



**Staff for 2018**

<i>Queenie Peterson</i>	<i>Principal</i>
<i>Tinaka Pawa</i>	<i>Teacher Year 4-8 Room 2</i>
<i>Queenie Peterson</i>	<i>Teacher Year 1-3 Room 3</i>
<i>Janine Tatana</i>	<i>Principal Release</i>
<i>Dyane Clyde</i>	<i>Teacher Aide</i>
<i>Lucy Waru</i>	<i>Cleaner</i>
<i>Kiri Leef</i>	<i>Receptionist</i>

**Board of Trustees**

<i>Queenie Peterson</i>	<i>Principal</i>	<i>4093898</i>
<i>Michael Ormsby</i>	<i>Chairperson</i>	<i>0211263110</i>
<i>Viv Taupaki</i>	<i>Parent Rep</i>	<i>4093475</i>
<i>Andrea</i>	<i>Parent Rep</i>	<i>4093526</i>
<i>Kiri Leef</i>	<i>Staff Rep</i>	<i>4093833</i>
<i>Ria Ngatokorua</i>	<i>Minutes Secretary</i>	<i>0223706691</i>

***Guide for Parents & Caregivers***  
***Herekino School***  
***2018***

*R.D.I. Kaitaia*  
*Phone :(09) 409 3834*  
*E-mail: reception@herekino.school.nz*

***Principal:***

***Queenie Peterson***

**School Mission statement**

***To foster the pathway of knowledge to strength, independence  
and growth for future generations***

*Dear Parents and Caregivers,*

*On behalf of Herekino School we welcome you all. We are a full primary school, teaching children from New Entrants to Year 8. Students are provided with a balanced curriculum incorporating academic, cultural, sporting and social aspects of learning, taking pride in providing a high quality of education in a whanau setting.*

*We are proud of our students, their academic achievements, their sporting ability, their artistic skills, when they give their best, learn from their mistakes and make the right choices. Our passionate team are committed to encouraging a life-long pursuit of excellence through innovative and positive techniques.*

*Our vision for the school is encompassed in our motto:*

***“To build a Hearty future”***

*H is for Happy  
E is for Enthusiastic  
A is for Analytical  
R is for Resilience  
T is for graTeful  
Y is for integritY*

**Our core values:**

*Manaaki*

*Achievement*

*Perseverance*

**Term Dates**

*Term one Tuesday February 7th– 13 April*

*Term two Monday April 30th – 6th July*

*Term three Monday July 23th - 28<sup>th</sup> September*

*Term four Monday October 15th – 20<sup>th</sup> December*

**Assemblies**  
*Assemblies are held every 3 weeks. Student’s items and recognition of student’s successes are the highlights of these assemblies. Results are published in the newsletter. Parents are cordially invited to attend assemblies. 10am Friday.*

**Office Hours**

*Our school office is not always manned. It will be open for the following hours:*

*Tuesday 8.30am -11.30*

*Wednesday 8.30am -12.30*

*Thursday 8.30am -12.30*

*Friday 8.30am -12.30*

**Bell Times**

*School begins 8.50am*

*Morning tea 10.30-11.00am*

*Lunch 12.30-1.20pm*

*School finish 2.30p.m*

**Enrolments**

*All new children to the school must be enrolled by their parents/caregiver prior to or on their first day. Children who return to our school must also be re enrolled. All 5 year olds will be required to produce a birth certificate and certificate of immunizations.*

**Keeping Student Records Current**

*The school office should be notified of any alterations of a student’s personal details, such as changes of address etc.*

### **Fees**

*All fees have been waived this year. If your child requires certain learning tools or stationary other than the essentials the classroom teacher will issue the students with a note indicating their stationery requirements.*

### **Board of Trustees**

*The board is the school's governing body and is responsible for ensuring the school complies with all relevant laws of regulations. It supports the principal's day to day management of the school as well as deciding matters of school policy. Meetings are held on the second Monday of each month at 4.30pm at the school. These meetings are used for the board to discuss school student achievement, business, developments and respond to matters as raised by the parents/community. Parents are recommended to approach the principal, or the board chairperson if they wish to have issues placed on the meetings agenda for board consideration. All parents are welcome to attend these meetings, but are advised to follow board protocol. Minutes of the meeting are available for the public and parents to view at the school office during office hours.*

