

Sporting Programme

The role of the school is to ensure that opportunities are provided for children regardless of their abilities, to participate in sport. The school provides a sports programme where children are encouraged to learn the basic physical skills of throwing, catching, hitting, running, and jumping. They can use these skills in sports, minor games, small group activities, modified and mini games. The children can also participate in other challenging activities. This is mainly done on a school basis although we do combine with the other schools in our district for swimming, cross-country, athletics and a variety of tournaments. We have a lot of parent participation to help us with this programme. Our Kiwi Sport coordinator works for a session every Monday. Fitness activities are every Tuesday-Thursday from 10.30-10.40am.

Stationery

Each child is issued with his/her stationery, free of charge, at the beginning of each year.

Swimming

Our school swimming programme begins between Labour weekend and Easter, weather permitting, with each class using the pool daily. The school aims to teach children to swim adequately, be conscious of water safety and know how to get themselves out of difficulties in the water. Swimming is part of the school programme so if your child is unable to take part, a note should be provided, as noted under absences.

T

Taking Children from School

If needing to take your child from school during the day, please ensure that the child's teacher or one of the staff members is informed, especially if it is during a break. This is particularly important as, if nobody has seen the child depart, it may take some time to establish his/her whereabouts. If a member or a friend of the family is to collect a pupil, it is vital that they tell a staff member before they leave. The Principal should be advised of any court orders involving legal guardianship or access limitations.

FOREWORD 1

The object of this folder is to present a summary of information so

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that you may be better acquainted with the running of the school. It contains information of a general nature. It does NOT give great detail and perhaps it does not answer every question you have. Should this be the case, then the answer is only as far away as your telephone, and as always, your enquiry is welcome.

Your Principal is:

John Windleborn Phone 4067360 (School)

Fax 4067349

Email principal@paparore.school.nz

Your Board of Trustees Chairperson is:

Diane Laurenson Phone 4067704 (Home)

Other Board members:

Debbie Thompson, Krystal-Rose Taaffe, Candace Rameka, Eileen Craig

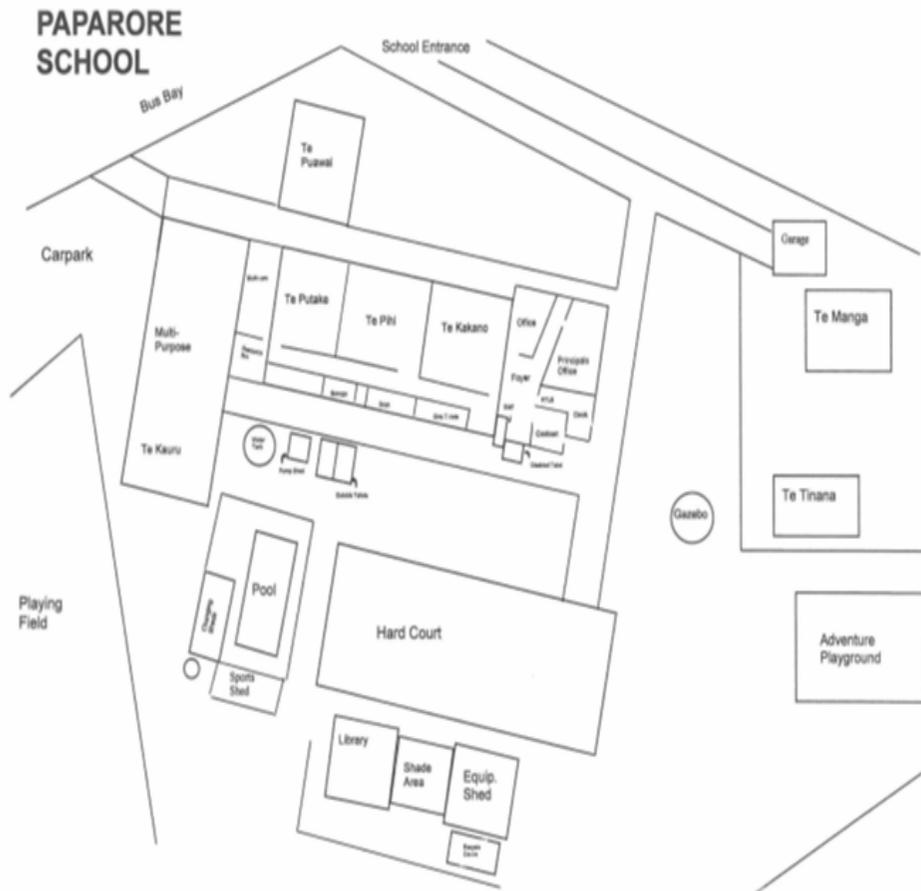
WELCOME 2

Welcome to Paparore School which is set in very pleasant surroundings, adjacent to recreational Lake Ngatu and bordered by future lifestyle block developments and orchards.

