

MANGAKAHIA AREA SCHOOL



FAMILY INFORMATION BOOKLET

2012



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 – HAERE MAI

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.

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.

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 straight away - in the first instance with the teacher or dean, or for serious matters directly to the DP or principal. Teachers cannot see parents during teaching time – please arrange this through the office.

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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OUR MISSION

To strive, to seek and to find a caring, supportive learning environment for respectful, responsible and safe 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 Whanau Support Group (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

2012 STUDENT ACHIEVEMENT TARGETS

Y0-8

- enable students working well below (ie.2 years or one curriculum level below) the National Standard to make sufficient progress towards achieving within the expected Standard
- enable all students to continue to engage in learning and achieving educational success, including meeting the National Standards.

Y0-10

- enable all students work close to, at, or above literacy and numeracy curriculum levels by end Y10.
- enable Maori students to continue to achieve success commensurate with non-Maori students;
- enable all students to continue to engage in learning and achieve educational success.

Y11-13

- enable Y11 students to achieve NCEA Level 1 at a level at or above national averages;
- enable Y12-13 students to achieve across NCEA Levels 1 to 3 at or above national averages;
- enable Maori students to achieve UE to the same degree as non-Maori students;
- enable all Y12-13 students leave the school with NCEA Level 2 and UE as per national expectations.

2012 SCHOOL-WIDE FOCUS AREAS

95% Student Attendance	working with families to lift the rate from 85% to 95%
Student Achievement	working with families to lift individual academic performance
Maori achieving as Maori	working with families to meet whanau goals and aspirations
Restorative Practices	working with students to build respect, responsibility and resilience
Information Technology	working with students towards becoming successful digital citizens
Sustainable Practices	working with students to minimise waste, grow & maintain edible foods

SCHOOL PROFILE

- strong academic & vocational programmes in small, well run classes support student success
- Y0-6 programmes - specialist teachers for art and PE, and reporting against the National Standards
- Year 7-10 core programmes in Māori studies, rural studies, visual arts, wide range of technologies
- NCEA levels 1, 2 & 3 including art, education for sustainability, hospitality, computer studies, sciences
- host school for He Matariki School for Teen Parents (Whangarei) – one school, two campuses
- a rural school offering senior and junior land resource sustainability studies and Show Day
- our own safe and well supervised town bus service (concession ticket only \$20 a week)

- an Enviro-School Bronze, Silver and Green-Gold Awards holder, only Green-Gold school in Northland
- a Gateway School giving senior students opportunities for career & workplace visits
- a Health Promoting School emphasising life skills, resiliency skills, safety education
- the only Northland school to hold Sportfit (secondary) and Sportmark (primary) Awards
- senior sports leadership course, strengths in basketball and Area School sports
- modern gymnasium (full size basketball, badminton, netball), 2 pools, astroturf courts, fitness trail

- a community health centre under development with MSD / Manaia PHO / North Health
- a purpose-built, well-organised and busy community Playcentre on our campus
- a vibrant and well stocked Community Library that everyone can use

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 Y0 to 13
in area school education at provincial & national levels
open, inclusive, supportive, user-friendly, no-nonsense

BOARD OF TRUSTEES

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

- work as a close-knit team to support and resource teaching and learning.
- govern according to NZ government law & regulation (Education Act, NAGs)
- set annual goals and plans to meet them – these are part of the school's charter.
- The principal is fully accountable to the board, in writing, on a monthly basis.
- The board is fully accountable to government through annual reports & ERO reviews.

NCEA GUIDANCE

Students in the senior school (Y11, Y12, Y13) undertake five courses towards National Certificates of Educational Achievement (NCEA). These courses involve the gaining of credits mainly 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?

Students are discouraged from studying by Correspondence School, but can discuss this with Mr Morgan. Where one subject needed is unavailable, they may arrange that through Mr Morgan and Mrs McCardle..

Staff who are able to help students include:

- Mr Morgan (NZQA officer) is able to answer most questions about NCEA, the credits you need. He also has all the documentation to help you with NCEA and the way it is managed at our school.
- Ms Antunovich (Careers Adviser, Gateway Coordinator) helps find pathways to your chosen career.
- Subject teachers give information on courses and where those courses might lead.

