

# Welcome to Poroti School

2018 Parent Information Booklet



Providing a diverse, inclusive education  
in a rural environment.  
educat

For further information please contact:  
Principal: Pauline Johnson  
Poroti School, Mangakahia Road, RD9  
WHANGAREI  
Phone: 09 434-6867, Fax 09 434-6367  
Email: [Porotischool@xtra.co.nz](mailto:Porotischool@xtra.co.nz)

## WELCOME TO POROTI SCHOOL

Poroti School is the focal point of the Poroti Community, encompassing several generations of descendants of both Maori and European original settler families. The original school was built in 1879.

We are situated 20 minutes west of Whangarei—take a right at Maungatapere, we are 8 kms down Mangakahia Road. The district is made up of a mixture of lifestyle blocks, horticulture units and dairy farms.

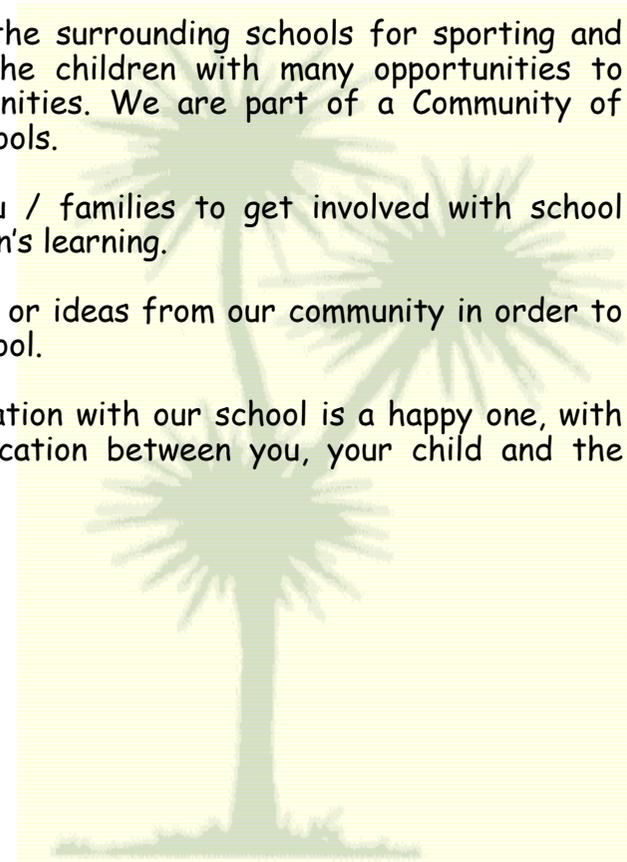
We have extensive grounds with an established orchard, gardens, shaded playground and swimming pool, and a chicken coop. We are an Enviro-school and this aspect of the curriculum is important to us.

Close ties are kept with the surrounding schools for sporting and cultural visits providing the children with many opportunities to meet wider school communities. We are part of a Community of Learning with 10 other schools.

We encourage our whanau / families to get involved with school activities and their children's learning.

We welcome any feedback or ideas from our community in order to enhance what we do at school.

We hope that your association with our school is a happy one, with open and honest communication between you, your child and the staff of our school.



## STAFF

Pauline Johnson (Mrs J)  
Shara Lawrence-Knapp  
Mandy Pye  
Whaea Hoana  
Susan Macdonald  
Demi Richardson  
Donna Edmonds

Principal / Teacher  
Teacher  
Principal Release  
Kapa Haka Tutor  
Office Admin / TAide  
Teacher Aide  
Cleaner

## HOURS

9:00am: School Begins  
Intervals: 10.45am—11.15 a.m.  
Lunch: 12.50 —1.30 p.m.  
3.00pm School Closes



It is important for your child's learning to ensure that they are here at or before school begins so they can be ready for learning.

## 2018 TERM DATES

Term 1: Wednesday 7th February—Friday 13th April  
Term 2: Monday 30th April —Friday 6 July  
Term 3: Monday 23 July—Friday 28 September  
Term 4: Monday 15 October—Friday 15 December

## SCHOOL EVENTS....(Details provided nearer the event)

Term 1: Swimming—School and Zone, School Triathlon, Blanket Evening, Parent / Teacher Interviews  
Term 2: Parent / Teacher Interviews, Reports, ERO  
Term 3: Junior school camp, Speeches, Science Fair  
Term 4: AG Day, Athletics Day, Senior Camp School Picnic Day, Prize giving

## BOARD OF TRUSTEES

This is the community elected governing body of our school. Elections are held every 3 years. Meetings are held in the staffroom and the dates are advertised in the school newsletter. All are welcome to attend. Copies of the minutes are held in the school office for parents to read.

