

Onewhero Area School



2012 Prospectus



“Together, we will provide a learning community committed to the development of all, to their fullest potential.”

Te Kotahi Mo Te Katoa - Each for All

Kia Ora

The Onewhero Area School Board of Trustees warmly welcomes you to Onewhero Area School, a community school that cares for its students. Onewhero has a Board of Trustees dedicated to supporting and serving the students, staff and school to the best of their ability. Through sound governance and management practices, we have endeavoured to provide the necessary resources to enable each student to reach their fullest potential.

We look forward to meeting you during your time at Onewhero. Welcome!

The 2012 Board of Trustees is:

Mr Julian Austin (Chairperson), Mr Sam Newman Watt, Mr Jonathan Lovatt , Mr John Carpenter, Mr Percy Kukutai (Maori Representative), Mrs Helen Phillips (Staff Representative), Miss Rebecca Stokes (student Representative) Mr Greg Fenton (Principal). The Board meets once a month. The date for each meeting will be published in the school newsletter prior to that date. The meetings are held in the staffroom at 6.30pm. All parents are welcome to attend these meetings.

Welcome to Onewhero Area School

Our school is part of a unique group of schools that provides education from the age of 5 to the time a student leaves school at 18. Area schools provide seamless education in a family atmosphere that produces well-rounded young people ready to take their place in the world.

We expect students to accept increasing responsibility for their own learning and behaviour. This means learning to make appropriate choices in a world that offers so many different choices for young people. Our classes, community support and dedicated staff provide a supportive environment that enables our students to succeed. We aim to educate students to self-assess and to develop independent work skills. Education for behaviour means a no-tolerance attitude to bullying and a commitment to interpersonal skills development.

We look forward to sharing your child's education and development in partnership with you, as parents. We pride ourselves on delivering a personal education for your child. This means that your child receives a more personal service from the classroom teacher. We will know your child by name and we aim to design an individual programme to meet his or her needs. Should there be any way in which we can help, please ask! We are here to meet each student's learning needs.

Principal



ONEWHEREO AREA SCHOOL CHARTER

“Together, we will provide a learning community committed to the development of all, to their fullest potential.”

MOTTO: Te Kotahi Mo Te Katoa – Each for All

ONEWHEREO AREA SCHOOL GOALS AND OBJECTIVES

To provide a safe welcoming environment and one that promotes the physical and emotional health of the school community.

To provide a caring disciplined learning environment where each student has the opportunity to achieve to the full extent of his or her abilities.

To support student self esteem through the recognition of differences and the celebration of achievements.

To value the bicultural nature of Onewhero Area School according to the Treaty of Waitangi and to provide access to Te Reo me one Tikanga Maori.

To be a centre of learning for students, staff and community.

To support lifelong learning through the development of information literacy and the skills to learn independently.

To support a student transition to the world beyond school, through access to a range of qualifications, career support and life skills training.

To utilize the local environment, people and resources to provide experiences which enhance student learning and achievement.

To acknowledge and foster the partnership between the school, parents and community in enhancing the learning and welfare of all students.

