

Oakura School
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Oakura
New Plymouth 4314

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Kia ora koutou

We extend a warm welcome to you from everyone at Oakura School. We sincerely hope that your time with us will be a pleasant and rewarding experience.

This handbook has been prepared to broadly outline the school's operations. Please read it carefully and if you have any queries do not hesitate to contact the school.

Announcements of school events, activities and news will appear on the school app and in the weekly newsletter sent home each Thursday to parents and caregivers. The newsletter is also on the school website.

We look forward to working with you in providing the best educational opportunities and outcomes possible for your children.

Kind regards

Staff, Board of Trustees and the Friends of Oakura School.

TEACHING STAFF

Principal Lynne Hepworth
Deputy Principals Sandy Taylor (SENCO) Natasha Jackson (R11)
Teachers Anna Proffit (RP) Y1&2 Team Leader
Kylee Burgess (RG)
Helen Des Forges (R2)
Alison Johnson (R3)
Kiel De Buisson (R4)
Janine Williamson (R5) Y3&4 Team Leader
Thais Farrant (RK)
Megan Culver (R6)
Judy Zieltjes (R7) Y5&6 Team Leader
James Willson (R8)
Jay Smith (R9)
Gillian Mackay (R10)

Learning Support Michelle Beekman

SUPPORT STAFF

Office Manager Marilyn Kirk
Teacher Aides Lynne Pillette, Debra Taylor, Kath Te Ua, Helen Lamb, Prue Hilliam, Phoebe Andrews
Caretaker Nigel Jury
Cleaner Vicky Jury

OAKURA SCHOOL BOARD OF TRUSTEES

Chairperson Claire White
Committee Members Milou Barrett
Richard Shearer
Mark Bolger
Chris Ferguson
Principal Lynne Hepworth
Staff Rep Natasha Jackson

FRIENDS OF OAKURA SCHOOL (FOOS)

President Emily Faragasso foos@oakura.school.nz
Secretary Nik Poulton
Treasurer Yifat Carmi

OUR VISION

Oakura School students
**learn to think
and learn to care;**
in a learning community which prepares them
for a successful future.

OUR VALUES

We encourage and model the values, principles and intent of the New Zealand Curriculum with special emphasis on:

Pono : Honesty

Be truthful, responsible and accountable for our actions

Whakaaro Pai : Respect

Value ourselves, other people and the environment

Manawanui : Perseverance

Aim high, take risks and persevere in the face of challenges

These are the values that will underpin all our programmes. They are all about learning to make the best choices in any situation. With the support of the home we aim to develop future citizens who will make positive contributions to society.

OUR SCHOOL COMMUNITY

Oakura School is a vibrant well-resourced school situated 12 km from New Plymouth city in the popular beach location of Oakura. It is a decile 10, full-primary (5-13yr olds) with approximately 360 pupils spread across fourteen classrooms. The majority of the children live in Oakura Village with a few children travelling from rural areas by bus.

Academically our pupils achieve to a high standard with the help and support of families who value education and are committed to supporting the best possible opportunities for their children. "Students, parents, teachers and trustees value high quality education and strive for excellence. The majority of students achieve at or above expectation in relation to the National Standards in literacy and mathematics. Trusting relationships enable students to confidently take risks and to persevere. The board governs responsibly, consulting parents before making considered decisions. (ERO report, 2015)

School programmes are closely related to the environment of the Oakura community, with the beach and the mountain being a major focus. Our pupils proudly take part in many environmental projects within our community ie beach clean-up day, spinifex planting on the beach, planting in native bush areas, penguin box building and monitoring, vegetable gardens, planting and nurturing native plants in our plant propagation unit.

Our students have an active lifestyle. Many students are fully involved in skiing and water sports such as surf life saving, body boarding and surfing. Most of the children are members of the Oakura Junior Sports Club. This club offers a wide range of sports including cricket, soccer, netball, hockey, basketball, mini-ball and tennis. There is also a dance school, karate club, pony club and rugby club operating in the district to which a number of our pupils belong.

Oakura School plays a significant role in providing a social meeting place and community facilities such as the School/Community Library, the Oakura Junior Sports Club and the tennis courts.

