



MOANATAIARI SCHOOL

INFORMATION BOOKLET

Principal: David Brock

101 Kuranui Street, Thames
Ph (07) 868 6504

Email: office@moana.school.nz

Kia ora

A child can start school when they are five and legally must be enrolled at a primary school from the age of 6 years.

You are welcome to meet with our Principal, David Brock, to discuss any queries, concerns. Please contact the School Office to arrange this.

Pre-entry visits to the New Entrant classroom are on Wednesday mornings from 9.00 till 10.50am. There are usually two visits before starting school. The dates for these can be made through the School Office.

About the School

Moanataiari is a state full primary school situated at the northwestern end of Thames. The Board of Trustees will ensure that all children are given an education that enhances their learning, builds on their needs and respects their dignity. This education shall challenge them to achieve personal standards of excellence and to reach their full potential.

The school holds a unique position in a historical and educational sense. The school site was formed by reclaiming from the sea, land on which the tailings from the old gold mine shafts were dumped. The shafts of the mines crisscross the hills above the school and extend out into the Firth of Thames below. Most of the shafts are in a state of disrepair.

Our school was formed by the closure of three Thames schools; Thames North, Thames Central and Kopu schools.

Moanataiari was chosen from a number of names arising from a competition held by the School committee that was formed before the closing of the other three schools. The school was officially opened by the Hon. H.L. Pickering, Minister of Education on the 27 of May 1972. Mr I D Mc Intyre was the first Principal.

The school occupies 2.03 hectares of land bounded by Ensor Street to the North, Kuranui Street to the East, Burke Street to the South and Moanataiari Street to the West, in a park like setting. We are one of three state schools and one integrated school within Thames Township. Our history is rich both for the Maori and Pakeha.

Our community is drawn from all over Thames with many children travelling to school by car and walking while a few bike to school.

The school is well resourced to meet current curriculum requirements. Our school has a focus on Information Technology to assist classroom learning.

The Board of Trustees has 5 community members, plus the Staff Representative, Principal and Minute Secretary.

Our Values



Philosophy

As teachers we always try to:

BUILD UP each child's self esteem, praising good aspects of work and behaviour.

SHOW A POLITE AND CARING ATTITUDE for all children.

ENCOURAGE CHILDREN TO HELP and care for each other.

SHOW AN INTEREST in children's activities beyond the school.

TAKE THE TIME TO SPEAK AND LISTEN to each child in our class daily.

ENCOURAGE CHILDREN TO BE RESPONSIBLE for their behaviour and impose acceptable standards on themselves.

GIVE CHILDREN OPPORTUNITIES to develop leadership qualities by taking responsibilities.

EMPHASISE CO-OPERATIVE tolerance, participation and enjoyment in all activities.

HELP CHILDREN ACCEPT a small amount of competition, appropriate to their age, as part of life.

HELP CHILDREN TO DEVELOP a caring attitude to their environment.

ESTABLISH CLEAR ROUTINES AND EXPECTATIONS so children have the security of knowing where they stand.

Staff Members – 2021

<i>Principal</i>	Mr David Brock
<i>Teachers</i>	Mrs Pam Kruger (<i>Deputy Principal</i>) Mrs Andrea Saunders (<i>Deputy Principal</i>) Mrs Kirsty Bain Miss Louise Hinds-Hayes Mrs Laura Pooley Mr Wayne Howes Ms Debbie Trenwith Mrs Adrienne Dines
<i>Teacher Aides</i>	Ms Helen Wilkinson Mrs Tracey Hinton Mrs Rechelle Rendall Ms Ngaio Hodson Ms Rita-Mae Moore Ms Wendy Davies Ms Donna Weir
<i>Administrator Office & Project Administrator</i>	Ms Joanne North Mrs Julie White
<i>Caretaker</i>	Mr Brendon Arnold

Board of Trustees

<i>Chairperson</i>	Ms Siobhan Flanigan
<i>Committee Member</i>	Mr Ross Ashby Ms Lisa Dsouza Ms Jaspreet Kaur Mr Charles Corry Mr David Brock Mr Wayne Howes Ms Joanne North
	Principal Staff Representative Minute Secretary

The Board of Trustees meet in the staffroom on the 3rd Monday of the month. Parents are welcome to attend at 5.30pm.

