



MANGAKAHIA AREA SCHOOL TE KURA TAKIWA O MANGAKAHIA

Mangakahia Road
Titoki PDC, Titoki, Whangarei
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Principal: Anne Stead BA(Hons) MEdAdmin(Hons)

WELCOME

Welcome to Mangakahia Area School. We trust that your association with our school will be a long, positive and happy one. We value and appreciate your support.

Successful learning experiences can best be achieved with complete understanding and co-operation between home and school. If we have concerns, we contact you at once. If you have concerns please ring for an appointment straight away - in the first instance with the teacher or dean, or for serious matters directly to the DP or principal. **Please note that teachers cannot see parents during teaching time.**

This booklet gives you information about our school that each family should know. Please take time to read it together so that we are all well-informed about our school.

School newsletters go home with students every fortnight. Please ask for them or retrieve them from school bags – and please read them! They feature all sorts of news – student success, feedback on school events, events coming up, BOT & community news. If you would like your newsletter emailed to you please provide your email address to the office.

**Anne Stead
Principal**

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Uniform	and how to wear it

THE MISSION

**To strive, to seek and to find
a caring, supportive learning environment
for active, well presented, respectful learners
making academic, cultural, physical, and social effort.**

WHAT WE VALUE

school spirit, school unity, school family, school education

school spirit / wairua

shared vision, beliefs and values unify us all
together we achieve the pinnacle of Houtu, to see the far horizons

school unity / kotāhitanga

through successful school- community partnerships
based on the Board of Trustees, the School Runanga, and the PTA

school family / whānaungatanga

relationships based on trust & understanding,
promoted through the whare wānanga –
a meeting place where all feel welcome and comfortable

school education / matauranga

high quality education for every student in every lesson,
in classrooms that are a forum where everybody learns together

WHAT WE AIM FOR

- **positive well-being for all students:** students live well, care for their bodies, and value their health
- **personal growth for all students:** students understand and use personal safety and coping skills
- **academic success for all students:** students are good learners achieving well in and beyond school
- **cultural confidence for all students:** the whare is a welcoming, comfortable meeting place for all

2010 SCHOOL TARGETS

1 95% or higher student attendance rate

- teachers strive to lift attendance through positive relationships and appealing programmes
- teachers use EAR (Electronic Attendance Register) to record daily and class attendance
- the SEI support staff member identifies, tracks and reports attendance to senior managers
- Renew focus on Team-Up strategies Y1-8, continue Triple-A & Double-A Awards Y7-10

2 100% of families engaged in home-school relationships

- teachers prioritise positive feedback to families and engage families in learning programmes
- relationship training for teachers and students in February
- homeroom-generated events programme eg twilight events February, June, October
- two learning ezpos between March and October
- Y1-13 student-led conferences at the end of Term 2 based on mid-year written report

3 a school-wide, integrated assessment database

- Y0-10 diagnostic testing (uniform and various)
- Y1-8 National Standards
- Y1-10 explanation writing
- Y7-10 Triple-A and Double-A Awards
- Y11-13 NCEA Level 1-3; other national certificates (various)

2010 SCHOOL-WIDE FOCUS AREAS

<u>95% Attendance</u>	working with students and families to lift the rate from 89% to 95%
<u>Student Engagement</u>	positive relationships, student-led conferencing, restorative practices
<u>Healthy Living</u>	healthy lunches / water & sleep / Y9-13 <i>Is it worth it?</i> alcohol project

SCHOOL PROFILE

- a stunning park-like campus in an attractive rural setting close to town
- a well-staffed school with an innovative approach to providing sound education
- a school that teaches its students to be independent learners who behave and dress well
- a rural school offering senior and junior land resource studies and Show Day
- our own safe and well supervised town bus service (concession ticket \$16 a week)
- an Enviro-School Bronze and Silver Awards holder
- a Gateway School giving senior students opportunities for career & workplace visits
- a Youth Apprenticeship Programme school
- a Health Promoting School emphasising life skills, resiliency skills, safety education
- the host school for He Mataariki School for Teen Parents (Whangarei)
- the only Northland school to hold Sportfit (secondary) Sportmark (primary) Awards
- senior sports leadership course, strengths in basketball and Area School sports
- full-size gym, 2 swimming pools, astroturf courts, lifesize chess
- a small, safe and caring family environment for 160 students aged 5 to 18
- a community health centre under development with MSD / Manaia PHO / North Health
- a brand new, well-organised and busy community Playcentre on our campus
- a vibrant and well stocked Community Library that everyone can use
- strong academic & vocational programmes in small, well run classes
- Year 7-10 core programmes in Māori studies, rural studies, visual arts, technology
- NCEA levels 1, 2 & 3; Year 11-13 land management and hospitality training centres
- high quality literacy, visual arts, te reo, and education for sustainability