### **Charter**

*The Herekino School charter is an agreement between the Board of Trustees and the Ministry of Education.*

*There are statements in the charter which are compulsory, but there are also some local goals and objectives proposed and framed by the Board of Trustees after consultation.*

- (i) A Vision Statement for Herekino School.*
- (ii) Our school's aims*
- (iii) Our school's objectives*
- (iv) A Long – Term Strategic Plan*
- (v) Targets*

*You are always welcome to view this document.*

### **Policies**

*The Board of Trustees is responsible for the governance of the school. They carry out these duties by setting policies. School policies can be reviewed at any stage, although the board has a 3 year plan that reviews these policies during this term. Community and parent consultation will take place on a regular basis.*

### **Absences**

*If children are away from school we require an explanation. Either a note, email or a message on the answer phone is fine. Regular attendance is important in consolidation of learning. Please do not take absence from school lightly. Being away 1 day each fortnight costs a child one tenth of their schooling. Absentee returns will be made daily to the principal and unexplained absences will be followed up. This is a legal requirement.*

### **Prolonged Absence**

*When a special request for extended leave from school is contemplated, the matter should be discussed with the Principal outlining the reasons for the request.*

### **Buses**

*Whaea Tinaka is the bus controller. In the interest of all students we expect a high standard of behavior on the buses. All students are expected to be responsible and monitor their and other behavior on the buses. Ritchies is the bus contractor. Any changes in the way children travel home from school must be communicated to the school either by phone or in writing. Please endeavor to do this as early as possible between the hours of 9:00am -1:00pm when our office is always manned. Should the above not happen the child will be sent home on their normal bus. It is not sufficient for the child to 'tell' the teacher. All children are marked off on a bus/car/walkers list each afternoon. Please advise once if your child is attending sports after school on a regular basis.*

### **Picking Kids Up**

*Any child picked up early from school must be signed out at the office for safety reasons.*

### **Duty**

*Staff is on duty at all times. During intervals and lunchtimes, there are always teachers available to the children.*

### **Discipline**

*The school sets great store on positive and respectful behavior. The school discipline policies are sent home on newsletters once a year. Parents will be contacted where there are behavior problems as early as possible. We appreciate parents support in discipline matters.*

### **Communication**

*We encourage parents/caregivers who have concerns to get in touch with teachers as soon as possible. The principal is available to take part in these discussions at your request. We request that the principal be contacted for anything other than trivial matters. Appointments are appreciated.*

### **Breakfast**

*Breakfast will be provided at school every morning, thanks to Sanitarium and Fonterra who have donated the cereal and milk.*

### **Lunches**

*All children are expected to be provided with an adequate school lunch. It is very important for learning to be achieved throughout the day. Lunches are available for sale on Fridays. No accounts will be carried. Occasionally the school will have shared lunches. Notification of these will be given ahead of time.*

### **Fruit**

*Fruit is provided daily at each interval and lunchtime thanks to Fruit in School (Ministry of Health) initiative.*

### **Swimming**

*Our school uses its pool during term 1&4, as swimming is part of the curriculum, all pupils must swim. A note from parents is essential if the child is not swimming. Appropriate swimwear must be worn.*

### **Trips and Extra Curricular Activities**

*Extra curricular activities such as sport, cultural events, shows, beach trips will be charged as they come up.*

### **Camps**

*Every year the school attempts to have at least one whole school camp/marae stay. Every second year the senior school has a major camp which entails traveling outside of the northland region while the juniors remain in the Northland region.*

### **Computer Education & the Internet**

*ICT is an integral part of teaching and learning. The school offers all year 4-8 students laptop/chromebook with pupils having access to printers, scanner, and the internet. All year 1-3 students are equipped with iPads.*

### **Reporting Process**

*Written reports on your child's progress are sent home at the mid-year point and the end of the year. Interviews can be arranged at your request. Interviews will be held early in the first term to meet teachers for that year and at the following week of end of year reports. This is a good opportunity for communication about your child.*