The Board has the responsibility for our Charter and Policy. From time to time, we will ask you to contribute to this development through formulating or commenting on policy. We invite you to participate fully in this process, as we value your feedback on our school.

## 2018 BOT MEMBERS

Principal  
Chairperson  
Members

Pauline Johnson  
Wayne Chapman  
Moera O'Leary  
Bob Jamieson  
Thereza Clark  
Kerry Lord  
Jake Thomson  
Jessie Williams

Hāpu Representative

## ENROLMENTS

Prior to your visits, please pick up an enrolment package from our school office. The forms included in the package must be returned before or on the day your child starts school. A birth certificate and a copy of their immunisation certificate must accompany this.

The school maintains an up to date database for emergency purposes. Please let us know if you change addresses, phone numbers or your emergency contact person.

## AFTER SCHOOL ARRANGEMENTS:

If your arrangements change after school please notify the school office of the change for Buses or if you need us to keep your child at school until you arrive. Preferably before 2.30 p.m.

## ABSENCES

Please phone the office (434 6867) if your child is going to be absent for the day. The secretary contacts all parents / caregivers regarding unexplained absences as a safety measure.

## **ALLERGIES / HEALTH PROBLEMS**

We would appreciate being informed of any particular allergies, eg asthma, bee stings, or other health problems, in order that your child may receive immediate attention. If your child is asthmatic please return the Asthma Action Plan along with the enrolment form to school.

## **BEHAVIOUR EXPECTATIONS**

Poroti School has high expectations for behaviour, which fosters our children behaving in a caring, respectful and responsible way at all times.

## **COMPLAINTS PROCEDURE**

The school has a Complaints Procedure to deal with any issues or problems that may arise. If you have a complaint, you may obtain a copy of this procedure on Schooldocs website. This will guide you through the steps in which to follow if you feel the need.

## **PRINCIPAL'S OPEN DOOR**

You are always welcome to meet with Pauline to discuss any school matter in confidence. It is vital that your views, opinions and concerns are heard to ensure we have an effective school that is doing its best to work for your child. Please do not leave the concern too long, as early resolution is much better. If we do not know about it, we can not deal with it. Please do not hesitate to ring to make an appointment.

## **POLICIES AND PROCEDURES:**

**Schooldocs:** This is a website that contains our School Charter and School policies and procedures. It is very extensive and can be accessed by our community should you want to query anything e.g. Cyber- safety, Health and Safety, If you wish to go on-line and look around our school site here's how: <http://poroti.schooldocs.co.nz/1893.htm>

**Username: poroti Password: watercress**

## **HEALTH SERVICES**

### **Public Health Nurse:**



The Public Health Nurse (Gloria Reid) visits our school regularly. She attends to health matters raised by the school but is also available for you to discuss your concerns with. Contact the office to make an appointment.

### **Audio/Visual/Speech:**

At set times during a child's stay at school, testing is carried out for vision and hearing. If parents/caregivers are concerned about their child's hearing or vision please discuss this with your child's teacher. If an area of concern arises parents are advised by letter.

### **Dental Nurse:**

The Dental Nurse is situated at Whangarei Hospital. Phone 0800 MY TEETH (0800 698 3384) or 430 4100 extension 3612 for an appointment.

## **INFECTIOUS DISEASES**

Diseases such as chicken pox, measles, mumps, whooping cough, glandular fever etc, do occur. Please inform the school if these diseases are diagnosed by a doctor and check whether there is a suggested time before children should return to school. Bouts of influenza and viruses spread rapidly at school, so we ask parents to think before sending children who are not well to school.



## LUNCH ORDERS

Lunch orders are available on a Friday, students may order their lunches from the office before classes begin for the day

Hot Dogs for \$2.50

Ice blocks for 50 cents

## MONEY

From time to time your child will be required to bring money to school to pay for trips etc. This should be labelled - name, room number and what the money is for. Money is to be handed to the teacher or the office **in the morning before school.**

On-line payment is available. 123115-0216227-000 Name as reference.

## WORKING BEES

These are coordinated by the Board of Trustees and are held regularly to provide the extra help needed to keep buildings, equipment and grounds in spic and span order.