2010 TERM DATES

TERM 1

2 Feb - 1 April (Easter 2-5 April)

TERM 2

19 April – 2 July (Queen's Birthday 7 June)

TERM 3

19 July - 24 Sept

TERM 4

11 Oct - 14 Dec (Labour Day 25 Oct)

CONTACTING OUR SCHOOL

Phone: (09) 4331 702
Fax: (09) 4331 714

Email: admin@mangakahia.school.nz
Web Site: www.mangakahia.school.nz

SCHOOL TIMES

7.30	caretaker unlocks school	1.30	lunch
8.00	first 2 buses arrive	2.00	p5
8.40	Y7-13 homerooms	3.00	classes end
9.00	p1	3.05	buses depart
10.00	p2	3.15	after-school meetings start
11.00	morning tea	3.20	late bus departs
11.30	p3	4.30	after school meetings end
12.30	p4	5.00	caretaker locks school

SCHOOL - COMMUNITY LIBRARY

- The library and its services are open to the public – the librarian is Trish McKinstry;
- children use the library during class times with the classroom teacher present;
- they use it before and after school and at break times with the librarian present;
- children may borrow two books at a time and these must be returned fortnightly;
- children are expected to respect books and carry them in a plastic or protective bag.

OUR STUDENTS

- are aged 5 to 18, many with brothers, sisters and cousins in the school;
- come from Twin Bridges near Kaikohe, Whangarei West, & Whangarei city;
- in Year 1 to 8 work in 5 classrooms in the junior block and specialist rooms;
- in Year 9-13 work in the senior block and in specialist rooms.

All students

- use specialist rooms and facilities (art, Maori studies, phys ed, technology);
- enjoy outdoor art, camps, chess, concerts, kapa haka, sports, whanau competitions;
- Y9-13 play basketball & touch in the senior yard at a very high speed at break times;
- Year 1-8 make & model great wearable art and recycled hats for Show Day.
- Y1-8 enjoy outdoor construction activities – sand sculpting, miniature cities, hut building

BOARD OF TRUSTEES 2007-2010

BOT Elections are held in May every 3 years

Elected Trustees	David Davies-Colley, Ivy Rakich, Carol Smith, Roz Tweedie
Chairperson	David Davies-Colley Leader and facilitator
Board Secretary	Lesley McCardle Business Manager
Staff Rep	Mandy van der Klundert Staff perspective and liaison
Student Rep	Sherryn Schraag Student perspective and liaison
Principal	Anne Stead Board CEO
Co-opted	Bill Morgan TPS-BOT Liaison

BOARD MEETINGS

- full board meets twice a term as advertised in the school newsletter
- in the staffroom at 4.30pm for tea-coffee-mix & mingle & prompt start
- start at 4.45 finger-food tea 6 - 6.10, end at 7.45 at latest
- board reports sent out week prior to meeting (finance, principal,
- agenda order apologies, minutes, correspondence, finance
general business (current projects or issues)
principal, staff rep and student rep reports
matters arising from written board reports

SCHOOL RUNANGA

Kaumtua-Kuia	George & Marlene Tuhiwai, Rama & Jill Tito
Whaea	Alice Palmer
BOT	David Davies-Colley
Staff	Mandy Van der Klundert, Anne Stead

- a whanau support committee that operates through a formal partnership with the BOT, led by kaumatua and kuia, meets regularly each term and also as needed
- promotion of Māori student achievement and welfare, student achievement in Kapa Haka engagement with Māori communities and local marae

For Runanga and Kapa Haka contact Alice Palmer (Teacher of Te Reo) at school

PART 6 STAFF / BOT / COMMUNITY 2010

SENIOR MANAGERS

Principal	Anne Stead	student learning, personnel, community, BOT
Deputy Principal	Bill Morgan	student achievement, NCEA, timetable, deans, Y9-13
Assistant Principal	Rosemary Grieve	student assessment, AtoL; Y1-8; LEOTC; school events
Senior Manager	Terri Cunningham	School for Teen Parents (STP) manager/lead teacher
Senior Manager	Lesley McCardle	BOT, finance/property, support staff, IT, NCEA, Pathways; STP

