



19 Main Road  
St Arnaud  
Nelson7072

[office@lakerotoiti.school.nz](mailto:office@lakerotoiti.school.nz)  
Ph: 03 5211830

# Contents

- Message from the Principal.
- Our Board
- Essential information.
- Enrolment form and permission forms
- Complaints policy
- Behaviour management policy

If you have any questions please don't hesitate to contact the school at any time by email or phone call.

The office phone is manned on Monday, Wednesday and Friday from 9 - 12:30.

Staff can be emailed:

[mike.allen@lakerotoiti.school.nz](mailto:mike.allen@lakerotoiti.school.nz)

[miriam@lakerotoiti.school.nz](mailto:miriam@lakerotoiti.school.nz)

[dominique@lakerotoiti.school.nz](mailto:dominique@lakerotoiti.school.nz) (office)



Message from the Principal:

Thank you for considering Lake Rotoiti School as a place for your child to learn.

Our mission is to prepare every child to approach future challenges with confidence.

To do this we take advantage of our wonderful environment at every opportunity. From skiing in winter, sailing in summer, and looking after our environment through science studies, our students (akonga) are encouraged to challenge their thinking and their physical abilities through a wide variety of experiences.

One of the great advantages of our school is its small size and small classes. In many cases the children have individual tuition. Children support each other in their learning and social development. A tuakana/teina approach for some activities gives our older children a sense of social responsibility and makes our younger children feel safe and valued.

We encourage our parent community and the wider community to help us wherever they can and we try to inspire our students to consider their involvement in wider community activities.

Our classrooms are well appointed and the Board of Trustees supports us to be well resourced compared to schools of similar or even larger sizes.

We have a very active Kea Kai fundraising group which enables the children to go on annual camp and weekly skiing at minimal cost.

This is a wonderful school with a lovely community attitude and dedicated and caring staff. Miriam and I welcome you to our community.

Mike Allen.  
(Principal and Senior class teacher.)

# Essential Information

## School hours:

9am - 10:30am (morning tea)  
11am - 12:45 pm (lunch)  
1:30pm - 3pm

## School bus:

At present there are two runs: one up to Kikawa and up the Howard valley and one down the Wairau Valley.  
Please check with the office to see if your child is eligible.  
The buses are scheduled for pickups and are usually at school by 8:40. They depart promptly at 3:05pm.

## Illness:

If your child is ill or showing symptoms of illness, please keep them at home.  
If necessary, we will contact you to pick up your child.  
If your child needs medication at school please fill in the appropriate documentation.  
Please make certain that alternative phone numbers and emergency contacts are up to date.

## Headlice/nits:

As in all schools, these do appear from time to time.  
We will put out a general notice that doesn't identify affected children and we ask that you treat your child as necessary. There is a limited supply of treatment at school if you need it, and the school has an electric headlice/nit comb available for loan.

## Programmes of work:

The school has a clear draft curriculum document that is available for parents to look at. When it is out of draft it will be available on the website.  
The school programme of work is intended to be flexible so that we can take advantage of local events or visiting activities.

## Reports:

Formal written reports are sent out at the end of Terms 2 and 4.  
Formal interviews are held after reports in Term 2.  
Parents and teachers are encouraged to talk to each other on a regular basis about their children.

## Policies:

We use Schooldocs.  
Please log in to <https://www.schooldocs.co.nz/> and search for Lake Rotoiti School  
Username 3199  
Password learner  
Periodically the Board of Trustees will ask you to assist them by reviewing certain policies.

## Contact methods:

Phone: 03 5211830  
Email: [office@lakerotoiti.school.nz](mailto:office@lakerotoiti.school.nz)  
[mike.allen@lakerotoiti.school.nz](mailto:mike.allen@lakerotoiti.school.nz)  
[miriam@lakerotoiti.school.nz](mailto:miriam@lakerotoiti.school.nz)  
Schoolstream: This is our primary mode of communication from the school to you.  
Please download the app and search for Lake Rotoiti School.



# LAKE ROTOITI SCHOOL BOARD OF TRUSTEES



The Board of Trustees of Lake Rotoiti School is focused on the ongoing improvement of student progress and achievement within an environment that provides inclusive education.