OUR STRATEGIC GOALS

1. To promote a 'Learning to Care' culture
2. To have high achievement levels in all learning areas
3. To develop students' skills to actively seek, use and create knowledge
4. To use ICT effectively to support students learning.

OAKURA SCHOOL

Oakura School is community-based and maintains a close liaison with its surrounding area. It shares the use of the library and tennis court facilities with the community. The school utilises the surrounding environment of the beach, local pa sites, farmland, mountain and other places of interest.

Oakura School is a full primary (Yr 1 - Yr 8), catering for students within a family environment.

The school provides for the needs of pupils in many ways:

- Quality teaching
- Every student being well known to us
- Catering for a wide range of abilities
- Identifying and developing the student's talents
- Paying attention to special needs
- Utilising teacher talents
- Catering for different learning styles

The students in the year 7 & 8 area of the school are given the extra care and attention that is required to cater for their specific needs through:

- Purpose-built classrooms
- Experienced teachers aware of development needs of adolescent students
- Strong teaching in foundation skills ie literacy and numeracy.
- Access to information technology
- Leadership opportunities
- Providing a smooth transition from primary to secondary school
- Extension activities
- Innovative teaching strategies that cater for all abilities
- Environmental programmes
- Languages
- Excellence Awards

CREATING A QUALITY LEARNING ENVIRONMENT

As parents/caregivers you can make a significant contribution towards the stability, growth and development of the school. Children's education is a team effort and communication is vital in ensuring that this effort is productive.

How you can help:

- Feel welcome at our school, free to share your ideas and to give praise where deserved. If offering constructive suggestions please direct them to the right people
- Be supportive of the vision, values and policies of the school, and take part in opportunities that the school offers
- Where possible, offer your help or expertise, or be a parent helper
- Support the shared values of the school by encouraging students to be caring, thoughtful and respectful to others and other cultures. The school sees the parents as the child's 'first teachers' in this area of values education.
- Help students develop self responsibility for their own learning and behavior, and support any homework set.
- Encourage an enthusiasm for all learning by encouraging positive interests
- Inform the school of any concerns at home that may affect your child's learning, and if it is a school problem please use the correct procedure
- Attend meetings and school events
- See the school as 'your' school. Encourage your children to see it in the same way and to take pride in their school
- Join the Friends of Oakura School Committee (FOOS)
- Welcome new parents. Help them feel that they belong. Build their confidence in the school
- Support a broad and balanced curriculum, which works towards the development of the 'whole' person
- Let the Principal and the staff know that you support them
- Be supportive of your school in public conversations

GENERAL SCHOOL INFORMATION

ATTENDANCE

All students are required by law to attend school regularly. All students should arrive at school by 8.50am each morning ready to start school by 9.00am. We ask that you please phone the school by 9.00am to inform us if your child is going to be absent or late. If you do not ring, we will ring you to check that your child is safe. We do this as a safety precaution for your child. If your child arrives at school after 9am they must report to the school office and sign in on the 'sign-in device'.

BEHAVIOURAL EXPECTATIONS

Oakura School has high expectations for behavior. Our students are encouraged to behave in a caring and responsible way at all times. The school behavior plan and school rules are reviewed with all students on a regular basis.

BOARD OF TRUSTEES MEETINGS

This is a community elected governing body of our school. Board meetings are held in weeks three and eight of each term, with the dates being advertised in the school newsletter and on the school's community calendar. These meetings are open to all parents who wish to attend. Please feel free to contact the principal or any of the Board members to discuss any matters of concern.

BRING YOUR OWN DEVICE (BYOD)

We encourage years 3-8 students to bring their own IT device to school each day, as a tool to support their learning. BYOD and cyber-safety agreements must be read and signed by the students and their parents prior to bringing the device to school. Secure cabinets are provided for students to store their devices when they are not using them.

CELL PHONES

We do not allow students to use their cellphones during school time. Students requiring a cellphone due to after school commitments and parent contact, must deliver their phone to the school office prior to the start of the school day and collect it after the 3pm bell. No responsibility can be taken for cellphones not handed in.