TEACHING STAFF

Year 1-6

Carolyn Henwood	Room 1	Y0-2 , new entrant liaison
Helen Faber	Room 3	Y2-4 Terms 1-2 (relieving)
Kate Fenton	Room 3	Y2-4 Terms 3 & 4; i/c music; lead teacher ICT Y1-8
Kaye Davey	Room 4	Y4-6 teacher-librarian, dean
Rosemary Grieve	Link Room	Y7-8 i/c Y1-8 & Y1-8 special needs; dean; associate teacher

Year 9-13

Dave Sadgrove	Y9-13	Science, Y10 IT
Peter Armstrong	Y7-8	Visiting Workshop Technology
John Coram	Y7-13	Workshop Technology
Barry Dunn	Y1-13	Physical Education; Y7-10 Health; Y9 Social Studies; Sport
Nickyi Knier	Y7-10	Food Studies; Y11 Home Ec; Y12-13 Hospitality
Lesley McCardle	Y11-13	IT (at Teen Parent School)
Trish McKinstry	Y12-13	ORRs tutor
Marion Maplesden	Y7-8	Visiting Food Technology
Bill Morgan	Y9-13	English; Y11 Core Subjects, deans convenor
Alice Palmer	Y1-13	Te Reo Maori; Kapa haka; senior dean
Elyne Semenov	Y11-13	Landcare; Y7-10 Rural Studies;
Tony Smith	Y10	Social Studies; alternative maths; Level 2 IT
Anne Stead	Y9-10	English; i/c Y9-13 special needs
Stanko Susnjar	Y9-13	Maths
Mandy Van der Klundert	Y1-13	Visual Arts; Specialist Classroom Teacher

HE MATAARIKI SCHOOL FOR TEEN PARENTS (STP)

Terri Cunningham	i/c STP / curriculum; lead teacher; hospitality, technology teacher
Muriel Willem	i/c Careers Education, Gateway; Early Childhood Education, IT
Carolyn Findlater	STP administration officer

Julie Zanders	Mathematics
Marion Maplesden	Technology
Lesley McCardle	Information Technology
Roz O'Shea	Health, Active Living
Kath Wynne	English

Susie Lewis	Student Transport (van driver)
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SUPPORT STAFF

Leith Dee	Caretaker / grounds
Daphne Nikora, Bob Parata, Marlene Tuhiwai	Cleaners
Trish McKinstry	Community Librarian
Katie Langridge, Jodi Antunovich	Office staff
Jodi Antunovich	Gateway
Juanita Parata	Sportfit; Sports Council
Dawn Eades, Bobby Mehalski,	Teacher Aides
Karen Sadgrove, Marlene Tuhiwai	

AGENCY SUPPORT

RTLB (Learning & Behaviour)
SLS (Student Learning Support)
PHN (Public Health Nurse)
Genesis FamilyWorks (Y9-11 boys)
YWCA (Y9-11 girls)

Fiona Harkness
Wendy Schollum
Ruth Jarman / Manaia PHO School Wellness Team
Titare (Ti) Parkes & Paul Whare
Margie Crawford Y-Dub Club

COMMUNITY GROUPS

eg Adult Art Group, Christian Fellowship, Gardening Club, Landcare Group, Lions Club, Playcentre

COMPULSORY OPTION / SUBJECT FEES

Minimal fees are for take-home consumables: art, computing, technology, home economics, workshop, ag/hort and automotive. They vary across subjects, and are detailed in the stationery list. We accept year, term or weekly payments. Please contact us in confidence for assistance.

A flat fee of \$10 covers these consumables for Year 1-6 students. Every student pays a \$10 computer consumables fee.

Please note: our board does *not* ask for a family ‘donation’. We used to in the past to cover school Year Book costs. Families can order one in Term 4 and pay for their copy.

SCHOOL POLICIES:

- **The School Charter and Board Policy folder** are available at the school office. They are working documents and are often highlighted in newsletters.

SOME KEY APPROACHES

SPECIAL CHARACTER

We are an area school
We are a leading school
We are a family school

delivering smooth-flowing programmes from Y1 to 13
in area school education at provincial & national levels
open, inclusive, supportive, user-friendly, no-nonsense

The school community elects & expects trustees to govern the school on their behalf.