Contents

<i>absences</i>	<i>page 3</i>
<i>accidents/emergencies</i>	
<i>after school</i>	
<i>after school car</i>	
<i>attendance</i>	
<i>bicycles</i>	
<i>board of trustees</i>	
<i>cell phones at school</i>	<i>page 4</i>
<i>clothing / school uniform</i>	
<i>coming to school</i>	
<i>communication</i>	<i>page 5</i>
<i>complaints and concerns</i>	
<i>dental clinic</i>	
<i>discipline</i>	
<i>enrolments</i>	
<i>field trips</i>	<i>page 6</i>
<i>head lice</i>	
<i>health & other services</i>	
<i>holidays</i>	
<i>homework</i>	<i>page 7</i>
<i>house system</i>	
<i>internet</i>	
<i>jewellery</i>	
<i>late-comers</i>	
<i>leaving school grounds</i>	
<i>library books</i>	
<i>lost property</i>	
<i>medical</i>	
<i>newsletter</i>	<i>page 8</i>
<i>payment by cash or online banking</i>	
<i>parental involvement</i>	
<i>pet day</i>	
<i>reporting to parents</i>	
<i>scholastic book club</i>	<i>page 9</i>
<i>school conduct and behaviour</i>	
<i>school hours</i>	
<i>sick children</i>	
<i>smoke free school</i>	
<i>special needs programmes</i>	
<i>sports/physical education</i>	

staff meetings *page 10*
sun safety
swimming
technology
use of telephone
valuables
voluntary help
wet days

Contacts

MOANATAIARI SCHOOL
EMAIL
WEBSITE

07 8686504
office@moana.school.nz
www.moana.school.nz

Information For Parents/Caregivers

Welcome to Moanataiari School. We look forward to many occasions when you can be with us and take a keen interest in your child's education.

ABSENCES

All pupil absences from school need to be notified either by a letter to the Class Teacher, by email to office@moana.school.nz, by the school app, by the website, or by phoning the school office (07) 868 6504 before 9.15am.



ACCIDENTS / EMERGENCIES

There are sometimes occasions when accidents and/or emergencies occur at school. It is essential that we have a least one contact phone number other than the parents. This information will be asked for on enrolment. You are also requested to advise us of any changes immediately.

Where possible we try to make first contact with the parents. If the injury is serious enough to warrant a doctor to be called, we attempt to work through the child's family doctor. Please notify the school office at enrolment time of your doctor. We will call emergency services and in some instances take your child to A&E.

Currently our admin staff are designated as first aid officers.

AFTER SCHOOL

Children are expected to go straight home after school. If they wish to play with friends it is expected that this will be arranged with parents the previous day. *Please note - from 15 minutes after the end of the school day the children are not in the direct care and protection of the school staff.*

AFTER SCHOOL CARE

Ella Turoa-Brown operates an after-school care and holiday programme from our kitchen at Moanataiari School. Phone 027434 6417 for more information and bookings.

ATTENDANCE

Students are legally expected to be at school for the whole time school is open. Students are also expected to be at school in time for the start of lessons at 8.55am. Lateness puts your child in the position of not hearing instructions, and disrupting other students.

BICYCLES

All riders are to wear a helmet and shoes for safety. The Police recommend that no child under 10 years rides on the road unless an adult bikes with them. Bikes are kept in the cycle racks by the staff carpark. Children must walk their cycle between the road and the racks.

ALL CYCLISTS MUST WEAR SAFETY HELMETS.

BOARD OF TRUSTEES

Meetings are held monthly at 5.30pm on the third Monday of the month and parents are advised of dates in the newsletter. The Board of Trustees is made up of parent representatives elected every three years, staff representative, principal and can include members co-opted for specific purposes.

It is the responsibility of the Board to see that the school runs well through the development of policies and budgeting for the best expenditure of the money received from the government. The Principal and staff manage the school by carrying out Board policies and implementing the national curriculum in each subject.

Board members work hard in the best interests of the school and really appreciate useful feedback from the community as well as any help you can offer, such as turning up for working bees, mowing the school fields or carrying out minor maintenance tasks around the school.

