



PARENT INFORMATION BOOKLET 2019



Ka whakatairangahia e te Kura o Te Riu o Kaihu te tuakiri motuhaka o ia o nga tamariki, tapirihia at ana ki nga taonga ki nga ahua hoki i tukua iho e o ratou tupuna

'Kaihu Valley School will develop their children's individual uniqueness enshrined with the gifts and qualities bestowed upon them by their tupuna'

SCHOOL LOGO:

The children of Kaihu Valley School are nurtured under the protection of Tutamoe and embraced by the Kaihu River.

DESCRIPTION OF KAIHU VALLEY SCHOOL AND COMMUNITY

Kaihu Valley School opened in 1904 and was originally 'Maropiu District High School'.

Currently, it is a decile 2, state full primary school that caters for students from year 0-8. Learning programmes are delivered by a teaching principal who is well supported by an active board of trustees and ancillary staff.

We are situated approximately 25 kilometres north of Dargaville and 38 kilometres south of Tane Mahuta on the west coast of the Kaipara Harbour. We are ideally situated near nationally significant scenic attractions such as Te Matua Ngahere (Waipoua Forest), Trounson Kauri Park, Maunganui Bluff, Kai Iwi Lakes, Omamari and Bayley's Beach to name a few.

SCHOOL COMPOSITION

Kaihu Valley School has a roll of around 17 students of year 0-8 which fluctuates throughout the year. The school has a high percentage of Maori children, however we are inclusive of all children from all ethnicities and cultures, and we appreciate and celebrate the diversity that they bring to our school.

STAFF

Our principal teaches in the classroom 3 days per week and is supported by a Principal Release teacher for 2 days per week. This allows the Principal time to complete the necessary administration, caretaking and cleaning duties that are required. We have a part-time Office Administrator (4 days per week). We are also fortunate to have volunteers who take the time out of their day to support the school in the classroom or grounds on a regular basis.

Our school is directed by our Kaihu Valley School Charter and ensures that our children receive a quality education in line with the New Zealand Curriculum and the Digital/Technology Curriculum. Staff receive on-going Professional Development to support their teaching, and to keep them up to date with the latest educational trends. Literacy and Numeracy are priority learning areas and are integrated within our overarching theme of 'Kaitiakitanga'.

Staff utilise their particular strengths to enhance student achievement and work together to ensure that the children's learning is addressed alongside the NZ Curriculum.

All at risk students have an Individual Educational Plan (IEP) that is specific to their individual needs. Assessments are undertaken according to the time-table, and the results are shared with students, staff and parents. These assessments help identify areas that need to be worked on for the student's learning, or areas for extension. Our data is used by the students to measure their own performance and identify the next steps in their learning.

STAFF 2019

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|-----------------------------|---------------|
| • Principal | Sonia Simeon |
| • Principal Release Teacher | Neville Boone |
| • Office Administrator | Cindy Dobson |

BOARD OF TRUSTEES 2019

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| • Chairperson | Board of Trustees | John Turo Te Rore |
| • Trustee (Principal) | Sonia Simeon | |
| • Trustee (Staff Representative) | Cindy Dobson | |
| • Trustee (Parent Representative) | Christine Mackie | |
| • Trustee (Parent Representative) | Kevin Baker | |

EXTERNAL AGENCIES

- The Resource Teacher of Learning and Behaviour (RTLB), and Social Worker in Schools (SWIS) are available to assist with classroom programmes, or home visits if needed.
- There is a Doctor Clinic once a month at the school provided by Te Ha Oranga for the local community and the school children - this clinic is free to all.
- The Public Health Nurse visits the school regularly (weekly) and on request, she is also available to teach various health programmes to the students on a needs basis.
- Other agencies supporting our school are - The School Dental Service in Dargaville, Vision & Hearing and Special Education both based in Whangarei.
- Kaihu Valley School is also part of the Fruit in Schools Programme, Duffy Books in Homes, Milk in Schools, Fonterra/Sanitarium Breakfast Club and Kidscan.

