



# Tua Marina School

*Me whakapau kaha*

## **PARENT HANDBOOK 2023**

### **Vision**

Working together to grow a healthy and happy community where every learner succeeds

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# 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 is a semi-rural, full-primary school, located approximately 10 kilometres from Blenheim on the road to Picton on State Highway 1. The school faces away from the road with a lovely rural aspect. We welcome all learners in our community and are committed to their protection, participation, engagement, progress and achievement.

The Tua Marina School community consists of families who live mainly in the Tua Marina township, the Waikakaho Valley, Koromiko and the nearby Rarangi settlement.

We are a U3, Decile 9 school with a starting roll of 100 in 2023. We employ six teachers, two teacher aides, a principal, a caretaker, a cleaner and an office manager. Just over 10% 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. 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 in-zone children come on the Rarangi bus and a few travel on the Waikakaho bus.

The school was established in 1871. The buildings consist of six classrooms, a hall with a 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. You could say we are very well resourced!

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 has 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 discos, a hāngi and the annual Christmas Fair.

Traditionally Tua Marina was a dairy farming area. However, the blocks of land have been subdivided and the farming has become more diverse, with a move into viticulture. 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 a range of sporting activities.

The school is a part of the Blenheim Kāhui Ako which is a cross sector group representing twenty one schools drawn from the primary and secondary sector in the region.

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 good ratio of devices for students to use and we are a Google Apps for Education school.

A full school Education Outside the Classroom programme is offered with overnight trips, camps, biking, tramping, skiing and beach craft features.

### Staffing 2023

Staff Member	Responsibility
<b>Teaching Staff</b>	
Janette Packman	Principal (for term 1 while the new principal is being appointed)
Aaron Harrison	DP and Y7/8 teacher (Room 4)
Julian Mason	Y5/6 Teacher (Room 5)
Sarah Kerr	Y3/4 Teacher (Room 6)

Caroline Abbott	NE - Y2 Teacher (Room 1 & 2)
Emily Morris	NE - Y2 Teacher (Room 1 & 2)
Andrea Askin-Mills	Classroom Release Teacher and Reliever
Maree McLauchlan	Reliever
<b>Support Staff</b>	
Amy Bowden	Office Manager
Lorraine Regan	Teacher-Aide
Cheryl Fraser	Teacher-Aide
Phill Best	Caretaker

## **ABSENCES - STUDENTS:**

The school requires a reason for a student's absence. You can let the school know via a prior note, phone call, e-mail, message left on the answer phone or absentee notification via Hero. The School's phone number is 03 570 5621, please follow the prompts. When leaving a message be sure to include your child's name, classroom and a reason for their absence.

It is important for parents to fulfil this obligation. The absentee information is automatically sent to the ministry of education every 2 weeks. Any unexplained absences will be marked as truant once the Ministry receives this information. Just as importantly, if not more, an explanation from parents accounts for a child's safety. It is not acceptable for students, including siblings, to verbally inform a teacher that someone is away or going to be away. Teachers take the roll at 9.00am and again after lunch. Any unexplained absences will be checked and followed up. If you arrive at school after 9am you are required to sign your child in at the office.

## **ACCOUNTS:**

The school operates a bank transfer & cash only system. Online banking transfers for payments can be organised through the office, and the school bank account number is **03 0855 0560521 00**. If the office is unmanned please put any cash payments in a named envelope with the amount and reason written on the envelope, and put it in the black cash box at the end of the office desk. Electronic receipts are given only on request. If a parent ever has financial difficulty they are encouraged to contact us so alternative arrangements can be made and support can be given.

## **ANSWERPHONE:**

The answer phone is extremely important in the school environment. As the office is not staffed all the time, parents are asked to leave a message on the answering phone or send a text to the school cell phone 027 447 9276. The answer phone and cell phone are checked on a regular basis and **calls will be actioned**.

## **APP:**

Tua Marina School communicates with whanau via an app by LINC-ED called Hero. Every whanau is required to engage with the app, as this is where all matters of alerts, notices and permission forms are sent out. It is also where you can submit an absentee notification, check newsletters, find contact details, term dates and see the parent calendar. To download please head to <https://hero.linc-ed.com/parents/> and follow the prompts. If you have any issues with signing in please speak to Amy in the office

## **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 must be named. As part of our Sun Smart Procedure we encourage shoulders to be covered and request that no spaghetti strap tops be worn.

