

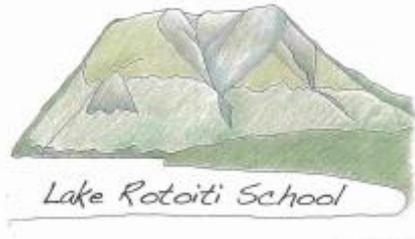
Lake Rotoiti School



Courageous Learners

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





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Welcome

Haere mai ki te kura ka nui te mihi

The staff and trustees welcome you to our school. We are proud of what we offer and we are sure your children 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 child. As a small rural school, Lake Rotoiti strives to retain a close-knit 'family' atmosphere, with students receiving their education in a caring, positive and supportive climate.

School and parent 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.

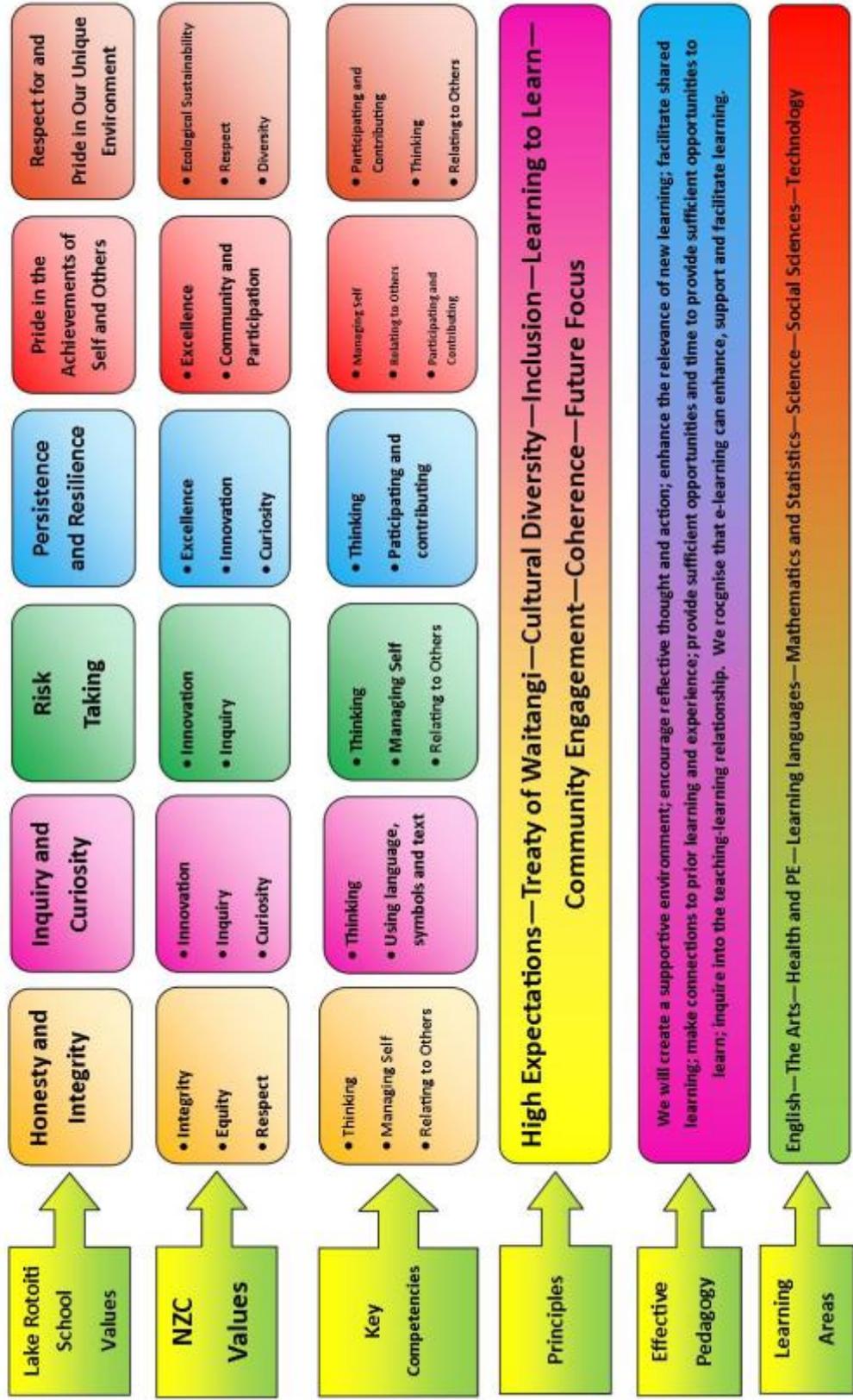
We look forward to an enjoyable and rewarding partnership with you as we work together towards the best possible education for your child. This booklet has been prepared to help inform parents and caregivers about the school.

