



Te Puna i Keteriki

# Moerewa School

## Prospectus 2019

6 English Medium Classrooms  
2 Maori Medium Classrooms



'Te Puna i Keteriki' is the spring at Otiria. It has been chosen to go underneath the tuna as it is appropriate to the area our school is in.

"Taumarere herehere riri  
Te puna i Keteriki  
Te rere i Tiria"

This local whakatauki tells of the baby eels, and their journey when returning from the sea to their rivers. Only by co-operating and working together can they successfully scale the waterfall, Tiria.

### Contact Details:

Phone 09 404 1251 or 0800moerewa

Absences can be texted to 021 082 314 76

Email: [office@moerewa.school.nz](mailto:office@moerewa.school.nz)

# Index

In no particular order

4 Year Old Day  
Assemblies  
Attendance  
Behaviour  
School Timetable  
Board of Trustees & Mission Statement  
Bus Pupils  
Class Trips  
Classroom Organisation  
Complaints  
Damage to school property  
Dental Services  
Design Technology Centre  
Enrolment  
Health  
Maori Language Programmes  
Office Hours  
OSCAR  
Outside Agencies Involved with the School  
Parent Helpers  
Report & Teacher Interviews  
School Charter ~ Policies  
School Fees  
School Panui (Newsletter)  
Special Programmes  
Staff  
Stationery  
Students Transferring to Another School  
Term Dates  
Tuckshop / Uniform  
Valuables  
Your Contact Details  
*Our School Beliefs ~What our Community want...*  
Whanau Health Services

# INFORMATION FOR CAREGIVERS

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## Board of Trustees

### BOARD MEMBERS

<b>Andrea Wikaire</b>	ChairPerson
<b>Jason Tane</b>	Principal
<b>Margie Mathews</b>	Staff Rep
<b>Charnelle Ngawati</b>	Elected
<b>Suzi Hati</b>	Appointed Parent Representative
<b>Kauimua Kaka</b>	Appointed Parent Representative

Board of Trustee meetings are usually held on the third Wednesday of each month during term time at 6.00 pm in the school staffroom. It pays to check with the school office to get exact date or to check time hasn't changed. These meetings are open to the public and everyone is welcome.

The Agenda for Board meetings is set on the Monday prior to the meeting and any person wishing to put an item on the Agenda must contact the school office before 10.00am on the Friday prior.

### Mission Statement

To be a happy school, where we all work together,  
to ensure learning is fun and each child achieves to  
their personal best.

# Staff 2019

Principal:	Jason Tane
Deputy Principal	Deborah Nolan
<b>Team Leaders</b>	
Senior Teacher Matariki	Lily Allsopp
Senior Teacher Ra / Marama	Aggie Tipene
Senior Teacher Kopunui	Anita Jones
Senior Teacher Technology	Dot Bolous
<b>Teachers:</b>	
Matariki Whanau:	Whaea Honey Tautari (Rm4) Whaea Lily Allsopp (Rm2) Whaea Sophie Brown (Rm3)
Ra Whanau:	Whaea Karen Williams (Rm6) Whaea Raewyn Davis (Rm5)
Kopunui Whanau:	Whaea Anita Jones (Rm9) Whaea Margie Mathews (Rm8)
Marama Whanau: Y8,9 & 10:	Whaea Aggie Tipene (Rm7)
Kopu Whanau: Food Technology Teacher: Workshop Design Technology:	Whaea Dot Bolous Matua Ian Edwards
Reading Recovery	Whaea's Andie Tane,
Release Teacher	Whaea Josie Thompson
<b>Support Staff</b>	
Teacher Aides:	Myrene King Debra Marsh Betty Reihana Sue Williams Sam Kemp Ani Tohu Lauren Tana Diane Beazley Wai Asquith
Office Manager: Administration Assistant:	Jayne Barnett Jean Palmer
Caretaker: Gardener:	Mike Scott Wylie Keretene
<b><u>Resource Teacher of Maori :</u></b>	Huru Tipene
Oscar Supervisor: Oscar Assistants:	Sue Williams Betty Reihana

## School Timetable

- 8.30am Order Lunches
- 8.45am Bell
- 8.50am School starts with assembly/karakia in the hall.
  
- 10.50am Interval
  
- 11.10am Block 2 starts
  
- 12.50pm Lunchtime.  
To ensure lunches are eaten pupils remain seated from 12.50 p.m. until 1.00 p.m. (Unless a note is presented or a phone call received **NO** child leaves the grounds during school hours.) Parents are encouraged to come and enjoy lunch eating time with their children.
  