2012 TERM DATES

TERM 1 7 Feb - 5 April **TERM 2** 23 April - 29 June (ANZAC Day 25 Apr, Queen's Birthday 4 June)
TERM 3 16 July - 28 Sept **TERM 4** 15 Oct - 9 Dec (Labour Day Mon 22 Oct)

SPECIAL EVENTS

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

CONTACTING OUR SCHOOL

Phone: (09) 4331 702 Email: admin@mangakahia.school.nz
Fax: (09) 4331 714 Web Site: www.mangakahia.school.nz

SCHOOL DAY

7.30	caretaker unlocks school	1.20	lunch
8.20	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

- Lunch security is a priority – all students sit to eat in their own areas, 1.20-1.30, supervised by staff.
- Y0-6 classes have strict storage, distribution and supervision protocols to eliminate theft.
- Students who have no breakfast or snacks or lunch can have weetbix, milk, toast, & fruit on request.
- Only Y12-13 students may visit the store at break time – to buy healthy food only, for themselves only.

OPTION / SUBJECT FEES

- There are minimal fees 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. Every student pays a \$10 computer fee. A flat fee of \$10 covers consumables for Year 1-6 students.
- We accept year, term or weekly payments. Please contact us in confidence for assistance.
- **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 (\$20).

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.
- use specialist rooms and facilities (art, Maori studies, phys ed, technology);
- can enjoy outdoor art, fitness trail, chess, concerts, kapa haka, sports, whanau competitions;
- Y9-13 play basketball & touch in the senior yard at a very high speed at break times;
- Y1-6 enjoy a refurbished, landscaped play area that includes deck, sandpit, rope-climb, playhouse
- Y1-8 make & model great wearable art and recycled hats for Show Day.
- Y1-8 enjoy outdoor construction activities – sand sculpting, miniature cities, hut building

LEADERSHIP OPPORTUNITIES ARE MANY AND VARIED

Y0-6 in-class and cross-class leadership programmes eg Tech Wiz Team, sports monitors
Y7-8 responsibilities in the Y0-8 area eg assemblies, Green-Gold kaitiaki, recycling
Y9-11 responsibilities Y4-6 area eg paired reading / writing sessions Y1-6; recycling
Y12-13 lead Wellness Team projects, Sports Council activities, recycling, lunchtime activities,

Student leaders attend Akaroa outward bound leadership course, represent the school, lead all students.

POSITIVE BEHAVIOUR FOR LEARNING SCHOOL-WIDE (PB4L)

*respectful, responsible, and safe teaching and learning
building our mana (respect), mahi (hard work) and mauri (self-belief)*

This is taught in homeroom classes, practised school-wide. We speak and behave respectfully, we take full responsibility for our own work, believe in ourselves and each other. We resolve conflict through restorative practices supported by seniors and facilitated by staff trained to do so.

BREAK TIMES – STUDENT AREAS, SUPERVISION, ACTIVITIES

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

Y7-8 students have their own courtyard between the gym and art room, 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)

Late bus students are supervised by senior managers and office staff 3.00-3.20

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

Y1-6 students on the junior block terrace

Y7-8 students in the courtyard between the art room & gym

Y9-13 students on the senior block terrace

2 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

There are plenty of activities for students to enjoy!

- Y1-8 outdoor construction activities sand sculpting, miniature cities, hut building
- Y4-13 games & sports physical activities led by senior students / sports council

LIBRARY Open before, during and after school 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 break times for a variety of ball games using new, modern sports gear

GYMNASIUM open break times for supervised basketball – full-size court, modern gym

FIELD full size sports field for ball games; fitness trail

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

STUDENTS HELPING STUDENTS - TUAKANA-TEINA

older students helping younger students is a feature of our school

At Mangakahia we have high expectations of all students, but particularly older students. They are expected to model positive behaviour and learning and are taught to do so by

- being mindful of the presence of very young children at the school (conduct, language)
- respecting younger children's space at break times and guiding them from the senior yard
- supporting needy children through responsible action eg advising the duty teacher
- initiating and leading lunchtime activities eg games, sports, hut building
- in English class, listening to younger children read and taking paired writing activities
- in phys ed and sports tournament times, coaching and/or managing sports teams

YEARS 0-8 ONLY

ATTENDANCE

Regular attendance is the key to each child's education. Every day that a child is absent is a day of learning opportunities missed. Frequent condoned absences rob children of the education that is their basic human right. This is especially so in the early years, when children are learning to read and write. We make no apology for following up absences and targeting families whose children are falling behind.