THE BOARD OF TRUSTEES has responsibility for:

1. Control and management of Government money given by the Ministry and donations by parents, in consultation with Principal and Staff.
2. The selection, employment and direction of school staff in consultation with the Principal.
3. Care and control of school buildings and grounds. This may mean working bees at school.
4. Co-operation with Principal and staff in all matters pertaining to the health and welfare of the teachers and pupils.
5. Active interest in developing an attractive environment e.g. tree planting, adventure play area.
6. Care and maintenance of school equipment and furniture.
7. Encouragement of sympathetic relations between parents and teachers and support of all activities organised to promote the welfare of the school and to maintain the interest of parents in the school.

Minutes are kept in the school office and summaries are put on social media.

CELL PHONES AT SCHOOL

Students with cell phones at school must hand them in to the office at the beginning of the day for safe keeping. They will be kept in a secure place and can be collected after school.

CLOTHING/SCHOOL UNIFORM

All students must wear the school uniform. The school uniform is a symbol of the school, of which they can be proud. This is available from The Warehouse .

Our school uniform consists of:

Jade polo shirt with school logo

Plain navy shorts/skorts/pants (not black or denim)

Plain navy sweatshirt or navy polar fleece with school logo

Navy bucket hat/ navy wide brim hat

Shoes - black flat/practical that child is free to run and walk in (no heels)

Hair- long hair must be tied up for protection against nits

Jewellery- watches, stud/sleeper earrings only. (If a student has taonga that they wish to wear at school, a letter must be written to the principal for approval first.)

Please put your child's **name on ALL ITEMS OF CLOTHING**. In the swimming season all clothing, togs and towels should be named and swimming gear brought to school in a plastic bag. During winter a change of clothing is necessary for those who engage in vigorous activities during the lunch break and for all sports activities.

If students are not able to wear uniform, for whatever reason, a note to the class teacher or speaking to the class teacher is required. If assistance with uniform purchase is needed, please talk to the Principal for a supporting letter to WINZ. On-going non-compliance with uniform is considered to be a discipline issue.

PHYSICAL EDUCATION - Children should wear clothing appropriate to running and stretching activities. All children are required to take part but should there be a medical reason for restricted activities please phone or write a note to the teacher.

COMING TO SCHOOL

When young children start school for the first time it is important that they know the best route to follow. It is suggested that parents accompany their child until they are certain the child is familiar with procedures and potential danger spots. *Students are not to arrive at school before 8.15am as staff are not available to supervise children before this time.*

COMMUNICATION

Communicating with parents occurs in several ways.

- Class, syndicate and school presentations
- Weekly assembly.
- Newsletters keep parents/caregivers up to date with all events and happenings via email, the school app, website, facebook and Instagram.
- School app alerts.
- Facebook, school website and Instagram
- BoT updates.
- Parent Conferences are held twice a year in Terms 1 and 3 and parents are requested to take this opportunity to call at the school and discuss your child/ren's progress.
- A written report is usually issued in terms one and three, depending on length of time at school.

COMPLAINTS AND CONCERNS

In the first instance, please contact your child's teacher should you have any questions or concerns. Most matters can be cleared up quickly provided open, two-way communication occurs. The Principal is always willing to discuss concerns or complaints with you. Please phone the office to make an appointment that is mutually convenient. A copy of the Complaints Policy is available on SchoolDocs.

DENTAL CLINIC

We have a mobile dental clinic visiting our school for a few weeks each year, or you can phone 021 356 297 when it is away.



DISCIPLINE

This is not a serious problem at Moanataiari School as the children, in general, are very well behaved. We attempt to maintain a positive, safe environment for all our children. Most problems are dealt with through discussion with the child or children concerned, helping them to own their own behaviour and to make amends. Documented disciplinary steps are available for all staff to follow. This helps us to maintain consistency of approach and be fair to all parties. If a serious problem occurs, we will inform parents at an early stage, so that they are aware of the problem and involved in its solution. Moanataiari School encourages children to develop "comfortable" procedures to use in addressing classroom problems and conflicts in the playground. Each classroom has a management plan.

The following misbehaviours are considered serious:

- **wilfully hurting another pupil or staff**
- **use of abusive language**
- **intentional damage of property**
- **repeatedly disregarding school rules**
- **bullying / name calling / put downs**

Wilful Damage

If a child wilfully damages school property the Board of Trustees will send an account for the cost of the damage or replacement.

