

# Handbook

For Caregivers and Students

2018



# Contents

Mission Statement	4
The Logo: Meaning	4
Vision Statement	5
Attendance and Absences	7
Arrival Times at School	7
Behaviour Modification Policy and Procedures	7
Board of Trustees	10
Bullying	10
Footwear	10
Chaplain	10
Class Promotion	10
Climate Control and Wet Weather	11
Complaints Procedures	11
Parent Assistance with Transport	11
Commencing School	12
Computers / ICT	12
Courtesy & Deportment	12
Curriculum	12
Car Park Area	13
Assemblies	13
Damages	13
Dental Treatment	13
Parents and Visitors to the School	13
Enrolments	14
Fees and School Contributions	14
Lunches / Morning Teas	15
Medication at School	15
Not Permitted at School	16
Hair Care / Head lice	16
Home and School Parent Group	16
Parent Prayer Group	16
Homework	17
Jewellery & Adornment	17
Leaving Grounds	17
Library	17
Itinerant Tutors	17
Newsletters	17
Office	18
Parking	18
Photocopy Service	18
Police Vetting of Parent Volunteers	18
Reports and Interviews	18
Safe-keeping of Personal Items	18
School Bags	19
School Health Service	19
School Web site	19
Smoke-Free Policy	19
Stationery	19
Sun Smart Policy	19

School Banking Service	19
School Hours	20
Sickness & Accident	20
Use of the Sickbay	20
Swimming and Water Safety	20
Student School Code of Conduct	21
Technology: Year 7 & 8 Pupils	21
Telephone / Cell Phones	21
Textbooks	21
Transport to and From School	22
Trips & Excursions	22
Uniform	22
Values Programme	23
School Contact Information	24

## Mission Statement

*To facilitate GROWTH, we are committed to provide a rich learning environment where students become devoted to Christ, to the wellbeing of others and the development of personal excellence; being planted in the framework of the Adventist belief system and nurtured in a caring Christian environment.*

## The Logo: Meaning

The symbol of the flame, cross and open Bible is a registered trademark of the Seventh-day Adventist Church internationally. The logo encompasses the essence of the School's Special Character which is at the heart of holistic growth.

### The Flame

The overall shape forms a flame symbolic of the Holy Spirit who empowers holistic GROWTH in the individual.

### The Cross

The symbol of the cross, represents the death and resurrection of Jesus whose sacrifice makes eternal GROWTH possible.

### The Open Bible

The Bible forms the base of the design and represents the Biblical foundation of our school.

### The Byline

"Where Christian values count" is the summary of everything encompassed by the School and has been adopted locally by the Tauranga Adventist School.



## Vision Statement

As an Adventist School, we delight in working with God for the salvation of His children. Everyone is committed to nurturing the holistic **GROWTH** of our students. Within the context of the School's mission statement, we therefore want our students to encompass the following:

### **G**ODLINESS: *Becoming Connected with God and choosing His way as their way*

*It is our vision for students to:*

- *Develop a connection with the Father and be converted to Christ*
- *Be literate in the Word of God and to live by Biblical principles*
- *Know the relevancy of Seventh-day Adventist Bible teachings*
- *Have confidence in recognising their own identity as children of God*
- *Develop Christian values such as honesty and faithfulness*
- *To share God's love with others in meaningful ways*

### **R**ICH RELATIONSHIPS: *Honoring others above themselves and connecting with others because they are precious to God*

*It is our vision for students to:*

- *Relate well to others in a Christ like manner in all situations showing evidence of good manners, respect and compassion at all times.*
- *Be effective users of communication tools*
- *Be service-minded*
- *Being generous in time and means and being a blessing to God and others*
- *Demonstrate social wisdom and being a team player*

### **O**WNSHIP OF LEARNING: *Giving of their personal best to develop their God-given talents in pursuit of excellence*

*It is our vision for students to:*

- *Pursue achievement of personal excellence in all key learning areas with a specific emphasis on literacy and numeracy*
- *Be active seekers, users, and creators of knowledge*
- *Develop critical thinking skills*
- *Be self-motivated and self-managing*
- *Be confident and wise users of technology*
- *Develop individual talents in Music*
- *Develop leadership skills*

## **WISDOM IN DECISION MAKING: Choosing discernment and displaying a positive attitude**

*It is our vision for students to:*

- *Develop a Biblical World view*
- *Be Resourceful*
- *Demonstrate resilience to the pressures and temptations of a secular world*
- *Be courageous in standing true for God*
- *Be informed decision makers guided by Biblical principles concerning personal health and well-being and applying to life-style decision-making*

## **T TRANSFORMATIONAL LEARNING: Nurturing personal transformation and becoming agents of blessing and change in the community**

*It is our vision for students to:*

- *Be connected to the land and environment with the realisation that we are God's stewards to care for that which He has entrusted to us.*
- *Be members of communities with a sense that God wants us to treat others as we would want others to treat us.*
- *Be international citizens and an awareness that all are one in Christ regardless of colour race or creed..*
- *Be active seekers, users, and creators of knowledge*
- *Be contributors to the well-being of NZ; socially, culturally economically and environmentally*
- *To develop essential life skills*
- *To being critical and creative thinkers*
- *To be equipped with tools for further learning*