Teaching Staff

Greg Fenton	Principal
Koren Pickard	Deputy Principal
Judy Pryor	Assistant Principal Junior School
Darren Mann	Assistant Principal Middle School
John Provo	H.O.Science
Robyn Pollock	H.O.English
Ken Sneddon	H.O.Maths /Principal's Nominee
Alan Batten	Mathematics
Robert Badger	H.O Social Sciences
Helen Capes	Maths/Science
Christine O'Keeffe	Digital Technology
Helen Phillips	Health & P.E
Alex Young	P.E
Bridget Dobbs	Sports Co-ordinator
Janni Zwarts	H.O.Technology
Briar Gray	Food/Textiles
Rodger Barlow	Automotive/Technology
Sian Wootton	Business Studies
Keith Masemann	Science
Charles Jordan	H.O.Arts/Bus Controller
Michael Bennett	Music
Brenda McLean	New Entrant Teacher
Helmy Baldwin	Yr 1 Teacher/Syndicate Leader New Entrant-Y2
Tanya Spicer	Yr 2 Teacher
Phoebe Wilson	Yr 2-3 Teacher
Amanda Caldwell	Yr 3-4 Teacher/SCT
Lisa Swift	Yr 3-4 Teacher/Syndicate Leader Yr3-4
Erin Armstrong	Yr 5-6 Teacher
Jenna Allen	Yr 5-6 Teacher/Syndicate Leader Yrs 5-6 Junior Relief
Patrick Kelaiditis	Yr 5-6 Teacher
Molly North	Yr 7 Teacher
Josie Redmond	Yr 7 Teacher/Senior relief, 2 i/c Middle School
Shirley Ruhe	Yr 8 Teacher
Nicole Rainey	Yr 8 Teacher
Shirley Soppet	Junior Release
Non-Teaching Staff	
Bev Dixon	Teacher Aide
Bruce Goodman	Library Manager/Music
Bronwyn Rogers-Thorne	Teacher Aide
Dave Neal	Property Manager
Sharyn Tombleson	Office Manager
Janice Walter	Office Assistant
Jeanette Eveleigh	Counsellor
Victoria Jones	Canteen Manager
Tessa Ritchie	Careers Adviser/Gateway Co-ordinator/Star Co-ordinator/Social Studies
Sandra Stokes	Board Secretary

Contacting The School

The Office Manager is Mrs Sharyn Tombleson. She is normally in the office from 8:00am to 3.15pm. The School phone number is 232 8866 and the fax number is 232 8862. The school email address is office@onewhero.school.nz. When the office staff members are unavailable an answer machine service will pick up your call.

Contact with Principal

Normally I am at school between 8.00 and 5:00pm daily. When I am outside the school, appointments can be arranged through the office. Usually an open door at my office means I can be disturbed. I would remind all parents that I should be the first point of contact in all school matters except the day-to-day education of your children which is their teacher's responsibility. If you have a concern, it is important that you contact me early. I look forward to meeting you.

Privacy and the School

The Privacy Act, which came into force in 1994 places severe limitations on information the school may release. There are two basic principles that the school must follow:

- Information may be only used for the purpose for which it has been collected.
- Information may only be released for any other purpose with the permission of the person whom the information is about.

The Privacy Officer, Mr Mann is the judge of what information may be released. Parents are therefore asked to be discreet when seeking information from the school.

School Fees

The Board of Trustees sets school fees annually. Fees are of two types:

Activity Fee

This is a voluntary fee and is used to provide activities or resources outside the normal school programme.

For 2012 the Activity Fees are:

NE-Yr6 children	\$10.50 per term	\$42 per year
Yr7-Y12 children	\$12.50 per term	\$50 per year
Family fee (3 or more children)	\$27.50 per term	\$110 per year

Subject/Material Fees

This fee is charged for materials used in special subject areas such as Graphics, Design Technology and Food Technology. The fee is set at the beginning of each year. These fees are only charged where there is a take-home component.

Homework

For NE-Yr 6 students' homework will normally consist of home reading, spelling words or maintenance work of some kind. At this level there should be no new learning covered and homework is at the discretion of teachers. For Year 7 students and up, parents should expect regular homework as part of the learning process. Regular review and revision should take place at Year 10 and up when formal homework is not set. Students are expected to meet deadlines and homework assignments. Any work not completed will result in students making work up in their own time. Any queries parents may have regarding homework should be directed to the class or subject teacher responsible for the setting of the work. The school has a Homework policy. Each team of teachers should provide parents with any information on that area of the school.

Attendance

All students enrolled at school are expected to attend for the hours that the school is open. Absences must be explained by a note upon their return or a telephone call to the school office by 9am on the day of absence. For students to make reasonable progress, regular attendance is essential. Parents will be contacted where prolonged or regular absence causes concern.