- The trustees work as a close-knit team to support and resource teaching and learning.
- They govern according to NZ government law & regulation (Education Act, NAGs)
- They set annual goals and plans to meet them – these are part of the school’s charter.
- The principal is fully accountable to the board as its CEO (chief executive officer).
- The board is fully accountable to government through annual reports & ERO reviews.

POLICIES

The board insists on a high standard of teaching, learning, behaviour, and uniform.
The board provides a safe school environment and values good community support.
In the interests of student health we are a water-only, lolly-free, healthy eating school.

Concerns / Complaints discuss our concerns before they become our complaints!

- if you have a concern please let us know – resentment & gossip are no good to anyone
- it pays to ring the principal or a senior manager in the first instance (staff list below)
- you can then check your concern against the facts– your concern may be unfounded
- if you have discussed your concern and still feel unsatisfied, please follow it up
- ask for a meeting with the board chair and/or principal, or write a letter of complaint
- your letter will be tabled in the correspondence and discussed by the board
- the dialogue can continue (within reason) until resolution, consensus or compromise

SPECIAL EVENTS

Term 1 Tai Tokerau Festival, school sports days
Term 2 Area School Sports, reports
Term 3 academic focus & senior exams
Term 4 Show Day & Prizegiving

TEACHING AND LEARNING

Keeping our eye on the ball
Consistent programmes
Student-centred teaching
Focus on literacy skills
High expectations
High quality facilities

delivering education to students is our core business
each age group gets the same good quality deal
we teach students how to learn and think for themselves
they build on their skills as they move up the school
we insist on good work habits, bookwork, cooperation
superb classrooms, grounds and sports facilities

COMMUNITY SCHOOL

a business centre
a community centre
a cultural centre
a health centre
a sporting centre

generating employment, revenue, work experience
drawing people in, sharing facilities, holding events
working closely with local iwi and community groups
hosting health services and agency involvement
sharing facilities, running events, encouraging sport

BREAK TIMES – STUDENT AREAS, SUPERVISION, ACTIVITIES

EVERY STUDENT DESERVES SAFE, ACTIVE AND HAPPY BREAK-TIMES

Students aged 5 - 18 are on-site. Separate areas meet their age-group needs/interests.

Y1-6 students have their own yard (with playground) in front of the junior block as well as the courtyard between the hall and the art room. They are not to leave these areas.

Y7-8 students have their own courtyard in front of the Room 7-8 block as well as a basketball hoop outside the gym, the astroturf courts and the field.

Y9-13 students have the senior block terrace and yard, the astroturf courts and the field (for ball games)

Early and late bus students are supervised by a duty teacher (8.00-8.30, 3.00-3.20)

Students eat lunch in their areas until released by the duty teacher at the 1.30 bell:

<u>Y1-6 students</u>	on the junior block terrace
<u>Y7-8 students</u>	on the courtyard outside Room 7
<u>Y9-13 students</u>	on the senior block terrace

3 duty teachers supervise each break-time to monitor activities and behaviour:

- the junior yard; the senior yard & Y7-8 areas; the field and out-of-bounds areas
- duty teachers record activities and behaviours, which are reviewed and followed up by deans

DON'T LET YOUR CHILDREN TELL YOU "THERE'S NOTHING TO DO"!

THERE ARE PLENTY OF ACTIVITIES FOR STUDENTS TO ENJOY!

Y1-8 OUTDOOR CONSTRUCTION ACTIVITIES

Terms 1 & 4 sand sculpting, miniature cities, huts / certificates awarded

Y4-13 GAMES & SPORTS

Terms 1-4 lunchtime physical activities programme led by senior students / sports council

Y6-7-8 CLUB

Terms 2 & 3 fun lunchtime activities for all Y6-7-8 led by Y12-13; boys and girls separately.

LIBRARY

Open before, during and after school (closed at interval 11-11.30) for books, board games, computers

HARD COURTS

Senior yard	hoops and table tennis table (with grass area, deck and shade sail)
Y7-8 yard	painted lines and hoops (with grass & shade sail area, outdoor stage)
Junior yard	painted lines and brand new playground (inc. deck, grass area, sandpit, edible garden)

ASTROTURF COURTS

Open lunchtimes (1.30 – 2.00) for a variety of ball games using new, modern sports gear

GYMNASIUM

Open lunchtimes (1.30 – 2.00) for supervised basketball – full-size court, brand new gym

FIELD full size sports field for soccer, touch, and activities using sports equipment.