## **H HARVEST FOCUS: Pursuing goals that matter with intention and purpose**

*It is our vision for students to:*

- *Show perseverance in completing tasks*
- *Set goals and remain focussed to achieve success*
- *Develop their personal best through reflection*
- *Be motivated and Reliable as God's children*
- *Participate in a range of life contexts with the realization that whatever is done is for the glory of God, to the well-being of others and for developing of one's own potential.*

## Attendance and Absences

The New Zealand Government requires all children from the ages of 6 through to 15 to attend school regularly. The School uses an electronic attendance record system for each class and attendance is notified to the Ministry of Education daily through ENROL. The School requires a written excuse for every absence. This written excuse should be presented to the classroom teacher on the first day back at school. Alternatively, parents may submit the on-line attendance form found on the School's website.

To ensure the safety of our children, care-givers are requested to phone the School before 9:00am (or submit an on-line attendance form) on any day that their child will be absent from school. When parents know in advance of an absence, it would be appreciated if this could be communicated to the School before the child is removed. The Office Administrator will attempt to contact any parent who has not given prior notification stating that their child will be absent from school on that particular day. The School will take all reasonable steps to trace any unaccounted for pupil to ensure their safety and well-being. Students who are late for class are required to check in at the office before going to class so the status of their attendance can be noted. Regular attendance is expected and encouraged at all times.

## Arrival Times at School

As far as possible, pupils are requested not to arrive at school before 8:30 a.m. and not be in the school grounds after 3:15pm without special permission. To ensure a successful scholastic programme, students are expected to arrive at school in time to be ready to start classes at 8:45 a.m. Should a child be late for whatever reason, he/she will be expected to firstly notify the Office and give an explanation to the teacher concerning the late arrival.

By law, all children are under the control of the School from the time they leave home in the morning until they arrive home in the afternoon unless collected by their parents or their representative at the School.

## Behaviour Modification Policy and Procedures

Students need to learn the important lesson of obedience, the object of which is self-government. As students render obedience to parents and teachers, so they, in turn are encouraged to render obedience to society's laws and to God. The behaviour management system used in this school is intended that students and staff are provided with a safe, ordered, secure and caring environment within a Christian context, which is conducive to working and learning.

The following procedures outline the School's policy in dealing with disciplinary matters:

### **Placement on Levels of Offending**

A child may be placed initially at any level of offending depending on seriousness of incident. Typically however, a child would be placed on the first level and appropriate actions taken as specified below.

**Level 1** First incident. Offending considered serious enough to be documented but this level of placement considered sufficient to enable a change of behaviour without further offending.)

- A verbal warning is given by the teacher. It is optional whether this is recorded in the "Incident notebook" kept in the staffroom (playground behaviour or the class Behaviour notebook administered by the class teacher.

**Level 2** A repeat of same behaviour already noted at Level 1 or first incident considered as being more serious than placement at level one.

- This is noted in the incident notebook.
- A formal Behavioural Incident notice is completed by the *class teacher* and sent home with the child the same day. Depending on the nature of the incident, this could be followed up by a phone call to the parent by the class teacher with the intent to work in a partnership with the School.
- An appropriate consequence is issued. (Depending on the nature of the offence. This would normally be actioned by the original teacher who handled the offence)
- Consequences could include any of the following actions:
- Time out (isolated from other students at playtimes for a specified period
- Isolated from other students within the classroom during class time for a specified period. Period not exceeding: 15 minutes Years Year 1 and 2; 30 minutes Years 3 - 6
- Restricted freedom at playtimes by being with duty teacher at all times
- Work-related such as sweeping, playground tidy. (Maximum 15 minutes Year One and Two / thirty minutes for all other students)
- Written detention (Year Three and above) This could include a written explanation of the incident which may be sent home, written apology to another student.

**Level 3** The third repeat offence or more serious first offence.

- Incident is recorded.
- Parent is informed by the class teacher of the incident at the earliest practical opportunity.(Depending on the nature of the offence, the principal may be the person to contact the parent.)
- Principal will be informed regardless informed and offending student spoken to.
- Additional consequences may be given by the principal. This could include repeating or extending the previous consequences or / and instigating a daily home report administered by the supervising teacher. This would require a signed parental response for a specified period.
- The principal will record all transgressions dealt with at this level. These will be entered into the Student Management System as a record of the incident.

**Note: On-going transgressions (after three repeats) will be considered "severe" and consequences will be dealt with accordingly under the "Severe Clause" below.**

## **Severe Clause:**

- In cases where a serious incident occurs involving significant harm to another student or where there has been serious disrespect to a staff member or where there has been significant property damage, the principal will become directly involved.
- Time out of class until situation clarified.
- Student given a detention / stood down from school as appropriate. (In the case where a student is stood down from school, all legal requirements will be adhered to. (See Stand down procedures)
- Parents will always be contacted at this level of offending and an interview arranged as deemed appropriate.
- Depending on the nature and severity of the incident, the most serious consequence could lead to standing the student down from school. (see separate policy on stand down procedures)
- At this level of offending, the offence will be recorded in the School's Student Management System and stand as a record against the student's name.
- If any student continues to offend after the three incidents outlined earlier, it will be considered under this severe clause.