**Uniform** - the school has a Uniform 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 \$35.00.

**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. Students in year 7 & 8 must wear solid covered shoes when taking part in the off-site technology program.

**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 a shady area outlined by the duty staff.)

**Hair** is to be kept in a tidy fashion. 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.

**ASSEMBLIES:**

Every second Friday afternoon in the Hall from 2.30pm to 2.55pm, whole school assemblies are held for sharing of learning, presentations, and Akonga o te wiki awards. You are welcome to attend and, if time allows, we will 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. 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 other people and our environment
- Keep hands, feet and objects to yourself
- Follow all directions promptly and politely
- Be in the right place at the right time

<b>Consequences</b>	
<b>Positives</b>	<b>Negatives</b>
Praise Certificates Stickers Phone call/email home Incentive chart Extra privileges e.g. class game, free choice, computer time etc.	Warning Time Out 1 - Work away from group Time Out 2 - Work away from group for a longer period possibly with reflection sheet Time Out 3 - Work in another room Go to principal - Ring parent / caregivers  <p style="text-align: center;"><b>Extreme Behaviours</b> – students are sent immediately to the Principal or Step 4.</p>

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

At breaks children who display inappropriate behaviour 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.' Behavioural or pastoral issues are discussed at weekly administration meetings. Behaviour is regularly analysed by the leadership team.

Teachers ensure they model behaviour expected from students. Teachers show they value and listen to all students. Restorative practices are used to promote positive behaviour.

Staff ensure children feel they are being treated fairly e.g. 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 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 and so forth 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 the Ministry of Education guidelines.

If there are issues happening at home that may affect a child's behaviour at school it is vital that parents 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 (e.g. 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 taught effective ways of understanding and relating to others (e.g. classroom health programmes, revisiting



behaviour management procedure with classes at the start of each term, weekly Kiwican lesson, school vision and values)

### **BICYCLES/ SCOOTERS/SKATEBOARDS:**

If a child cycles to school, bicycles can be stored in the bike shed at the end of the car park. Cycling is only permitted on the bike track at school. It is recommended that children bike to school with an adult, unless they are at least 10 years old and have the necessary biking skills to bike alone.

Helmets and closed toe shoes must be worn when riding a bike, scooter, skateboard, roller blades or roller skates. Bikes and scooters, roller blades & roller skates can be brought to school and used at break times.

### **BOARD OF TRUSTEES:**

Elections for Board members are held every three years, and we are on an 18 month elections system so that only half the Board may change at any one election. The current Board Chairperson is Gemma Franken.

B.O.T. Meetings are generally held at the school on a Monday at least twice a term, at 5.30pm.

### **BOOK CLUB:**

Several times during the year, children are given the opportunity of purchasing books from the Scholastic Book Club. Children are given pamphlets displaying the books available and their price. The books are reasonably priced, however there is no obligation for anyone to purchase. All books are to be ordered and paid for online by parents, and are delivered to the school.

### **BUS RUN:**

Contractor: GoBus, Blenheim

Ph. 03 741 5222

Email: marlborough@gobus.co.nz

Bus Controller: Aaron Harrison

The Ministry of Education contracts one bus company to complete two bus runs for Tua Marina School. The first run travels to and from Rarangi. This run starts at approximately 8:10am and arrives at school at approximately 8:45am. It leaves school at approximately 3:10pm. Students are required to line up promptly in the designated area at 3pm. They will be ticked off the list and escorted to the bus by the teacher on duty.

The second run transports the Waikakaho Valley children and arrives at school at approximately 8:15am. It leaves school at approximately 3:45pm. A bell goes at 3:30pm to alert the children to go to the office and wait to be ticked off by the teacher on duty. They then wait inside the school fence until 3:45pm and walk down to the bus, so as to avoid any mishaps in the car park while they wait.

The children who pay to travel on the public Picton bus (operated by Ritchies Phone: (03) 578 5467) also assemble at the office when the 3:30pm bell rings. They wait until the teacher on duty drives them across the road to the Community Hall. The teacher waits with them until the bus comes at approximately 3:45pm.

