



Tua Marina School
Striving for Peak Performance

**Parent
Handbook
2015**

Vision

Tua Marina School develops resilient lifelong learners who *strive for peak performance* (*me whakapau kaha*) in their community and beyond.

Phone: 5705621 e-mail: office@tuamarina.school.nz

Tua Marina School Handbook

The purpose of this handbook is to give existing and prospective parents some background information about Tua Marina School and provide parents with a quick, easy reference to general information about the school that may be of use. Please keep it handy.

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TUA MARINA SCHOOL PROFILE

- Tua Marina School welcomes all learners in our community. We are committed to their presence, participation, engagement, and achievement.
- Tua Marina School is a semi-rural, full-primary school, located approximately 10 kilometres from Blenheim, heading towards Picton on State Highway 1. The school is situated close to the main railway line and State Highway One. It is fully surrounded by a fence and faces away from the road with a lovely rural aspect.
- The Tua Marina School community consists of families who live mainly in: the Tua Marina township; the Waikakaho Valley; the area between Tua Marina and half way to Picton; and the nearby Rarangi settlement.

- We are a U3, Decile 9 school with a roll that ranges from 115-135 students, six teachers, and a Principal. Approximately 18% of the students identify with Maori being their first or second ethnicity, and the remainder are mostly of NZ/European descent.
- The school operates an enrolment zone. The boundaries for families living in the zone are: north of the Wairau River; west to the Waikakaho stream then up to the top of the mountain and an imaginary line to the coast; half way between Tua Marina and Picton; east to Rarangi; and south along the main road to the Wairau Bridge. A few out of zone children are accepted each year depending on places available.
- The majority of the children travel to school by bus – most of the inzone children come on the Rarangi bus and a few travel on the Waikakaho bus.
- The school promotes a caring, inclusive, family orientated environment with a focus on 'Striving for peak performance'. All students are valued and inclusive education needs are well supported.
- The school was established in 1871. The buildings consist of six classrooms, a hall with library attached, an administration area, a staffroom, a teacher resource room, and several other offices/ breakout areas. The buildings are set in pleasant surroundings with large trees bordering a generous playing field, and a native forest area. There is a hard court area, an all-weather sports surface, three adventure playgrounds, native gardens, a large sports field, and a swimming pool.
- Tua Marina School develops effective home/school relationships. It promotes an open door policy encouraging the parents and local community to take an active role in the life of the school and their child's learning. The school is fortunate in having the support of a committed Board of Trustees, PTA, and enthusiastic and willing parents and caregivers. The parents provide assistance with a variety of educational activities and there is strong support for Pets Day and interschool fixtures. The PTA organises/assists with several fundraising activities including the following annual events: Rodeo, Disco, and Christmas Fair.
- Traditionally Tua Marina was a dairy farming area with a large cheese factory in the township. However the blocks of land have been subdivided and the farming has become more diverse, with a move into viticulture. The cheese factory has gone and Fonterra has taken its place. There has been a growing trend towards lifestyle blocks in Rarangi and many parents commute to Blenheim to work.
- Students leave at the end of Year 8 and in general attend Marlborough Boys' College, Marlborough Girls' College, or Queen Charlotte College.
- Tua Marina School belongs to the Wairau Cluster group which consists of five small schools situated geographically close to each other. The children meet once a term for sporting activities as well as extension activities for gifted and talented students.
- The school values e-learning and is a Network for Learning (N4L) school. There is wireless ultrafast broadband access in all classrooms and ICT resources continue to be a focus for development. Each classroom has a ratio of a minimum of 1 device to 2 students, a data projector, visualiser, digital camera, etc. We have a BYOD (Bring Your Own Device) procedure, and are a Google Apps for Education school.
- Our vision (on page 16) links well with the curriculum and is central to our teaching and learning programmes with 'Striving for peak performance (me whakapau kaha)' as our catch phrase.

STAFFING 2015:

Staff Member	Responsibility
Teaching Staff	
Mrs Cheryl Wadworth	Principal
Mr Kerry Wilkin	Deputy Principal - Y7/8 Teacher (Room 6)
Mrs Jan Tuffey	Y5/6 Teacher (Room 5)
Mrs Sarah Gray	Y4/5 Teacher (Room 4)
Mrs Caroline Abbott	Y3/4 Teacher (Room 3)
Miss Wiki Chilvers	Y1/2 Teacher (Room 2)
Ms Barb Keane	Y0/1 Teacher (Room 1)
Support Staff	
Mrs Angela Taylor	Office Administrator
Mrs Lorraine Regan	Teacher-Aide/Office Administrator
Mr Neil Harris	Caretaker
Mrs Donna Booth	Gardener/Edible Gardens Facilitator
Mrs Sue Gill	Cleaner

ABSENCES - STUDENTS:

If children are absent the school requires a **prior note, phone call, e-mail, or message left on the answer phone**. Phone 5705621.