We are accountable for the school's performance, strategic leadership, set the vision for the school and ensure compliance with legal and policy requirements.

Key elements of our role include: Leadership, Accountability, our role in employment and Representation (including consultation).

As a board, we have seven critical areas we need to focus on

- 1 Development and ongoing review of the school charter
- 2 Monitoring and reviewing your school's progress
- 3 Putting in place a policy framework
- 4 Being a good employer
- 5 Managing assets
- 6 Ensuring your school's legal compliance
- 7 Implementing the National Education Guidelines

To keep our parents in the loop we will ensure our school docs are shared with our parents and community e.g. complaints policy, anti bullying etc

Review and update the school's Strategic Plan (long term plan).

Build Relationships

Review ongoing building maintenance and contract work especially to ensure the school is safe for our children and provides a learning environment that is adaptable

Review curriculum programs to reflect local community opportunities

**COMMUNITY BOARD MEMBERS:** Frith Dollimore (Chair), Simon Thomas, Daryl McCrostie, Paul Dulieu, Allister Nicholls

**STAFF BOARD MEMBERS:** Mike Allen (Principal), Miriam Gebhard





# KEA KAI PARENT FUNDRAISING GROUP

President: Ina Biertuempfel  
Secretary: Andrea Thomas  
Treasurer: Dominique McCrostie  
[keakaicatering@gmail.com](mailto:keakaicatering@gmail.com)

## What is Kea Kai all about?

Kea Kai 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.**"



Kea Kai runs a very successful food tent at the community's two large boating events, Classic Boats and Power Boats, which usually occur over summer and also caters for groups ranging from 20 to over 100 people which happens anywhere from 2 to 6 times a year.

On average we raise around \$15 000pa and 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 School wish list for spending options.

## The Benefits

As 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.

## Kea Kai needs ALL parents

Since 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 and Classic Boats bring in the most money and require great effort. Participation includes helping to organise, taking on shifts in the tent, home baking and picking up food orders from town. 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.

Welcome to the school, and to our parent community Kea Kai, it can be hard work but our school benefits, our kids benefit, our wallets benefit and we promise ... **WE DO HAVE FUN!!!!**



# ENROLMENT FORM



## LAKE ROTOITI SCHOOL

19 Main Road  
RD2  
St Arnaud 7072

Ph (03) 521 1830  
[office@lakerotoiti.school.nz](mailto:office@lakerotoiti.school.nz)  
[www.lakerotoiti.school.nz](http://www.lakerotoiti.school.nz)

### STUDENT DETAILS

Surname:	First Names:
Preferred Surname:	Preferred First Name:
Date of Birth:	Gender:                      Girl/Boy
Address:	Place in family:              out of                      child(ren)
	Current Year Level:
	Previous School:
Home Phone:	Sibling(s) likely to attend in the future:
Mobile Phone:	Name:                                      Birth Date:
Email:	Name:                                      Birth Date:
NZ Citizen/Resident: Yes / No (if No, enter details below)	Name(s) of other child(ren) attending this school:

Please provide a copy of student's passport or birth certificate.

ETHNIC INFORMATION	EARLY CHILDHOOD EDUCATION
Languages Spoken at Home:	Was ECE Regularly Attended? <input type="radio"/> Yes, for the last _____ months/years. <input type="radio"/> Not regularly, only occasionally with no on-going schedule <input type="radio"/> No, did not attend ECE
Ethnicity 1:	<input type="radio"/> Home Based Service
Ethnicity 2:	<input type="radio"/> Kindergarten or Education and Care Centre
Ethnicity 3:	<input type="radio"/> Kohanga Reo
Iwi/Hapu:	<input type="radio"/> Playcentre
1.	<input type="radio"/> Playgroup or Pacific Island EC Group
2.	<input type="radio"/> Correspondence School
3.	<input type="radio"/> Attended, but only outside New Zealand
Country of Birth:	<input type="radio"/> Attended, but don't know what type of service
Date NZ entry:	<input type="radio"/> Did not attend
	Approx hours per week spent at ECE:
	Did your child attend an ECE service in the six months prior to starting school? <input type="radio"/> Yes <input type="radio"/> No