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.

Giles Panting
Principal

Phil Crawford
Board Chair

Courageous Learners — preparing our children to approach future challenges with confidence



Staff – 2017

Principal/Senior Class Teacher	:	Mr Giles Panting
Junior Class Teacher	:	Mrs Nicky Crawford
Principal Release Teacher	:	Mrs Emma Panting
Teacher Aide	:	Mrs Stephanie Coote
Office Manager/Finance Officer	:	Mrs Tracy Younger
Librarian	:	Mrs Jan Thomson
Cleaner in Charge	:	Mrs Kirsten Dick
Groundsman	:	Mr Gary Dick
Pool Caretaker	:	Mrs Tracy Younger
Bus Drivers	:	Mrs Fran Andrews Mr Stuart Davidson

School Contact Details

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

If you wish to contact a teacher by phone, the best times are between:
8.20 – 8.55 12.30 – 1.30 After 3.05pm

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 parents/caregivers of currently enrolled students. They have the following responsibilities:

- Prepare a Charter
- Formulate School Policy and Procedure
- Approve and monitor the school budget
- Act a 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:

Phil Crawford	Chair	(Re-elected 2016)
Nicky Crawford	Staff Representative	(Re-elected 2016)
Rachel Allright	Parent Representative	(Elected 2016)
Anna King	Parent Representative	(Elected 2016)
Dominique McCrostie	Parent Representative	(Elected 2016)
Ian Thorneycroft	Parent Representative	(Elected 2016)
Giles Panting	Principal	

The minutes of the Board's meetings are available on the school website. Copies of the current Charter and Policies/Procedures are available to parents in the school staffroom.

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

School Hours

Morning	:	9.00 – 10.30
		11.00 – 12.30
Afternoon	:	1.30 – 3.00

It is important to note that :

- No child is to arrive at school before 8.15am
- Children should go straight home after school for their own safety.

Supervision

Teacher supervision is continuous from 8.30am – 3.10pm on all school days. Children are not to leave the grounds without teacher consent. Our school is unusual in that staff do not usually go out onto the playground to supervise playtimes; we expect all children, especially those at the top end of the school, to look out for each other and treat each other kindly and respectfully at all times. We have found that this works very successfully for us and with the children in our care. All children know that there is always a staff member available in the staffroom (which is central to the school grounds) for any problems or issues that may arise.

School Playground After-Hours

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 children will benefit from their use. We encourage people to use our grounds after school and during holidays, but they must respect them.

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.

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 Junior Class are taken to the library to choose two books which they may take home and the Senior Class 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 Help

The amount of voluntary time and service given by parents in the school is considerable and is of great value. 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 lass 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

We are fortunate in that our school news is incorporated into the St Arnaud Community Newsletter which is produced fortnightly. These are sent home from school with your child and are also emailed to you in PDF format.

Increasingly, we are finding that we send copies of notes or reminders/requests as emails to parents – please ensure that we have up to date emails for any caregivers who wish to receive these updates.

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

Children having lunch at school sit together outside the classroom blocks. On cold/wet days, they are able to eat inside the classrooms. Younger children often need to be reminded to eat their lunch – if you find that your child is not eating the lunch that you have provided, please speak with the class teacher.

Hot lunches are provided by the by the Year 7/8 children on a Thursday 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 Junior Classroom or the sandpit are good places to start looking.

School Car Park

We ask that parents take great care when entering or leaving the school grounds via the carpark. The area directly alongside the Junior 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.

Bikes/Scooters/Ripsticks etc.

We encourage children to bring these into school to use at morning tea and lunchtimes. Children are allowed to use these items in the tennis courts and school grounds. We do however ask that children only use their own equipment and that they wear an appropriate safety helmet at all times (to be provided by parents).

Coming to School Safely

Walking to School – pupils 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. Children are to go straight home after school. We have an ongoing safety programme that is taught in school.

Biking to school – children may bike to school providing that they wear a bicycle helmet. 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 school 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. Children aged under 7 must be accompanied to their bus stop each morning and met at the bus stop by an adult each afternoon – the bus drivers will not leave a 5 or 6 year old child unattended. Please come and speak to us if you would like to use our school bus service.

School Trips, Camps and Visits

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

We aim to have a school camp each year. The staff plan the camp to ensure that all children 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 aim to swim each day when the pool is warm enough. For 2017, one of our aims is the building of a new pool and renovation of the building and changing rooms. This will entail the fitting of a heat-pump which means that we can guarantee constant temperatures from November – March. We ask that all children bring swimming togs, a towel and goggles (if required) every day when the pool is in operation. It is a school expectation that all children will take an active part in our swimming programme.