ASSEMBLY The primary assembly is held at a regular time every second week. All welcome.

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

BOOK CLUB

The Scholastic Book Club sells paper-back edition 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 Y0-6

Religious instruction is taken by community volunteers 9.00 to 9.30am every second Thursday. The junior school is officially closed at this time. Exclusion from 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 please note that the school does not start for them until 9.30 on this day. Liaison Officer: Liz Griffin.

REPORTING TO FAMILIES

A junior BBQ for parents and teachers to get to know each other happens in Term 1 to discuss learning expectations for the year, and to learn about National Standards.

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 their progress against National Standards and next steps. 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 against the National Standards. There is also a place for social and emotional development and a general comment.

Y0-8 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 the 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 prevent this.

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

YOU CAN VIEW Y0-8 PROGRAMMES AND STUDENT WORK ON OUR PRIMARY SCHOOL WIKI – www.masy1-8.wikispaces.com

UNIFORM

The uniform is a modern, smart, attractive symbol of school pride and unity. It shows respect for the school. It is practical, comfortable and cost-effective.

All uniform items are available at Northland School Wearl (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

Y7-13 STUDENTS

School shoes must be black lace-up shoes that can be polished, worn with black socks.

School sandals must be flat, black, with straps. No fancy fashion sandals.

School polar fleeces, school sweatshirts, school jerseys, or school jackets. No layers.

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.

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)

Y7-11 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

Y7-11 BOYS ONLY

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

Y12-13 STUDENTS

- GIRLS black regulation skirt or shorts , white shirt, school jacket
- BOYS black regulation trousers or shorts, white shirt, school jacket
- ALL black lace-up shoes that can be polished (no platforms), black socks; black sandals (plain, flat)

PE GEAR – Y7-13 GIRLS AND BOYS

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

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

SWIMMING GEAR – Y7-13 GIRLS AND BOYS

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 - ALL STUDENTS

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.

- Students must be in correct uniform before entering classes.
- Students must follow a uniform dress code - shirts buttoned, shoes laced.
- Uniform must be clean and tidy and in good repair, acceptable to staff and principal.
- White T-shirts may be worn under uniform in cold weather.
- Hair should be clean and tidy at all times. Long hair must be tied back.
- 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
- jewellery: 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 jewellery 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 jewellery must be taken off for swimming, sport or PE and lodged with the teacher
- any jewellery 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

This is a sign of deliberate student disrespect for the school which we take very seriously.

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.

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

NO COVERED SHOES FOR SCIENCE AND TECHNOLOGY?

Students are unable to be in the classroom and will miss the lesson.

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

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 homeroom teacher or DP consult parents where individual cases are cause for concern.

BOARD OF TRUSTEES 2010-2013

BOT Elections are held in May every 3 years(eg May 2010, May 2013)

Parent Trustees	Grieg Alexander, Susan Henderson, Crystal Rakich, Michelle Ripley, Sam Tohu	
Chairperson	Susan Henderson	leader and facilitator, finance
Deputy Chair	Greig Alexander	property
Community Liaison	Sam Tohu	convenor of school Runanga
Principal	Anne Stead	reporting Key Indicators and variance
Board Secretary	Lesley McCardle	business manager
Staff Trustee	Stanko Susnjar	staff perspective and liaison
Student Trustee	Francis Wilson	student perspective and liaison

BOARD MEETINGS

- full board meets twice a term as advertised in the school newsletter
- in the staffroom 3.15pm for tea-coffee-mix & mingle, 3.30 start, 5.00 short break, 6.15 ends.
- board reports sent out to trustees 7 days prior to meeting
- agenda order Key indicator reports (eg visiting presenter), administration, Focus reports
Variance reports (principal - finance, property, personnel, safety, events etc)
Special Issues reports eg curriculum, achievement, current projects or issues
previous minutes, correspondence, next meeting agenda & date