NEW ENTRANTS

- The majority of our new entrants come from the local community or families new to the area. School visits are encouraged for pre-enrolled children to assist with the smooth transition to school.
- A birth certificate and immunisation certificate must be sighted on enrolment.

PARENTAL AND CAREGIVERS INVOLVEMENT

Parents and caregivers are welcome at Kaihu Valley School - the school adopts an open door policy. Please speak to the Principal if you are able or would like to assist in class. The importance of parental support and involvement is essential for a school this size. Our school has a 'community spirit' as parents are willing helpers on school excursions, camps and sporting events, and their support is very much appreciated. Our goal is to support and enhance the learning of the children of Kaihu Valley School.

KAIHU VALLEY SCHOOL CURRICULUM 2019

Kaihu Valley School Curriculum embraces the local environment and the resources on offer. The aim of our curriculum is to ensure students are achieving in all curriculum areas under the overarching theme of 'Kaitiakitanga' (Guardianship). Our children learn to be the guardians of the wonderful resources in their local area as well as contributing solutions to national and global environmental issues.

In 2019 our children will be learning to be the guardians of land, air and water. They will investigate the effects pollution has on their local environment and come up with practical solutions to reduce or eliminate pollution. The aim is for the students to practice what they have learned by demonstrating their new knowledge at school, in the community or at home.

Students learn through first hand experiences and it is our duty to provide these experiences for our students to learn. Parents or caregivers who would like to be a part of this journey with the students are more than welcome to come along.

GENERAL INFORMATION

ACCIDENTS

Staff administer basic first aid when required. Gloves are worn when dealing with blood. If your child is unwell or involved in a serious accident we will endeavour to contact you in the first instance. If the Doctor or further medical treatment is required and we are unable to contact you, arrangements will then be made at the discretion of the Principal. Please let us know if you change your doctor.

ANIMALS IN THE SCHOOL GROUNDS

At the moment, Kaihu Valley School has a school pet dog (Molly) who attends school every day and lets everyone know when strangers have entered the school grounds (safety). The students at Kaihu Valley School are taught respect and care for animals and the environment, therefore any small creatures that are studied at school like spiders or insects must be properly cared for and released back into the environment unharmed.

ABSENCES

'Research shows that there is a definite connection between student attendance and student achievement'

We request a note or phone call stating the reason for the absence of your child/children. We ask that you contact the school before 8.30am on the morning of the absence, or prior to the day if possible, so that we may be assured there have not been any mishaps enroute to school. You can leave a phone message.

In accordance with the Education Act 1989 (Part III, Sections 24 and 25) parents are legally required to ensure their children attend school, unless they are ill or permission has been granted by the Principal for an approved absence. When your child returns to school after an absence, notification is required stating the date(s) the child was absent and the reason. If your child required leave or reasons other than illness, please communicate with the Principal in advance. It is school policy to follow up any unexplained absences; initially with a telephone call from the office staff and then if there are still concerns, by written communication from the Principal.

BELL TIMES

Daily timetable for class sessions and breaks:

School (start)	8.30am
Morning Tea (start)	10.40am
Morning Tea (end)	11.00am
Lunch (start)	12.45pm
Lunch (end)	1.30pm
School (end)	2.30pm

Learning before lunch is devoted to literacy, numeracy and topic studies. Health and Physical Education, Digital/Technology, The Arts, Science and Social Sciences are either integrated into the topic or runs as an afternoon programme. Children should not enter the grounds before 7.45am. Please ensure your children are at school ready to begin learning at 8.30am. Grounds must be vacated by 2.30pm unless prior arrangement has been made with the Principal.

BOARD OF TRUSTEES' MEETINGS

Notice of meetings, agendas, minutes, reports and important correspondence will be sent home to BOT members prior to each meeting. Dates of monthly BOT meetings are published monthly in the school newsletter, together with any important business to be discussed at the next meeting. All members of the School's Community are welcome to attend these meetings.