Terms and Vacations 2012

Term 1: Tuesday 31st January to Thursday 5th April

Term 2 Monday 23rd April to Friday 29th June

Term 3 Monday 16th July to Friday 28th September

Term 4 Monday 15th October to Friday 7th December

Statutory Holidays Term 1 Easter 6th, 9th, 10th, April, Term 2. Anzac Day 25th April, Queens Birthday – Monday 4th June Term 4 Labour Day -Monday 22nd October

Other Statutory days fall in the school holidays

School Hours

The official school day begins at 8:50am and the day ends at 3:00pm. We ask that parents ensure that students arrive in good time each day. Please note that if a student is late for any reason, they are required to sign in at the main office. Alternatively if a student leaves early they must sign out.

Medication/First Aid

The school operates a first aid room that can deal with minor problems such as cuts or bruises. Any illness or serious accident will result in the school contacting the home of the pupil concerned. Please ensure the school has a way of contacting you in an emergency. Students who require specific medication can have it held in the sickbay for their use when required. The school must be informed if a child has any allergy (e.g. bee stings), which requires special treatment. Please ensure this information is kept up to date. All parents of students taking medication at school will be given a copy of the medication policy.

The Public Health Nurse visits the school weekly and can be contacted by parents/caregivers if there are any health concerns. Phone 2370660 8am to 4.30pm.

School Policies

When parents enrol students at this school they sign a declaration stating that they will abide by the rules and policies set down by the Board of Trustees. Policies are the Board's method of governing the school and apply to staff, students and parents alike. Booklets containing most of the current policies are available at the school office for perusal. Copies of any policy may be obtained at any time on request.

Parents and the School

Parents are welcome to play a full and active part in the education of their child. Ways in which you can help your child are:

- parent helper in class
- assisting with class trips and camps
- acting as a resource person
- helping to make equipment/resources If you wish to help please contact the Assistant Principal. (Mrs Judy Pryor).

Parents are also welcome to contact class teachers, but we ask you do it in out of class time. Office staff will arrange an appointment for you with any teacher, but reasonable notice should be given. Parents may also wish to visit classrooms to see their children in action. This can be arranged, but is subject to certain conditions. In any matter regarding the Board of Trustees, the Chairperson, Mr Julian Austin should be the person contacted first.

If you have a problem or a query of any kind and are not sure whom you should contact please do not hesitate to get in touch with the Principal The Principal is the person responsible for the day-to-day management of the school and will be able to advise you of the most appropriate action to take.

Reporting to Parents

Parents are encouraged to make regular contact with class or subject teachers to discuss pupil progress. The school reports formally to parents three times each year.

<i>Mid March:</i>	Whole school -Parent Interviews
<i>July:</i>	Years 1-13 -Written Reports and Interviews
<i>November:</i>	Years 11-12 -Written Reports
<i>December:</i>	Years 1-10-WrittenReports

Any parent who wishes to discuss their child's progress at any other time of the year is most welcome to arrange a time through the office to meet teachers.

Stationery/Text Books

The school stationery is run through the main office, which has all requirements. It is important for parents to understand the need for students to be properly equipped.

Any textbooks required by students are issued free by the school. Where textbooks are taken home it is expected that they will be looked after and returned. Failure to do so will result in withdrawal of textbook privileges.



Smoke free School

Please note that the Board of Trustees has designated the school as a **Smoke free** area. This means that there should be no smoking at any time in the school grounds. Parents and visitors are asked to respect these conditions.

Mobile Phones

Mobile phones are not permitted at school. Any student found with a phone will have it removed and parents will be asked to collect it from the office. Should you require a student to have a phone for an emergency situation it can be handed into the office and the student may use it there out of class time.