It is important for parents to fulfill this obligation as it completes the necessary paper work in the school but more importantly, accounts for a child's absence and safety. It is not acceptable for students, including siblings, to verbally inform a teacher that someone is away.

Teachers take the roll at 9.00am and after lunch. Any unexplained absences will be checked and followed up.

If a child gets to school late, or someone is collecting the child during school hours they need to fill in the **'Sign In and Out'** book kept in the office. If they are being collected by someone other than the primary caregiver then the office needs notification from you that this is acceptable. Thank you for your support in this matter. We need to know that the students are safe with the right people for the right reasons during school hours.

ACCOUNTS:

The school operates a cash only system. Online banking for payments can be organised through the office and the school bank account number is **030855 0560521 00**. Often the office is unmanned so please put all money in a named envelope with the amount and reason written on the envelope, and put it in the cash box in the office foyer. Electronic receipts are given on request. If a parent ever has financial difficulty they are encouraged to contact Cheryl so alternative arrangements and support can be given.

ANSWERPHONE:

The answer phone is extremely important in the school situation.

As the office is not staffed all the time, and to allow teaching time to become a priority for all teachers in the school, parents are asked to leave a message on the answer phone (they are impersonal and at times difficult to talk to, but they serve a very important purpose).

The answer phone is checked on a regular basis and **calls will be actioned**.

APPEARANCE:

We take pride in the appearance of our staff and students.

- Clothing - please ensure children wear appropriate clothing and footwear suitable for active participation in all curriculum areas. All clothing should be named. As part of our Sunsmart Procedure we encourage shoulders to be covered and request that no shoestring-strap tops be worn.
- Uniform - the school has a PE shirt that is to be worn at all times when representing the school e.g. choir, sports events, some trips etc. It provides the children with a sense of pride and identity, as well as making them easily recognizable. The shirts are compulsory at all levels and are available through the office at a cost of \$35.
- Shoes - are to be taken off inside. All shoes are to be stored neatly on the shoe racks provided or in an alternative place arranged by the teacher. Shoes are to be worn on the school bus.
- Hats - wide brimmed hats are to be worn in Terms 1 and 4 to comply with being a Sunsmart School. (No hat means the child must stay under the shade cloth)
- Hair is to be kept in a tidy fashion and not to be dyed or cut in such a manner as to attract adverse attention and detract from learning. If your child's hair is long it is advisable to tie it up to prevent the spread of head lice.
- Jewellery - For safety reasons only sleepers and studs are allowed to be worn in pierced ears.
- No transfers or drawings on skin are permitted.

ASSEMBLIES:

On Friday afternoons in the Hall between 2.15pm and 2.55pm whole school assemblies are held for notices, newsletter information, talent spots, presentations, and Student of the Week Awards. You are welcome to attend and, if time allows, we try to contact parents of children who will be receiving awards.

BEHAVIOUR MANAGEMENT:

At Tua Marina School we believe that each child and staff member has the right to be safe, the right to learn, and the right to teach. It is expected that all students and staff will behave in a socially acceptable manner at all times towards other students, teachers and all those they interact with during the school day. The school follows a Behaviour Management Programme that relates to choices and consequences, and links in with our vision and values programme. A school 'Bullying' definition has been developed so that children understand what bullying is including: 'Looks like', 'Sounds like' and 'Feels like', and is outlined below. The

'Negative Consequences' are followed for bullying behaviour. The school focuses on encouraging positive behaviours, having high expectations, and being proactive.

NB: No consequence places students in unsupervised or unsafe situations. No staff member physically handles students except when the student's actions are a direct danger to themselves or others.