## **Supporting Students**

The aim of a behaviour management plan is to modify the student's behaviour. The Assertive Discipline Policy focuses on allowing students to make choices about their behaviour. Further strategies are required to enable students to make the correct choices. The Rethink Notices are a way of effecting a change in behaviour. The principle of restorative justice will apply where and when appropriate. Other options to support students could include:

Involving the school chaplain, accessing outside agencies such as RTLB or counselling services.

## **Principle of Restorative Justice**

Where and when appropriate, the principle of restorative justice will apply to help ensure affected parties have resolution. This could be the offending student looking at ways to make up to the other party in some meaningful way by helping to make wrongs right. This is a biblical principle. Methods therefore are designed to encourage positive behaviour and penalise negative behaviour.

## Board of Trustees

The School is administered by a duly elected Board of Trustees and its composition and operation is in accordance to the Ministry of Education requirements and guidelines. "Staggered" elections are held every eighteen months and those appointed serve a three year term from the time of the election. The Board composition is as follows:

- 4 parent representatives (Elected by the School family)
- 3 Proprietor representatives (Appointed by the Proprietor in consultation with the local SDA Church)
- Principal (Ex Officio)
- Staff representative (Elected by staff)

Parents are strongly encouraged to consider allowing their names to be nominated as parent representatives at election time. Parents are also encouraged to approach one of their parent representatives to have any matter brought to the board for discussion.

## Bullying

The School's Code of Conduct clearly specifies there is to be Christian respect for one another at all times. As such, the School has a zero tolerance towards bullying and staff will take appropriate action, as specified in School's Behavioural Modification Policy whenever such behaviour is observed in the School. Bullying is defined as the process of repeatedly intimidating or mistreating somebody weaker or in a more vulnerable situation. This can be directed at particular students because of characteristics that set them apart in some way and may include physical, verbal or non-verbal, (such as gestures or manipulation to exclude or isolate a person). An integral aspect of the interaction between bullies and the victims is the inability of the victim to defend him or herself. The School's Health curriculum also covers aspects of bullying under the NZ Police's "Kia Kaha" programme.

## Footwear

Children are not permitted to wear shoes or sandals inside the building. Footwear is to be removed before entering classrooms and placed in a tidy fashion beneath the seats in the cloak bays. Children are required to wear uniform footwear outside at all times except at lunchtimes during the summer months when at such times children may choose to go bare footed. Mufti sports shoes may be worn with the Sports uniform. (See the uniform section for approved footwear)

## Chaplain

A School Chaplain is always available to attend to the needs of students and / or their families. (Please consult the current directory.) The School chaplain is involved with the worship programme of the School and is available to counsel students or parents as necessary.

## Class Promotion

In general, children will be promoted to the next class level each year based on age rather than ability. At times, it might be deemed advantageous for a child to remain a term or more in a lower class for a variety of reasons and if this possibility is considered an option, this will be discussed fully with the parents so a mutual decision can be made for the best good of the child concerned.

## Climate Control and Wet Weather

All classrooms are fully equipped with heat pumps which provide cooling in the hot summer months and heating in the winter. Children therefore will not require jackets inside classrooms during the winter as classroom temperatures are kept at a pleasant room temperature. During wet and / or extremely cold days, children will be permitted to enter the classrooms before school and at the recess and lunch breaks with teacher supervision.

## Complaints Procedures

### **Stage 1: Informal (Involving a student or classroom situation)**

- Parents discuss concerns with the class teacher. If the teacher is unable to deal immediately with the matter, a clear note is made, including complainant's name, phone number and date, and the parent is contacted as soon as the matter has been investigated. The teacher may also consult the principal at this stage.
- The teacher ensures that the parent is clear what action or monitoring of the situation has been agreed.
- If no satisfactory solution has been found, parents are asked if they wish their concern to be considered further.

### **Stage 2: Referral to the Principal**

- The Principal acknowledges the complaint, orally or in writing, within 3 working days
- A meeting is arranged with the complainant to clarify and supplement any information given.
- The Principal investigates further, interviewing witnesses as appropriate. If the complaint centres on a pupil, the pupil would normally be interviewed with a parent present or, if this is not possible, with a member of staff who is not directly involved.
- The Principal keeps written records of meetings, telephone conversations and other documentation.
- Once all relevant facts have been established, the Principal responds. If the complaint was in writing, a written response will be sent.
- If the complainant is not satisfied, they are advised to write to the Board of Trustees
- If the complaint is against the Principal, the Stage 2 procedures are carried out by the Chair of the Board of Trustees.