Skateboards, bicycles, rollerblades

Board policy is that skateboards and roller blades are not permitted in the school grounds between 8am and 4pm Monday to Friday. Students that bring bicycles to school are not permitted to ride them in the school grounds and must get off and push them.

Leaving the School Grounds

Parents who wish their children to come home for lunch on a regular basis must send a note to school so indicating. Where parents wish their children to come home on an occasional basis, a note or phone call must be provided on the day in question.

Parents wishing to withdraw their children for other reasons e.g. medical or dental appointments should sign the book at the office. It is important that children are only withdrawn when there is no other option and that the school is aware of students leaving the school grounds.

Uniform

The school has a Uniform Policy that states that all students are expected to wear an approved school uniform. Where for some reason a pupil is unable to be in a uniform a note must be provided for the form teacher. All enquiries should be through Mrs Janice Walter our uniform co-ordinator. Order forms are kept at the office.

Uniform Requirements

Girls -Yr 1 -Yr 6 for all seasons:

- Royal blue school polo shirt
- Navy blue shorts or long pants with school logo
- Navy blue culottes
- School sweatshirt (royal blue)
- PE Top (Royal Blue) optional
- All blacks shoes or sandals
- Black or navy socks only to be worn with suitable footwear.(no football socks or similar)
- No Jandals or boots to be worn
- School Hat (summer only)
- School Jacket (optional)

Boys -Yr 1 to Yr 6 for all seasons:

- Royal blue polo shirt
- Navy blue shorts or long pants with school logo
- School sweatshirt (royal blue)
- PE Top (Royal Blue) optional
- All Black shoes or sandals
- Black or navy socks only to be worn with suitable footwear.(no football socks or similar)
- No Jandals or boots to be worn
- School Hat (summer only)
- School Jacket (optional)

Girls – Year 7 to 12 for all seasons:

- White school blouse or royal blue polo shirt
- Navy blue shorts or long pants with school logo
- Navy blue skirt
- School sweatshirt (royal blue)
- School sleeveless vest
- Black stockings or black or navy ankle socks to be worn with shoes.(no football socks or similar)
- All black shoes or sandals (no jandals or boots for anyone, or sports shoes with colour other than black)
- PE Top (Royal Blue) compulsory and black shorts
- School Jacket (optional)

Boys -Yr 7 -Yr 12 for all seasons:

- Royal blue polo shirt
- Navy blue shorts or long pants with school logo
- School sweatshirt(royal blue)
- School sleeveless vest
- Plain black or navy ankle socks to be worn with shoes.(no football socks or similar)
- All black shoes or sandals (no jandals or boots for anyone, or sports shoes with colour other than black)
- PE Top (Royal Blue) compulsory and black shorts
- School Jacket (optional)

Sports

Students are asked to have a school-house coloured T-shirt for sports days. Students from Years 7-13 are required to wear their PE Top for physical education as well as a pair of black shorts. Should they not bring their PE uniform they will be expected to wear their school uniform for PE.

The house colours are:

Hillary -Yellow

Ngarimu -Blue

Rutherford -Red

Te Kanawa -Green

Hats

Students are encouraged to wear the Onewhero Area School sun hat or cap while outside. Otherwise other headwear is not permitted. School scarves and school beanies only can be worn in winter. School beanies may be worn only in winter.

Jewellery

Students are permitted to wear an item of cultural significance around their neck providing it is worn under the uniform. A stud or small hoop earring is allowed in the ear. No other jewellery such as bracelets, neck chains etc may be worn at school.

A note from a parent is required should there be any reason why a student is not in correct uniform and this is acceptable in an emergency situation. However, a note stating that the uniform is “in the wash” is not an acceptable reason. In some situations a student maybe required to return home to change into the correct uniform.

Behaviour Management

Onewhero Area School operates a behaviour management programme entitled “The Right Choice”. This is based on clear and simple rules in classroom and playground. Students are expected to accept responsibility and to choose the right course of action. There are clear and simple consequences for students who make the wrong choice. Students who consistently make the right choice receive positive recognition in a number of ways. Parents of students who consistently fail to observe the rules will be informed by the school.