### PARENT / CAREGIVER DETAILS e.g Mother/Father/Guardian

CAREGIVER 1	CAREGIVER 2
First Name:	First Name:
Surname:	Surname:
Address:	Address:

Home Phone:	Home Phone:
Mobile Phone:	Mobile Phone:
Email:	Email:
Relationship to student:	Relationship to student:
Occupation:	Occupation:
Work Name:	Work Name:
Work Phone:	Work Phone:
Child lives with:	Both Parents                      Caregiver 1                      Caregiver 2 <i>(Please Circle)</i>
Parents Country Of Birth	(Mother):    (Father):
Names of Legal Guardians:	
Custody Arrangements / Access Restrictions:	
Court Order Issued? Yes / No	Copy of Order on File: Yes / No
<b>EMERGENCY CONTACTS</b>	
Name:	Name:
Relationship to Child:	Relationship to Child:
Home Phone:	Home Phone:
Mobile Phone:	Mobile Phone:
<b>HEALTH / MEDICAL INFORMATION</b>	
Doctor:	Phone:
Has your child had a B4 School Check? <input type="radio"/> Yes <input type="radio"/> No	
Vision / Hearing / Speech:	
Learning/Behaviour Needs:	
Specialist Needs / Resourcing / Agencies:	
Immunisations: My child is fully immunised to 5 years <input type="radio"/> Yes <input type="radio"/> No <i>(Please provide copy of record)</i>	
Immunisations: My child is part immunised. <input type="radio"/> Yes <input type="radio"/> No    Details:	
Does your child have any medical issues/treatments we need to know about? <input type="radio"/> Yes <input type="radio"/> No	
Medical Condition #1:	
Severity: <input type="radio"/> Hospitalisation <input type="radio"/> Emergency Care required <input type="radio"/> Contact caregivers <input type="radio"/> Moderate Risk <input type="radio"/> Low Risk	
Is Medication held at school? <input type="radio"/> Yes <input type="radio"/> No	Name of Medication:
Have you submitted an action plan? <input type="radio"/> Yes <input type="radio"/> No	
Medical Condition #2:	
Severity: <input type="radio"/> Hospitalisation <input type="radio"/> Emergency Care required <input type="radio"/> Contact caregivers <input type="radio"/> Moderate Risk <input type="radio"/> Low Risk	
Is Medication held at school? <input type="radio"/> Yes <input type="radio"/> No	Name of Medication:
Have you submitted an action plan? <input type="radio"/> Yes <input type="radio"/> No	



**PERMISSIONS**

**Internet:**

Yes       No

I give permission for my child to use the internet for educational purposes, under the supervision of a teacher.

**Photos:**

Yes       No

I give permission for photos of my child to be taken, and used for Teacher assessment, school publications, on the school website or by outside agencies (in consultation with parents/caregivers).

**Facebook:**

Yes       No

I give permission for photos of my child to be used on the school Facebook page.

**Walks & EOTC (Education Outside the Classroom):**

Yes       No

I give permission for my child to go on local school trips within walking distance of school.

Yes       No

I give permission for my child to participate in E.O.T.C activities at school or within the St Arnaud area. *Individual permission will be sought for any other trip / excursions.*

**Vision and Hearing:**

Yes       No

I consent to my child's vision and hearing being tested.

**Pain Relief:**

Yes       No

I give permission for the school to administer Paracetamol for pain relief.

**Medical Emergency:**

Yes       No

I give permission for the school to act on behalf of my child in the event of a medical emergency.

**Bible in Schools:**

Yes       No

I give permission for my child to attend Bible in Schools.

**ADDITIONAL INFORMATION**


**ACCEPTANCE**

In terms of the Privacy Act, I understand that the information on this form is collected to form part of the essential information the school holds on my child. I approve the forwarding of this information when my child transfers to another school. I further approve the forwarding of my child's name and address on request to a potential intermediate school. I understand that the school will take action on my behalf in case of sudden illness or injury. I agree to abide by school policies.

Parent /Caregiver Name: .....

Parent / Caregiver Signature: ..... Date: .....