*Please note: At all times, the principal can be the first point of contact concerning a complaint or concern where a parent considers it not appropriate to talk in the first instance to the staff member concerned.*

*A full transcript of the School's Complaints Policy can be found on the School's web site.*

## Parent Assistance with Transport

From time to time parents may be requested to assist with providing private transport for school outings. Such transport must comply with current legislation such as children being required to be strapped into seatbelts and using booster seats if children are under eight years of age. Vehicles are required to be fully road legal and vehicles should be driven in a safe and responsible manner by a suitably licensed driver and speeds should be kept within legal limits.

## Commencing School

There will normally be one new intake of students at the commencement of each term for new entrant children commencing school after their fifth birthday. Children who commence at age 5 whose birthdays fall between January 1 and April 1 will be considered Year 1 on entry and will progress each year by one grade through the school accordingly. Children whose birthdays fall outside of these dates will be classified as Year 0 on entry after their fifth birthday. Pre-visits to classrooms are welcome for new entrant students and these will be discussed at the time of the enrolment interview. It is suggested one or two half days may suffice for children transiting to school for the first time.

## Computers / ICT

Information and communication technology (ICT) is now a basic tool within most work environments and is becoming commonplace in the home. As such, this school provides opportunities for all students to use learning technologies as an integral part of the school's learning environment linking these technologies to school curricula and learning outcomes. Computers are available in each classroom as well as the computer suite. To ensure the smooth and safe operation of the computer suite by students, each student is required to read and sign a Computer / Cybersafe Use Agreement outlining the regulations and conditions under which computers and communication technologies may be used while at school or in any way which affects the safety of the school learning environment. This agreement must also be co-signed by a parent / caregiver and child. The School provides educational material on cybersafety to students and parents / caregivers. As well, additional safety education will be delivered, where relevant, through teaching programmes. The School provides an electronic security system which is able to monitor student internet usage. Parents / Caregivers are required to become familiar with the school's cybersafety rules and to assist in the instruction of these rules to their children. The signed Cybersafety agreement also gives the School permission to publish student work and photos on the School's website and in other printed formats such as newsletters.

Please read the cybersafety agreement on the School website. ([LINKS](#))

## Courtesy & Deportment

As Christian values are considered paramount in this school, students are expected to conduct themselves in a courteous and Christian-like manner at all times in accordance with the School Code of Conduct. This should be reflected in student attitudes towards God, other students, teachers and visitors to the School.

## Curriculum

This school acknowledges that the New Zealand National Curriculum is the official policy for teaching, learning and assessment and it is through this curriculum, the School's Special Character is integrated and delivered to students. The philosophy and objectives of this school are reflected at all levels of the curriculum. In addition to the national requirements, a core curriculum subject is Bible which specifically aims to acquaint students with God Himself in a personal and meaningful way. The broad areas of study include Bible, English, Mathematics, Social Studies, Science, Health and Physical Education, Art and Music, and Technology. Underlying all of the above, the School recognizes the importance of the development and nurture of students forming positive Christian attitudes and values. Each term a school-wide values-based theme forms the basis of classroom teaching and learning programmes.

## Car Park Area

Parents are requested not to park (leave their cars) in the yellow-lined drop off zone. Cars may be parked in the marked carparks or on the grassed area behind the school. For safety reasons, students are not permitted to cross the driveway without a responsible adult.

## Assemblies

Whole school assemblies are held weekly on Friday afternoons at 2:10pm.. The purpose and format of school assemblies are:

- Singing
- General announcements
- Theme talk / reinforcement
- Celebration of Learning. (teachers will present certificates to students in their class for outstanding achievement.)

## Damages

It is the School's policy to charge parents / caregivers for any damage caused by their child if it is considered by the school that such damage was the result of a deliberate action on the part of the child, or careless disregard to school rules which contributed to the damage occurring.

## Dental Treatment

Children who attend our school are eligible to free dental care service provided by the New Zealand government. The children of parents who accept this service, are firstly assessed at the mobile clinic which visits our school on a regular basis and treatment is carried out at the Otumoetai Primary School dental centre. If at any time you wish to discuss a dental problem with the school dental nurse, please feel free to make a direct contact with the centre (Mobile 021 242 6668) or contact the School office.

## Parents and Visitors to the School

All parents and visitors to the school should report to the School Office and visitors must sign the visitors' book found on the table at the front entrance to the School. Parents wishing to remain on site after the start of school, must also sign in at the office. While visitors and parents are always welcome at the School, it is requested that they do not disturb the teachers while they are supervising their classes. Any communication can be made with the secretary or with the teachers before school or in their break times. Parents should not linger in classrooms at the commencement of the school day unless by pre-arrangement with the class teacher.

## Enrolments

Preference for enrolment will be granted to: (As a general guide to determine order of priority)

- Children belonging to Seventh-day Adventist families. (Deemed “Preference with a particular connection”)
- Those prospective students who already have one or more siblings enrolled in the school.
- Students transferring from other Adventist Schools.
- Children from the wider community who are deemed “Preference with a General connection”
- “Non-preference” applicants.