CLASS TIMES

9.00 am	School begins	10.40 am	Morning break
11.10 am	End morning break	12.40 am	Lunch begins
1.30 pm	School resumes	3.00 pm	School ends

COMPLAINTS/CONCERNS

We encourage parents to come and see us as soon as possible if they have any concerns regarding their child's progress at school. The first person they should approach is their child's teacher. If the issue can not be resolved in that situation, the parent/caregiver should make an appointment to see the principal.

CYCLISTS

You are advised to check the safety of the route your child takes to meet a bus or to school. All students must wear a correctly fitted safety helmet.

DENTAL CLINIC

Our students are treated at the Rangiatea Dental Clinic. Please contact the clinic directly with any queries - ph 7513507.

DUTY

To ensure out of class supervision for students while they are at school, three staff members are on duty during play/interval times. Duty teachers wear a fluoro jacket so they are clearly visible. Any changes in bus travelling arrangements or requests to leave school grounds need to be referred to the teacher on duty.

EMERGENCY EVACUATION

In the case of school buildings needing to be evacuated, all people on site will assemble on the school rugby field. All students and adults must stay in this area until they are informed by the school management team that it is safe to leave.

ENROLLING NEW ENTRANTS

Starting school for the first time is a major, exciting event for your child. Getting off to a good start is most important and involves a partnership between home and school. It is quite natural for new entrants to experience fears about starting school, as well as

excitement. Be positive and reassuring when your child shows concerns. You will be contacted four to six weeks before your child turns five to arrange some time for your child to visit their class to assist a smooth transition. Your child's birth certificate and immunisation certificate is required to be sighted on enrolment.

EXTENSION ACTIVITIES

On most occasions extension activities are provided from within the normal classroom programme. However senior students, in particular, are encouraged to participate in competitions outside the school, such as mathematics, science and technology challenges, Literacy Quiz, inter-school debating, speech and sports competitions. In year 7 & 8 students have the opportunity to work towards excellence awards in areas of: sport, academic, cultural and citizenship.

FRIENDS OF OAKURA SCHOOL

Friends of Oakura School (FOOS) is a committee of parents who meet twice a term along with the Principal and a teacher representative. FOOS supports the school by fundraising for the extras that we would not have otherwise, usually by organizing fun events and activities. New ideas for fundraising or activities are always welcome, and you don't have to be on the committee to make suggestions – just drop a note in the FOOS box at the school office or ring a committee member. New committee members are always welcome.

HOMEWORK

All students in the school have homework most nights. It may include reading, maths tables, spelling, completion tasks and/or research tasks. We feel homework provides a link between home and school and fosters some excellent habits. We encourage you to provide your child with a quiet place and time each night (approx 30 minutes in senior classes).

INFORMATION TECHNOLOGY

Oakura School prides itself in the quality of information technology programmes and resources we have available for all students. Students have access to computers across all learning areas to support their learning.

KAPA HAKA

All students take part in a weekly half hour kapa haka session where they learn waiata (songs), tikanga (customs) and te reo (the language), Students also have the opportunity to join the school kapa haka group.

LEADERSHIP (YR7&8 STUDENTS)

We are very proud of the leadership opportunities offered to all year 7 & 8 students. Leadership skills are developed through weekly leadership skill sessions and the allocation of leadership roles for all year 8 students.

LET'S GO

Our school is part of the NPDC Let's Go programme. It encourages our students to be active on the way to school by either walking, biking, travelling by bus or scootering. Your support with this programme is appreciated. We are part of the programme because:

- Exercise before school prepares readiness for learning and it's good for you
- Walking and riding to school is social
- Active travel on the way to school helps promote independence and self-confidence
- It's good for the environment and your pocket
- It improves congestion and safety around the school gate

LOST PROPERTY

All clothing, bags, stationery etc that is used at school should be named. It is then very easy to return property that is found. The lost property is placed in a trolley situated in the foyer between rooms 3 and 4. The junior classes have clothes baskets in each room.

LUNCHES & MORNING TEAS

Children are supervised by a staff member when they are eating their morning tea (10:40-10:50am) and lunch (12.40 - 12.50). We ask that children bring a healthy morning tea and lunch from home. Drink bottles filled with water can be used during class time. Carbonated drinks, sweets and chewing gum are not permitted at school.