ENROLMENTS

All enrolments are made at the school office. The school is currently zoned and the zone covers from Mary Street in Thames up to Whakatete Bay. Out of zone enrolments are balloted four times per year and out of zone families are welcome to apply.

If children are coming to us from another school we will request all relevant information from their previous school.

If your child is starting school, please bring their Birth Certificate and Immunisation Certificate with you when enrolling your child. A copy of these will be made.



Moanataiari School introduced cohort entry at the start of the year in 2018. This means that new entrants will start at the beginning of each term or middle of the term after their 5th birthday.

We believe there are educational and social benefits for children starting together in groups. There are also good reasons in terms of classroom management and assessment practice.

Pre-enrolment visits are encouraged with the 5 year olds. Parents are welcome to visit the New Entrant class by making arrangements with the class teacher to visit a few weeks before the child's birthday.

FIELD TRIPS & VISITS

Class trips and visits are an important extension of what is being learned in the classroom, therefore it is important that your child attends these. Before any trip you will be given adequate notice of dates, times, method of transport, the purpose of visit, cost e.g. transport, entry fee. Costs associated with field trips will be kept to a minimum. A Universal Permission Slip will be given to you when you enrol your child.

PERMISSION SLIP

A Universal Permission Slip signed by the child's parent/caregiver covers participation in all activities outside the school grounds, especially for local excursions of short notice.

All trips outside the school grounds are organised following a clear set of guidelines to ensure the safety and well being of children is maintained. We are extremely grateful to parents who provide transport and supervision for sports exchanges and educational trips as these are a valuable component of children's learning experiences. In the interests of safety and to comply with legislation, all children must wear a seat-belt when travelling in a moving vehicle and use a booster seat or car seat where their height or age deems necessary. Children under 7 years of age should not travel in the front seat unless restrained in an approved child restraint. Vehicles must be registered and have a current warrant of fitness. Drivers must be fully licensed.

While teachers have the overall responsibility, parents supervising groups of children are required to take constant care of each member of their group. For example, children should not be allowed to visit the toilet alone or left unsupervised at any time. All helpers will be police vetted.

HEAD LICE

Head lice are tiny insects which live in human hair. They hatch from small eggs, called nits, which are attached to the base of individual hairs. Head lice are often a problem in schools. Parents are asked to check their child's hair regularly and treat immediately should infestation occur. Please notify your child's teacher or the office so that we can remind other parents to carry out checks. Should recurrent infestations occur, the Public Health Nurse is willing to work alongside parents and the school in order to manage the problem. Contact details for the nurse can be obtained from the school office, or as follows:

HEALTH & OTHER SERVICES

1. Dental Clinic – (see separate heading for information)
2. Hearing and Vision Testing - is involved with checks especially at New Entrants and Year 7 level but is also available as required. Notices of visits are in the school newsletter
3. The Public Health Nurse makes regular visits to the school. Parents can contact her directly on 021341845.
4. Special Education Service - supports learners with special needs.
5. Resource Teacher - Learning and Behaviour.
6. Resource Teacher – Literacy.
7. Community Health Groups, eg. CAPS Hauraki, Oranga Tamariki.

HOLIDAYS DURING TERM TIME

It is important that children attend school every day, and this is a legal obligation. Of course they must stay home if they are unwell, or for exceptional circumstances such as bereavements, but holidays outside school breaks is not acceptable. If you want to take your child/ren out of school during term-time you must seek approval from the Principal first, as per new legislation. Approval may or may not be given.

HOMEWORK

Homework is allocated by individual teachers whose requirements may vary. In case of any problems or queries please contact the class teacher.

HOUSE SYSTEM

Students are organised into houses (whanau) - Kiwi, Tui, Weka, Kakariki. A friendly atmosphere exists in sport and it is hoped that this could be extended into all aspects of school life.

INTERNET

The school has a policy on Internet Use which is issued on enrolment. Parents and children are required to sign the consent form prior to the child using the Internet. Additional copies are on request from the Office. The school monitors internet usage and use 'Line Wise' to monitor student safety on line.

JEWELLERY

We recommend for safety and security reasons that the children not wear jewellery at school with exception of watches and stud earrings. Children will be asked to remove any other items. The school does not accept responsibility for the loss or damage of such items.