CHESS Chess Centre - life-size chessboard, small chess boards. Student competitions.

POOL 23m pool with 9m learn-to-swim pool attached. Supervised sessions only.

YEAR 1-8 ONLY

ASSEMBLY The primary school assembly is on Thursday afternoons. All welcome.

ART Children enjoy art education each week. Bring an old shirt to wear.

BOOK CLUB

The Scholastic Book Club sells paper-back editions of good library books suitable for parents to read to children (and eventually for children to read themselves). They are suitable for the 5-11 age group, are inexpensive and of good quality.

At various times of the year children will bring home an order form. If you wish to purchase some of the books offered, please fill in the order form, put it together with the money in a sealed envelope. The classroom teacher will forward it to the person in charge of the Book Club. A percentage of the sales is returned to the school to buy library books.

PARENTS VISITING SCHOOL

All parents who wish to see a teacher at the school please do so through the office, unless prior arrangement has been made with the teacher.

RELIGIOUS INSTRUCTION

Religious instruction is taken by community volunteers 9.00 to 9.30 am Thursdays. The junior school is officially closed at this time, and Y1-6 teachers are at a weekly meeting. Exclusion from RI can be granted only with written permission. A signed note should be presented at the office for the Principal. If you do not want your child to attend RI please note that school does not start for them until 9.30 on this day. Liaison Officer: Liz Griffin

REPORTING TO FAMILIES

'Meet the Teachers Afternoon' happens early in Term 1 to discuss learning expectations for the coming year, and for parents and teachers to get to know each other.

Student-led conferences happen mid-year. Teachers train students to present selections of their work and host a 3-way discussion (parent – teacher – child) about next steps. These were a huge success in 2004. After conference week, parents are invited to discuss any concerns they have with the teacher and how best to help their child at home.

At the end of the year your child will receive a written report. This contains an assessment of the child's work in each of the major learning areas and enables parents to see the progress being made. There is also a place for social and emotional development and a general comment from the class teacher and principal.

Y1-8 OUTINGS AND CAMPS

Educational visits take place throughout the year as part of the junior programme. Due notice is always given and arrangements must comply with school policy and government regulation.

Adult-child ratios are vital. Parent helpers by invitation only; must attend briefing sessions in advance.

The visits are part of the official school programme. Every student must attend unless health problems.

Please note they are not open to pre-schoolers, non-enrolled children, or casual adult visitors

THE SCHOOL RULE – THERE IS ONLY ONE!

OUR SCHOOL IS A HEALTH-PROMOTING, SAFE AND SECURE

PLACE OF TEACHING AND LEARNING.

To support this rule we expect that:

- it is a place of healthy eating, physical fitness, good manners and hard work
- it is consistently well attended by all students (minimum attendance rate 85%)
- it is a place where students are welcome, well-dressed, and well-behaved
- it is free of harm from drugs, stealing, and physical and verbal violence

To support these expectations we require that:

- students choose healthy lunch options and do not bring lollies or fizzy drink to school
- students take full part in physical education and sports activities in suitable gear
- students are friendly, cooperative and polite to each other, to staff and to visitors
- students fully engage in learning, support each other's learning, and support teaching
- students attend regularly and on-time, in smartly-worn uniform, and are law-abiding

To support these requirements we ask that:

- students arrive at school on time – Year 9-13 by 8.40, Year 1-8 by 8.50
- students on buses obey the driver – failure do so can result in the student being permanently refused transport by the bus owner – this is the owner's legal right
- parents notify the school of an absence by 9am and send a note on the child's return
- parents collecting students during school hours do so through the office
- students sign in if late and sign out if going off-site, in case of emergency bells, to track whereabouts
- students do not cross the road to the Titoki Store before, during or after school (parents who need items from the shop write a note for the school office, who will deal with it)
- Year 12-13 students drive motor vehicles to school *only* with prior consent of the deputy principal, including approval to transport another student, for safety reasons
- the school accepts no responsibility for the loss of, or damage to, personal property brought to school eg non-uniform clothes and shoes, watches, calculators, ipods, musical instruments – these are the absolute responsibility of individual owners
- students pay for the replacement or repair of anything they damage or break including windows, books, desk tops and other school furniture, and school walls (graffiti)

NB If you require students to be on-site on school days before 8.00 am or after 4.00 pm please contact the Deputy Principal to explore responsibilities for supervision.