The School is permitted a maximum of 125 students under its Charter Agreement with the Ministry of Education which includes a maximum of 9 “Non Preference” students. The School chaplain is responsible for meeting with all prospective parents and making a preference determination which forms part of the enrolment process.

## Fees and School Contributions

All current fees and school contributions request can be found in the appendix section of this handbook and on the School website. The Proprietors charge out directly to parents the Attendance Dues and the Special Character Contribution. All payments to the Proprietors should be paid directly to them and not through the School. All other payments and contributions are administered by the School Office and should be paid directly to the School by cash, direct credit, cheque or by EFTPOS.

### **An Explanation of Fees and Contributions**

- **Attendance Dues** The School’s Proprietors charge Attendance Dues. The levels that are set have Ministry of Education approval and payment of these are a condition of enrolment. These fees are charged out by the Proprietors and these fees should be paid directly to them. (National Office: Adventist Schools New Zealand, Private Bag 76 900, Manukau City, 1730, New Zealand)

***Please Note: Attendance Dues are required to be paid in full (or satisfactory arrangements are made), before a child commences a new term. This is a condition of enrolment.***

- **Special Character Contribution**  
A Special character contribution is a request by the Proprietor to help fund the special-character dimension of the network of Adventist schools across New Zealand. (Please note that no government money is received by the Proprietors to fund this essential area across the system of schools and they rely on your support)
- **Activity Contribution**  
This contribution request is made to parents by the local school to assist in a number of direct ways for the benefit of all students in the course of the delivery of the wider school programme. The Activity contribution assists the School to cover such costs as a Mathletics Subscriptions, Tutored Swimming classes, Class activities, bus use for

local trips and excursions, participation in various sporting activities and technology fees charged by external providers (Years 7 and 8) and a school development contribution to help fund special building and technology upgrades. The School does however reserve the right to ask for additional contributions should the need arise through the year such as for funding of class camps or any other extraordinary events. As contributions are deemed “donations”, they qualify for tax relief through the Inland Revenue. Activity contribution requests will show on your local school accounts issued each term. The amount requested varies according to class level which reflects the varying costs.

- Any direct charges will also show your local account. This could include such billable amounts as daily bus travel or other miscellaneous charges.

**Please note:** Local accounts are issued early each term and should be settled prior to the end of the term. If for any reason you do not wish or are unable to make the voluntary contribution, then you are requested to formally notify the School so alternative arrangements can be made. If at any time you are in a position where you are unable to meet your financial obligations, either to the Proprietors or to the School, please discuss your position with us as we may be able to offer some financial assistance. We are here to help as we can!

### Lunches / Morning Teas

Parents are encouraged to provide healthful lunches for their children. Each child is to eat his / her own lunch and is expected to eat all of it under normal circumstances. Children will be expected to remain seated in the lunch eating areas until their lunches are eaten. All are given 15 minutes minimum before any may leave for play. Parents / Caregivers are strongly encouraged to provide nourishing breakfasts for their children to maximise their learning whilst at school. To encourage healthy eating habits, parents should endeavour to avoid providing children with cakes, sweets or junk foods for morning tea. Examples of healthier alternatives include fruit, Yoghurt, Muesli bars, sandwiches or other “unprocessed” foods.

### Medication at School

From time to time school staff may be required to administer medication to children. The School should only be requested to administer medication during normal school hours when it is either not possible or impractical for a parent or caregiver to do so. Further, to protect the health and safety of all students, certain procedures need to be followed when any child is requiring medication. These include:

- **The School must be informed if any child is requiring medication whilst at School.**
- The first dose of any medication must **not** be given at school. All requests for staff to administer any medication should be on the appropriate parent request form and addressed to the principal. All medications will be kept in a locked place at the school office.
- The exact dose of medication must be provided by the parent/caregiver to the School.
- The delegated person/s will administer the medication as requested by the parent/caregiver.
- Before medication is administered the School will require written confirmation by the parent/caregiver.
- Staff will respect any confidentiality issues concerning children requiring medication.

## Not Permitted at School

The following items are not permitted at school: Electronic equipment such as video games, ipods, cell phones, (without special permission), dangerous objects such as knives, fireworks and items which do not reflect the special character of the School.

## Hair Care / Head lice

Unfortunately one of the aspects of school life is that on occasions, children's hair can become infested with head lice.

The following guidelines are given to parents in order to reduce the risks of infestation and to deal with the problem should an outbreak occur.

- Girls' long hair should be plaited or tied back or put into a bun so that hair is not touching the collar.
- Boys' hair should be kept short and tidy. (If for cultural reasons long hair is preferred, then the same rule applies as for girls)
- Trend setting styles (tints or cuts) are not permitted.
- Brushes, combs and hair accessories should not be shared with other children. This includes hats.
- If the School discovers that a child has live lice or nits, parents / guardians will be contacted and the child is to be removed from the school until the appropriate treatment has been given. (Usually up to three shampoos)
- Parents / caregivers are advised to check all other family members and to treat clothing, bedding, towels etc

The School can provide additional advice and help as necessary. Parents are requested to check their children's hair regularly. If treatment should be needed, please go to a chemist where the appropriate treatment can be obtained. Parents who discover that their children have infestations, are requested to contact the school office as soon as possible so an alert can be given to all parents.