Our school rules are:

- Respect others and our environment
- Keep hands, feet and objects to yourself
- Follow directions promptly and politely
- Be in the right place at the right time

Consequences	
Positives	Negatives
<ul style="list-style-type: none"> ➤ Praise ➤ Certificates ➤ Stickers ➤ Phone call/e-mail home ➤ Incentive chart ➤ Extra privileges e.g. class game, free choice, computer time etc 	<ol style="list-style-type: none"> 1. Warning 2. Time Out 1 - Work away from group 3. Time Out 2 - Work away from group for a longer period possibly with reflection sheet 4. Time Out 3 - Work in another room 5. Go to principal - Ring parent / caregivers <p>Extreme behaviours – students are sent immediately to the Principal or Step 4.</p>

Buddy classes where students are sent are as follows:

- Room 1 to Room 3
- Room 2 to Room 4
- Room 3 to Room 5
- Room 4 to Room 6
- Room 5 to Room 2
- Room 6 to Room 1

Teachers will keep a record of warnings/incidents on a class 'Classroom Behaviour/Bullying Tracking Sheet', 'Warning Sheet or by some other means, and parents are welcome to ask about their own child's behaviour. The warning/behavior tracking system begins again each day, so the child has a chance to start afresh. Relievers are made aware of the behaviour management system and where behaviour charts and tracking sheets are located.

More serious behaviour issues are tracked using the 'Assembly' Student Management System where teachers can input incidents in the Pastoral section e.g. incidents where a parent is rung due to behaviour issues or complaints.

At breaks children who display inappropriate behaviour and have not been able to work with the Peer Mediators will be spoken to by the duty teacher. Similar consequences as above will apply, except the child will be withdrawn from the playground for 'Time Out.' Thinking Sheets may be completed. The 'Time Out' Thinking Spot is the deck. On wet days the Thinking Spot is the Meeting Room or the Principal's Office. Behavioural or pastoral issues are discussed at weekly administration meetings. A Behaviour Book is kept to retain a record of students who have been withdrawn from the playground. Behaviour tracking sheets are analysed by teachers.

Teachers ensure they model behaviour expected from students. Teachers show they value and listen to all students equally regardless of gender, ethnicity, ability, etc.

Staff ensure children feel they are being treated fairly eg after an incident ask "Are you happy with the outcome?" "Is it fair?". Restorative practices are encouraged.

Individual Behaviour Plans are put in place for those children who require extra help with their behaviour management. Parents are generally consulted when this occurs and records are kept to determine patterns of behaviour and progress made.

Extreme inappropriate behaviours such as swearing, hitting, biting, spitting can result in immediate progress to Step 4 or 5. When other people's, or the child's, safety is placed at extreme risk the child may be Stood Down or Suspended following Ministry of Education guidelines.

If there are issues happening at home that may affect a child's behaviour at school we encourage parents to let us know.

Bullying is one particular form of aggressive behaviour and can be overt or covert in nature. Not all forms of verbal or physical aggression are bullying. Bullying behaviour emphasises the following four characteristics:

- Bullying is **deliberate** - there is an intention to cause physical and/or psychological pain or discomfort to another person.
- Bullying **involves a power imbalance** - there is an actual or perceived unequal relationship between the target and the initiator that may be based on physical size, age, gender, social status, or digital capability and access.
- Bullying has **an element of repetition** - bullying behaviour is usually not one-off. It is repeated over time, with the threat of further incidents leading to fear and anxiety. Repeated acts of bullying may involve single acts with different targets, as well as multiple acts with the same target.
- Bullying is **harmful** - there is a short or long-term physical or psychological harm to the target (eg. as a result of coercion or intimidation)

Bullying behaviour is not an individual action. It is influenced by the actions and values of peer groups, schools, families and whanau, communities, and societies.

Tua Marina School seeks to positively influence student behaviour by:

- expecting staff to model inclusive values and respectful ways of communicating
- ensuring students are consulted about their concerns and possible solutions to bullying (eg studentwellbeing@school NZCER Survey administered biannually for Y5-8 students, classroom surveys, principal surveys)
- ensuring students are taught effective ways of understanding and relating to others (eg classroom health programmes, revisit behaviour management procedure with classes at the start of each term, school vision and values).

A school 'Bullying' definition has been developed so that children understand what bullying is including: 'Looks like', 'Sounds like' and 'Feels like', and is outlined below. All bullying behaviour including verbal, physical, emotional, and cyber bullying is completely unacceptable in our school. All instances of bullying (alleged or observed) will be taken seriously and followed up in line with this procedure. Anti bullying signage is displayed around the school.