To protect the school roll we insist that:

- students in serious trouble at their last school must enrol in town (we cannot resource them)
- students in moderate trouble follow a closely monitored support programme
- the success of the enrolment is decided in consultation with the student and his/her family
- all students leave at home any lazy habits, rude behaviour, and harmful substances

PASTORAL CARE

IN ORDER TO LEARN, STUDENTS NEED TO BE HEALTHY, SAFE, AND SECURE.

HEALTH

We are a health-promoting school working with Manaia Primary Health Organisation. Since 2005 we have worked with a school-based team of health professionals to set up community clinics based at the school. Watch newsletters for details of progress.

The Public Health Nurse visits the school each Monday and is based in the Dental Clinic. Students can self-refer. Parents may refer children through the office or North Health. The Public Health Nurse gives all 5 year-olds a health check with parental permission.

The FPA Nurse visits the school each Thursday to and is based in the Dental Clinic. Students can self-refer. She focuses on student sexual health matters, advice and guidance.

We are a Sportfit / Sportmark school - our Sportfit Coordinator promotes healthy exercise through sport. Several staff are part of Sport Northland's 10,000 Steps programme. The new gym is the venue for community evenings of badminton, basketball and martial arts.

School Dental Service Appointments, checks and follow-ups are made through the school.

***TO AID HEALTH & LEARNING – NO LOLLIES OR FIZZY DRINKS PLEASE
WE ARE A WATER-ONLY SCHOOL – WE PROVIDE WATER COOLERS FOR STUDENTS
WE ENCOURAGE HEALTHY EATING – PLEASE RESPECT OUR LUNCH ORDER MENU***

SICKNESS AND INJURIES

- Please do not send a sick child to school. Not good for them or us.
- Please notify the school by 9am. This is URGENT for our school safety system.
- Please send a note with the student to give to the form teacher on return to school.
- We can send work home during prolonged illness or absence – please ring the office.

If a student becomes unwell at school they are placed in sickbay. We phone family or their nominated emergency contact, to take the child home. Staying in the sickbay all day is not an acceptable option for a sick student.

If a student is injured at school we try to contact the parents or the emergency contact immediately. We call an ambulance when necessary. If parents are unable to be contacted, a member of the school staff may take the child to town for medical treatment.

We record all instances of sickness or injury including the time spent in sickbay and timing of phone calls. Students sometimes claim they were unattended and in sickbay 'all day', much to a parent's alarm. Please check the facts for yourself, with office staff.

MEDIC ALERT AND MEDICATION

Should your child come under this category the school MUST be notified. Asthmatic drugs and similar medication to be administered are kept in the sick bay. All staff are trained to manage epilepsy and asthma events, which key staff quickly take charge of.

HEALTH EDUCATION Students study health through timetabled Health classes.

STUDENT GUIDANCE AND SUPPORT SERVICES

Form teachers, deans, student services, NCEA

Y9-13 HOMEROOM TEACHERS monitor attendance and support their form class students

Year 9	Ms Van and Mr Morgan
Year 10	Whaea Palmer and Mr Dunn
Year 11	Mr Smith and Mr Sadgrove
Year 12/13	Mr Susnjar and Ms Semenoff

DEANS

monitor student learning, behaviour and welfare

Convenor	Mr Morgan (i/c behaviour management, deans)
Y1-8	Mrs Grieve, Mrs Davey
Y9-13	Whaea Palmer, Mr Morgan
RTL B	Mrs Harkness (Resource Teacher, Learning & Behaviour)

STUDENT SUPPORT SERVICES

Pastoral Care & Welfare	homeroom teachers, deans, senior managers
Discipline & Guidance	Mr Morgan & Deans
Sickbay Services	Ms Antunovich & Mrs Langridge

LUNCHES

- Students order school lunches from the Titoki Store's healthy eating set-lunch menu.
- This is in the first newsletter of each term. Individual copies available at the office.
- Students order lunch from the menu by placing a named order with enough money
- Students place orders in containers on the office counter **before school begins at 8.40** .
- Senior student leaders distribute lunch orders at the admin block at start of lunch break.

PARENTS WHO ORDER LUNCHES DIRECTLY FROM TITOKI STORE

PLEASE USE OUR SET LUNCH MENU & RESPECT OUR BAN ON LOLLIES & FIZZIES

LOST PROPERTY Lost property is kept at the office. Every effort is made to return named items. Please name all clothing. Students – please leave your flash gear at home!