School Skiing

Every ski season, all pupils go skiing once a week for 5 – 7 weeks. The children 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.

Our brass teacher, Nick Sharpe, comes into school every week and undertakes individual and groups lessons and also teaches our school band. The band perform at school and community events and have been on tour to other schools and performed as part of the Nelson Arts Festival. Wendy Bolitho is our piano teacher and she gives individual lessons to children, whose parents require them, each week.

Usually, children are ready to start music lessons in Year 4 or Year 5 – please contact the school for more information if your child is interested.

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 other 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. In the past we have performed at the Lake Rotoiti Community Hall, The Suter Gallery Theatre and Theatre Royal in Nelson, which has been a fantastic experience for the children. 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 endeavor 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.

Year 7/8 Tramp

We traditionally have a Year 7/8 Tramp (usually towards the end of Term 4 each year) as part of our commitment to tailoring our learning programmes to the environment in which we are based. This is usually an overnight tramp led by instructors from the Rotoiti Lodge Outdoor Education Centre and has become a key part of our annual learning. More information is given to parents prior to the trip taking place.

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.

Open Door 'Policy'

As with many schools, at Lake Rotoiti we have an open door 'policy' for parents. Please note that this is not an actual written 'policy'! This means that we welcome parents into school to talk to us, come and see your children's work etc. However, we do ask that parents speak to us before and after the school day so that our teaching is not interrupted and we do discourage parents from dropping into lessons without prior arrangement with the class teacher. We also ask that parents collecting children from the school premises at 3.00pm wait outside classrooms for children.

Reporting to Parents

The school is required to formally report to parents on student's progress at least twice yearly. The methods and timing may vary from year to year as we strive to improve our procedures.

- Term 1** We will invite you to meet your child's teacher to discuss your child's progress.
- Term 2** A written report will be sent home by the end of this term. For most children, this will include a statement to inform you of how your child is progressing in relation to the National Standards in reading, writing and mathematics.
- Term 4** A written report will be sent home to parents; for most children this will also inform you of how your child has performed in relation to the National Standard in reading, writing and mathematics.

NB: We will report on National Standards at the end of 1,2 and 3 years at school (this will often coincide with your child's 6th, 7th and 8th birthdays) and thereafter at the end of Years 4 – 8.

As well as our more formal reporting we believe that it is vital that parents and teachers 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 come to school 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 regarding this.

Special Notes for Five Year Olds

- Children may finish at 2pm for the first few weeks by arrangement with the class teacher.
- 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.

Health Matters

Please check that your child is medically fit to attend school. We have limited facilities to care for an ailing child and cross-infection can put other children and staff at risk. Those extra days convalescing after an illness are important before a child is ready to take a full and active part in the life of the school again.

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 from a Doctor, 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

Children at Lake Rotoiti School are entitled to access the Community Oral Health Service for regular check-ups and treatment when required. Our allocated clinic is at Henley School in Richmond and you can register with them by phoning 03 5395320.

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.

Sunsmart

At Lake Rotoiti School we have a Sunsmart 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 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.

School Uniform

There is no requirement that children should wear a uniform as part of the normal school day at Lake Rotoiti. However, parents are asked to carefully consider comfort, practicality and the season when choosing clothing and footwear for your child.

School polo-shirts are available from the school office (we offer these at wholesale cost price) for children to wear on school trips, outings, performances etc. This aids teachers in keeping track of children when out in public or when attending events with other schools.

Special Features of a Small Rural School

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

- Teacher/pupil ratios (1:20 or less) are lower than in urban schools.
- The classes are multi-level; ie. 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, eg. we may find some Year 3 children working with Year 4 children in maths because they need extension.
- Equipment is shared by fewer children and teacher access is greater.
- The opportunity for senior pupils to develop a sense of responsibility is greater because there are fewer of them to share the tasks.
- Because of the size of the school, which includes Year 1 – Year 8 children, there is great opportunity for close interaction between older and younger children, which creates a family atmosphere both in the playground and the classroom.
- The school provides a focal point for the community.
- Enhanced opportunities for education outside the classroom (eg. trips, visits) due to ease of transportation.
- The school has great opportunities for Information Technology to enhance children's learning: we are fully networked and wireless, we have iPads on a 1:2, device:child ratio and all senior class children have access to their own Chromebook.



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. It can be hard work but our school benefits, our kid's benefit, our wallets benefit and we promise ... WE DO HAVE SOME FUN!!!!