**OFFICE USE ONLY**

School Admission No:

NSN:	Date Of Entry:	
Year Level:	Class:	Birth Certificate Number:
Teacher:	Start Date:	Passport Number:





# Lake Rotoiti School

## Blanket Consent form

This EOTC form is to cover events which occur during the course of a school day and conclude prior to approximately 6.00pm. For example, nature walks, ice-skating, skiing, Rotoiti Lodge Outdoor Education Center activities etc. Where an event involves risk exposure greater than what would typically be the case at school, such as adventurous activities or hazardous environments or the event continues overnight, specific consent will be required. At the time of our seeking any further consents you will also be asked to update the health and contact information held by school.

It is important that this form is completed at the start of the year for all students who will be participating in EOTC events (as described above). Details on this form will remain confidential to school staff, contractors and volunteers associated with supervising activities on EOTC events. It is crucial that you provide us with up to date information, that is accurate and complete, to allow us to plan appropriately for EOTC events.

Please note that is very important that student details such as health information and emergency contacts are kept up to date with the Lake Rotoiti school office during the year.

Please ensure that all sections of this form are completed and it is returned to the Lake Rotoiti school office.

### Privacy Statement:

*Please note: the personal information being collected on this form is for the purpose of running EOTC events. It won't be used or disclosed for any other purpose except in accordance with the Privacy Act 2020. You have the right under that Act to access and seek correction of the information from the school.*

### Student Information

Name: \_\_\_\_\_ Year: \_\_\_\_\_  
Address: \_\_\_\_\_  
Student email: \_\_\_\_\_ Student cellphone: \_\_\_\_\_

### Swimming Consent

For activities where being able to swim is essential. Consent does not remove the need for group leaders to ascertain for themselves the level of the student's swimming ability.  
Swimming ability

- |   |     |    |            |
|---|-----|----|------------|
| • Is your child able to swim 50 metres?                       | Yes | No | Don't know |
| • Is your child water confident in a pool?                    | Yes | No | Don't know |
| • Is your child confident in deep water?                      | Yes | No | Don't know |
| • Is your child able to tread water?                          | Yes | No | Don't know |
| • Is your child able to survival float?                       | Yes | No | Don't know |
| • Is your child confident in the sea or in open inland water? | Yes | No | Don't know |
| • Is your child safety conscious in and around water?         | Yes | No | Don't know |

Signed: .....

### Medical Consent

- In an emergency school may act on my behalf
- School may administer pain relief
- I agree that if prescribed medication needs to be administered, a designated adult will be assigned to do this. I will ensure that prescribed medication is clearly labelled, securely fastened and handed to the designated adult with instructions on its administration.
- I will inform Lake Rotoiti school as soon as possible of any changes in the medical or other circumstances.
- I agree to my child receiving any emergency medical, dental, or surgical treatment, including anaesthetic or blood transfusion, as considered by the medical authorities present.
- Any medical costs not covered by ACC or a community service card will be paid by me.
- If my child involved in a serious disciplinary problem, including the use of illegal substances and/or alcohol, or actions that threaten the safety of others, he/she will be sent home at my expense.

Signed: .....

### Student Contract



To be read and signed by all participating students.

- I understand that any EOTC event is an opportunity for me to learn, practise skills and gain attitudes and values in an environment outside the classroom.
  - I realise that this requires me to take on genuine responsibility for my own learning and the safety and that of myself and others.
- I agree to do the following to make this happen:
  - Show courtesy and consideration for others; Follow the rules and instructions of staff and other supervisors at any event; Take part in all activities within challenge-by-choice options; Look after myself and my personal belongings; Declare medical conditions that could affect participation in the event; Accept the rules set by the school for any event, even if they are different from what is accepted at home.
- I understand that my parent/caregivers will be contacted and I may be sent home at their expense if:
  - My actions are considered unacceptable by staff; I break the school drugs and alcohol policy; My actions put me or others in any danger.

Signed (by student): ..... Date ...../...../.....