NCEA

Students in the senior school (Y11, 12, 13) will undertake courses towards National Certificates of Educational Achievement (NCEA). These courses will involve the gaining of credits either through Achievement Standards, or Unit Standards or a combination of the two.

Students should expect courses to consist of about 20 to 25 credits each year. They will receive course structure and assessment schedules during the first few weeks of Term 1, with information on late assignments, missed assessments and the appeals procedures.

Students make course choices based upon their individual needs. They should always ask:

- will this course help me towards my long term goals? (university, trade training, employment)
- is my course balanced, and does it give me future options?
- is the course within my abilities?

Staff who are able to help students include:

- Mr Morgan (NZQA officer). He is able to answer most questions about NCEA, the credits you need and so on, (and will find the answer if he can't.) He also has all the documentation to help you with the many issues regarding NCEA and the way it is managed at our school.
- Mrs McCardle & Ms Antunovich find pathways to your chosen career or future learning
- Subject teachers give information on courses and where those courses might lead.

SCHOOL BUS TIMETABLES

All bus timetables vary depending on enrolments. Please check with reception.

POROTI RUN

MORNING

Departs McBeth Road	7.30am
Kerehunga Road	7.34am
Arrive school	7.45am

AFTERNOON

Departs school	3.05pm
Kerehunga Road	3.15pm
McBeth Road	3.50pm

PARAKAO / PAKOTAI RUN (VALLEY BUS)

MORNING RUN

Departs Arona's	7.55am
Departs Opouteke Road	8.05am
Departs Parakao School	8.15am
Departs Wilson Road	8.20am (Main Rd Cnr)
Departs Fraser Road	8.25am
Arrive at school	8.35am

AFTERNOON RUN

Departs School	3.05pm
Departs Fraser Road	3.10pm
Departs Wilson Road	3.15pm (Main Rd Cnr)
Departs Parakao School	3.20pm
Departs Opouteke Road	3.35 pm
Arrive at Arona's	3.45pm

TOKIRI ROAD BUS

Departs Tokiri Road (far end)	8.00am
Depart school	3.05pm

HOUTO BUS

Depart Houto Road	7.45am
Depart school	3.05pm

PIPIWAI BUS

Depart Te Horo School	7.40am
Depart Mangakahia Area School	3.20pm

TOWN BUS

This bus is run by Mangakahia Area School & subsidised by the BOT. Students pay \$16 per week - \$1.60 per trip for regulars, \$2.50 per trip one way for casuals. Casuals must check at the office at lunchtime if a space is available on the bus, and pay in advance.

We have in the past allowed students to book up fares but cannot carry further debt.

CASUAL RIDES TO BE PAID UP EACH WEEK, OR NO FURTHER CREDIT.

	AM	PM
Rose Street Terminal	7.50	3.40
Te Mai Shops	7.55	3.30
Silverstream	7.58	3.28
Tui Crescent	8.00	3.25
Maungatapere Service Stn	8.10	3.20
School	8.25	3.05

Mangakahia community can use the town bus to travel to town (a.m) and back (p.m)

Depart school 8.35am. Contact the school office for more information.

EVERY STUDENT HAS THE RIGHT TO TRAVEL SAFELY AND WELL. STUDENTS WHO DENY OTHER STUDENTS THAT RIGHT ARE NOT WELCOME AT MANGAKAHIA AREA SCHOOL

SCHOOL BUSES ARE AN EXTENSION OF THE SCHOOL. THE SAME CONDITIONS APPLY REGARDING STUDENT BEHAVIOUR & UNIFORM, WITH ADDED SAFETY RESTRICTIONS.

We fully support our drivers - they are an integral, important part of our school team:

- **senior managers work closely with them** - daily contact, support, newsletters
- **we run bus whanau meetings** where bus groups learn how to keep each other safe
- **Lesley Mccardle is the bus coordinator** and first point of contact for any concerns

The driver has complete authority - passengers must behave safely at all times:

- **the driver** judges when behaviour that distracts his/her attention becomes unsafe
- **distracting behaviour**_ calling out, talking loudly, throwing things, moving about, eating, drinking, making silly noises, bullying, attracting attention of other road users.
- **the driver** can stop the bus, ring the school, and wait for senior managers to arrive
- **2 senior managers** will drive to the bus and remove the offending student(s)
- **the deputy principal** will contact parents and a stand-down or suspension is likely

A driver feeling unsafe can refuse to transport a particular student and request a ban:

- **the bus owner** has the sole right to ban any offender from using the bus again
- **this could well risk** a student's ability to attend school if there is no other transport
- **this happened in 2003 and 2004** – for persistent swearing, disobedience, distraction.