MOUTH GUARDS

Years 5-8 students playing tackle rugby at school are required to wear a mouth guard. These can be purchased from the school office.

MUSIC

In line with a desire to provide wide opportunities for our students, there is an itinerant music teacher who provides lessons for students who choose to take up this option. For more details contact the school office. Students are also given the opportunity to join in the school choir, which performs at assemblies and to outside groups.

NEWSLETTERS

These are sent home with the youngest student in every family every Thursday and are also available on the school website and school app. If you wish to be paper free please inform the school office.

OUTDOOR EDUCATION

We see this in a wide educational context. To us it includes activities in various parts of the school grounds, village and town, sporting events, social experiences and excursions to distant places. We do ask for a range of support in giving our students education in local and wider environments.

PARENT/CAREGIVER HELPERS

Your assistance is highly valued and encouraged by the staff. We regularly arrange for parent helpers in the classroom, in the library, to help with craft, sports, activities, on trips or camp supervision. If you have special skills, special interests or just a desire to help, let us know.

PARKING

Please do not park in the bus bay outside the school between 8am and 4pm. Buses use this area regularly throughout the day and require easy access to the footpath area to ensure students safety getting on and off the bus. The yellow lines on the road outside the school entrance should be kept clear at all times.

PRODUCTIONS

Oakura School has a proud record of involving its students in school productions. Every two years, all students will be given the opportunity to be introduced to the world of theatre and to participate in singing and drama in a meaningful manner. The senior students will be given the opportunity to take on the leading roles.

RESOURCE TEACHER OF LEARNING AND BEHAVIOUR

Our school's RTLB visits once a week. She works with students, teachers and parents to provide support where specific behavioural or learning needs are identified.

REPORTING TO PARENTS AND CAREGIVERS

Oakura School provides formal opportunities for parents/caregiver-teacher contact.

Term 1: Meet the teacher and parent interviews

Term 2: Learning conferences

Term 4: Written report

Interviews may be arranged at any time throughout the year, simply by approaching or telephoning the teacher concerned. We see the education of your child as a partnership between home and school and value the opportunity to consult about this.

ROAD PATROL

The School Road Patrol, supervised by a teacher, operates daily in the afternoon between 3:00 and 3:15pm at the Donnelly Street – Main Road corner and just below the school on Donnelly Street. All students are expected to use the crossings in accordance with the warden's instructions. We appreciate adults also using the crossing and being positive role models for our students.

The main road crossing is supervised in the mornings (8:30-8:55) by parent volunteers. If you are willing to help with this please contact the school office.

SCHOOL BUSES

Our school is serviced by two school bus runs operated by Transit Bus Lines. An approximate timetable is:

North	AM	Koru Road	7.50
		Plymouth	8.00
		School	8.05
	PM	School	3.50
		Koru	4.00
South	AM	Plymouth	4.25
		Okato	7.45
		Ahu Ahu	8.00

School 8.20
PM School 3.50
Ahu Ahu 4.10

SCHOOL CHARTER AND POLICIES

The school's charter and policies are available to read at any time and can be accessed on line at the following URL:
www.schooldocs.co.nz The username is oakura and the password is 4314

SCHOOL COMMUNITY LIBRARY

This is situated beside the school and is used jointly by the students and the public.

It is open: Mon, Wed, Fri noon to 6pm
Tue, Thurs, Sat 9am - 1pm

Membership of the Oakura School Community Library is free and books are available from the New Plymouth Public Library on request. Librarian – Vincenza Clark ph. 752 7129.

SCHOOL DONATIONS AND ACTIVITY FEE

The Activity fee is \$30 for rooms G,P,1,2,3 and \$50 for all other rooms. This covers the cost of buses and activities throughout the year to save collecting small amounts as these events happen. We would appreciate this being paid early in the year as we have to pay for these services as our students use them.

The school donation assists us in meeting the growing demands of resources needed for the school. Because we are a decile 10 school we get considerably less funding from the government than other schools. Therefore we really appreciate the tremendous support we get from our families in paying the school donation.