LATE-COMERS

School starts at 8.55am. Late-comers must report to the office before going to the classroom. Students are recorded as 'late' on the roll.

LEAVING SCHOOL GROUNDS

Students may NOT leave the school grounds without teacher permission. Parents/caregivers who wish for their child/ren to go home for lunch must contact the school.

LIBRARY BOOKS

Children will be encouraged to take books home regularly. Please support them with this and take an interest in sharing the books with them. The development of good reading habits is essential to their education. Please check your child's room regularly to ensure all books are cared for and returned on time.

A library bag of a suitable size (30cm x 40cm) perhaps with a drawstring or self sealing top helps with the care of the books taken home. We recommend each child have one. You are also urged to enrol your child at the Thames Public Library and use their facilities.



LOST PROPERTY

The lost property box is situated under the eaves at the back of the office area. Clearly name property to minimise loss. Unclaimed un-named items in the lost property box go into our second-hand stock. Non-uniform items are given to the opportunity shop.



MEDICAL

It is important that we know of any problems your child may have and you are asked to supply relevant information at the enrolment. Other problems may develop from time to time and you are asked to notify the school. We need to know if your child is / or has been suffering from earache or an ear infection. This could affect their learning and consequently their performance at school may deteriorate. Likewise, if your child or another member of the family develops something contagious e.g. **scabies, headlice, chickenpox** etc it is important that the school is notified as soon as possible.

If your child is not well please keep them home. Allowing sick students in school causes other students and staff to become unwell.

Some children have allergies, etc which may necessitate medicine or pills being kept at school.

These are kept in the office and you are asked:

- to sign a consent form
- to see that we have what is needed



- to ensure that pills are replaced regularly
- that we are notified of medication that is no longer required.

In cases where medication is required for only a short period the class teacher needs to be notified. This medication will then be stored in the secure cupboard/fridge.

Children are expected to take part in swimming and physical education unless we have a note stating medical reasons why your child should not participate. If your child is sick, they need to be kept at home.

- Emergency Contact With Home

In cases of sudden illness the school will attempt to contact the child's parent/caregiver via telephone. If no contact is made, the school will then telephone the emergency contact number which has been supplied by you.

If there are any alterations to any contact numbers or people you must advise the school immediately.

Our records are effective only when the information you supply is current and accurate.

NEWSLETTER

The school newsletter is issued every Monday via the school app and/or email, facebook, our website and Instagram. It will contain items of news, notices and information about school happenings as well as contributions from the Board of Trustees. Paper copies are available on request.

PAYMENT BY CASH OR ON LINE – NO EFTPOS

1. All monies are to be handed to the school office.
2. Please put in an envelope or wrap and seal securely
3. Name of child on envelope
4. Room number of child on envelope
5. Write what payment is for
6. Note amount of payment



This should ensure payments are adequately accounted for.

Payment Options: cash, automatic payments, internet banking – please include the student's name and what payment is for. Our school account is: Moanataiari School BoT 01 0455 0108122 01.

PARENTAL INVOLVEMENT

We welcome parents into our school. Communication and co-operative endeavour is actively encouraged. In many cases they work in the classroom situation but this is up to the individual teacher. Parents are also valued for their involvement on sports days, class camps and trips etc. Parents are welcome to call at the school. If you are unsure of something or if you wish to discuss a matter concerning your child with the class teacher, we would ask you to call in or telephone to arrange a suitable time when they are free of classroom responsibilities. After school is usually more convenient, as teachers are often preparing for class in the morning. An indication of what you would like to discuss would be welcome.

PET DAY

Pet day is one of the highlights of the school year and is held every second year. All children are expected to participate in some way and bring a pet if possible. This occurs every second year.

REPORTING TO PARENTS

Ten minute interviews with your child's teacher are offered at the end of Terms 1 and 3 each year. The intention of these interviews is to discuss your child's progress in all areas. We strongly encourage children to attend with their parents as this helps them to take some responsibility for their own learning while reinforcing the partnership between home and school. Parents can also arrange a meeting with either their child's teacher or the Principal at any time during the year.

SCHOLASTIC BOOK CLUB

This school operates a system where books are available for purchase at reduced rates, usually six times a year.

Brochures containing an order form are available in classrooms, with the closing date notified in the newsletter. Please send your child's order with the correct payment.