Physical Education

PE is part of the normal school programme and all students are expected participate. Where students are unable to participate for genuine medical reasons a note must be provided. Swimming is considered an integral part of the PE programme. Students are expected to have togs and a towel while instructional swimming is timetabled. Notes must be provided when students are unable to swim.

School Transport

Buses

A large number of our students travel to school by bus. Eligible students are entitled to travel on these buses and are expected to abide by rules of safe and sensible behaviour. Where students fail to meet these rules the school reserves the right to suspend students from riding on the bus for a specified period. The bus controller is Mr Charles Jordan. All bus enquiries should initially be directed to him.



Every so often there may be a problem between a student and a bus driver. If this does occur and you wish to complain, please contact the contractor directly. At the same time please notify the school of the problem, preferably in written form. Our bus contractor is Murphy's Buses, Pukekohe

If you have a problem regarding buses and are not sure who to contact, check first with the principal.

Other Transport to School

- Any pupil cycling to school must wear a cycle helmet and ride safely.
- Parents wishing their child to drive to school must make a written request and provide evidence of a current licence. Students driving to school are not permitted to carry passengers at any time.
- Parents of students walking to school should make them aware of the principle of safe walking.

Correspondence School

The school uses learning by correspondence in two ways. Students with special learning needs may be enrolled in individual programmes provided by the Correspondence School. These students will receive assistance from a teacher or teacher aide. Sometimes a student will request a subject option which the school cannot provide. In those cases they are enrolled with the Correspondence School. The courses provided by correspondence are excellent but require self discipline and time management skills of students. Any parent wishing to have their child enrolled in a correspondence course should contact the Deputy Principal. Students are not encouraged to take more than one subject by correspondence.

Education Outside the Classroom

Class camps and visits are considered of great value for the social and educational development of children at all levels. They are considered part of the normal school programme and students are expected to participate. Students must have signed permission from parents before the activity. Where students do not go on a trip or camp a meeting will be held with the parents to decide whether the student can be placed appropriately at school or not. Trip or camp fees can be paid to the form or room teacher by placing their fees in a clearly named envelope. Parents who may experience financial hardship in meeting these costs are asked to contact the Principal.

Lost Property

Parents are asked to clearly name all items of children's clothing. The lost property box is held at the office and may be checked by parents at any time. Clothing items not claimed are donated to charity after a reasonable time has elapsed. Jewellery/ watches etc found are kept at the office for 3 months. If unclaimed the item is given to the finder.

Senior School Courses

The school is required to cover all the essential learning areas in the New Zealand Curriculum Framework up to the end of Year 10. These are subject options from Yr 7-13 –see Curriculum Handbook
. Further information on options is contained in a separate booklet. Parents may request these booklets from the office.

Dental Clinic

A mobile Dental service is on site for approx 8 weeks through the year.

School Library

Our library Manager, Mr Bruce Goodman, is on duty from 9.30 am to 3.00 pm Monday to Friday. Where students bring home library books we request that they be well cared for. Parents will be charged for damaged or lost books. You may wish to choose books from the children's section to share with your children, please do so by arrangement with Mr Goodman

Use of School Grounds/Facilities

Groups or individuals wishing to hire the hall should contact the school secretary for details and application forms. Families wanting access to the community/school pool should contact the Swimming Pool Committee Mrs Sharon Guard(Ph2328959) The school facilities such as the tennis courts are open to the public. We request that children keep away from the school building areas. Sorry, no dogs in the school grounds. We hope all people who use school facilities enjoy themselves while showing respect for school property. Groups or individuals wishing to use any other school facilities should contact the Principal.