We are pleased to have your family in our school community and hope that your time with us will be long and happy. We would like you to feel that this school is an extension of your family life and that, by working together, we can give your children the support and encouragement that will help them thrive.

The school caters for Year 1 to Year 6 pupils.

SCHOOL SKETCH PLAN 3



P

Parent Helpers

There are many occasions when parents are able to help with school activities, and teachers are very grateful for the support they receive at these times. If you would like to help within the classroom, contact the Principal or Class Teacher.

Parents who do not wish to work in the classroom can often help with other projects, such as making equipment out of class or at home. If you feel you are able to help in any way we would like to hear from you.

Policy Statements

In January 1990, the School Charter was developed after much community consultation. Following this, the Board of Trustees has developed policies which reflect the aims of the school. Policies cover most aspects of school life including finance, personal, community partnership, the curriculum/instructional area, and grounds and property. These are available for viewing at any time at the school office and/or on the school website.

R

Reporting to Parents

We remind parents of our "open door" policy which encourages parents to visit the school at any time to view their children in the classroom. At the start of the year, we have an informal gathering for parents to meet teachers and other parents. We urge you to take these opportunities to see your child's teacher to see how your child has 'settled in' at school. Once every 2 years a Marae 'Live-In' is held. Written reports are presented at the end of the year when the years work is summarized. Parent/Teacher interviews are held mid-year and end-of-year for those who want them. A 'Profile' of the students work is discussed mid-year. These are then given to the parents at the end of the year.

S

School Hours

08.30am to 10.40am	First session of the morning
10.40am to 11.00am	Morning interval
11.00am to 12.00pm	Second session of the morning
12.00pm to 12.55pm	Lunch break
12.55pm to 02.30pm	Afternoon class

Children are not to be on the school grounds before 7.45am or after the bus has been in the afternoon, as there are no teachers available for supervision. Should your child for some reason, need to be on the school grounds outside these times, you are asked to put your reasons to the Principal, in writing.

- A Absences
Absence from Swimming or Physical Education
Appointments with Class Teacher or Principal
Assembly
- B Board of Trustees
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- C Class Trips
Complaints
Custodial Arrangements
- D Dental Care
Discipline
- E Enrolling Your Child
- F Fees
- H Health Care
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Lost Property
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- R Reporting to Parents
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A**Absences**

Children should attend school unless prevented from doing so by sickness, special home circumstances or similar reasons. Should your child be ill please do not send him/her to school. Should your child be on temporary medication, please do not send it to school for staff to administer. It may get forgotten or administered incorrectly and staff do not want that extra responsibility. Should your child become ill during school hours you will be contacted to take your child out of the school. We encourage parents to advise us when their child is going to be absent, so we know not to expect them. When your child returns, a simple note explaining the reason for absence is expected. In the event of continued unsatisfactory attendance, the family concerned will be contacted by the Principal. The school also has the services of a truancy officer.

Absence from Swimming or Physical Education

If a pupil wishes to be excused from activities in either of the above, then a note from parents is essential. We prefer to work according to your directions in this, as sometimes inability to take part is obvious and at other times not quite so clear.

Appointments with Class Teacher or Principal

The school door is always open to parents and while we like to know in advance that you are coming, this should not deter you from at least ringing up, or coming for a visit. While the staff will endeavour to make themselves available, you will appreciate that there are difficulties during school hours. We do like to see you - please make contact if you have any concerns. You can make an appointment to see the Principal or Staff member by ringing the school office.

Assembly

Each Friday at 2.05pm an end-of-week assembly is held. Certificates are awarded to children for special efforts and attainments throughout the week. Each fortnight, a class is responsible for organising the assembly. These start earlier at 2pm! A warm welcome is extended to parents who wish to attend.

B**Board of Trustees**

The Board of Trustees is a body of people elected by parents to govern the school. They are responsible for financial management of the school, the employment of staff, the maintenance of school buildings and grounds and also the development of the school charter in consultation with the Principal, Staff and community. Elections are held every three years, the last having been in 2016. Meetings are normally held every second Wednesday of the month at 5.30pm at the school. Everybody is welcome to attend, and minutes of meetings are available at the school office. Also a brief summary may be given in the school newsletter. If you wish to know more, contact any of the Board members or ask to consult the Board of Trustees Handbook at the school.