UNIFORM

The uniform is a modern, smart, attractive symbol of school pride and unity.

It is practical, comfortable and cost-effective.

All uniform items are available at GoldStar Apparel (Kamo), Bethells (Strand Arcade). Polo shirts only, at PostiePlus (Okara Centre). Shoes from Warehouse & other stockists.

Y1-6 STUDENTS

- blue polo shirt with logo, black bottoms (skirt, shorts or longs)
- navy polar-fleece with logo, dark bottom half
- hats, navy blue slouch or legionnaires style

Y7 – 11 GIRLS AND BOYS

- Jade polo shirt with black embroidered monogram
- Royal blue sweatshirt with embroidered monogram
- School jacket or school navy polar-fleece with silver embroidered monogram.
- Royal blue woollen jersey with embroidered monogram
- Black lace-up shoes that can be polished (no platforms), black socks; black sandals (plain, flat)

GIRLS ONLY

- jade polo shirt with embroidered school logo
- black socks, plain or black pantyhose (optional)
- black straight regulation skirt or shorts
- black trousers – regulation only

BOYS ONLY

- jade polo shirt with embroidered school logo
- black regulation shorts or black trousers
- black socks worn with regulation shoes

Y12/13

- GIRLS black regulation skirt or shorts , white shirt, school jacket
- BOYS black regulation trousers or shorts, white shirt, school jacket

PE GEAR - GIRLS AND BOYS

To be worn at all PE lessons and changed into and out of only at the gym

- plain T-shirt, black sports shorts, sports shoes (non-marking soles), white/black sox

SWIMMING GEAR

To be worn at all swimming sessions and changed into and out of only at the pool

- swimming togs, plain light T-shirts optional, no streetwear/underwear (pool hygiene)
- light towel (named), plastic bag for storing wet gear.

FOOTWEAR FOR TECHNOLOGY AND SCIENCE

Feet must be enclosed for health and safety ie laced up shoes, not sandals.

WEARING THE UNIFORM

Wearing it well is a sign of maturity, self-respect and respect for the school..

Homeroom teachers and subject teachers monitor the uniform daily.

- 1 Students must be in correct uniform before entering classes.
- 2 Students must follow a uniform dress code - shirts buttoned, shoes laced.
- 3 Uniform must be clean and tidy and in good repair, acceptable to staff and principal.
- 4 White or black T-shirts may be worn under uniform in cold weather.
- 5 Hair should be clean and tidy at all times. Long hair must be tied back.
- 6 Uniform must be worn on school buses unless otherwise directed by staff.

Students are welcome to wear:

- taonga (pounamu or bone carving) worn around the neck
- jewelry: one fine plain short chain, one ring (plain and flat)
- one pair of studs or keepers (in ears only, one in each ear) in plain gold or silver
- other jewelry of a special nature *if kept out of sight*
- sports shoes for sports activities *at break times only*
- braided hair for boys and girls (with or without beads)

But please note that:

- piercings on the face cannot be worn at school for health and safety reasons
- all jewelry must be taken off for swimming, sport or PE and lodged with the teacher
- any jewelry is worn at student risk - staff are not responsible for any missing items
- confiscated items are logged and stored in the office for collection at the end of term

NOT WEARING THE UNIFORM

Senior managers take this seriously – it is a sign of student disrespect for the school.

Students arriving out of full uniform must report to the office on arrival at school. Homeroom teachers check uniforms at 8.40 form times and refer students to deans.

Students with wet, dirty or torn uniform attend school in mufti and report to the office with the items in a plastic bag. These will be laundered, and repairs arranged, by morning interval. Shoe cleaning kits and spare shoelaces are also available.

Repeat offenders run the risk of being stood down for refusing to cooperate.

NO COVERED SHOES FOR SCIENCE AND TECHNOLOGY

Repeat offenders run the risk of being stood down for refusing to cooperate.

NO PE OR SWIMMING GEAR

- Students without PE gear will do PE, have an instant detention, and parents contacted.
- Students without swimming gear will have an instant detention and parents contacted.

Repeat offenders run the risk of being stood down for refusing to learn.

The DP and principal consult parents where individual cases are cause for concern.