

Rangitaiki School



*He iwitahi e mahi ana
(Working together as one)*

Rangitaiki School Prospectus

Rangitaiki School – Purpose

Provide accessible education to foster lifelong learning.

Virtues.

Rangitaiki School students will reflect the virtues of;

Respect
Responsibility
Flexibility
Honesty
Friendliness.

Introduction

Children will learn best if they enjoy coming to school. We appreciate the interest shown by parents in the children's activities throughout the year - the time spent is an investment in the future. There are many opportunities to participate in school life. We would love to see you.

Rangitaiki School believes that informed parents share an important part to play in the education of their children.

You will be aware that a child's schooling is a very important phase of their life. Like you, we are concerned that this, from its earliest stage will be an enjoyable experience. A mutual co-operation between home and school will also offer your child a firm and necessary security in the knowledge that both home and school are working together for the child's best interests.

If there are any matters that concern you whether they be educational, social or personal - involving your child at school, we would be more than happy to meet and discuss these with you in the hope that they may be resolved.

This information in this booklet includes a brief summary of the operation of the School and will hopefully be helpful to you.

Contact: Rangitaiki School
S.H.5
RD 3
Taupo 3379

Phone: (07) 384 2801
Email: office@rangitaiki.school.nz

Andrea Haycock: Principal
Lorraine Fawkner: Office Manager

Preparing your child for school

A quiet child needs to be prepared for noise that is inevitable in the classroom whereas a more boisterous child needs to be prepared for periods of calm/stillness; quietly sitting and listening carefully.

You can best prepare your child by talking to them about starting school, where they will meet new friends, play games, sing with other children, make things, learn to read, print and count.

Give your child little duties to do around the house which require only one or two simple directions. This will give them the confidence to complete small tasks independently at home and school. Select good stories, picture books, radio, television and film programmes for your child and talk about these together. Talking is very important and in talking about the written word, you are preparing an atmosphere in which your child will gain a desire to read. If you have a computer, allow them, with guidance, to learn how to use one, and set boundaries to encourage good habits.

Allow your child to use pencils, crayons, felts, paints, cut with scissors and play with water in a responsible way. Talk to your child about colours, sing and say rhymes, counting and alphabet songs.

Take advantage of the local Playgroup. A child develops socially, mentally and physically through playing with others and the playgroup offers growth in all these areas. It also means they will meet children they will attend school with. Let your child stay with a relative or friend for short periods, so they become used to being away from their parents. Please contact the school regarding playgroup.

Some helpful ideas to teach your child before he/she starts school

- Know his/her name and address well enough to repeat it when necessary.
- Know your telephone number.
- Know how to wash and dry his/her hands and remember to flush the toilet without assistance.
- Know how to use a tissue and to always use one.
- Know his/her name when he/she sees it in printed form. Know how to write his/her name.
- Know to put play things and materials away after using them
- Know when and where the bus will pick them up.
- Know how to use scissors.
- Know how to take their clothes off and put them on again and change into and out of their togs for swimming.
- It is most important to talk to your child: it is also important to read to your child.

Enrolment

This is done at the school office with the Principal and it is helpful but not necessary if this is done during an earlier visit to school with your child. (See section on preschoolers and new entrants in School Organisation Section of this booklet),

Health

Children's health is most important. It is very important to see that your child has a good night's sleep and a healthy unhurried breakfast. As our weather changes quickly and can be quite cold make sure your children leave home with warm layers they can remove if necessary. A polar fleece every day is needed.

Any health issues need to be identified on enrolment please.

Breakfast

Please ensure your child eats a good breakfast before school to ensure they have the physical and mental energy to make the best of their school day.

Brain food Break

At 9.00 the children stop for a 5 minute brain food break, because of their early start, the healthy snack and drink they have at this time recharges their batteries in readiness for the more intensive and academic part of their day.

Lunches

Please do not put food or drink in glass containers.

Lollies, chocolate, sweets and chewing gum are forbidden at school. Ask your child to bring home food that does not get eaten. This lets you know how much is really needed. Don't be alarmed if very little is eaten during the first week. There are many distractions and the sight of other children playing is very tempting. Children will remain seated for 10 - 15 minutes: those who have not finished eating are encouraged to remain seated. We often check lunch boxes before children are dismissed.

School bag

All children need to bring a school bag every day. This is important for carrying home readers, school newsletters and school work-these will be kept in their book bag. Please ensure book bags come to school every day.