Book Club

Scholastic Book Club provides interesting reading material for the children at relatively cheap rates. Please note that it is not compulsory for any pupil to buy this material in spite of the fact that we act as a distribution point. However, anything that encourages children to read recreationally is useful. Please watch for the monthly notice to pupils when it comes home. Any purchases made require cash or a cheque to be accompanied with the order. Cheques to be made out to Paparore School as we send one school cheque with our order. Bonus points are issued by the club for books ordered by the children and these points are used to purchase books for the school library.

Bus Pupils

Children are eligible to travel on the bus if they are:

- under ten years and more than 3.2kms from the school
- ten years and over and more than 4.8kms from the school

Other ineligible children living on the bus route may be permitted transport if room is available and special circumstances apply. Misbehaviour while on the bus may result in the removal of the privilege. A set of bus rules is operative and pupils are reminded of these regularly as follows:- do not push or run to get on the bus. No eating on the bus. Children are expected to remain seated while on the bus, and not do anything that could distract the driver and so endanger safety. Wait until the bus stops before getting on or off. On leaving the bus, pupils must step back two paces and wait on the side of the road until the bus has moved off. When they have a clear view of the road they may cross. Do what the bus driver and bus monitor say and listen carefully. Pupils who travel to school by bus must not return by other means without first providing a note of permission from parents. Reliable information of an intention not to use the afternoon service is most important to the duty teacher.

C**Class Trips and Visits**

Periodically, classes in the school are involved in educational visits. It is our policy to involve parents as much as possible in these class trips, both in a supervisory role and also, that they may share with us some of the pleasures associated with giving children the opportunity to learn outside the classroom. We make every endeavour to ensure that places visited are within the scope of the pupils understanding and relevant to the subject being studied. We also like to make certain that supervision is adequate at all times. Notice of such trips is usually given well in advance and costs are kept to a minimum.

BOARD OF TRUSTEES (2016-2019)

Diane Laurenson	(Chairperson)	Elected Trustee
Krystal-Rose Taaffe		Elected Trustee
Eileen Craig		Elected Trustee
Candace Rameka		Elected Trustee
Debbie Thompson		Staff Trustee
John Windleborn		Principal

TEACHING STAFF (2017)

John Windleborn		Principal
Deborah Thompson	(Te Kauru)	Year 5 & 6 Class Teacher
Blake Masters	(Te Puawai)	Year 4 & 5 Class Teacher
Edwina Stevenson	(Te Manga)	Year 3 & 4 Class Teacher
Margaret Subritzky	(Te Tinana)	Year 3 & 4 Class Teacher
Venessa Davan	(Te Putake)	Year 2 & 3 Class Teacher
Donna Brydon & Shanley Lennon	(Te Pihi)	Year 1 & 2 Class Teachers
Robyn Dane	(Te Kakano)	Year 1 Class Teacher
June Paton / Anne Radich		Relieving Teachers

SUPPORT STAFF (2016)

Paulo Montino	Kiwisport Co-ordinator
Angela Windleborn	School Secretary / Cleaner
Sharlene Grbic	Teacher Aide
Warama Stevenson	Teacher Aide
Gdynia King	Teacher Aide
Margaret Job	Teacher Aide
Khizmar Crewther	Teacher Aide
Kim Subritzky	Teacher Aide
Jessica Turnbull	Teacher Aide
Monet Petricevich	Cleaner

On the 15 October, 1900 Paparore Native School was opened. The school was situated near the 'tidal creek' just below Paparore Settlement and Marae, and had originally been built as a kauri gum storeroom.

Mr E Greensmith was the first headmaster and when he transferred to Te Hapua, the school was closed only to re-open again a few months later. So as to accommodate increasing pupil numbers from Waimanoni and Waipapakauri, the school site was shifted to a more central site north of the Waipapakauri Hotel, just above the old port 'Ngahutihuti'

In 1939, the school was faced with the prospect of being moved again because of Government's intention to construct an aerodrome in close proximity to the school. However, it was not moved until 1942 when the advent of the Second World War made the aerodrome important for defense purposes and it's present site at Lake Ngatu became the new site.

The present school building was officially opened on 25 February, 1952. Since then substantial changes in and around the school building have taken place.