SCHOOL CONDUCT AND BEHAVIOUR

It is important that children and their parents are aware of the guidelines for general behaviour.

- ***We use footballs, soccer balls on the field.***
- ***We play cricket, hockey and softball on the field.***
- ***The junior playground is for Years 0 to 3 children.***
- ***The junior playground goes from the footpath by the Library to the fence.***
- ***The area behind the kitchen is out of bounds when there is no teacher supervision.***
- ***We all sit down and eat in our classrooms.***
- ***When the red flag is up or the cones are out we do not play on the fields or any grass area.***
- ***We leave bark in the playing areas.***
- ***Three bells means – go inside, it's raining!***
- ***Playgrounds have signs stating the rules in the area.***

SCHOOL HOURS

School begins	8.55am
1st break	10.50 – 11.00am (eating time)
	11.00 – 11.25am (play)
2nd break	1.20 – 1.30pm (eating time)
	1.30 – 1.50pm (play)
School Ends	3.00pm Monday-Friday



SICK CHILDREN

Children who are sick must be kept at home. Besides being more comfortable for the child, spreading of illness is prevented. Should a child become ill at school, parents will be contacted and they will be looked after in the sick bay until collection.

The school should be notified if your child has an infectious disease such as chicken pox, measles, scabies, school sores, etc. Children who are considered infectious should be kept at home. In the case of school sores, children can attend providing the sore is covered and the child is on medication.

Should your child require medication at school, medicine should be provided in its original container featuring the child's name and the amount to be administered. Medication should be accompanied by a note giving details of the time it is to be given and any special instructions.



SMOKE FREE SCHOOL

Legislation passed now means that smoking/vaping is not allowed by any person within school buildings, grounds or pool area.

SPECIAL NEEDS PROGRAMMES

The Ministry of Education may provide additional hours to support learners with special needs. Teacher Aides assist in classrooms. Reading and maths assistance programmes are provided.

SPORTS/PHYSICAL EDUCATION

All children are expected to take part in daily physical education are fitness work, including swimming, unless they bring a note, or we receive a phone call, explaining why they cannot take part. Children are expected to wear suitable clothing and shoes for these activities.

STAFF MEETINGS

Whole school staff meetings are held weekly, on Tuesday after school. These meetings deal with matters of school organisation and staff development. Teachers also meet in syndicates. These meetings deal mainly with the learning programmes and organisation of happenings for children. Sub Committees meet to decide issues relating to curriculum and school development. Special meetings are also held.

SUN SAFETY

At our school we actively promote the message of sun safety for all our children. During terms 1 and 4 each year children must wear a full cover school sun hat when outdoors. A full cover sun hat is one which protects the forehead, ears, nose and back of the neck from the dangerous rays of the sun. Children eat lunch in class. Teachers also wear hats to provide positive role models.

Children not wearing an appropriate sunhat are expected to play under the sun shade in the quad. We do not keep spare hats due to the risk of head-lice.

SWIMMING

During the swimming season all children are expected to swim each day. A note is required if the child cannot swim for health reasons.



TECHNOLOGY



Year 7 and 8 children go to the Thames High School on a regular basis for approximately 2 hours. Students learn food technology, fabric technology and hard material technology in a semester organisation.

A fee for this is payable to Thames High School by each Year 7 and 8 child. This can be paid per term or as a lump sum directly to the High School. The current cost is \$15 per term or \$60 per year for each student.



USE OF TELEPHONE

Children may only use the school phone for urgent matters. The use of cell phones by pupils is not permitted during school hours. Student's mobile telephones must be left at the school office each morning.

If parents wish to telephone a teacher they should do this out of class teaching times.

VALUABLES

Bringing toys to school can cause social issues so please leave them at home. We are unable to take responsibility for loss or damage.

VOLUNTARY HELP

Parents are invited to assist in the organisation of the school: classroom and library helpers, making and mending resources, assisting with sport, class trips, serving on committees to name just a few. We welcome and enjoy having parents in our school. Please contact the Principal. All adults need to be police vetted before working with students under the Vulnerable Children's Act.

WET DAYS

Children are kept inside during break times if the weather does not permit them to go outside. It is a good idea for children to have a wet weather bag for such days. Children are supervised while inside the classroom.