School Lunches/Canteen

There is a canteen that will provide lunches. These can be ordered each morning by placing the order/money in the class lunch bowl. Price lists are available from the office and are published occasionally in the newsletter. To assist in the ordering process parents are requested to write the order and students name on an envelope (it can be a used one) and enclose the money in the envelope. The canteen also provides snacks and drinks. Late lunch orders will not be accepted. No credit will be allowed.

School Newsletters

This is the main way the school endeavours to keep parents informed. It is issued every Thursday to the eldest pupil in each family. If you are not receiving your newsletter please contact the Secretary. Sometimes information is requested from parents through a tear off slip. We ask that all parents send these back to school the next day if possible. Publication deadline is 1.30pm each Tuesday. Newsletters can be sent by email. Contact Mrs Tombleson...

Photocopier

Parents and the community may have documents photocopied at school for 20c per copy. If there is a large amount of photocopying please make prior arrangement with the office.

School Sports

All students from Yr 4 -Yr 8 will from time to time be given the opportunity to participate in sports events organised by River Group or Franklin schools.. These sports are offered during the year and parents interested in helping can get in touch with the respective contact person. Any parent or community member wishing to take a sport not already offered by the school is invited to contact the Principal or Sports Co-ordinator

International Students

Onewhero Area School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education at <http://www.minedu.govt.nz/goto/international> Full details of visa and permit requirements, advice on right to employment while in New Zealand while studying and reporting requirements are available through New Zealand Immigration Service, and can be viewed on their website at

<http://www.immigration.govt.nz>

Health Promoting School

Onewhero is a Health Promoting School. The object of the programme is to provide a lead to parents, children and community in promoting a healthy lifestyle. Participation in the programme has the following outcomes:

- The canteen will provide a range of healthy lunch options.
- The school is a smoke free zone.
- The Board is committed to a shady schools policy.
- All students should feel safe within the school environment.

Parents can assist in the following ways:

- Refraining from smoking while inside the school grounds due to our smoke free policy.
- Ensuring that their child has a suitable hat to wear outside.
- On sports days, making sure that sunscreens are provided.
- Reporting any incident at school that may have threatened their child's safety. This includes any incident on the buses.
- If providing transport for a school trip, ensuring that all children wear seat belts.



Special Important Notices

Bullying and Harassment

The school has a safe school policy that states that every student at this school has the right to be safe at all times. This includes while travelling on the school buses. If you think that your child is being bullied or harassed in any way, we want to know about it. Please contact the Deputy Principal or Assistant Principal in the first instance. If you are able to write it down, it helps the school when it undertakes an investigation. Bullying and harassment is secret behaviour that will only survive if people will not tell. We want people to complain if they suspect or know it is happening.

Civil Defence Emergency

Please note that if there were a major civil defence emergency such as an earthquake or flood, all students would be kept at school until contact has been made with parents. This is to prevent parents having to rush home to ensure their children are safe.

Safe School

The Board of Trustees is responsible for ensuring that all students are in a safe environment while at school. In order to achieve this, the school needs to be informed immediately there is any incident of bullying. This includes while students are travelling on buses.

If your child complains of being bullied or harassed at school, please let us know. You can either ring the principal directly, or send a note informing us of the details.

Students can be reluctant to disclose bullying incidents because of a fear of retribution. We use a mediation technique for dealing with bullying incidents and it is pointed out to the bully that any attempt to exact retribution is a serious disciplinary offence. In those incidents we have dealt with so far, we have never had an attempt to get back at the victim.

The school undertakes to carry out an investigation as soon as possible. All concerns are treated seriously and records are kept. Any complaint in writing will receive a response.

Parents should not feel they are imposing on the school by complaining. We would rather investigate and find out that nothing was wrong, than not be told. If you are in any doubt please do not hesitate to contact the principal. We will always, however, respect the privacy of families so we do not divulge information about individual students and the outcome of an incident. Behaviour is an educational issue for us so we do not have a list of punishments and crimes, but rather every case is treated on its merits.

We look forward to sharing in a partnership with you for the better education of your child.