## Home and School Parent Group

Parents are encouraged to belong to the Home and school group which is set up to support the wider school programme through organising events and activities such as fundraising, parent interest sessions and fellowship. Please check at the Office or on the School web site for contact details.

## Parent Prayer Group

As a Christian school, we value and recognise the value of prayer in the lives of our students, staff and parents. Parents are invited to spend a time each Friday morning in the staff room praying for and over our school. (8:45am)

## Homework

As we want each pupil to strive towards academic excellence, homework will be assigned to children on a regular basis; the amount of which is indicated below. Usually homework will take the form of revision in Spelling, Reading, or Number facts that have been covered during the day, and for older children, some research work or application of principles taught during the day may be given. The following is to serve as a guide to the amount of daily homework that your child / children could expect:

New-entrants to Year 3	15 minutes daily
Year 4 to Year 6	30 minutes daily
Year 7 to 8	45 minutes daily.

## Jewellery and Adornment

Students are not permitted to wear make-up or jewellery at school. This includes the wearing of earrings, decorative studs, rings and necklaces. Girls who have pierced ears may wear "Keepers" or plain miniature studs. Painted nails and tattoos are not permitted.

## Leaving Grounds

Children are to remain within the confines of the school grounds at all times until it is time to return home. For any other special departure, written parental permission must be given to the principal by the pupil, or be personally contacted by the parent or guardian.

## Library

The library is a very important part of the school study program. Whole classes use the library on a regular basis for reading, studying and exchange of books. Books may be borrowed for one week and must be returned for renewal or return. Children may borrow two books at the one time. No books can be taken from the library by a child without it being first checked out under his / her name. Reference books are not permitted to be issued. Any book damaged or lost will be charged for.

## Itinerant Tutors

The School offers students the opportunity to learn keyboard / piano, guitar, drum, flute, speech / Drama through private tutors who operate from our school during regular class time. Please enquire at the office for the current available opportunities as these change from time to time. Children are not permitted to enroll with more than one private tutor at any one time so as to minimise disruptions to class work.

## Newsletters

Newsletters and / or notes are given to the eldest child in the family attending the school to take home. The Principal's newsletter is issued each month and usually issued on a Thursday. We do accept a limited number of notices from the wider school community when space permits. Newsletters can be emailed to addresses in a PDF format if requested. The principal's newsletter is also posted (and archived) on the School website. Additionally, interim general or specific newsletters / notices are issued on an "as needed basis" during each term in addition to the principal's newsletter.

## Office

The School Office is administered by paid staff from 8:30 am to 3:00pm each school day.

## Parking

In the interests of child safety and to aid traffic flow, parents are requested not to park in the “Drop Off” zone at the front of the school. This area (marked by the yellow lines) is solely for dropping off and picking up of students. Please use the car park for actual parking. Parking is also permitted on the grassed area behind the school.

## Photocopy Service

The school photocopier is available for private copying at very competitive rates. For the current copy rates, please check at the office.

## Police Vetting of Parent Volunteers

Parents are encouraged to consider making themselves available as volunteers for various support roles within the general context of the School or classroom programmes. This could be by way of providing transport on a class trip, helping in the classroom or being a camp helper or in some other way. As part of the Board’s Health and Safety policies, all parent volunteers are required to be police-checked. Please advise the Office should you be willing to be on our “approved” list of school volunteers as you will be given a form to complete which gives the School permission to apply for a police check on your behalf. You will be advised of the outcome as soon as this process has been completed through the police vetting service.

## Reports and Interviews

Reports in the first three years of schooling are issued based on the number of weeks of schooling. (20 weeks, (interim report) 40 weeks (Anniversary Report) up to 120 weeks) For Year Four and above, reports will be issued mid-year and end of year. Parent / teacher interviews are held formally towards the end of the first term each year. This interview gives opportunity for teachers, parents and students to collaboratively meet together to set goals for learning and to discuss any other issue relative the child’s learning programme. Opportunity is also provided after formal reports are issued at the end of Term Two to discuss any relevant issues relating to student learning or personal development. Interim reports are issued at this time where feedback is given against the National Standards in Numeracy and Literacy. A final report is issued in December where in addition to assessments against National Standards in Numeracy and Literacy, all other curricular areas are reported on. As part of the School’s reporting schedule, student portfolios give parents / caregivers actual evidence of student progress. Portfolios should always be read in conjunction with written student reports.

## Safe-keeping of Personal Items

Students are discouraged from bringing to school money and personal valuables. If such items are brought out of necessity to school, students are advised to give these to their teacher as soon as possible in the morning for safe keeping during the day. The School cannot be held responsible for damage or loss to such valuables.