Bullying Definition 'Intimidating or mistreating somebody repeatedly'		
Looks like	Sounds like	Feels like
Hurting others	Loud screaming	Hurt
Kicking	Name calling	Sore
Punching	Crying	Worried
Biting	Angry voices	Angry
Slapping	Swear words	Ashamed
Pushing	Bad laughing at people	Upset
Chasing when people don't like it	Gossiping	Painful
Taking things	Whispering about people	Lonely
Sad faces	Threatening tone of voice	Stressed
Teasing	Unkind words	Frightened
People left out	Mimicking	Scared
Bad touching		Butterflies
Pulling hair		Not confident
Spitting		Physical and emotional pain
Put downs		Depressed
Threatening looks and actions		Anxious
Bad txtng or internet messaging		
If someone is bullying me I need to tell a teacher straight away.		

off on the Bus List. The Bus Lists can be found in the red folder on the counter of the office.

The duty teacher in the afternoon checks the answer phone for calls from parents concerning children travelling or not travelling on the bus. They also check the red folder in the main office to ensure everyone is accounted for.

All students are required to wear shoes when on the bus. Each bus run will have trained bus monitors. Bus children and Yr 7/8 students attending Technology will participate in Bus Evacuation procedure. Bus Monitors in conjunction with the Police Education Officer will participate in procedures defining their job description.

Anyone, other than bus students, wishing to use this service must contact school and ask the principal for permission. There is no guarantee of you being able to use it.

CARE AND PROTECTION:

If there are matters of custody and care please inform the office and provide a legal copy of the custody/care arrangements. Please make the office aware of any legal rights regarding access to your children (a copy of documentation is required).

CAR PARKING:

Parents who are dropping their children off or picking them up from school are asked to park in Campbells Road beside the footpath (on that side of the road only). The children can then safely exit or enter the car onto or from the footpath, and follow it into or from the school grounds. Parents can then continue driving to the turn-around-area further along Campbells Road (no 'U' turns please). Drivers need to proceed with extreme care along Campbells Road.

All staff and any parents who will be staying at school for some length of time are asked to park their cars outside the main entrance. When parking in the main car park please reverse and park along the fence line nearest the railway line. This allows greater visibility as children walk along the pathway. For greater safety please come and collect your child rather than let them walk to the car in the main carpark. All cars are to drive slowly and watch out for children. The yellow concrete blocks at the entrance to the main car park indicate the bus bay which needs to be kept clear of cars at all times.

Please drive with extreme caution near the school at all times.

CELLPHONES:

Cellphones are only permitted at school (at the owners risk) with a permission note from parents/guardians that must be handed to the classroom teacher. The cellphone must remain in the child's bag for all of the school day and may only be used after school for contacting parents, etc. Smart phones can be used in the classroom as a learning tool if the teacher permits. At all other times during the day the school phone is available, with teacher permission, should the child need to contact someone. If a child is found using a cellphone in class or during breaks it will be kept in the office for a specified amount of time.

CHARTER:

A copy of the school's Charter is available at the office.

COMPLAINTS:

All complaints are taken seriously and dealt with promptly. Please contact the teacher concerned first. Teachers keep a record of the complaint and the action taken. They also notify the principal of any complaints received. After you have contacted the teacher, should you wish to take the complaint further, please contact the principal. We also have a Complaints and Communications Procedure 2.4 which is available to view in a folder at the office.

CONTACT DETAILS:

The school telephone is (03) 5705621.

The fax number is (03) 5705621.

Our e-mail address is office@tuamarina.school.nz.

Principal's home telephone number is (03) 5728242.

Principal's cell phone number is 027 321 8022.

Principal's email is principal@tuamarina.school.nz.

CURRICULUM:

The school Curriculum Yearly Overview is on a separate sheet sent home to parents at the start of the year, and available to view at school.

DAMAGE TO SCHOOL PROPERTY:

The pupil is to pay for any damage which is not accidental or arises from an accident where children are not obeying the school rules. Damage falls into three categories

- Wilful damage - Full restitution
- Accidental damage while disobeying rules - A fixed amount
- Accidental damage - No charge

DATES: 2015

Term Dates 2015	
Term 1	Monday 2 February – Thursday 2 April
Easter	Good Friday – 3 April
Term 2	Monday 20 April – Friday 3 July
Queen's Birthday	Monday 1 June
Term 3	Monday 20 July – Friday 25 September
Term 4	Monday 12 October – Wednesday 16 December
Labour Day	Monday 26 October
Marlb Anniversary	Monday 2 November

Total – 384 half days – Please note that over the course of the year we are eligible to allocate two Teacher Only Days if we so choose. These dates will be decided during the year depending on professional development opportunities and will affect the end of school date. We could finish on Wednesday 16 at the earliest or Friday 18 at the latest. Please bear this in mind when making arrangements for end of year holidays.