KAUMATUA-KUIA RUNANGA - a BOT Committee

Convenor	Sam Tuhiwai (BOT - community liaison)
Kaumatua-Kuia	George & Marlene Tuhiwai (Titoki), Sam & Rawinia Tohu (Pipiwai)
Whanau	Daphne Nikora, Juanita Parata
BOT	Crystal Rakich, Sam Tohu
Staff	Mandy Van der Klundert, Anne Stead

a student achievement support committee that operates through a formal partnership with the BOT, led by kaumatua and kuia, working in various ways to promote Māori student achievement and welfare as Maori, and facilitate engagement with Māori communities through whanau and local marae.

BOARD POLICIES

The School Charter and Board Policy folder are available at the school office.

They are working documents and are often highlighted in newsletters.

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 your concerns before they become 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

A Community School

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

COMMUNITY LINKS

FAMILY SUPPORT GROUP – A MODERN PTA

The group increases and enriches the involvement of all students' families and community in school life -

- by arranging early evening events children & families enjoy eg BBQs, film nights (5-7pm or 6-8pm)
- it is not about fundraising – it's about having fun and feeling comfortable and sharing school facilities;
- the group intends to contribute towards the gym foyer fund but only as opportunity arises (optional)
- events advertised in fortnightly school newsletters and / or fliers – just turn up!

LOCAL MARAE

Korokota (mana whenua) Matua George Tuhiwai Tau Henare (Pipiwai) Matua Sam Tohu (BOT)
Maungarongo (Poroti), Te Aroha (Parakao), Te Tarai o Rahiri (Pakotai), Parahaki (Nukutawhiti),
Eparaima Makapi (Kaikou)

COMMUNITY GROUPS

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

SCHOOL BUS DRIVERS

Wilson / Peter Poroti & Tokiri Rd Daphne Houto Rd Leroy Town
Jason / Shannon Valley Peter Pipiwai

90% of our students bus to and from school. Physical and emotional safety is paramount. BOT policies *Safe Bus* and *Town Bus* govern bus procedures. Drivers are valued de facto members of staff. They have daily contact with senior managers and office staff, receive school newsletters, and are included in our VIP morning tea. Contractors Athol Cave and Ritchies have the right to ban students from a bus run.

The students on each bus run meet each term as a vertical whanau group known as Bus Whanau. All teachers are assigned to Bus Whanau as pastoral supporters. The DP convenes bus whanau meetings twice each term to promote good behaviour, hear student voice, and monitor progress. Students who walk to school have a separate group. Students who travel by car join the whanau of their local bus run.

TITOKI STORE John & Judy Laird (Proprietors), Tanya, Liz

The Store provides school lunches, catering & mail service – store staff are valued friends of the school.

- They provide a school lunch menu that students can order through school before school starts.
- This is a healthy foods selection in accordance with school policy - no fizzy drinks, lollies, hot chips.
- They do not take individual phone orders at the store – orders through the school only.
- Y12-13 students take turns collecting and directly distributing ordered lunches at 1.20pm.
- Office staff sort out any wrong or missed orders or incorrect change directly with the Store (rare).

PLEASE NOTE Many younger children eat home-made lunch at morning playtime (11.00) and are hungry at lunchtime (1.20). Students need a good breakfast and play-lunch each day. Thank you.

A DIGITAL, ON-LINE SCHOOL

The school is fully cabled and connected – our fibre-optic cables are in, ready to be switched on. We have two computer suites – one for secondary students and one for primary students – and pods in the library and staffroom area, and two computers in each classroom. Computers are mainly 'thin clients' – screen and keyboard units that run off the school network and servers. They are of little stand-alone value as they are school-coded. Every student has a password. The network is strictly controlled, firewalled and cyber-safe.

CHECK OUT OUR SCHOOL WIKIS

See your child's work on-line from anywhere in the world! Visit their class pages to see programmes, work items, photos, videos – great for grandparents who live at a distance!

