

Poroti School

Parent Information Booklet



For further information please contact

Principal: Mrs Pauline Johnson

Email: principal@poroti.school.nz

Poroti School, 673 Mangakahia Road, RD 9 Poroti, Whangarei 0179

Phone: 09 4346867

Email: porotischool@xtra.co.nz

POROTI SCHOOL STAFF:

Teaching Staff:

Pauline Johnson (Mrs J)
Mandy Pye
Vicky Booth
Sue Grenfell
Hoana Gray (Whaea Hoana)

Principal: Teacher Senior Class 3 days a week
Principal Release Senior Class 2 days a week
Teacher Junior Class 3 days a week
Teacher Junior Class 2 days a week
Te Reo Kaiako whole school one day a week

Support Staff:

Susan Macdonald
Annette Maley
Louise McMurchy
Donna Edmonds

Administrator and Teacher Aide
Teacher Aide
Teacher Aide
Cleaner

Poroti School Board:

Kerry Lord
Thereza Clark
Janelle Imeson
Olivia Mitten
Mandy Pye
Lorraine Norris
Pauline Johnson

Chairperson

Staff Representative
Hapū Representative
Principal

Our Vision, Strategic Goals, and Values: Poroti School

A safe, collaborative environment connecting learning today for a successful tomorrow
Every student matters - Every day counts

Strategic Goal 1	Strategic Goal 2	Strategic Goal 3
<p>Design an authentic, living, localised Curriculum that connects and engages our students and community.</p> 	<p>Create a safe, interactive environment for learning that connects to our Curriculum.</p> 	<p>Nurture a school culture that values people.</p> 

Absences:

You can let us know of student absences directly on our website (poroti.school.nz) and this will automatically notify us. Alternatively you can phone the office on 4346867.

The Office Administrator contacts all parents / caregivers regarding unexplained absences as a safety measure.

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 by 2.30 p.m. We can provide After School Care as necessary. Please contact us if you need this service on a regular or casual basis.

AG Day:

This day is held in October. This is a fun, community day and involves children making indoor exhibits and putting them on display in their classrooms to be judged. In the morning, animals, calves, lambs and goats the children have raised are brought along to school where they are paraded and then judged. Emphasis is placed at all times on as many children as possible taking part. This applies to both indoor exhibits and the raising of an animal. A list of projects each child can enter in the indoor exhibits is sent home several weeks before the day so children can be sure of having time to complete home projects. The day before AG Day sees the floral projects completed, and displayed alongside the classroom exhibits, and the projects from home.

**Allergies / Health problems:**

We would appreciate being informed of any allergies e.g. asthma, bee stings or other health problems in order that your child may receive immediate attention. Please ensure that the school has any medication and medical plans necessary to ensure your child's safety.

Behaviour Expectations:

Poroti School has high expectations for behaviour, which fosters our children behaving in a caring, respectful and responsible way at all times. Our behaviour expectations are linked to our school values of Proud - Openminded - Respectful - Outstanding - Trustworthy and Independent.

Bringing Personal belongings to school:

Personal items such as toys, sports equipment etc are brought to school at the child's own risk. We discourage children from bringing expensive electronic equipment. Cell phones that are brought to school must be handed into the office when the child arrives at school and returned to the child at the end of the day.

Buses:

The Ministry of Education regulations state: 'to be eligible for the school bus, children under 10 years must live 3.2 kms from the school, and over 10 must live 4.8 kms. The bus run is only for our school. Please check with the office for eligibility, times and places for pick-up and drop-off. Mrs J is the bus controller if you have any concerns or questions.

**Camps:**

Each year both the Junior and Senior class have camps. Juniors: 2 days and an overnight stay. Seniors: 4 days and 3 nights off site. These camps require adult support. Dates are put out early so you can book your time off work.

Care of School Property:

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

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.

Collection of students during school hours:

As the attendance of all students is monitored, and for safety reasons we ask that you come to the office to collect your child. We would appreciate prior notice if possible.

Community of Learning: Kahui Ako 4

Poroti School is part of the Kahui Ako Group 4. Other schools in this group are Kokopu, Mangakahia Area School, Purua, Pakotai, Tangiteroria, Te Horo, Portland, Waiotira, Maungakarama and Tauraroa Area School. Principals meet each term, and events are planned for our schools and students based on Achievement Challenges.

Complaints Procedure:

The school has a Complaints Procedure to deal with any issues or problems that may arise. If you have a complaint, you can obtain a copy of the Concerns and complaints flowchart on the Poroti School Schooldocs website, or contact Mrs J (Principal) or the Board Chair before it gets to this stage.

Computers:

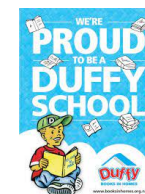
The school has laptops and iPads so each child can make use of them during lesson times. These devices have been obtained through grants. The Senior Class each have a Chrome Book and a bank of iPads, and the Junior Class have iPads. We have a well networked computing system. Each child and parent needs to agree to, sign and return to school the Device Use Contract.