The bus drivers cannot wait at bus stops as this interferes with the time table, therefore parents/guardians need to be at their stops early to drop off/pick up their child.

All eligible children travelling on the bus sign a **Bus Code of Conduct**. We take the view that behaviour on the bus is the shared responsibility between the bus company, parents and the school. In the case of

inappropriate behaviour on the bus the child/children will be talked to, and if required parents contacted. The school reserves the right to withhold permission to travel on the bus in these cases. Ultimate consideration is given to the safety of all those travelling on the bus.

In the morning parents are responsible for ensuring that the children are on time and safe waiting for the bus to arrive. At the end of the day parents are responsible for the safety of their child once they have been dropped off at the bus stop.

If a child is not using the bus for some reason in the afternoon, it would be appreciated that you contact school before 1pm that day. You can leave a message on the answer phone, or text for ease of time management, or come in and sign them off the Bus List yourself.. The Bus Lists can be found in the blue and black clip folders on the counter of the office.

All students are required to wear shoes when on the bus. Bus children and Yr. 7/8 students attending Technology will participate in Bus Evacuation procedures.

**Anyone, other than bus students, wishing to use this service must contact the 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).

All adults- staff, volunteers or contractors who have unsupervised access to children will be required to be police vetted. Tua Marina School has rigorous procedures to protect children.

If someone, including yourself, is collecting your child during school hours they need to fill in the '**Sign In and Out**' book kept at reception. 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.

### **CAR PARKING:**

Parents who are dropping their children off or picking them up from school are asked to park on Campbells Road beside the footpath (on the school 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.

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** nearest the railway line. This allows greater visibility as children walk along the pathway beyond the coloured barrier. For greater safety please escort your child across the car park to the pathway beyond the barrier, and collect your child from the gate rather than letting them walk to the car in the main car park at the end of the day. All cars are to drive slowly and watch out for children.

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

## **CELL PHONES:**

Cell phones are only permitted at school (at the owner's risk) with a permission note from parents/guardians that must be handed to the classroom teacher or office manager. The cell phone must be given to the class teacher at the start 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, only 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 cell phone 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.

## **COMMUNITY CODE OF CONDUCT:**

### **Community Conduct Expectations**

School is committed to providing a safe and healthy environment for students, staff, and visitors.

Our Code of Conduct serves as a reminder to all parents, caregivers, and school visitors that their conduct must support everyone's emotional and physical wellbeing, and not harm it in any way.

The Code of Conduct applies to all conduct, speech, and action, and includes emails, texts, phone calls, social media, or other communication while on school grounds or at another venue where students and/or staff are assembled for school purposes (such as a camp or sports match).

### **Standards of conduct**

School expects parents, caregivers, and visitors to:

- treat everyone with respect and work together in partnership with staff for the benefit of students
- respect and adhere to our school values
- set a good example for students at all times
- follow school procedures to handle any complaints
- adhere to school policies and procedures (such as those listed below), and any legal requirements,

Examples of unsuitable conduct include:

- threats, bullying, harassment, profanity/offensive language, insulting, abusing, or intimidating behaviour
- discrimination (e.g., based on ethnicity, religion)
- physical aggression
- deception/fraud
- damaging school property

- smoking, possessing or using alcohol/drugs/other harmful substances on school premises or at another venue where students and/or staff are assembled for school purposes (except possession or use of alcohol in accordance with school policy)
- placing unreasonable and excessive expectations on staff time or resources
- pursuing a complaint or campaign, or making defamatory, offensive, or derogatory comments, regarding the school, its board, or any staff or students on social media or other public forums
- wearing gang insignia on the school grounds. (This is not allowed under the Prohibition of Gang Insignia legislation, and anyone wearing it will be asked to leave.)

### **Dealing with breaches of the Code of Conduct**

How School deals with breaches of our Code of Conduct depends on the nature of the incident and its seriousness, and the process any witness, or victim, of the behaviour feels most comfortable with. Examples include;

- documenting each instance of behaviour, including the date, time, place, who was present, what was said (verbatim if possible), how any witness or victim felt and/or responded & holding a meeting with the relevant person, the principal, and/or board chair (or their delegate) or appropriate staff member to discuss the problem and possible resolution.
- issuing a warning letter that outlines the problem and required resolution, and reminds them of the possible outcomes of repeated conduct
- arranging a meeting, which may include restorative practices, as an alternative or in addition to the processes above.

