Safely

Walking to School: Tamariki who walk to school should do so with great care. It is essential that they know safe walking rules and the importance of safe road crossing procedures. Very young children should be accompanied by an adult or someone older. Tamariki are to go straight home after school. We have an ongoing safety programme that is taught in school.

Biking to school: Tamariki may bike to school. Current advice from the local police force is that children under 10 should not bike to school. Once at school, bikes should be stored in the bike shed or in the overnight lockable facility. Bikes not stored correctly by the children are not the responsibility of the school when left overnight.

Bus: The kura is contracted by the Ministry of Education to run its own bus service. We pride ourselves on the quality and safety of our school bus and on the ongoing training and support provided for our drivers. Tamariki must be accompanied to their bus stop each morning and met at the bus stop by an adult each afternoon – the bus driver will remain on the bus at all drop offs. We expect parents to meet their tamariki on the same side of the

road as the child is dropped off. Please come and speak to us if you would like to use our school bus service. Please also read our school policies on the web site.

School Trips, Camps and Visits

We plan numerous school trips during the school year to support tamariki learning in either curricular activities or those that support the development of the Key Competencies.

We aim to have a school camp each year. Kaiako plan the camp to ensure that all tamariki visit a range of locations and have different outdoor or cultural experiences during their time at the school. We rely on parental help for these camps and ask that children aged 5 or 6 have a parent accompany them whilst on camp. It is school policy that pre-school age children are not permitted on camp.

We are extremely fortunate that all these activities are funded by KEA Kai – it is therefore essential that all families commit to helping at KEA fundraising events. Most years **each** child is financially supported by KEA to the value of \$600 - \$800. A family with three children at the school will therefore save in the region of \$2000 annually by supporting KEA.

Swimming

We swim each day during November through to March. We ask that all tamariki bring swimming togs, a towel and goggles (if required) every day when the pool is in operation. It is kura expectation that all tamariki will take an active part in our swimming programme. The kura also encourages whanau to buy a pool fob over the summer break. Please contact Tracy in the office to organise your fob.

School Skiing

Every ski season, all pupils go skiing once a week for 5 – 7 weeks. The tamariki have a lesson in a group matched to their experience and capabilities. We need lots of parent support and help in this venture and ask that all 5 – 6 year olds have a parent to support them each week.

Your child's ski lesson is paid for by KEA, but the hire of ski equipment and the cost of getting to and from Rainbow Ski Field is the responsibility of the parent/caregiver. We will send comprehensive information home well in advance of the skiing season giving dates, times, costings, transport arrangements etc.

Music Tuition

The school has a strong tradition of teaching music and fostering an enjoyment in playing an instrument well and with others. We have a strong belief that music offers a challenge to all learners and can build strong foundations in learning that can be applied in all areas.

The kura offers Brass, Piano, Violin, Guitar and drums. Please contact us for more details.

Religious Instruction

Members of the local Chapel provide “Bible in Schools’ lesson once a week on Wednesday lunchtimes, held at the Community Hall. Attendance at these sessions is entirely at the discretion of the parent and the child.

School Productions

We aim to have a whole-school production every second year; it is an expectation that every child takes part in this and there is an element of commitment required from families too as the performances take place in the evening. Parental help is much appreciated in helping with costumes, making scenery etc. and transporting children when necessary.

In years when we are not undertaking a large-scale production we might endeavour to include some other whole-school activity in the curriculum. This might include a ‘World of Wearable Art’ technology module, taking part in the Nelson Masked Parade or another performance of some sort.

Honey Dew Walks/Forest Rangers

We offer a strong focus on the outdoors across the kura. Our outdoor education programme is supported by parents, teachers and outdoor education specialists. Tui’s have the option of weekly Honeydew walks throughout the year. During Terms One and Four, Tui’s walk to a variety of local places, including Beebees Walk, Mt Pangarau, Whiskey Falls and Rainbow Ridge. Alongside this is the skills for survival being integrated into the learning by our local education guide.

Year 8 City Experience

Towards the end of Year 8 we like to take our oldest children on a city excursion. Recent trips to Wellington have included experiences such as staying at an hotel, ordering meals at a restaurant, visits to Parliament, the Carter Observatory and art galleries and museums.

Sun-smart

- At Lake Rotoiti School we have a Sun-smart Policy. Our aim is to increase awareness and provide information regarding skin cancer and to encourage self-motivation and responsibility. As part of this we provide sunscreen in both classrooms and expect all children to wear a wide brim hat outside during Terms 1 and 4.
- We strongly advise that all children have sunscreen applied before they come to school in Terms 1 and 4 as a safeguard against erratic reapplication during the school day.

Health Matters

When a child has an accident or becomes ill whilst at school we try to get in touch with parents as soon as possible. It is therefore important that the annual 'Emergency Contact Form' is completed and returned promptly. Please remember to contact the school if any of the information on that form changes – changes of mobile phone numbers seems to be the most likely one that gets forgotten!

If your child has ongoing medication, please let us know as this can sometimes affect a child's performance in class. The school has procedures in place for the administration of medicines – please call in to the office and we can talk this through with you.

We will always contact you if your child has a minor head injury – usually we will phone you or send a note home if we have not been able to contact you. Other minor injuries (cuts, grazes etc) will be recorded in our Accident Book but we will not necessarily contact you.

Headlice

From time to time we get headlice at school. Nobody likes getting headlice and it is important that you check your child's hair regularly and let us know if you come across these unwelcome guests. The school has more information on headlice and treatments should you need it.