DENTAL CLINIC:

Children visit the Dental Clinic on McLachlan Street (by Marlborough Girls' College) throughout the year.

DUTY:

- Duty teachers are responsible for the safety of pupils during recreation/play and adults are rostered on throughout the week.
- All teachers are considered "On Call" should the duty adult be attending an accident, emergency or injury.
- Supervision of lunch entails ensuring that all children remain seated under the shade sail while eating, releasing them when a suitable amount of food has been eaten and checking that litter is removed prior to playing.
- As we are trying to be environmentally friendly and to ensure parents can gauge what their children have eaten, all rubbish is to be taken home.

EARLY DISMISSAL AND ABSENCE FROM CLASS:

Where a student requests permission to leave school early for any reason, a note is required before approval can be given. In the absence of a note the verbal permission of a parent or caregiver is sought.

Caregivers (or older students) must sign out at the office before leaving. On return the student must sign back in at the office before returning to class. There is a **Sign In and Out Book** kept at the counter.

Where a class trip has been organised, it is the organising teacher's responsibility to ensure that all parents taking transport return all children to school unless other arrangements have been made in advance. Where return is earlier than expected, the teacher is required to ensure appropriate arrangements are made.

EMERGENCIES:

For earthquake, fire, etc emergencies the emergency siren will be activated. Our emergency meeting area is on the field near the far double gates. All teachers take their classes out in an orderly fashion and follow the emergency procedures displayed in each classroom. We have fire and earthquake drills a minimum of twice a year.

ENVIRONMENT:

Students are encouraged to take pride in their environment and take responsibility for the care of their environment – classroom, cloak bays, school grounds. The school is also on the Enviro Schools programme.

ERO:

A copy of the latest ERO report is available at the school office or online at

[http://www.ero.govt.nz/ero/reppub.nsf/0/7A8D629E2E2A4FE8CC2574D50072089E/\\$File/3050.htm?Open](http://www.ero.govt.nz/ero/reppub.nsf/0/7A8D629E2E2A4FE8CC2574D50072089E/$File/3050.htm?Open)

FENCE:

The school has a tall fence around the perimeter which has been constructed for safety reasons to keep children inside the school grounds, as we are so close to the railway line and main state highway. **Please ensure that if you open a gate you check it has closed behind you.**

FIRST AID / ACCIDENTS / MEDICATION:

- There are portable First Aid Kits in the medical room as well as cupboards containing comprehensive medical supplies.
- A register is kept of major injuries/accidents that occur. Serious injuries/accidents are reported to ACC and OSH and the appropriate forms completed.
- First Aid is carried out by staff members, several of whom have current First Aid certificates.
- Teaching staff are to move students to Hospital A&E if serious.
- Parents/ caregivers will be notified if the child needs to be sent home.
- Personal medication is kept in the cupboard in the Medical Room. Parents need to fill in the appropriate form (available from the office) for staff to administer medication.

FUNDRAISING:

See PTA section.

HALL

We have the hall onsite which is used for weekly assemblies, indoor arts/drama/dance activities, gymnastics, indoor PE activities, music lessons, etc.

HAZARDS REGISTER:

If you see something in our school environment that is not safe for students or teachers please let the office know and we will place it in the Hazard Register for our caretaker.

HOMEWORK:

As a school we are very conscious that many of our students have extra curricular activities, and that they often need to travel to get to them. It is important that students participate in these as they provide for learning experiences that complement the ones they receive through their school day.

Equally important is that the students can have time at the end of their busy school day to relax, play and interact with their family and friends. A key aspect of a successful and happy adulthood is development of skills and interests that allow students to socialise and interact with others, and lead a balanced life.

We therefore ask that parents ensure their child spends a little time each afternoon on homework and ensure that it doesn't take over their afternoon / evening / weekend activities.

Following is the outline of the homework for the rest of the year. This may be slightly adjusted as the year progresses. The child's teacher will notify parents if this is the case.