- 1.35pm Bell. Back to class
- 1.40pm Block 3 starts
- 2.50pm School finishes. Pupils leave from whanau rooms

## Office Hours

Office hours are from **8.15 am to 3.15pm** daily. Please try to make enquiries, payments etc. during these hours.

## Term Dates 2019

Term One:	4 February	-	12 April
Term Two:	29 April	-	5 July
Term Three:	22 July	-	27 September
Term Four:	14 October	-	12 December

Moerewa School is a composite school. The Ministry of Education expects us to be open for 380 half days in 2019. (see [www.minedu.govt.nz](http://www.minedu.govt.nz))

## **School Panui**

School newsletters are sent out approximately every two weeks and issued on a Wednesday.

These newsletters are an opportunity to let parents and families know about the specific things that are happening in their child's classroom and whanau team.

## **Enrolment**

We welcome visitors to the school and are pleased to show intending pupils and their caregivers around before enrolling.

To enrol a child at school, he or she must be five (5) years of age. They can be enrolled on their birthday. It is recommended that the child be accompanied by their parent or caregiver. This enables the parent/caregiver to meet the child's teacher and look at the room in which the child will be taught.

Enrolment packs are available at the school office. When your children first start school the Ministry of Education require that we verify their date of birth. In most cases this is done by sighting the birth certificate. Please also bring along your child's immunisation records.

Before your child starts you will have a meeting with either the Principal or Deputy Principal. This gives us a chance to get to know you and your child before they start. We can also then ensure teachers are prepared for new arrivals in their classrooms. Either call in or phone 0800MOEREWA to make an appointment and bring along completed forms.

***We expect new enrolments to be in full uniform within 2 weeks of starting at Moerewa School.***

## **Classroom Organisation**

We have a new entrants class, moving up from here to combined Y2 to Y4 classes, then Y5 to Y7 classes. We have a Y8 to Y10 class as well.

We group classrooms together in whanau units – and we like to keep family members within the same whanau where possible. A whanau unit will consist of junior and senior classes and they all come together at various times to work collectively.

## **Maori language Programmes**

The school delivers the National Curriculum both in English, in our mainstream classes, and Te Reo in the Kopunui Whanau Unit. There are 2 classes in whanau Kopunui. The junior class deliver instruction from 80% to 100% in Te Reo Maori. The senior class is 50 to 80% in Maori.

## **Uniform**

Moerewa School has a uniform that is compulsory for all children. We have high expectations regarding uniform, and expect all children to be wearing correct uniform every day. The uniform is available for parents to purchase during the year from our school office.

ALL articles of clothing, footwear, lunch-boxes, school bags etc should be clearly marked with the child's name. We do have a lost property box at the school. However, if articles are not named this makes it very hard to find the owners. Parents are advised to come to school and look at the lost property should an article of their child's be missing. All unclaimed clothing etc... is disposed of at the end of each term. The school does not accept responsibility for items lost or misplaced.

***See our uniform brochure for further information***

## **4 Year Old Day**

This is for children who will be enrolled at this school. Children who will turn 5 during the current term may visit on Wednesday mornings. They may stay until 12.30pm. Caregivers must accompany their 4 year old during this visiting time.

## **Attendance**

Children are required by LAW to keep regular attendance at school. When a pupil is absent for whatever reason, contact must be made with the school before 9.30am. In cases of frequent unexplained or unjustified absence the Attendance service is notified and also the 'Rock on' programme that operates locally in a number of schools. Truancy Officers will follow through with home visits etc. Continued truancy after this point is referred to our local Youth Police Officer.

***For absences phone: 0800MOEREWA extn 4, or text 02108231476***

## Dental Services

Our pupils are seen from time to time by the visiting Dental Therapist and Dental Assistant. This service is provided by Ngati Hine Hauora. If your child needs dental treatment at other times, please phone aNgati Hine Hauora 0800 737 573.

## Your Contact Details

Please contact the school office if any of your home contact details change (ie: address/phone/ cell phone) throughout the year so that we can contact you directly in an emergency situation regarding your child.

## Health

If your child is allergic to wasp/bee stings, other allergies or any medication, it is **IMPORTANT** that the school has details of these. There is an area on the enrolment form for this, and if circumstances change it is important to keep the school informed.

**PLEASE** inform us when enrolling your child of any medical treatment that should not be given because of religious or cultural beliefs.

If at any stage your child has medication that he/she needs to be given during the day, please see that this is given to the teacher who will see that the proper dosage is given when required.

Children **must not** hold on to any medication themselves.

Should a child become ill at school, the school will attempt to contact the caregivers. If this is not possible and the child needs medical attention, the school reserves the right to take the child to the Moerewa Medical Centre.