**Drinks:**

We encourage children to bring their own water to school in their own drink bottles. No glass bottles please. There is a drinking fountain available for bottle filling and drinking.

**Duffy Books in Schools:**

This year with the support of the Board and a sponsor we are able to give our students 5 free books throughout the year. We will have Duffy Assemblies, with role models presenting the books.

**Enrolments:**

Enrolment packages are available from our School Office. The forms included must be returned before or on the day of enrolment. A birth certificate, and a copy of their immunisation certificate must be provided. School visits can be arranged for a time that suits all parties.

Food:

We have two eating breaks at school. One at 11.05 a.m. and one at 1.15 p.m. The children play before eating, but if they are hungry they can eat first. The first break is a 'morning tea' and only requires a **small** snack type food please. We are part of a free healthy lunch scheme with lunches supplied by Libelle fresh daily. If your child has a food intolerance please let us know so their specific needs can be met. You will still need to add a healthy snack to lunchboxes, and a drink bottle of water that can be refilled at school.

**Fundraising:**

We do not have a PTA or fundraising committee. At our special events throughout the year we rely on the support of all our families to help out at these events.

Garden to Table:

Every Tuesday after first break the whole school will be part of the Garden to Table programme. The children will work in their House Groups and rotate around the 3 different activities, at one per week.



Health Services:

Audio/Visual/Speech: At set times during a child's time at school, testing is carried out for vision and hearing. If parents and caregivers are concerned about their child's hearing or vision please discuss this with your child's teacher.

Dental Nurse:

The Dental Nurse is situated at Whangarei Hospital. Phone 0800 MY TEETH (0800 698 3384) or 4430 4100 extension 3612 for an appointment.

Te Manawa Tahī HUB:

Is a learning support hub where you can talk with professionals about any concerns you may have with your child. This is a free service. For more information and timetables please see the school office.

Infectious Diseases:

Diseases such as chicken pox, measles, whooping cough etc do occur. Please inform the school if these diseases are diagnosed by a doctor and check whether there is a suggested time before a child can return to school. Bouts of flu and viruses spread rapidly at school, so we ask parents to think before sending children who are unwell to school.

With the current health climate in New Zealand and globally, we do emphasise healthy habits, i.e. handwashing, no sharing of food or drink.

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. We also have access to Sanitary pads, and items of food. Come and see us.

Lost Property:

Any clothing, shoes, bags, towels, toys or personal equipment left behind in the school buildings or grounds will be placed in the lost property box in the cloak bay area. It is the child's or parents' responsibility to claim it from here. Please name your child's clothing. The lost property bin is cleared and donated to charity regularly.

Money:

From time to time your child may be required to bring money to school. This should be labelled with your child's name and what the money is for. Money is to be handed to the teacher or office in the morning before school.

On-line payment is available. 123115-0216227-00 Name as reference.



Poroti School Board:

The Board are responsible for providing strategic leadership and direction of the school, in partnership with staff, students, and community. They are available to parents and teachers for discussion on school matters. Five representatives are elected every three years at elections held in May usually. Due to Covid the next election will be September 2022. Anyone except school staff members can stand for the Board as parent representatives providing they are nominated. They do not need to have children at the school. The Principal is automatically on the BOT along with one other staff representative. Anyone is welcome to attend these meetings but only Board members have voting rights. Copies of the minutes are available from the school.

School Donations / Fees:

The school belongs to the Ministry of Education School Donation Scheme so we do not have a school donation.

Stationery:

Stationery costs are subsidised by the MOE School Donation funding. We have all the stationery required for the year here at school. There is a one-off cost at the beginning of the year. 2022 fee is \$35 per child.

Swimming Pool:

Unfortunately this year our school pool is out of action. We are investigating the repairs needed.

Teacher Only Days:

The school will at times hold Teacher Only Days. This are for Professional Development of Staff, and are Board approved days. Students are not to attend on those days. You will receive plenty of notice about these days so you can make alternative arrangements. Because of the part-time nature of our teaching staff it is vitally important that we can all meet together and participate in these.

Te Reo / Kapa Haka:

We have weekly Kapa Haka where our students learn Waiata (songs). Tikanga of our area, and Te Reo. Whaea Hoana links her lessons to our current school curriculum. We also have small group teaching of Te Reo at ability levels.

T-shirts - Hats:

The school has a set of sports and cultural uniforms that are loaned out to students for events. These remain at the school. In Terms 1 and 4 a school sunhat is provided to be worn as we are a Sun-smart accredited school. We also offer 2 free polo shirts with the school logo on to each student to keep and wear while at school.

Website:

We have our own website online - Poroti School - where you can check up-coming events, report absences and view information about our school. This is also the first port of call for Home Learning should we have to be off-site learning at any stage. www.porotischool.nz

Working Bees:

As we don't have an official school caretaker, we rely on school working bees to keep our grounds maintained. The Board and parents organise these as needed for general work or special projects.