### **Outcomes of breaching the Code of Conduct**

If a parent, caregiver, or visitor acts or speaks in a way that contravenes the Code of Conduct, possible outcomes may include:

The school (principal, board member, or staff member) may ask a person to leave the school premises by revoking their permission to be on the school grounds, then asking them to leave under section 3 of the Trespass Act 1980. Unacceptable behaviour of a criminal nature may result in the police being informed. For example, under section 139C of the Education Act 1989, it is a criminal offence to assault, abuse, or intimidate a staff member within the presence or hearing of any student while on school premises or in any other place where students are assembled for school purposes. Other instances of criminal offending may occur where drugs are involved, an assault has occurred, or a person persists after being trespassed off school grounds. In the case of behaviour amounting to **harassment**, a restraining order may be sought. In some instances, it may be appropriate to refer behaviour to a third party for resolution. For example, a Facebook comment that contravenes this policy may result in a report to Facebook. If unacceptable behaviour occurs at a sports event or sports venue, then it may be appropriate to involve the governing body of that sport event, or venue.

## Legislation

Education Act 1989, section 1390, Trespass Act 1980, section 3. Prohibition of Gang Insignia in Government Premises Act 2013

## COMPLAINTS:

All complaints are taken seriously and dealt with promptly. Please contact the teacher or staff member concerned first. Staff will keep a record of the complaint and the action taken. They also notify the Principal of any complaints received. After you have contacted staff, 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 (call and voicemail).

School mobile is 027 447 9276 (text only please)

Our email address is [office@tuamarina.school.nz](mailto:office@tuamarina.school.nz).

Principal's email is [principal@tuamarina.school.nz](mailto:principal@tuamarina.school.nz).

## COVID-19:

Any key messages or updates regarding Covid-19 will be sent out via Hero.

## CURRICULUM:

Teachers create an interesting and engaging curriculum for children's learning. The core areas of Literacy and Numeracy are taught every day.

## 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: 2022:

Term Dates 2023	
Term 1	Wednesday 1st February - Thursday 6th April
Term 2	Monday 24th April - Friday 30th June
Term 3	Monday 17th July - Friday 22nd September
Term 4	Monday 9th October - Friday 15th December

Total – 384 half days – Please note that over the course of the year we are eligible to allocate a number of Teacher Only Days if we so choose. These dates will be decided during the year depending on professional development opportunities and may affect the end of school date.

### ***DENTAL CLINIC:***

Children visit the Community Oral Health clinic on McLauchlan 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 adults be attending an accident, emergency or injury. Supervision of lunch entails ensuring that all children remain under teachers supervision 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 / 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 reception. 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, and similar emergencies the emergency siren will be activated. Our emergency meeting area is in the centre of the field. 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:

<https://www.ero.govt.nz/review-reports/tua-marina-school-25-10-2019/>

### ***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 record of injuries is kept on students' Hero profiles. Serious injuries/accidents are reported to Worksafe and the appropriate forms completed.

First Aid is carried out by staff members, several of whom have current First Aid certificates.

Staff call for an ambulance 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 assemblies, indoor arts/drama/dance activities, gymnastics, indoor PE activities, music lessons, etc. The hall is available for hire on weekends and holidays.

## **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 and Principal.

## **HOMEWORK:**

As a school we are very conscious that many of our students have extracurricular 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.

The 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	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.

Room 3	Children are asked to read for a minimum of 10 minutes each night and parents are to sign the Reading Log please;
Rooms 4 & 5	A Home Reading Record to be completed each week; Reinforcement or completion of school tasks; At times research topic / thinking tasks; Spelling or basic facts practice.

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	8.30am	Children are not permitted at school before 8:30am and no responsibility will be taken for them before this time (except Waikakaho bus children).
Session 1	9:00am - 10:25am	Roll call followed by Learning Time
Feed and Read	11:00am - 11:10am	Children eat their morning tea quietly while the teacher reads aloud to them.
Morning Break	11:10am – 11:30am	Children are encouraged to be active. Peer Mediators and an adult will be on duty.
Session 2	11:30am - 1:00pm	Learning Time
Lunch Break	1.15pm - 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	Roll call followed by Learning Time
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 after 3:00pm unless arrangements with the school have been made.