Do

- Listen to what the children want to tell you when they arrive home.
- Ask questions like "What did you do at reading, maths...?" What was the most exciting thing you did today? What did you learn in maths, reading....?
- Pump them to find out what happened during the day - they will tell you if they really want you to know.
- Discuss books with them when they bring them home.
- Do admire their pictures and drawings and talk about them with the children.
- Show sympathy if your children come home upset, but sort things out with them so they're happy to go back to school the next day.
- Do try to attend functions - your children like to see you are interested.
- Back up the school by teaching road safety rules.
- Give lunches that the child likes and enjoys. Include a drink of water in a named plastic bottle. This stays at school and is emptied and refilled daily.
- Contact us if you have any problems.
- Recognise that a child's education is a co-operative effort.
- Do separate any negative experience you may have had at school from your child's current experience.
- Understand that children progress at different rates and their progress should not be compared to that of another child.
- Believe a child's success at school is measured by what he/she is reading - understand that reading alone is not the sole indication of how well he/she is doing at school.
- Do: accept that the story a child brings home may have another interpretation. Your child's teacher is your first port of call if there is concern.
- Let older brothers and sisters show their superior knowledge when the younger child is attempting to do something for you or is telling you something. Do: utilise the skills of older brothers and sisters in a caring and encouraging way.
- Recognise that teachers put in an enormous effort for your child and get little recognition for their extra work. They like a little praise occasionally too.

School Organisation

Absences/Lateness

It is imperative that, we be notified beforehand if your child/children are going to be away from school, via phone, email or letter. We have a lateness and absence book. The office manager checks class and rings parents/caregivers.

Academic work

Your child will bring a reading book home every night. We hope you will be able to take time to hear them read. Other homework will be spelling words to learn and sometimes a craft or homework regarding a topic we are learning about.

Board of Trustees

The Rangitaiki School Board of Trustees, elected every three years, is responsible for the overall policy, staffing and maintenance of the school. The Board meets monthly, we are most appreciative of the help we receive from the members of the Board of Trustees and we would like parents to be aware of how fortunate we are in having a well-kept and well-equipped school.

Book Club

This is a mail order book purchase scheme operated by Ashton Scholastic Book Club in Auckland. It is a very well known, efficient and cheap way for children and adults to purchase good quality reading material. This happens 4 times a year. The school gets bonus points for books bought. We can use these to purchase free books for our own library.

Bus Trips

Several trips -sports or otherwise -are taken each year and children are charged a nominal amount to cover the hireage of the bus. Often the amount is subsidised by the Board of Trustees. We also use your school donation to help fund this. A Day Trip permission form is signed by parents to give permission to take pupils on short local/Taupo trips. All parents are informed of upcoming trips in the newsletter.

Buses

Parents are responsible for the supervision of children up to the point where children board the bus. The School Bus Driver, then becomes responsible for the safety and behaviour of the children being transported until the bus reaches the school. Any problems on the bus are reported to the Principal and dealt with accordingly. Some rules the children should be reminded of regularly are:

- Never board or dismount from a moving bus.
- Stay seated while the bus is moving.
- Keep well back from the edge of the road until the bus stops. Do not play with balls or sports gear. When the bus stops to let you off, cross behind the bus if you have to cross the road, but wait until the bus has moved off. Parents collecting or meeting children off the bus should wait for them at the Bus stop, and not on the other side of the road.
- Where seat belts are available, they must be used.
- Now every parent with children on the buses needs to sign a rules acceptance form.

If a delay occurs because of a breakdown or some other reason, parents will be notified through the Emergency Ring Around System. All bus pupils parents sign a good behaviour code which sets these rules out clearly.

Bus Pupils

If you wish your child to remain at school or travel to some other way home the school must be notified by the parent either with a note or by phone. The school will not accept a child's request to remain at school.

Collecting Children

When it is necessary to uplift children from school during the day, please send a note or telephone the school - preferably the day before. This enables home readers, notices, homework and so on to be organised by the teacher before pick up time. There is a book to sign in the staffroom.

Community and School Association

All community members are members of the association and are invited to attend meetings which are held monthly. Notice of meetings is made through the school newsletter. A general meeting is held every year for the election of new Office Bearers. This association effectively runs the Community Hall and Swimming pool by fundraising activities and organising maintenance and upkeep.

Complaints

Occasionally parents may wish to express their concern about some issue relating to their children's progress or general welfare. For any school related problem, your first line of enquiry should be the class teacher as often, many minor problems have arisen from a misunderstanding by the child or misinformation has been passed on to parents. With problems of a more serious nature, contact the Principal, who will make every effort to resolve the problem. Enquires about school buses should be directed in the first instance to the Bus Controller (Principal) who will take all reasonable steps to resolve the problem. A school policy has been developed in this area.

Dental Treatment

Pupils from Rangitaiki School are treated by the Taupo Dental Clinic. Once enrolled, you will be contacted annually by the Dental Nurse.

Emergency Ring Around

If it is necessary to contact the school community quickly, then the emergency ring around system will be used. The School Principal will phone area contacts and they in turn will relay the message to families on their list. Each family should have a copy of the "Emergency Phone List" which should be kept in an accessible place. From time to time this list will need to be updated. This will be done through the school and delivered to households.