Y1 - 8: www.masy1-8.wikispaces.com

Y9-13 www.massecc.wikispaces.com

Library www.maslibrary.wikispaces.com

Email your feedback to admin@mangakahia.school.nz

STAFF 2012

Principal	Anne Stead	Y0-13 learning, contracts, personnel, TPS, community, BOT
Deputy Principal	Bill Morgan	Y9-13 achievement, Y9-13 synd, NCEA PN, timetable; deans
Assistant Principal	Rosemary Grieve	Y0-10 assessment, Y0-8 synd, special needs, year events, LEOTC
Senior Manager	Terri Cunningham	Teen Parent School (TPS) manager/lead teacher, MAS senior mgr
Senior Manager	Lesley McCardle	BOT, finance, property; ICT PD; support staff, IT, NCEA; TPS

TEACHING STAFF

Year 1-8

Carolyn Henwood	Room 1	Y0-2	new entrant liaison, Reading Recovery
Kate Fenton	Room 3	Y3-4	lead teacher ICT PD; PB4L team
Kaye Davey	Room 4	Y4-6	teacher-librarian; enviro-school co-leader; dean
Rosemary Grieve	Link Room	Y7-8	i/c Y1-8;

Year 9-13

Gabrielle Ashton	Y7-10 food studies; Y11 Home Ec; Y12-13 Hospitality
Barry Dunn	Y1-13 PE; Y7-10 Health; Y9 Soc St; Sports/Wellness/PB4L teams; SCT
Lesley McCardle	Y11-13 IT (at Teen Parent School); He Kakano team; ICT PD facilitator
Bill Morgan	Y9-13 English; PB4L team
Kaye Rawlings	Y1-13 te reo Maori; He Kakano team; kaumatua-kuia committee
Dave Sadgrove	Y9-13 science; Y10 IT; lead teacher ICT PD; i/c secondary block; sport
Elyne Semenoff	Y11-13 education for sustainability; Y7-10 Rural Stds; i/c enviro school
Tony Smith	Y11-13 maths; Y11-12 employment skills; Level 2 IT; PE / sport
Anne Stead	Y9-10 English
Stanko Susnjar	Y9-13 maths; NCEA data analysis; sport
Mandy Van der Klundert	Y1-13 visual arts; dean; He Kakano & PB4L teams
Leon Van Rooyen	Y7-13 workshop technology; Y12-13 carpentry; efs / enviro support

HE MATARIKI TEEN PARENT SCHOOL (TPS)

He Matariki (Raumanga behind North Tech) is a new purpose-built facility, a department of our school since 2006. We operate as one school across two campuses.

Terri Cunningham	i/c TPS / curriculum; lead teacher; hospitality, technology teacher
Muriel Willem	i/c careers education, Gateway; early childhood education, IT
Carolyn Findlater	TPS administration
Michelle Groome	mathematics
Lesley McCardle	information technology
Marion Maplesden	technology
Roz O'Shea	health, phys ed, active living
Elizabeth Sugrue	English

SUPPORT STAFF

Leith Dee	caretaker / grounds
Daphne Nikora, Bob Parata, Marlene Tuhiwai	cleaners, kaumatua-kuia runanga
Trish McKinstry	community librarian, archivist
Katie Langridge, Jodi Antunovich	clerical & administration staff
Jodi Antunovich	Pathways: careers adviser, Gateway
Juanita Parata	Sportfit; Sports/Wellness/Kapa haka/ He Kakano teams
Dawn Eades	Y0-8 teacher aide

AGENCY SUPPORT

At-risk Youth	FamilyWorks; Campus Cop & Rubicon; CYF; WINZ; Y-Dub
Health	PHN: Manaia PHO; Dental/Hearing/Vision Services; Te Roopu Kimiora
Learning	Team Solutions; RTLB Cluster; RTLit Cluster; GSE; YTS; North Tech
Environmental	Northland Regional Council
Professional	Team Solutions; Ministry of Education; ERO (Auckland)

OUR SCHOOL IS A HEALTH-PROMOTING, RESTORATIVE AND SECURE PLACE FOR RESPECTFUL, RESPONSIBLE, AND SAFE TEACHING AND LEARNING

we expect the school to be

- a place of healthy eating, physical fitness, good manners and hard work
- consistently well attended by all students (attendance rate 95%)
- a place where students are welcome, well-dressed, and well-behaved
- free of harm from drugs, stealing, and physical and verbal violence

we require that students

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

we ask that

- students arrive at school on time – Year 9-13 by 8.40, Year 1-8 by 8.50
- parents dropping students off at school do so in the side carpark entrance (never across the road)
- bus students 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 sign them out 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