<b>Parental Consent</b>
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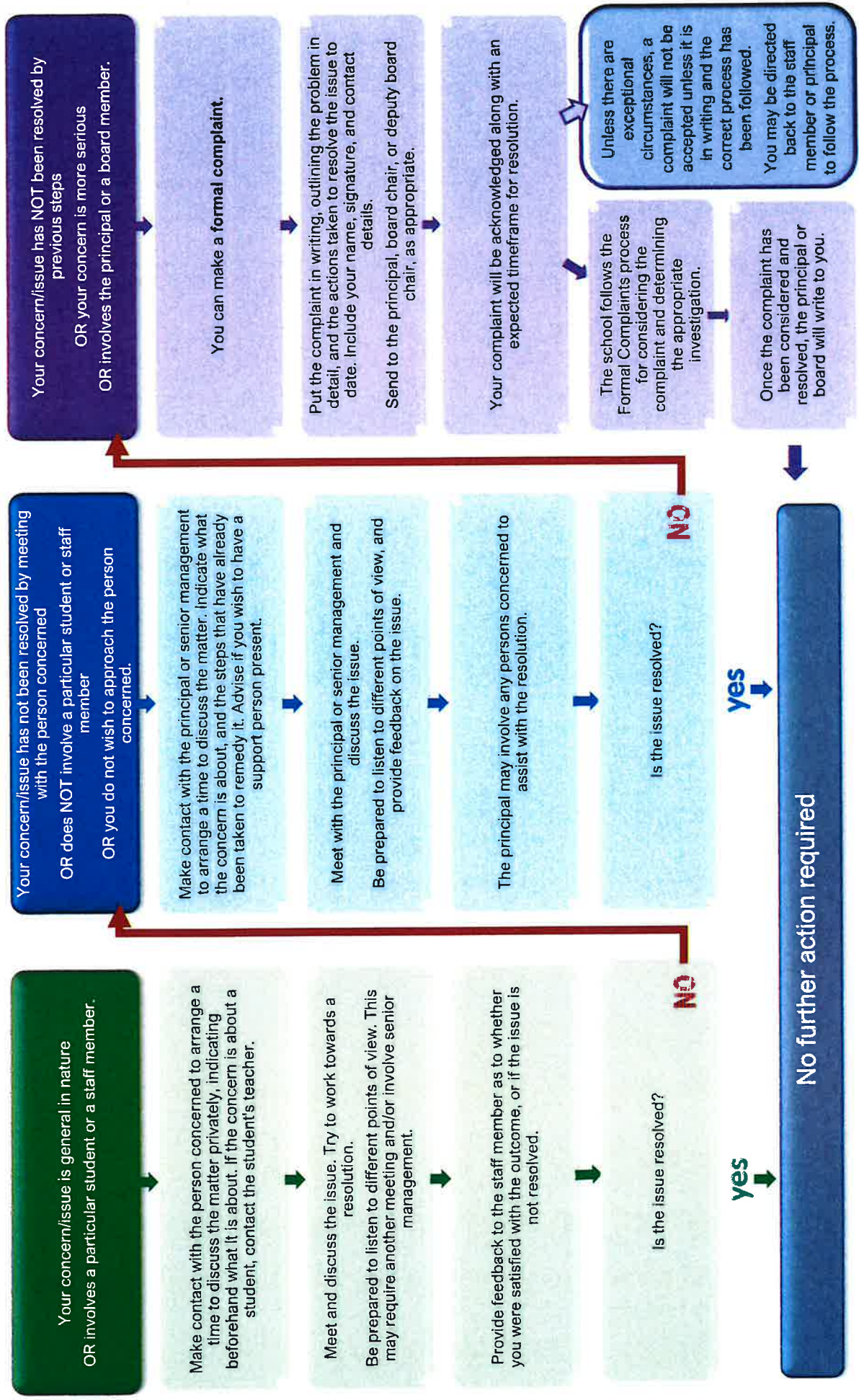
- I agree to my child taking part in EOTC events. I acknowledge the need for them to behave responsibly.
- I understand that there are risks associated with involvement in xxx school's EOTC events and that these risks cannot be completely eliminated.
- I understand xxx school will identify any foreseeable risks or hazards and implement correct management procedures to eliminate or minimise those risks.
- I understand that my child will be involved in the development of safety procedures. I will do my best to ensure that my child follows these procedures.
- I acknowledge that in order to gain a better understanding of the risks involved I am able to ask any questions of Lake Rotoiti school about the activities in which my child will be involved. I recognise that participation in such activities is voluntary and not mandatory. My child and I both understand that they may withdraw from the activity if they feel at risk. This must be done in consultation with the person in charge.
- I understand that Lake Rotoiti school does not accept responsibility for loss or damage to personal property (either my child's property or damage to other's property caused by my child) and that it is my responsibility to check my own insurance policy.