First Aid

First Aid materials are kept in the Medical room and staff are taught to deal with minor cuts, scratches and grazes. In the case of more serious accidents the Principal decides on the action to be taken. Parents will be contacted as quickly as possible. A list is kept in the Staff and medical rooms of family doctors and their phone numbers. A list of children who have health problems and allergies is also kept. Please contact the school if there are any changes to the above.

Fundraising

From time to time we have to raise money for various school projects. Please consider helping us as the need arises. Raffles, catering for farm groups, crutching and our annual Pet Day are but a few of the ways the school raises funds.

Homework

A regular homework task will be reading - this will be every night. Children may have homework given to complete if they do not complete work in class. Parent support is encouraged through hearing, reading, answering questions, and helping with research. Always be mindful of the child's need to develop independence.

Leaving School Grounds

Children may NOT leave the school grounds without teacher permission, during the school day.

Library

The library has a wide selection of both fiction and non-fiction books which are available for borrowing by all children in the school. The class will visit the library at least once a week, but pupils are encouraged to use the library more regularly and for reasons, other than reading, such as taping stories and practising plays. Books are issued for two weeks and children are responsible for returning them by the due date, as well as handling them with care.

Lunches

Lunches may be purchased from the school daily. Children place their orders before school. Because prices are subject to change, none are mentioned here. Any price changes will be notified in the school newsletter. A price list is provided separately.

Money

Children need no money at school unless it is for a specific purpose. All money should be handed to a teacher before school starts, and if necessary collected again after school.

Newsletters

Newsletters are sent from the school to inform parents and community members of day to day happenings at school, to pass on information about meetings, trips, school functions, district functions and to request assistance or information from parents.

Parent Helpers

We welcome Parent help for parent assistance for school trips and visits. We usually ask, through the school newsletter or by phone. Your assistance of any kind is most appreciated and necessary in this school.

Reporting Student Achievement

Reporting to parents will be done three times a year - two written reports and one interview. Dates will be included in the Newsletter.

Rangitaiki School has an open door policy. If at anytime, you wish to discuss your child's learning needs you are welcome to talk with school staff to arrange a time to meet. Likewise, the teacher will arrange a time to meet with parents over any concerns, academic or behavioural.

Photocopier and Laminating

The school has a photocopier and a small laminator. For a small fee, you may have copies or laminating done in the strictest confidence.

Playground Supervision

From the time children arrive at school in the morning until they leave the school grounds in the afternoon, children are supervised by a member of the school staff.

Pre-Schoolers/New Entrants

Parents are welcome to bring their 4 yr old pre-schoolers to school. This is an excellent opportunity for both pupils and parents to become familiar with the school environment in a gradual and informal manner. Please make all arrangements with the school.

Roll Surveys

It would be appreciated if the names of new arrivals into the community were given to the school. This enables us to include new people in our network by sending them regular newsletters. It also allows us to forecast rolls for future years.

School Donation

A School Donation is usually paid at the beginning of the year, along with stationery purchases. For children enrolling at the school after the first term, an adjustment to the donation is made. This donation provides an essential addition to the school income and is used for providing important classroom resources, as well as the purchase of library books, supporting sports teams and aspects of our cultural programme. A receipt will be issued. Early payment of the donation allows the school to budget for the year with accuracy and is therefore very much appreciated.

School Grounds

The use of the school grounds and playground equipment after school hours is encouraged, but the riding of horses, and driving of vehicles around the buildings and playground is strictly prohibited. Dogs on our school grounds are not acceptable unless arrangements have been made with BOT.

School Hours

- 8.30am - School Starts
- 9am - Brain Break
- 10.10am-10.30am Morning tea
- 12.00-1pm-Lunch
- 2.30pm-School Finishes

School Policies

Our school policies are on line. These are available to view on www.schooldocs.co.nz

Username; Rangitaiki Password: cows

School Structure and Progress

Rangitaiki School has sole charge status. There is one classroom in operation. The teacher works in a multi-level teaching situation. The children have their learning needs identified and are taught within an individualised curriculum programme. The mixed age group creates a wonderful opportunity for the extension of abilities and for extra revision if needed. Rangitaiki School works with the New Zealand curriculum document and uses this document to support learning intentions and assessments. The school operates an open door policy.

Stationery

A list of stationery will be sent home for you to purchase and cover before the commencement of the New Year. Stationery will be available at the office for you to purchase during the year if your child needs additional stationery.

Technology

Year 7 & Year 8's attend Tauhara College for technology. This is arranged by the school.

Toys and Games

The school has a variety of games and activities - PLEASE keep your child's toys at home!

Trampolines

The school trampolines are available for the children to use before school, during interval and after school hours. There are some specific rules that all must adhere to. These are set out clearly and all children are aware of the rules.

Wet Days

Children are kept inside during recess times if the weather is unsuitable for outside play. Children are supervised while inside the classrooms. Morning tea and lunch are eaten inside.