## Behaviour

All children who attend Moerewa School are expected to be well behaved at all times. Teachers are expected to make contact with parents/whanau if your child's behaviour is not up to expected levels. This will require parents to come into the school, to discuss the issue with your child's teacher.

We like to focus more on the positive, and reward and acknowledge good student behaviour. We expect children at Moerewa School to be kind to each other, and to actively look for ways to help and support other students at school.



# Complaints

We have a complaints procedure that we respectfully request you follow. In the first instance please discuss concerns with your child's classroom teacher and then the whanau team leader if you are still unsatisfied. After that any concerns or problems should be directed to the school Principal. Moerewa School always appreciates suggestions on how it can improve aspects of school operation.

## Special Programmes

Our school offers programmes to children with identified special needs and with the help of outside agencies, such as Group Special Education and Resource Teachers.

We also employ Teacher Aides with funds specifically allocated for working with children who need individualised tuition. Programmes are developed to meet each child's individual needs. It is expected that the family will be actively involved in the making of Individual Education Plans (IEPs).

## Design Technology Centre

Our school has an attached technology centre, with trained Specialist Technology teachers, who provide instruction for our Y7 & Y8 pupils. This centre also caters for Y7 & Y8 pupils from other schools in the Southern Bay of Islands district.

**A Technology Fee** of \$40-00 is charged to all pupils, from all schools, for this service.

## Outside Agencies Involved with the School

These include: Special Needs Advisor, Teacher for Visually Impaired, Speech Therapist, Public Health Nurse, Mobile Ear Clinic, Advisor on the Deaf, Community Police Constable, Community Education Coordinator, Doctor's Clinic, Dental Caravan, Area Truancy Officer, CYPS, Ngapuhi Iwi Social Services, He Iwi Kotahi Tatou Trust, Social Worker in Schools. Regular checks by Area Health Board on vision and hearing.

## **School Charter ~ Policies**

The School Charter is available on request from the school office if you wish to read it. Policy making is an on-going project and the school has a number of policies presently in place which are also available to be read. Minutes of Board meetings are available for reading from the school office.

### **Students Transferring to Another School**

If you are leaving the area and will be enrolling your child at another school it is very helpful if you collect your child's books from his teacher and take them with you to the new school.

### **School Fees**

The Board of Trustees does not charge school fees. There are however some costs for certain activities such as school trips, visiting performers, etc... You are kept informed of these by newsletter.

### **Assemblies**

It is part of the kaupapa of the school that any visitors be given a powhiri, therefore assemblies of this type are necessary. Other formal assemblies are held once a fortnight. There is an end of term assembly on the last day of term. Parents /whanau are encouraged to come and enjoy these occasions with us at school.

### **Parent Helpers**

It is an aim of our school to develop the partnership that exists between the school and parent community. To that end parents are welcome to come along and help out whenever possible. We encourage parents/whanau to come into school as often as possible!

### **Wilful Damage to School Property**

Parents/Caregivers of pupils who wilfully damage school property will be invoiced for partial costs.

### **Bus Pupils**

All bus children are supervised by the Duty Teacher until the arrival of their respective buses. Children are under School control whilst on the bus. The school is serviced by three bus runs - Matawaia, Orauta and Settlement.

In extreme weather conditions such as heavy rain causing flooding it may be necessary for buses to run early. We will try to contact all parents concerned or emergency contact numbers. If we are unable to contact anyone by phone – we will not put your child on the bus. You will need to come into school and collect your child. This is so that we are never in the situation where we are sending children home in emergency situations, to a house where there is no adult at home.

## Valuables

Children are not encouraged to bring items of value along to school and therefore we will not take any responsibility for them if these items are damaged, lost or stolen.

## Reports & Teacher Interviews

Staff are willing to discuss students progress at any time during the year. If you wish to discuss anything with your child's Teacher or their Team Leader please come into the school to talk with us and we will make time to meet with you.

**Term 1:** A 'snapshot' interview will be held with parents during the first 6 weeks of the year. This interview is to let parents know how their child is settling in and where your child's strengths lie. Your child's goal setting sheet will also be shared with parents at this first interview.

**Term 2:** Parents/Caregivers will be issued with a full written report towards the end of Term 2, and parents are expected to come to school to discuss this report with your child's teacher.

**Term 4:** Another written report will be distributed during the final week of the school year.

We expect 100% attendance from parents/whanau at all report evenings. This way we can be sure that all families are kept up to date with the progress their child is making at school.

## Stationery

The school runs a stationery cupboard through which children can purchase all required exercise books, pens, pencils, etc. It is advisable that children purchase through the school thus ensuring that the correct stationery is being used. A note will be sent home with the child when necessary replacements are required. The Stationery cupboard is open from 8.15am to 8.50am everyday.