## BUSES

According to Ministry regulations to be eligible for the school bus children under 10 years must live 3.2 km from the school and children over 10 years 4.8 km from the school. ). The bus arrives at approximately 8:25am and departs school at approximately 3:10pm. Please ask if your child is eligible upon enrolment, and check office for pick up and drop-off times and places.



## PARENT HELPERS

We appreciate the generous support provided by you. At the beginning of each year and occasionally through our newsletter, we appeal for helpers to assist with:

- ◆ Library maintenance
- ◆ Sports coaching
- ◆ Transport for trips
- ◆ Making teaching resources
- ◆ Putting resources / books away
- ◆ Art & Craft
- ◆ Listening to children read



Please let us know if you can assist in any or you have skills that we can use in our programmes i.e. woodwork, way,

## PTA

We no longer have a PTA as such, but for our big events such as AG Day, Community Dinner, Athletics we call on our families to help.

## SCHOOL FEES

The amounts set by the Board of Trustees are:

- ◆ 1 child \$40 per year
- ◆ 2 children \$70 per year
- ◆ 3 or more children \$100 per year

Although school fees are not compulsory we rely on this money to contribute towards the cost of some of the extras we provide. We hope all families support our school by paying these fees.

## STATIONERY:

We have packs premade for students to ensure everyone has the same. These are available for purchase through the school on enrolment.

## SWIMMING POOL

The use of the school pool facilities is offered to the community over the summer season. A \$60 fee is payable for a key. Key holders are expected to follow the rules set out on the outside of the changing sheds.

**Adult supervision is compulsory at all times.**

During the summer months, regular swimming lessons are taken for all classes. Swimming is part of the school curriculum and all children must take part. We require a note from you, as caregiver if your child is unable to take part in swimming.



## T SHIRTS - SWEATSHIRTS - HATS

The school has a set of school t-shirts that are loaned out to pupils for events. We ask that these are washed and returned. Students are issued with red hats that must be worn in Terms 1 and 4 as we are a Sun Smart accredited school —other hats/caps are not permitted during these two terms.

## COLLECTION OF STUDENTS DURING SCHOOL HOURS

As the attendance of all students is monitored we ask that you inform the classroom teacher if you need to collect your child/children during school hours.

## CAR SEATS:

For Health and Safety reasons we require those children who would have a car restraint to be in one when travelling on a school trip. It is optional to supply your own, or we have some available at school.



## KAPA HAKA

We have weekly Kapa Haka tutoring where our students learn Waiata (Songs), Tikanga and Te Reo, leading to a performance at a local festival.

## CARE OF SCHOOL PROPERTY

Any school property taken home by children e.g. text & library books, is to be treated with respect and returned in the same condition. Parents/caregivers of children found wilfully vandalising school property will be asked for replacement costs.

## COMPUTERS

All classes have computers with internet access. Before children are able to use computers in their classrooms to access the internet, they need to have read, (or have had read to them), understood, discussed with their parents/ caregiver, agreed to, signed and returned to school, the school's Internet and Computer Use Agreement.

## KIDS CAN:

As a Kids Can school we can offer shoes, and jackets to our students at no cost to the family. See the office to place an order.



## SMOKE FREE:

Poroti School is a Smoke free zone. We request that you respect this.

## HEALTH PROMOTING SCHOOL:

Poroti School is a Health Promoting School. **Health Promoting Schools (HPS)** is an approach where the whole school community works together to address the health and wellbeing of students, staff and their community. Schools include health and wellbeing in their planning and review processes, teaching strategies, curriculum and assessment activities.

Poroti School is part of the Mangakahia Valley group of schools that participate in sporting and cultural events together. Other schools involved are Kokopu, Mangakahia Area School, Purua, Pakotai, Matarau, Maungatapere, Tangiteroria and Te Horo.

We host the annual local schools Sports Day, events include:

- Sprints
- Long Jump
- High Jump
- Discus
- Shot Put
- A separate event made up of various Run, Jump, Throw activities for Year 1—3 students.



This is a major event for us and generally we host between 300—400 students, families and friends. It is also a big fundraising day.



Empowering Our Children to Stand as Leaders  
*Whakamanatia ā tātou tamariki kia tū rangatira ai*

## **POROTI SCHOOL VALUES**

**P** Proud  
**O** Open Minded  
**R** Respectful  
**O** Outstanding  
**T** Trustworthy  
**I** Independent



**Poroti School**  
**Established 1879**