Rooms	Homework
Rooms 1 & 2 Ms Keane Miss Chilvers	<ul style="list-style-type: none"> Children are asked to read the book that is sent home in the child's reading bag, and parents are to sign the Reading Log please They may also have some alphabet/sight words to revise/learn Reading Eggs/class Google Site Maths – Knowledge Checklist Publishing and Poetry Book will be sent home on a Friday.
Room 3 Mrs Abbot	<ul style="list-style-type: none"> Children are asked to read for a minimum of 10 minutes each night and parents are to sign the Reading Log please Spelling words to revise/learn Maths – Knowledge Checklist, Basic Facts, Mathematics
Rooms 4, 5 & 6	<ul style="list-style-type: none"> A Home Reading Record to be completed each week Maths – Basic Facts, Mathematics, relevant websites, etc Spelling Reinforcement or completion of school tasks At times research topic / thinking tasks

If a child should arrive home with no homework or complete it earlier in the week, we would ask that parents encourage them to read or go on to Class Blogs, Twitter or Google drive. This will assist them greatly with their learning. However completing homework is the choice of the parent and child, so teachers will only encourage the completion of homework rather than enforce it.

If parents have any concerns regarding their child's homework you are encouraged to discuss it with the class teacher.

When relievers have been teaching, homework may not be given.

HOURS:

School opens	8.00am	Children are not expected at school before 8:00am and no responsibility will be taken for them before this time. Children must wait in the main entranceway until 8:00am.
Session 1	9:00am - 10:55am	Literacy focus – e.g. reading, writing, oral language, spelling, handwriting, library, etc
Feed and Read	10:55am - 11:05am	Children eat their play lunch quietly while the teacher reads aloud to them.
Morning Break	11.05am - 11.30am	Children are encouraged to be active. Peer Mediators and an adult will be on duty.
Session 2	11:30am - 1:00pm	Maths focus e.g. number, geometry, measurement, statistics
Lunch Break	1.00pm - 1.45pm	Children are expected to sit and eat for the first 15 minutes. They are then encouraged to be active. Peer Mediators and an adult will be on duty.
Session 3	1:45pm - 3:00pm	Inquiry / PE / Arts focus
School Finishes	3.00pm	All children are expected to clear the grounds as soon as possible to allow teachers time for planning, meetings, marking, etc. Only bus children should remain at 3:30pm unless arrangements with the school have been made.

ICT / e-LEARNING

The school is well resourced for ICT and has a minimum of 1 device (eg laptop, tablet, netbook) to 2 students, one digital camera, one easi-speak microphone, one visualiser, and one data projector per class, etc. The devices can be used as a pod when requested by teachers, so that lessons can be given with a greater device ratio per student. Each class has access to wireless ultrafast broadband and we are a Network for Learning school. Each class and all Y3-8 students have access to google drive.

We also use Google Drive, class blogs and twitter as our learning management systems which allow

students and teachers to upload learning and assessment to the internet. Parents, students and teachers can then access this learning and give feedback. It motivates and engages students as well as connects parents to their child's learning.

INCLUSIVE EDUCATION:

An Inclusive Education Register is maintained at school listing all those students who have special needs i.e. learning; gifted and talented; behavioural; or medical, and parents are always kept informed. Students who are at risk of not achieving are also identified. The students are reviewed by the teachers in Terms 1 and 3. This data is used to formulate a priority list of who requires help and specialist intervention. A Gifted and Talented Register is also maintained.

INTERNET USE:

A clear school procedure details internet usage. Cybersafety Agreements are signed by all students, parents and staff, before the internet may be used.

LIBRARY:

Children are timetabled to use the Library once a week to change books, and also have lessons on Information Literacy skills. Students are allowed a maximum of two books out at a time. Overdue notices are sent out periodically and students are generally expected to reimburse the Library for lost or damaged books.

We also use the services of the National Library to supplement resources for personal reading and learning programmes.

LOST PROPERTY:

A lost property rack is stored in the Teacher Resource Room. Delegated senior students have the responsibility of displaying it periodically throughout the term. We urge parents to name clothing and check the lost property regularly as at the end of each term we donate the unclaimed clothing to deserving causes.

LUNCHES:

At Tua Marina School we encourage healthy food and nutrition practices. Please note that fizzy drinks, cordial, and lollies are not permitted at school. Drink bottles should contain only water please and are allowed in class during the day.

As part of the Enviro Schools programme we also encourage zero waste, so children are to take all their food rubbish home. Thursdays are 'Nude Food' days where we encourage children to bring wrapper-free food e.g. in reusable containers and/or zip lock bags.

Healthy bought lunches and Subway are available on Fridays and can be ordered from the office between 8:30 and 9:00am. (If orders are not handed in on time then children are given a sandwich from the staffroom).