## School Bags

Because bags are personal property, no student is permitted to interfere with any other person's school bag or personal property in any way. At School, bags are to be kept in the designated cloak bays. Children are encouraged to keep bags closed when not being accessed.

## School Health Service

The school health nurse visits the school on a regular basis. The nurse is available to assist with any child who is experiencing physical, mental, or emotional problems. Any parent wishing to make contact with the health nurse, please contact the School.

## School Web site

Every effort is made to ensure the School web site is kept up to date and parents are encouraged to regularly check for any updates, news items, announcements or calendar events. Parents are encouraged to link their personal devices to the School's Google calendar to ensure they are kept aware of up-coming events. Copies of the School newsletter can also be found on the website.

## Smoke-Free Policy

Parents and visitors to the school are advised that this school has a smoke-free policy and as such, there will be no smoking by any person on the school grounds or at any school activity off site.

## Stationery

Stationery lists are distributed to parents before the end of the school year and parents are required to make their own arrangements to purchase the listed items. It is essential that children have their required stationery items for the first day of the school year. Limited stocks of stationery will be available from the school office through the year on a cash sale basis. The School's web site also has a copy of the stationery requirements.

## Sun Smart Policy

Our school is officially designated a "Sunsmart School" and takes sun safety seriously. As part of our sun smart policy, children are required to wear school regulation sun hats during the summer months. (Terms One and Four) Children who do not wear their hats will be required to play in the shade during play times. In the summer months, teachers endeavour to reschedule outdoor activities to morning sessions where possible to avoid children being exposed to the strong sun.

## School Banking Service

Children are encouraged to develop sound financial habits and are therefore encouraged to participate in the school banking service provided through the ASB. Banking day is Wednesday and application forms and deposit slips are available at Reception.

## School Hours

8:40 am	1st bell. Children permitted to enter classrooms.
8:45 am	2nd bell. All children to be in classrooms ready for the teacher. Classes begin.
10:40 - 11:00	Recess
12:45 - 1:30 pm	Lunch/play
2:10 pm	Assembly (Fridays)
2:45	Home

## Sickness & Accident

It is recognized that minor injuries and sickness occur from time to time with children, and these will be treated in the school's sick bay as appropriate. It is the School's policy that in the event of a serious accident, parents will be contacted as soon as possible. Depending on the seriousness of the accident, the pupil may be taken directly to a medical facility and parents notified. Naturally all medical expenses are the responsibility of the parent. If on occasion a child becomes too sick to remain in class or travel home by bus, parents will be contacted and requested to arrange to have their child collected.

## Use of the Sickbay

The first aid room will be available for use at all times.

- Use of the sick bay is only permitted with a staff member's permission.
- At all times a staff member will be in close proximity to the patient and able to keep a regular check on his / her condition.
- There is CCTV monitoring of the sickbay when in use. (Viewable by the Office Administrator)
- Depending on the nature of the case, another child may stay with the child in the sick bay to provide comfort and support. This person however does not replace the requirement to have a supervising adult in close proximity at all times who can monitor the child.
- A decision will be made within 20 minutes whether or not the child remains in the sickbay. If it is deemed they do require additional time, a staff member attending the students will attempt to notify the parents / caregiver accordingly.  
(A copy of the School's first aid policy can viewed at the Office)

## Swimming and Water Safety

Children will receive a block of ten tutored swimming lessons each year in Term Four in preparation for the summer swimming season. Children will be transported in class groups to either the Greerton public pool or the Polytechnic pool at Windermere. The emphasis on this instruction is on water safety and basic swimming and survival skills. All students in Room 4 will have one day's surf safety day hosted by a local surf club. Parents who wish their children to learn swimming at a more competitive or technical level should arrange for private swimming tuition outside of the school's programme. The cost of swimming instruction is included in the Activity Fees charged to parents.

## Student School Code of Conduct

### **Show reverence to God and respect to others by:**

Being kind and thoughtful to others

Speaking in a Christian manner

Wearing correct uniform with pride

Playing games that you could ask Jesus to join in with

Respecting our teachers by being obedient

Avoiding “putting down” others. This includes name-calling and any form of bullying

### **Helping make our school a safe and healthy place by:**

Keeping inside School boundaries

Respecting the “no ball kick” areas

Not climbing trees or buildings

Not playing in toilet areas

Not playing or running inside the classrooms or hallways

Not entering classrooms without permission during play times or before or after school

Not chewing gum or bringing lollies to school

Checking in at Reception before entering the classroom if I am late for school

Not crossing the school driveway without an adult present

Not sharing lunches

Leaving video games, MP3's and dangerous objects at home

Observing the School's Cybersafe Policy

### **Showing respect for school property by:**

Removing shoes before entering classrooms

Not damaging school equipment or being careless with school property.

Being a “Tidy Kiwi” and not littering the grounds or buildings

Being responsible with school equipment such as library books, sports gear and computers

## Technology: Year 7 & 8 Pupils

Y7 and 8 pupils receive technology instruction at the Tauranga Technology Centre located at the Tauranga Primary School. Children receive free transport to and from the Centre. A Technology fee is included in the Activity Fees for Year 7 and 8 for this purpose. Children will have four whole day sessions spread over four consecutive weeks each term.