We have a graduated scale for the school donation. Parents have the choice to pay **either** \$80, \$100 or \$120 for each students. School donations do not include GST and because they are classified as a donation they can be claimed in full on your tax return.

SCHOOL HOURS

Our school is officially open for children from 8:30am-3:15pm. During this time teachers are on duty to supervise your children. If your child is coming to school earlier than 8:30am or staying later than 3:15pm teachers are not on duty at this time therefore children play at school at their own risk. Outside of these hours teachers are busy in their classrooms preparing work and are not supervising playgrounds. The exception to this will be bus children who are at school until 3:50pm and are supervised by the teacher on bus duty.

SCHOOL OFFICE HOURS

The school secretary, Mrs Marilyn Kirk, is in attendance from Monday-Friday 8:00am to 4:00pm.

SCHOOL UNIFORM

The school's colours are red and black. Polo shirts and sunhats are available to purchase from the school office. The school's sports uniform is the polo shirt and black shorts. You are encouraged to purchase these, so that your child can feel proud when involved in school fixtures.

SICKNESS

If your child is unwell at school, you will be contacted and asked to come and collect him/her. If you are not able to be contacted your emergency will be rung. When a student has a head injury, parents/caregivers are notified immediately. Please ensure the office has accurate, current details of names and phone numbers of all parents/caregivers and emergency contacts.

SKATEBOARDS

Year 7 & 8 students are allowed to use the sealed area outside their rooms for skateboarding scootering. They must wear a helmet and respect other students using this area. On Fridays year 6 students may bring their skateboards/scooters and use the area outside Rooms 9 and 10.

SMOKEFREE POLICY

Oakura School is a totally smokefree environment. All school events, on and off the site, will be smokefree at all times.

SPORTS

We are fortunate to have the Oakura Junior Sports Club who organise all out of school hours sport. For more information contact Anne Bridges ph 7519234. Interschool sports events occur regularly throughout the year and there will be times when we seek your help with transport and supervision of teams.

SPORTS COURTS

Our school is very fortunate to have high quality netball and tennis courts available for our students. The cost of this astroturf was raised by the Oakura Tennis Club. We ask that students respect this surface and not walk on it wearing studded sports shoes. These courts are owned by Oakura School and are used as a shared facility with the Oakura Tennis Club. Our students have preferential use of this area during school hours. The Oakura Tennis Club has preferential use of the courts outside of school hours. If you are using the courts please do not adjust the tennis nets.

STATIONERY

Stationery lists for each student are given out at the end of the school year so stationery can be purchased during the school holidays. Stock to replace books finished throughout the year is available at the school office. A stationery pack for new entrant children is also available at the school office.

SUN PROTECTION

We are an accredited 'Sunsafe School' therefore students are required to wear a school uniform hat when outside in terms one and four and when needed in terms two and three. The school provides sun shades to minimise the harmful effects of the sun's rays during the summer.

SWIMMING

Swimming lessons are a part of our basic curriculum and all students need to bring their togs every day in summer. A note is needed to excuse non-swimming because of illness. Students must wear bathing caps when in the school pool.

TECHNICRAFT

All Years 7/8 students attend technicraft at Devon Intermediate. All students get instruction in wood, metal and food technology. Students are expected to wear shoes for safety.

TERM DATES

Check the school app for current term dates.

TRANSPORT

It is school policy that when students travel by private car, the vehicle must have one seatbelt per child (a three point seatbelt, not a lap belt), have a current warrant of fitness and registration and the driver must have a current driver's license. Children under 9 years cannot sit in the front seat if there is an airbag. All children are required to be correctly secured in an approved restraint until their seventh birthday (including booster seats).

TOYS/PERSONAL ITEMS

We encourage toys and personal items to be left at home. If children want to bring a toy to show the class, this item should be handed in to their class teacher for safe keeping.

USE OF SCHOOL FACILITIES

The community is encouraged to use the school grounds. Organisations wishing to do so should first obtain Board approval. We ask those who use the grounds and playground equipment informally to respect our property. Dogs, bicycles, skateboards and motorcycles are not permitted in the school grounds.

WORKING BEES

These are not called for very often. When we do call for them it is for an important reason and your support is gratefully received.