Dental Treatment

Tamariki at Lake Rotoiti School are entitled to access the Community Oral Health Service for regular check-ups and treatment when required. Please let your class teacher know if your child will be attending this service.

Public Health Nurse

The Public Health Nurse visits the school regularly to assist teachers and parents with concerns about children's health. If you have a particular concern, please feel free to contact the Health Nurse through the school. Most of you will already have met the Health Nurse through pre-school health checks.

Special Features of our Small Rural School

Our school has many distinctive features which may in some way influence your tamariki:

- Teacher/pupil ratios (1:20 or less) are lower than in urban schools.
- The classes are multi-level; i.e. several year group levels within once room.

This has the advantage of allowing for flexible grouping situations to take into account individual strengths and areas for development. e.g. we may find some Year 3 children working with Year 4 children in maths because they need extension.

- Equipment is shared by fewer tamariki and kaiako access is greater.
- There is great opportunity for close interaction between older and younger children, which creates a family atmosphere both in the playground and the classroom. (Tuakana/teinga)
- The kura provides a focal point for the community.
- Enhanced opportunities for education outside the classroom (e.g. trips, visits) due to location.
- We are fully networked and wireless. We use iPads and Chrome books. Tui's lessons are planned through Hapara and google suit. All senior akonga have access to their own school device.



KEA PARENT FUNDRAISING GROUP What is KEA all about?

Kea is a parent fundraising organization that stands independently from the school but exists to raise money to support the school in the education of our children. Our mission statement reads " ... **to generate and manage financial resources for the purpose of facilitating the academic, cultural and outdoor education of those attending Lake Rotoiti School.** "

Over the years different fundraising ideas have been discussed and tried (and are still welcome) but it is our catering that seems to withstand the test of time and generate the bulk of our income. We run a very successful food tent at the community's two large boating events, Classic Boats and Power Boats, which usually occur over summer. We also cater for groups ranging from 20 to over 100 people, covering one meal to all food requirements for an entire weekend. This happens anywhere from 2 to 6 times a year. The Nelson Lakes Festival is proving to be another worthwhile weekend to put fundraising efforts into.

There have been times when Kea has joined with other local groups for larger community projects such as buying a heart defibrillator and medical equipment for the fire force. In the same community spirit those groups often support Kea, as do non-parents, when we need extra people to organize or help out at an event and for a project, such as the School Pool upgrade and buying the School Library Building, that benefits the wider community. We are very lucky!!!

On average we raise around \$15 000 a year which may not seem a lot compared to larger schools in larger communities but for our size we are doing great. The distribution of our income is decided at our AGM to which all parents are encouraged to attend and have their say. During the AGM we elect a President, Secretary and Treasurer for the year, thank those departing, discuss possible events as well as discuss the Teaching and School wish list for spending options. We may have other meetings during the year if needed to discuss events and spending and it is hoped that one member from each family will attend these. Every now and then we are also independently audited to make sure everything stays according to our principals and above board.

The Benefits!

Because we fundraise so well there are no school fees at Lake Rotoiti School. Ministry of Education funding doesn't stretch as far as paying for everything our teachers need for the classrooms so Kea provides the shortfall. We also pay for the yearly School Camp; the senior

trip to Wellington; class and school trips; a huge part towards school skiing costs; books for the Library and other requests from teachers or the Board of Trustees. For us as parents this means no bills for school camp, seriously reduced costs for skiing as well as no yearly general fees. So although there are some weekends where the effort of helping can seem daunting when you look at money saved verses time spent it is well worth it!

Kea needs ALL parents!

Because we have a very small pool of parents to draw from it helps if all families pitch in for each event. The large weekends of Power Boats, Classic Boats and The Lakes Festival bring in the most money and require great effort. An organizing group will get together to arrange food orders, the tent etc., and put together a roster to staff the tent. This group works best with two to three couples working together to share the load, as there is a lot of behind the scenes organizing to do before and after the events. Everyone else will be asked to cover 1 to 2 shifts (depending on school size at the time) as well as baking and picking up/ dropping off items from town either side of the weekend. Catering weekends are usually run by 2 to 3 people who will do the behind the scenes organizing and contact other parents to arrange shifts in the kitchen. There are daytime prep shifts as well as evening shifts and the effort needed depends on numbers catered for and number of meals needed. An entire weekend is pretty full on and requires each family to do 2 shifts, one or two meals are much more relaxed. At home baking and picking up food orders from town is also needed. It is understood that some families with young children or who work weekends may have trouble covering shifts but there is always lots to do from home, including looking after kids for those in the tent, so in the end it seems to work out fairly for most. Two things to note: First, we need mums and dads for this, not just mums: and secondly, we do have a lot of fun together as well as work and often get a taste of the delicious food, mmmmm.

So if you have any catering or organizing experience (or are simply happy to take this role on and learn, we will place you with someone who knows the drill) then please let the Kea President know. We will ask for organizational volunteers before each event and in all honesty these are the hardest roles to fill. They do take a bit of work but it's rewarding, needed, and once you have done it once it is easier next time as we tend to stick to what works. This is true also for our committee roles of President, Treasurer and Secretary. Anyone who is keen can apply at the AGM but financial experience for the Treasurer is welcome!!!

So, welcome to the school, and to our parent community KEA. Please feel free to contact our committee members with concerns or ideas at any time.

Our school benefits, our kid's benefit, our wallets benefit and we promise ... WE DO HAVE SOME FUN!!!!!!