BUSES

Some students travel to and from school by bus. They must at all times abide by the rules to ensure the safety of all. Parents please have this discussion with your children as the bus company will let the school know of any behavioural issues happening during these times.

CHARTER

A copy of the School Charter is available at school on request. Reviews of the charter will be undertaken and the community will always be consulted. Descriptions of the School and the School's Community will change from time to time and local goals and objectives may be added, modified or deleted when no longer appropriate.

CHILD CUSTODY/ACCESS

In cases where children are in the custody of a separate caregiver, the school will need clear instructions in writing as to who can and cannot have access. If there is a court ruling, then the school needs to know.

CAMPS

Full consultation with parents will be undertaken before any camps take place. Camps are planned with educational purposes and are related to in-class learning.

CLOTHING

Please ensure that all clothing is clearly named. Children are expected to take responsibility for their clothing. There is no lost property in the school.

CODE OF CONDUCT

Kaihu Valley School believes in a positive approach to behaviour management. Behaviour problems are minimised by having a school-wide code of conduct and a behaviour plan.

CONTACTING THE SCHOOL

If you wish to contact the school between the hours of 8.30am to 3.00pm, you may do so using the contact details listed:

School number	439 0852
School cell phone number	027 587 5572
Email address	admin@kaihu.school.nz

DENTAL TREATMENT

Treatment is available from the Dental Nurse based at Dargaville Intermediate School Dental Clinic. Appointments are organised annually and parents/caregivers are contacted individually. In an emergency you may contact the Dental Nurse directly on 439 8045.

EMERGENCY DRILLS

Staff and students are taught Emergency Drills in case of a Flood, Fire or Earthquake. Regular drills are held at least once per term. As in all emergencies the children's safety is paramount. All safety concerns are conveyed at staff via the Principal. The local Civil Defence is available to help in class programmes if required.

EOTC - EDUCATION OUTSIDE THE CLASSROOM

Class excursions are a part of the curriculum at Kaihu Valley School and aligns with the topics for each term. Parents may be invited to accompany classes on these trips, as often, for safety purposes as we need a ratio of at least one adult to every 6 children (1:6) or one adult to every 4 children when near water (1:4) for supervision and sometimes transportation. Children travelling in vehicles must wear a seat-belt and the vehicle must have a current Warrant of Fitness and registration, Drivers must have a full Driver's Licence. Permission slips will need to be completed and handed in by all children attending any of these excursions. Failure to comply means they will not be able to attend.

FUNDRAISING

The BOT from time to time may undertake fundraising activities to finance school projects, excursions, for new equipment or raise money for extra-curricular activities. Community assistance in these ventures is very much appreciated, as locally-based funds are essential to achieving the desired school outcomes.

HEAD LICE / SCHOOL SORES

From time to time we have outbreaks of these conditions. In the case of school sores Doctors advice needs to be sought, and children kept at home until the infection is under control. Medication to treat head lice is available from the chemist. Children are also taught how to identify if they have head lice through lessons with the Health Nurse who usually hands out pamphlets. We need to be informed when either of these conditions appears. Children should be kept home until the condition has been treated.

HEALTH

Kaihu Valley School children are expected to follow the school routine of hand washing before eating and after using the toilet.

Staff are to be advised if children have particular medical conditions, or notifiable diseases. If your child required medication for Asthma or Stings etc., please advise the school. If your child needs to have medication administered at school, we will need written permission from parents/caregivers.

HEARING / VISION

All new entrant children are tested in their first year at school by qualified personnel from the Northland District Health Board. Year 7 students are also tested each year and any other children who have been referred by class teachers. If you suspect that your child has a problem with hearing or vision, please advise us so that we can notify the Hearing / Vision Personnel.