### **ICT / E-LEARNING:**

The school is well resourced for ICT and has approximately 1 device (e.g. laptop, tablet, Chromebook) to 1 student, one visualiser, and a TV per class, etc. 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. From Yr4 the students are allocated a Chromebook for which they will be responsible for, any careless or malicious damage will be expected to be repaired at parents' cost.

We also use Google Drive, as our learning management system, which allows students and teachers to upload learning and assessments 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.

All families are encouraged to use Hero, which allows celebration and sharing of learning and communication between home and school.

### ***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 making good/expected progress 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.

### ***INTERNET USE:***

A clear school procedure details internet usage. Cyber Safety Agreements are signed by all students & parents upon enrolment, and staff upon contract signing, before the internet may be used.

### ***KIWICAN / STARS TEINA:***

Years 1 - 7 will participate in the Kiwican Programme for 1 session per week. The session is run by skilled facilitators and aims to develop children's personal and social growth. The programme is funded by the BOT. Yr 8's will participate in the Stars Teina Programme once a week which is developed more for students transitioning to secondary school.

### ***LIBRARY:***

Children are timetabled to use the Library at least 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.

### ***LOCKDOWN:***

Lockdown procedures are determined by Police advice and require the cooperation of the students, staff and parents. We ask all parents to please follow the protocol outlined below to ensure the safety of everyone involved.

When the school goes into Lockdown all parents will be notified via a text message (if networks allow), Hero or email. Please ensure your details are always up to date.

The school will continue to communicate through these channels.

The school will aim to update parents every 30 mins through the above channels.

During lockdown, students will not have access to their phone (other than to switch them to silent), laptops or other devices. This is for their protection until the School ascertains the severity of the situation in consultation with the Police.

School phones will not be manned, so please do not try to contact the school, or your child. All information will be sent to you via the channels outlined above as soon as it becomes available. We appreciate it is challenging not being able to contact your child, but we request that you follow this protocol to keep everyone safe.

The school will remain in lockdown until advised by the Police or other authorised personnel that it is safe to be released.

Please do not, under any circumstances, come to the school until you are advised it is safe to do so. You may be putting yourself and others in danger.

Once the lockdown is over all parents will be contacted immediately.

### ***LOST PROPERTY:***

A lost property 'bin' is kept near Room 2. 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. This also helps parents see what their child has eaten that day, and lowers the risk of good food being thrown away.

### ***MEDICINE:***

See First Aid section.

### ***MONEY:***

All cash is to be brought to school in a named envelope with the students name/s, \$ amount and activity recorded, and given to the class teacher or the office, as requested. 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 office. This is to make sure there is as little disruption to the offices & lessons as possible

### ***NEWSLETTERS:***

A school newsletter is usually issued every week, as we want to inform parents of upcoming events, celebrate and highlight children's work, communicate between home and school, and remind parents of any concerns we may have. They will be sent home via Hero every Friday this year. Individual teachers may also send home newsletters or notices at various times throughout the year. A digital or hardcopy of all school newsletters are available from the office at any time.

## **OFFICE:**

Amy Bowden is the Office Manager and Lorraine Regan the Office Assistant. The office is open daily from 8:30-3:30. Parents are encouraged to use the answerphone (or contact the classroom teacher if urgent) when the office is unattended.

## **PEER MEDIATORS/ TUAKANA TEINA:**

Tua Marina School always has two senior student Peer Mediators / Tuakana Teina out in the playground during morning tea and lunch times. They have been trained in conflict resolution and are rostered on approximately one break a week. Students are encouraged to solve issues with the support of senior students. Often the problem is able to be resolved without the help of an adult.

## **PHOTOCOPIER:**

The school has 2 photocopiers. One is our main office building and the other is in the Teacher Resource Room. Please contact the office or a staff member if you wish to print or copy something. A small fee to cover costs may be charged.

## **PTA:**

The school has a very active PTA involved in fundraising who meet as and when required. All interested parents are welcome to attend meetings. Victoria Greenwood-Loose is the Chairperson. Her email is available on request.