## Class Trips

At various times during the year, class trips of an educational nature take place. Parents/caregivers are always informed of these by newsletter or individual class letters, with a full explanation and reason for trip included. Although the school will endeavour to keep costs to a minimum it may be necessary to levy parents/caregivers for these visits.

Permission slips & medical information are issued to parents every time so parents have given specific permission for each outing.

## OSCAR

We currently have an OSCAR programme in our school.

Out of School Care and Recreation (OSCAR) Programmes are held before school, after school and school holiday programmes for children aged 5 to 14.

OSCAR programmes are much more than child-minding services. They are recreation based and they aim to meet the needs of children in their out of school hours in a safe and fun way.

Children who are enrolled in these programmes pay a small fee each day. Some families may be eligible to apply for a WINZ subsidy to cover their OSCAR fees.

Please contact Sue Williams if you would like to enrol your child, or you would like more information. Phone 09 4041 251 ext 226, or visit the OSCAR site after 3pm.

## Tuckshop

The school operates a tuckshop. During morning interval pupils can purchase flavoured milk, juice, corn chips, milk biscuits, yogurt, etc...

We hope to have lunches available soon once we have a new supplier. We encourage families to ensure that the lunches they provide for their children from home, are healthy as possible. A pie for lunch is fine once in a while – but is not the best option every day of the week.

**Children are asked not to bring foods to school that are high in additives. We do not encourage Twisties, Big'uns, etc... Lollies and fizzy drinks are banned.**

## **Our School Beliefs;**

*(From Moerewa School Strategic Plan)*

- We honour the Treaty of Waitangi and Maori rights as tangata whenua. We recognise and celebrate the unique role of Ngati Hine in our community.
- Our school is a place where children, whanau and staff feel safe, and are strong and secure in their own cultural base and language.
- Our children have the right to high quality, innovative academic, social, and cultural learning opportunities and the responsibility to learn from these.
- Whanaungatanga is the basis of school organisation and practice .
- We will foster a climate of trust, honesty and mutual respect
- We will develop reciprocal relationships with our community which will be of mutual benefit to families and school and which will support our children's learning.
- We believe that teaching is a reflective profession. We value our teachers and our support staff and will support them in their role and their professional development.

## **What our whanau want:**

***Taken from our Community Questionnaire August 2017***

- My dream is for my children to do their best with their education. For teachers and parents to help support them. Guide them to achieve their goals.
- I hope that my children will grow to be responsible adults who will go into tertiary education and bring their skills home to help our hapu and area

- I hope my tamariki grow up to be happy. Happy with who they are and proud to be who they are and where they come from.
- To achieve as much and be as great as they can be. Just to help them achieve their dreams.
- I wish for my child to go to university which no family member has done before. As a school you can achieve this by giving my child the skills, confidence, education and social development to achieve this.
- To be confident about their learning / themselves. ie. School is a positive place for them.
- Be respectful to each other
- Be respectful of everyone around them.
- My hope and dreams is that my child enjoys their time at school. Will have lots of memories of things they did and things the school did. We need to make learning fun. Try new things. If it doesn't don't work try something else. Take classrooms on school trips. Fundraise as a whole school.
- To be great problem solvers. Solution finders.
- Winning culture in sports, kuku korero and kapahaka.
- To be engaged in our community - big or small.
- Make our school a school to be proud of.

## **Whanau Health Services**

We are excited to be able to offer 2 services to our students and whanau right here at school.

Every Thursday Ngati Hine Hauora - On-site nursing and "wellness" clinics

Every Wednesday and Thursday - Social Worker in Schools



## Nursing Clinic and Health Promotion

As well as on-site nursing the Registered Nurse will co-facilitate health promoting sessions with other services where possible (Matauranga Whanui, Tupuna Waiora, Oral Health Services). Topics to be covered could include;

- sun safety
- water safety
- scabies
- rheumatic fever
- cold & flu
- head lice
- fire safety
- physical activity,
- school sores
- nutrition
- injury prevention
- smoking cessation
- puberty
- sexual health
- suicide prevention



## Social Worker in Schools

Social Workers in Schools (SWiS) is a school-based community social work service, that places a social worker right in the school grounds, bringing together a child or young person's home and school life.

SWiS provides early assistance and intervention to children and their families when social or family circumstances are causing the child to struggle with education, health or social development. The aim is to see safe, healthy and socialised children with a strong sense of identity, who are fully engaged in school

Referrals can be made by the children or family themselves, the school, or community or Government agencies. Referrals need the consent of the family, as the service can only be successful with the family's willing participation and engagement.