INTERVIEWS / REPORTS

If at any stage you wish to discuss your child / children's progress or welfare, please contact us for an interview. It is always better to address issues immediately if you feel there is a problem. Likewise, if we have concerns we will do the same.

Formal Parent/Teacher interviews will be held for all students - parents/caregivers will be notified. Every child will receive a written report at the end of term 2 and term 4.

LUNCHES / FOOD

Parents are encouraged to provide a suitable healthy lunch for students. There are specified times that children sit and eat their food before going off to play. Lunches are monitored to make sure the children are eating and not rushing off to play. Lollies and fizzy drinks **are not** allowed at school as we are a health promoting school. Children are encouraged to drink water or milk. If a child does forget their lunch, they will not go hungry as we will provide them with a sandwich.

Our school celebrates every child's birthday with a cake at morning tea. On other occasions at school we have a shared lunch, where each family provides food which we share together.

PARENT HELPERS

Parents who would like to become parent helpers should make an appointment to speak with the Principal. We encourage parents to be involved in our school as much as possible.

PARKING AREA

There is a circular driveway on the front of the school where the bus drops off and picks up the children - parents can park alongside the brick wall and fence as long as they do not obstruct the bus and are aware of the children.

PERSONAL PROPERTY

Kaihu Valley School BOT and staff do not accept any responsibility for personal items such as electronic devices, jewellery, cell phones etc ... that children bring to school, if they are damaged or go missing. Children are encouraged not to bring personal property to school.

SCHOLASTIC BOOK CLUB

Students have the opportunity to purchase personal reading books from Scholastic Book Club at reduced prices. Offers are sent out to families twice a term and the closing dates for orders are notified in the School Newsletter. The library also benefits through free books depending on the number of orders made.

SCHOOL DONATION / STATIONERY / SCHOOL UNIFORM

There are no fees for school donations, stationery and school uniform tops. In return the BOT and staff ask that parents / caregivers contribute their time to the school working bees, cleaning around the school or any jobs that need doing. Speak to the Principal when you are ready to contribute your time.

SPORTS TEAMS

Our school encourages pupils to participate in organised sports. Unfortunately, Kaihu Valley School does not organise Saturday morning sports teams but we can point you in the right direction if you want your child to play weekend sport.

SUN SAFETY

All students are encouraged to wear a hat during terms one and four. It is expected that parents will apply sunscreen to their children before coming to school. Children may also bring along their own sunscreen. There is a supply of sunscreen at school.

SWIMMING

Children learning Swimming and Water Safety Skills during most of term one and term four. All children are expected to participate in swimming lessons, and a phone call or a note is required if they are not able to participate. It is advisable for the children to have their togs at school each day during the summer months. Children with open sores/cuts are not allowed in the pool.

COMMUNITY SWIMMING POOL

Arrangements need to be made with the Principal for the community to use the school pool outside of school hours. Please ensure the pool gate is locked when you leave. Children must be accompanied by an adult or a responsible older person. Please adhere to the pool rules of 'NO BOMBING', 'DIVING' or 'JUMPING IN AND OUT OF THE POOL' as this will cause the water level to drop and the pump burning out. Failure to follow these three simple rules will result in the pool being closed to the community.

TRAVEL TO SCHOOL

Parents who transport their children to school may be entitled to a conveyance allowance. The amount depends on the distance the child lives from school and the age of the child. The necessary forms for this are available from the office.

UNIFORMS

Whilst the tops are free to the children, it is expected that the children will wear the uniform each day. It is the parent's responsibility to provide dark blue shorts for boys and girls (or skorts for girls) during the summer months. During winter the girls can wear tights under their skorts, tights or dark blue track pants.

WORKING BEES

From time to time the BOT will organise working bees and it is expected that parents / caregivers will contribute their time in return for free stationery and uniform tops. 'Many hands make light work'. The working bee can be a social time and gives the parents the chance to 'catch-up' with one another.

PLEASE CONTACT THE OFFICE IF YOU HAVE ANY QUESTIONS