Signed: ..... Date ...../...../.....

(Full name of parent/Caregiver) .....

# Concerns and Complaints Process

Most concerns can be resolved informally by discussions with the people concerned.



This flowchart aligns with the school's Concerns and Complaints policy and procedures.



# Lake Rotoiti School

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Next review: Term 2 2025

## Behaviour Management

We promote a culture of **care and protection** of students, and we prioritise this when managing behaviour and dealing with behaviour incidents.

At Lake Rotoiti School we promote positive student behaviour and ► **de-escalation** of challenging behaviour. We accept that challenging behaviour is a result of student distress, and respond accordingly. For more information, see **Reducing Student Distress**.

We also expect our students, staff, and the wider school community to maintain high standards of **conduct**, and for visitors, parents, and whānau to model positive behaviour for students. **Bullying** and **harassment** within the school community is taken seriously, and is dealt with through our behaviour management strategies. We advise our community of procedures to follow if they have any **concerns or complaints**.

### Behaviour management guidelines

At Lake Rotoiti School all staff are made aware of the following behaviour management guidelines.

- We make a clear statement of acceptable and unacceptable behaviour known to all staff, parents/caregivers, and students.
- We communicate to all members of the school the responsibility to recognise bullying, harassment, and inappropriate behaviour, and how to take appropriate action when necessary.
- Staff (including relievers, coaches, tutors, etc.) maintain positive learning environments and relationships within the school community.
- We consistently apply the 3Rs in all cases of unacceptable behaviour, and endeavour to support the ākonga to take responsible actions at all times in a positive manner.
- Staff manage challenging behaviour appropriately and use de-escalation techniques if student behaviour poses a danger to themselves or others. Physical restraint may only be used by teachers or authorised staff members to prevent imminent harm, and only according to our **physical restraint guidelines**.
- We action procedures outlined by the Ministry of Education for **stand-down, suspension, or exclusion** in cases of extreme misconduct, continual disobedience, and/or behaviour risking serious harm.
- We work with parents/caregivers, staff, and outside agencies if necessary, to plan individual programmes and strategies for students with particular behavioural needs. These students may be managed outside our behaviour plan.
- ► **Seclusion** and corporal punishment is prohibited.

See our **Behaviour Management plan**  for more information.

### Parent/Caregiver concerns

If a parent/caregiver has concerns about incidents between students, staff, or other parents/caregivers, they should contact our school directly to voice their concerns through the appropriate channels. We do not encourage parents/caregivers to approach students, their



whānau, or other members of the school community to privately discuss behaviour issues. This also applies to incidents that occur out of school time or off school grounds but when students are still connected with the school e.g. at camp or on school trips, and while wearing school uniform, or travelling to and from school.

### Concerns involving relatives of staff or board members

If a behaviour issue or a concern arises at school that involves the child or relative of a currently employed staff or board member and another student or group of students, the staff or board member is not involved in its resolution. A delegated staff member with no relationship to the student or relative manages the incident.

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#### Related topics

- **Community Conduct Expectations**
- **Parent Involvement**
- **Bullying**
- **Minimising Physical Restraint**
- **Raising Concerns**
- **Learning Support**
- **Supporting Student Wellbeing**

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#### Resources

- Ministry of Education | Te Tāhuhu o te Mātauranga: **Student behaviour - help and guidance** 
- NZSTA: **Student behaviour management** 
- TKI | Te Kete Ipurangi: **Use de-escalating behaviour strategies** 

**Release history:** Term 1 2023, Term 3 2022, Term 4 2021, Term 1 2019

#### IN THIS SECTION

##### **Bullying**

##### **Searches, Surrender, and Retention of Property**

##### **Minimising Physical Restraint**

##### **Stand-down, Suspension, and Exclusion**

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**Last review**

Term 2 2022

**Topic type**

Core