## Telephone / Cell Phones

The telephone is not to be used for general student use. Pupils will only be given permission to dial out from the school in extreme situations. Cell phones are not permitted at school without a special exemption being granted by the principal and conditions apply.

## Textbooks

Textbooks loaned to students should be returned in good condition. Where there is unnecessary damage to books, or books are mislaid and / or lost, it will be necessary to make a charge to the parents of that child to recover the cost of the book.

## Transport to and From School

The School does not currently provide a daily transport service to and from school, even though this is currently under review by the Board of Trustees. Parents are expected to make their own arrangements including possible car-pooling, use of the public bus service (School Hopper), private vehicle...

## Trips & Excursions

The School recognizes the value of education beyond the classroom and the School itself and as such, a number of class or school-wide activities will occur throughout the year. No child will be permitted to attend any trip or excursion unless specific parent / caregiver permission has been granted. This will be in the form of a permission consent form signed by a parent or caregiver. One permission form may cover several related trips, for example swimming, where one form may cover all swimming trips for the season. Notification of all such trips and excursions will be sent out to parents / caregivers by the School in advance of any such activity occurring.

## Uniform

Children are expected to be neat and tidy in their personal appearances. The wearing of a school uniform is to assist students identify with the goals and aspirations of the school. It also serves as a witness of identity to others in the community. The wearing of the school uniform is therefore compulsory.

<b>Girls' Uniform: (Summer)</b>	
DRESS	Dress may be purchased made up, available through the school.
FOOTWEAR	Blue Roman sandals (Optional - shoes & socks as for Winter)
PULLOVER	Navy "V" necked sweatshirt with school logo.
HAIR TIDIES	Navy
JACKET	Flash Track Top (Branded) Dual purpose Sport and regular uniform. (Available through Logotech web site)
HAT	Regulation sun hat, wide brimmed, navy. (Branded) Available through the School Office.
SPORTS	BIZCOOL Strike Polo shirt, navy and white with School branding; BIZCOOL Shorts with School branding, Flash Track Bottoms (optional)
<b>Girls' Uniform: (Winter)</b>	
TUNIC (Years 1 to 6)	Blue tartan, Pattern "New Look" C2045. Material, patterns available through the School.
SKIRT (Years 7 &8)	Blue Tartan
BLOUSE	White long sleeved
SHOES	Polished black school lace-up. (Velcro permitted for junior girls)
SOCKS	ankle length - plain white (optional: "Leggalong", Winter weight rib, colour navy)
PULLOVER	(as for Summer)
JACKET	(as for Summer)
SPORTS	(as for Summer)
<i>Please note: Girls' hair that is below shoulders must be tied back off the face.</i>	

<b>Boys' uniform (Summer)</b>	
SHORTS	Grey college regulation, polyester/cotton, side adjustment.
SHIRT	Mid - Blue short-sleeve
PULLOVER	Navy sweatshirt with school logo.
FOOTWEAR	Brown Roman sandals. (Optional Shoes and socks as for Winter)
JACKET	Flash Track Top (Branded) Dual purpose Sport and regular uniform. (Available through Logotech web site)
SPORTS	BIZCOOL Strike Polo shirt, navy and white with School branding; BIZCOOL Shorts with School branding, Flash Track Bottoms (optional)
HAT	Regulation sun hat, wide brimmed, navy. (Branded) Available through the School Office.
<b>Boys' uniform (Winter)</b> <i>As for summer except:</i>	
SHORTS	Grey college regulation polyester / wool, side adjustment.
SHIRT	Mid Blue long sleeve
FOOTWEAR	Polished black school lace-up shoes. (Velcro permitted for junior boys) Plain grey knee-length socks.
<i>Please Note:</i> In cold weather, students may wear scarves of the appropriate grey or blue colour. Outer garments for protection from cold and wet may be worn to and from School. Mufti jackets are not permitted.	

### Values Programme

Each term, a specific Christian value or theme will be featured across the whole school. This will include the integration of the value / theme into class teaching and learning programmes in all classrooms. The School encourages parents to reinforce the term's value in the home setting. The School newsletter will advise parents which value is being featured for the particular term.

## School Contact Information

**SCHOOL ADDRESS:**

Tauranga Adventist School  
19 Moffat Road, Bethlehem.  
Postal: PO Box 16052,

Bethlehem, Tauranga. 3147  
NEW ZEALAND

**SCHOOL PHONE: 07 579 2505**

**SCHOOL MOBILE: 027 391 1031**

General school email: [office@taurangasda.school.nz](mailto:office@taurangasda.school.nz)

Web Site: [www.taurangasda.school.nz](http://www.taurangasda.school.nz)

Please refer to the current year's information sheet for:

- School staff and contacts
- School Calendar
- Board of Trustees
- Fees and Contributions Schedule.

This information is also posted on the School Website