MEDICINE:

See First Aid section.

MONEY:

All money is to be brought to school in a named envelope with the amount and activity recorded, and given to the class teacher or the office, as requested. Electronic receipts are given on request.

MOVING THROUGH THE SCHOOL

When students and parents are moving around the school in class time they are expected to walk around the outside of the building and not through classrooms. Students in Room 1 are expected to use the outside doors to their classroom to get in and not come through the foyer. This is to cause as little disruption to lessons as possible and we appreciate your understanding in this matter.

NEWSLETTERS:

A school newsletter is issued weekly, the concept being to inform parents of coming events, highlight children's work, communicate between home and school, and remind parents of any concerns we may have. Generally they will be sent home via e-mail each **Wednesday** this year. Individual teachers may also send home newsletters or notices at various times throughout the year. A hardcopy of all newsletters is kept in a folder on the office counter.

OFFICE:

Rochelle Mawson is the Office Administrator and generally she works daily from 7:45am – 4 pm. However her hours attending the office vary from term to term as these hours include teacher-aide work in classrooms. Parents are encouraged to use the answerphone or contact Cheryl (or the classroom teacher if urgent) when the office is unattended.

PEER MEDIATORS:

Tua Marina School always has two student 'Peer Mediators' out in the playground during morning tea and lunch times. The Peer Mediators are senior students who have been trained in conflict resolution and who are rostered on approximately one break a week. Students are encouraged to seek help from the peer mediators before consulting the teacher on duty. Often the problem is able to be resolved without the help of an adult.

PHOTOCOPIER:

The photocopier is in the Teacher Resource Room. Please contact the office or a staff member if you wish to use it. A small fee to cover costs will be charged.

PTA:

The school has a very active PTA involved in fundraising who meet as and when required but generally once a month (usually the first Wednesday). All interested parents are welcome to attend meetings. Melissa Bryant is the Chairperson and can be contacted on 5705457.

REPORTING:

Parent Information Evening: Meeting in Week 2 of Term 1 with all parents to explain how the school operates and answer any queries.

Goal Discussion Meetings:

This is a short informal meeting in Week 3 or 4 Term 1, to answer any questions parent/caregivers and students may have, concerning the running of the classroom and looking at goal setting for the child for the year. We encourage all children to participate at this meeting.

Mid-year: Reporting Conference where all parents come to school to discuss their child's learning with their child leading the process and some teacher input. A Mid-Year Report is also given out at this time. Attendance is compulsory. Year 1-3 students have birthday reporting so their Interim Reports and Conferences are held on 6 month anniversary dates.

End of the year: Written reports only. Year 1-3 students have birthday reporting so their Summative Reports are given out on the anniversary of their birthday.

End of each term: The students' exercise books are sent home at the end of each term for parents to discuss with their child. These are samples of the children's work in progress and give parents an indication of where they are at, and what their individual goals for literacy and maths are.

Throughout the year the school works on an **open-door policy**, to enable parents to discuss their child's education. Please feel free to contact the classroom teacher to arrange a suitable time to meet.

RISK MANAGEMENT:

Regular maintenance checks are made on playground equipment, and the children's school working environment.

All children/staff participate in regular drills and earthquake procedures.

Bus children and Yr 7/8 students attending Technology participate in Bus Evacuation procedure.

Bus Monitors in conjunction with the Police Education Officer participate in procedures defining their job description.

A staff member will be onsite from arrival of first bus (approximately 8.00am)

A staff member will be on duty from:-

- 11.05am - 11.30am
- 1.00pm - 1.45pm
- 3.00pm to departure of last bus (approximately 3.45pm)

At least two staff members will be qualified in the administration of First Aid.

SCHOOL DONATIONS:

The school asks parents for a voluntary donation to assist with learning programmes and resources. This donation is tax deductible, excludes GST, and is non-compulsory. At the beginning of the year, and throughout the year if necessary, parents/guardians will be invoiced for the donation. Full or part payments are appreciated and receipts are issued. The current donation is as follows and there is a 10% discount if paid in Term 1:

- 1 child - \$80
- 2 children - \$150
- 3 or more children - \$200

SCHOOL LAYOUT:

The school is comprised of the following:

Six main classrooms
Covered sail area
Main Office
Staffroom
Several toilet areas including Disabled Bathroom with shower
Principal's Office
Teacher Resource Room
Medical Room
Meeting Room
Finance Office
Archive Room
Withdrawal Rooms
Hall with small library and toilets
PE/Caretaker Shed
Garden Shed
Old PE Shed
Container
Swimming Pool and changing sheds
Adventure playgrounds/sandpit
Tennis/Netball court
All weather surface
Shelter Shed
Bicycle shelter
Spacious field
Native Gardens

STANDARDS OF BEHAVIOUR:

Rules:

- Respect others and our environment
- Keep hands, feet and objects to yourself
- Follow directions promptly and politely
- Be in the right place at the right time

STANDARDS OF WORK:

- Black biro pen for children from Writing level 1(iii) onwards
- Red biro pen for children correcting
- Any other colour biro pen for teachers
- Pencil in Maths books
- No graffiti on/in books
- No felt pens used in exercise books
- Correction tape to be used sparingly with teacher permission only (generally for publishing)
- Rule off across the whole page and miss a line – Year 2 up
- Borders at teachers discretion
- A high standard of presentation is expected in all written work (draft writing to be legible and written on every second line)
- All work is to be dated
- Covering of exercise books is recommended

- Draft Writing
 - Rule a line after planning
 - Miss a line before starting to write
 - Write on every second line
 - Handwriting to be legible
 - Date work each day
 - Underline spelling approximations
 - Cross mistakes with a single line
 - *Proof read* for spelling and punctuation, and *recraft* for message at the end of each page
 - All corrections/alterations to be written in red on the line above if space allows
 - If more space is required when recrafting insert an asterisk in the margin and continue writing at the end

- Maths
 - Write in pencil
 - Margin ruled at the left hand side and in the middle if required
 - One digit per square
 - Short date underlined
 - Mark in red pen

STATIONERY:

The school will hold some replacement stock of stationery but we encourage purchases at Paper Plus, apart from the stationery items that are not available in shops.

SUNSMART SCHOOL PROCEDURE:

The school has a Sunsmart School Procedure and fully promotes children protecting themselves from direct sun. Children are asked to bring wide brimmed sun hats daily in Terms 1 and 4, and wear them. If they do not have a hat they will be directed to a shade area to play.

The school can provide all the encouragement, but we really need the support of parents and caregivers.

SWIMMING:

Students participate in a swimming programme as long as the weather permits in Term 1 and sometimes at the end of Term 4. Children should bring their togs on their swimming days and must have a note if they are not able to swim as swimming is part of the PE curriculum.

TECHNOLOGY:

Year 7 & 8 children travel into the Bohally Technology Centre for Technology training for a block time. There is no charge for the bus, however there is for your child attending the course to cover the cost of materials. Technology is on a Monday this year.

TRIPS:

Parental permission will be sought for all school trips involving transportation of children. A blanket permission slip for all minor trips will need to be completed by you as part of the forms sent home at the beginning of the year. For all major trips including camp a separate permission slip will be sent home.

When travelling in cars, 4WD's etc supervisors will ensure that: each child is wearing a seat belt; students under 7 years will be in a booster seat; the vehicle has a current WOF; and the driver has a current drivers licence. Drivers and passengers must not smoke in the car.

The Teacher –in-charge will have completed a Risk Management form informing the school of details about the excursion.

School/Class Camps - In the event of children being required to stay away overnight specific permission /medical forms must be filled in and returned before the camp.

VALUES:

The Tua Marina School Values programme has four focus values and one value is focussed on per term. The values are: respect, kindness, responsibility, and honesty. Each week a 'Values Hero' trophy is awarded at our Friday Assembly and each class has weekly lessons related to the focus value.

VISION:

Tua Marina School develops resilient lifelong learners who strive for peak performance (*me whakapau kaha*) in their community and beyond.

Resilient - have an "I can do it" attitude

Life-Long Learners - continually seek and use new knowledge and skills

Community and Beyond - make a positive difference to the world around us

Please see accompanying 'Vision' sheet for a breakdown of learning intentions for the vision.

VISITORS TO THE SCHOOL:

All visitors (except parents and caregivers of pupils who are in school for less than 30 mins) will be asked to sign in on arrival at the school. Signs to this effect will be displayed at school entrances.

A register of visitors (**Visitors Book**) will be kept at the school office. It will show the name, reason for visit, time of arrival, time of departure. This is for safety reasons and in case of an emergency.

WHEELS DAY:

On Wednesdays, or the designated day, students can bring bikes, skateboards, scooters etc. Helmets must be worn.