*However, if you have any immediate concerns about your child's academic progress or pastoral welfare, please do not hesitate to contact your child's teacher.*

*Teachers will contact you if they have any concerns about your child's progress.*

### **Newsletters**

*School newsletters are sent out every second Wednesday and contain updates from the principal, board of trustees and local sports and educational groups. We endeavor to send out a district newsletter every month. We are happy to include community notices in either of these newsletters.*

### **Prize Giving**

*Your attendance is welcomed and encouraged. Prize giving is held at the end of each year to celebrate the achievements of the students. Parents and caregivers are urged to attend and make the students proud of their achievements. These will be organized by the principal in consultation with the teaching staff.*

### **Dress**

*Herekino School expects a high standard of dress. School shirts are available from school office, however uniform is not compulsory. Being clean, tidy and adequately attired is essential for good student learning. Hats or caps are essential for the summer season and are compulsory. No hats/caps, no play.*

### **Lost Property**

*To help reduce the amount of lost property we hold, it is essential that all items of clothing are clearly named. Items of lost property will be kept till the end of each term. All parents are invited to come down and check the lost property for missing items.*

### **Health Matters**

*The public Health Nurse Visits the school twice a term or when requested by the school. She assists with class programs, and investigates health concerns on behalf of parents and staff. Messages can be left at the school for her. Our dental clinic opens once a year for approximately one month. Emergency dental treatment can be arranged through Kaitaia Hospital. We also receive visits from hearing and vision and the mobile ear caravan during the year.*

### **Smoking**

*Herekino School is completely smoke-free. Smoking will not be permitted in the school grounds or any of the school buildings.*

### **Toys and Personal Sports Equipment**

*Students may bring toys from home, it is expected that students will be responsible for the care. Unfortunately, the school cannot accept responsibility for loss or damage.*

*Sports gear can be brought from home. We encourage children to be active. Some children like to bring skateboards, scooters and bikes which can be used at break times.*

*We do encourage the utmost care for equipment from all students and we actively encourage our students to play fair and share. As a parent be prepared that we operate as a whanau and we encourage all our students to share their equipment.*

*Other school sports gear is available during breaks.*

### **Emergency Procedures**

*Staff are fully trained in the emergency procedures required for fire, earthquakes and lockdown. In the event of an emergency, staff are firstly responsible to protect all students and remove them from any danger. If any cases of a serious nature occur, all parents will be notified.*

### **Accidents**

*Although every reasonable precaution is exercised, accidents do happen. Minor ones receive first-aid treatment from the teacher on duty or office staff. In all cases of head injury, suspected bone injury, bad cuts, etc. the parent is notified immediately and the necessary medical attention is sought. All accidents at the school are investigated, recorded and if serious enough, reported to the Board of Trustees.*

### **Kohanga Reo**

*We have 1 Kohanga Reo in our area for parents wishing their children to experience both Maori language and culture.*

*Contact: Lala Murray      Whangape      Phone: 409 5010*

### **Parent Helpers**

*We value parent support and warmly welcome parent helpers to assist teachers during the day.*

*We appreciate parental help in:*

- *Checking, accessing and restoring resources*
- *Making of learning materials, games etc.*
- *Playground supervision*
- *Transport of students to extension activities*
- *Outdoor education*
- *Working with small groups of students under the supervision of                  the class teacher*
- *Assistance in art, craft, music, speech, drama, sport and gifted children programmes.*
- *If you are able to offer assistance, please contact the School, who can provide further details and add your name to an appropriate roster.*

### **Use of the School Grounds**

*Our community are most welcome to use the grounds outside of school hours. We believe that the school is a community asset to be shared by all.*

### **Open Door Policy**

*The school has an open door policy, where parents /caregivers are most welcome to visit the school. We ask that callers to the school do us a courtesy of dropping in at the office to sign in and also sign out at the end of their visit.*

*Please do not hesitate to contact the school if you have any questions or require further information. We look forward to a fruitful and exciting future together.*