Complaints

Should you be unhappy about anything at school, please contact the Principal first. This way, the concern can be dealt with directly. If you are still unhappy, an approach can be made to the Board of Trustees. Please try to be sure of your facts, because where a formal complaint needs to be made, you will have to put your views in writing, and you must be prepared to substantiate these.

Custodial Arrangements

If at any stage there are any changes to the custodial arrangements for your child(ren) to those given at enrolment time, please notify the office.

D

Dental Care

The Dental Therapist is based in a mobile unit that visits the school annually. Dental forms are sent home with the children and these are required to be completed by caregivers and returned as soon as possible to enable dental treatment to proceed. Newly enrolled children will be followed up and suitable arrangements made. If you feel your child may need dental care and the mobile unit is not at Paparore School, please contact (0800) MY TEETH / (0800698334) for an updated list of Dental Clinics open.

Discipline

Within the school it is the aim of the teachers to encourage children to develop tolerance and respect towards each other in group situations and to respect other peoples property and their own environment. Discipline within the classroom and around the school will focus on these aims and we hope will also be encouraged in the home environment.

E

Enrolling Your Child

Children under the age of five are not permitted to be enrolled at a primary school. (Refer Section 5(i) of the Education Act 1989). However, the child may attend prior to the fifth birthday if accompanied by an adult. The days and hours of attendance are to be negotiated by the Principal, Teacher and Parent. An enrolment form must be filled out and covers the following:- Child's full name, fathers and mothers full name, occupations and address of parents, telephone number with an alternative emergency number, details of pre-schooling, serious illness, accidents and any significant health problems, allergies, etc., any other information which will help teaching staff to understand your child's needs. If enrolling a five year old, please bring his/her birth certificate, immunisation certificate, and where possible his/her health card. If your child has attended school before, you will still need to fill out an enrolment form giving the information above so that the school is aware of personal details. If the previous school has issued you a transfer form, we would appreciate seeing it at this time.

F

Fees / Fruit Kebabs

Paparore School does not ask for 'voluntary donations' towards school activities. The Board of Trustees funds all activities. However, the school promotes healthy food through their fruit kebabs prepared by parent volunteers every Monday & Wednesday. There is a \$5 per family subsidy per term to purchase the fruit needed for these kebabs.

H

Health Care

Our Public Health Nurse is Raiha Matthews who visits the school periodically. Please let the teacher know if you have any queries or seek advice from the nurse.

L

Library

We have an excellent library which all the children are encouraged to use. Classes have specific times during the week when they visit the library with their teacher and are able to take out one book at a time. Parents are asked to help by ensuring that children return books regularly and that they are encouraged to respect the books that they borrow. If a library book is lost, families will be asked to cover the cost of replacing the book. Parents are invited to use the library to help their children select books.

Lost Property

A lost property box is held at the school. We try to return missing articles and clothing as they are found, which is difficult and very time consuming if property is unnamed. Please enquire immediately if anything is lost. If something is brought home by mistake please return it to the school immediately. Do not allow your children to bring toys or jewellery to school. No responsibility will be taken by the school for any of these that are broken or lost.

(Remember to name your child's clothing and personal belongings)

M

Moko Health Checks

A team of health professionals, along with our public health nurse, visit the school Mondays, Wednesdays and Fridays to check for sore throats, skin infections, and other health issues. Your child will only be checked if you have agreed to it and have signed and returned the consent form

N

Newsletters

The school sends out weekly, numbered newsletters, normally on a Tuesday, as a means of liaison between you and your school. The numbering should help you to make sure that you get your copy. These will help you keep up to date with what is happening at the school and notify you of coming events and any changes in policy. An electronic copy of this can be requested at time of enrolment.

The Mission Statement for our School:-

'Proud and Passionate Leaders of Learning in the Heart of the Community'

**'Inā te tūkaha, te tū maia o ngā kaiarataki mātauranga
kei waenganui, kei te manawa o te iwi kainga'**

PAPARORE SCHOOL PHILOSOPHY 5

To provide an atmosphere and environment in which children can grow and develop to their optimum potentials personally, socially and eventually vocationally.

To provide an environment where teachers can guide them in those areas which will assist them to most enjoy life and to become useful well informed citizens with open minds and the ability to make decisions based on all the available relevant information.

To provide a link between the children's home experiences and the wider local, national, and international environments where the children can gain increasing independence, tolerance and responsibility through the security and opportunities provided.

The school has an "Open Door" policy and believes in accepting all children for what they are, and will endeavour to meet their needs through planned learning programmes.