## **REPORTING:**

### **Know Our Student Meetings / Whānau kōrero:**

This is a short informal meeting in Week 1 of Term 1. This is an opportunity for parents to advise teachers about their child's interests, aspirations and learning needs.

- **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.

- **End of the year:**

Written reports only.

- **Hero**

As the staff become familiar with HERO we are likely to move away from mid and end of year reporting and provide more real time reporting.

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 procedures.

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 8.10am)

A staff member will be on duty from:-

11.05am - 11.30am

1.00pm - 1.45pm

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 deck 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/workshop

Garden Shed

Old PE Shed

Shipping container

Swimming pool and changing sheds

Adventure playgrounds/sandpit

Tennis/Netball court

All weather surface

Undercover sandpit

Bicycle shelter

Spacious field  
Native gardens  
Bike track

## **SPORTS CODE OF CONDUCT:**

Along with most other schools across Marlborough, we are adopting a Code of Conduct for all of our sport coaches. This is based on the NZ Sport model that is used in all sports. However, we are open to feedback on how this could be improved or personalised to Tua Marina School. Our students are regularly reminded of expectations of their conduct and we hope that they show respect, good manners, positive attitudes and gratitude when you are working with them.

The students, staff, parents and Board of Trustees really appreciate the time, enthusiasm and talent that sport coaches bring, which enables our children to participate in such a wide range of sporting activity.

Please take the time to read the Code of Conduct below and feel free to speak with me on any aspect.

### *Coaches will:*

- Remember that players participate for enjoyment and winning is only part of the fun
- Never ridicule or yell at players for making a mistake or not winning
- Be reasonable in my demands on players' time, energy and enthusiasm
- Operate within the rules and spirit of the game and teach my players to do the same
- Ensure that the time players spend with me is a positive experience. All players are deserving of equal attention and opportunities
- Avoid overplaying the talented players and understand that the average players need and deserve equal time
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players
- Display control, respect and professionalism to all involved with the sport including opponents, referees, coaches, officials, administrators, the media, parents and spectators. I will encourage my players to do the same.
- Show concern and caution toward sick and injured players and follow the advice of a physician when determining whether an injured player is ready to recommence training or competition
- Obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of young players
- Respect the rights, dignity and worth of all people involved in the game, regardless of their gender, ability or cultural background
- Promote adherence to anti-doping policies.
- Advise the responsible teacher if I have concerns about a student's behaviour or conduct

### *Coaches will not:*

- Arrive at the venue intoxicated or drink alcohol at matches.
- Allow the unlawful supply of alcohol at training, games or club functions.
- Use bad language or harass players, officials, spectators or other coaches.

## **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**

## **STATIONERY:**

Stationery is ordered in bulk by the school via Office Max. Parents/caregivers will be invoiced for stationery at the start of the year or when their child begins at Tua Marina School. Please discuss any additional needs with the office staff.

## **SUNSMART SCHOOL PROCEDURE:**

The school has a Sun Smart 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. Children are encouraged to apply sunblock before school. 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 and towels 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 a charge for your child attending the course to cover the cost of materials. Year 7 & 8 whanau will be invoiced this cost at the start of the year. Tech days are on the parent calendar.

## **TRANSITION TO SCHOOL:**

Tua Marina School aims to ensure that the transition to school process is a positive experience where children and their parents/whānau/caregivers are supported throughout the process. We offer up to three visits in the lead up to their starting date. These visits usually consist of two visits finishing at 11am (the start of morning tea) and one visit finishing at 1:45pm (the end of lunch). Parents are welcome to come into school to help settle them in.

## **TRIPS:**

Parental permission will be sought for all school trips involving moderate 'risk'. 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 seatbelt; lap belts are not suitable, students under 7 years will be in a booster seat; the vehicle has a current WOF; and the driver has a current driver's 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. The values are: respect, kindness, responsibility, and integrity. Each fortnight a 'Values Hero' trophy is awarded at our Friday Assembly.

### **VISION:**

Working together to grow a healthy and happy community where every learner succeeds.

### **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.

### **WHITES' BAY VISIT:**

Every year, the whole school community visits Whites' Bay for a day of fun and relationship building. This usually takes place in term 1. All parents are invited to join in.