PLEASE NOTE

- 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)

To protect the school roll, we insist that:

- | | |
|-------------------------------------|--|
| <u>all students bring to school</u> | good work habits, good manners, determination to achieve their best. |
| <u>parents and whanau</u> | support the student and support the school – it's a partnership |
| <u>the success of the enrolment</u> | is decided in consultation with the student and his/her family |
| <u>students in moderate trouble</u> | at their last school follow a closely monitored support programme |
| <u>students in serious trouble</u> | at their last school must enrol in town (we cannot resource them) |

PASTORAL CARE

**IN ORDER TO LEARN, STUDENTS NEED TO BE HEALTHY, SAFE, AND SECURE.
THEY CANNOT LEARN WHEN THEY ARE SICK, HUNGRY, TIRED, UPSET**

HEALTH

We are a health-promoting school working with Manaia Primary Health Organisation.

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. The gym is the venue for community evenings of badminton, basketball in winter terms.

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

WELLNESS TEAM

The School Wellness Team is chaired by Manaia PHO Manager Bernie Hetaraka. It meets twice a term. Membership – PHO health providers, PHN, Y12-13 students, HPE teacher and Sports Coordinator

Senior students drive wellness initiatives eg 2010-2011 *Alcohol is I worth it?* 2011-2012 *Be Smokefree*

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

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 collect the child. A day in the sickbay 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

Homeroom teachers, deans, student services

HOMEROOM TEACHERS monitor attendance, support their students, liaise with families
Those whose names are in brackets are designated substitutes in case of homeroom teacher absence:

- they work with the homeroom teacher & class during orientation and chair regular class meetings
- they could share homeroom book and family liaison duties where practical

Rm 1	Y0-2	Mrs Henwood
Rm 3	Y3-4	Ms Fenton
Rm 4	Y5-6	Mrs Davey
Link	Y7-8	Mrs Grieve
	Y9	Mr Morgan
	Y10	Mr Van Rooyen (Ms Van der Klundert)
	Y11	Mr Smith (Mr Dunn)
	Y12 -Y13	Mr Susnjar (Mr Sadgrove)

DEANS monitor student learning, behaviour and welfare

Convenor	Mr Morgan (i/c behaviour management, deans)
Y1-8	Mrs Grieve, Mrs Davey
Y9-13	Ms Van der Klundert, Mr Morgan
RTL	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

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!

10 WAYS YOU CAN HELP

Your support is appreciated. Thank you.

1. Send children to school every day they are well – 90% is the national NZ attendance average.
 2. Send them off with a good breakfast, in the right uniform, with the right gear.
 3. Ring us before 9am to report an absence and before 2pm with change of travel home plans
 4. Tell children your expectations – eg that they work hard, do their best, and always aim high
 5. Have older children read this booklet with you and younger ones understand key points.
 6. Read the fortnightly newsletters so you know what's going on, what's coming up.
 7. Ring the office to update your address / contacts so we can reach you in an emergency.
 8. Check reported 'facts' of any situation with the class or homeroom teacher in the first instance.
 9. Come in to meet your student's teachers, see where they learn and play, join in school events
 10. Please talk to us about your any concerns as soon as possible – working together is good.
-

SCHOOL BUS TIMETABLES

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

POROTI RUN

MORNING

Departs McBeth Road	7.50am
Kerehunga Road	8.00am
Arrive school	8.10am

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)	8.10am
Departs school	3.05pm

HOUTO BUS

Departs Houto Road	7.45am
Departs school	3.05pm

PIPIWAI BUS

Departs Lovatt Road	7.50am
Departs Te Horo School	8.00am
Departs Mangakahia Area School	3.20pm

CONTINUED OVER...

TOWN BUS

This bus is run by Mangakahia Area School & subsidised by the BOT. Students pay **\$20** per week - \$2 per trip for regulars, \$3 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 longterm 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 has happened before** for persistent swearing, disobedience, distraction.
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