

# Puahue School 2021 Information Booklet



Welcome to this information booklet about Puahue School. We trust you will find answers to all you want to know about the school in this document.

If you wish to telephone the school feel free to do so and discuss any aspect of school with the teaching staff.

Puahue School is very proud of its teaching staff, grounds and other facilities, as well as its reputation for providing an excellent standard of education in a caring and stimulating environment.

### PUAHUE SCHOOL CONTACT DETAILS:

Address: 573 Puahue Rd, RD1, Te Awamutu

Phone: 07 872 1838

Website: [www.puahue.school.nz](http://www.puahue.school.nz)

Facebook: <https://www.facebook.com/PuahueSchool>

Principal	<a href="mailto:swilson@puahue.school.nz">swilson@puahue.school.nz</a>
Room1	<a href="mailto:bperkins@puahue.school.nz">bperkins@puahue.school.nz</a>
Room 2	<a href="mailto:tnorton@puahue.school.nz">tnorton@puahue.school.nz</a>
Room 3	<a href="mailto:mkenedy@puahue.school.nz">mkenedy@puahue.school.nz</a>
AP/Room 4	<a href="mailto:jchoppin@puahue.school.nz">jchoppin@puahue.school.nz</a>
Room 5	<a href="mailto:mmacdonald@puahue.school.nz">mmacdonald@puahue.school.nz</a>
AP/Room 6	<a href="mailto:cdavidson@puahue.school.nz">cdavidson@puahue.school.nz</a>
Office	<a href="mailto:office@puahue.school.nz">office@puahue.school.nz</a>

Principal: Scott Wilson

Board Chair: Joshua Davies [jdavies@puahue.school.nz](mailto:jdavies@puahue.school.nz)

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Puahue School  
Strategic Plan

**Mission Statement**

All round education in a safe learning environment

**Vision Statement**

Puahue School aims to provide a safe and friendly, clean and tidy environment in which current (up to date) programmes deliver education, to start enabling students to foster an awareness and ability to cope with a changing world.

**Core Beliefs**

After consultation with the students, teachers and community, the following beliefs were agreed:

- \* To provide a balanced school curriculum that will be designed to meet the needs, interests and abilities of students.
- \* To encourage a sense of self esteem and responsibility for their own actions and learning.
- \* To develop skills and the motivation and desire to continue learning and personal growth outside of school.

**Core Values**

Striving for excellence	Risk taking	Cooperation
Politeness	Respect	Fairness
Caring & compassion (aroha)	Tolerance (rangimarie)	
Honesty and Responsibility for their own actions		

**Cultural Perspective**

Puahue School's curriculum will recognise the unique position of Maori within NZ society. It will provide students with experiences and understandings in cultural traditions, language and local and national histories. Puahue School celebrates and learns from all cultures within our community.

**Board Undertakings**

Submitting Charter and Annual Plan annually to MOE.  
Ratify any changes to charter and record in minutes.  
Arrange annual meeting with families/community.

2021 STAFFING

Principal: Scott Wilson

Assistant Principals: Julie Choppin  
Carly Davidson

Teachers:	Bridget Perkins	Room 1 (NE/Y1)
	Tania Norton	Room 2 (Y1 & Y2)
	Margaret Kennedy	Room 3 (Y2 & Y3)
	Julie Choppin	Room 4 (Y3 & Y4)
	Michael Macdonald	Room 5 (Y4 & Y5)
	Carly Davidson	Room 6 (Y5 & Y6)

Teacher Aide: Stacey Carter  
Lorraine Chisnall

Release Teacher:  
Reading Recovery  
Release: Pam Bernsten

School Administrator: Megan Corin

BOARD OF TRUSTEES

Chairperson: Joshua Davies

Parent  
Representatives: Jennie Macky

Lee Morris

Lisa Sharp

Cedric Crow

Staff Member: Julie Choppin

Principal: Scott Wilson

Office Hours: 8.45am – 3pm

### 2021 TERM DATES

Term One	2 <sup>nd</sup> February – 16 <sup>th</sup> April
Term Two	3 <sup>rd</sup> May – 9 <sup>th</sup> July
Term Three	26 <sup>th</sup> July – 1 <sup>st</sup> October
Term Four	18 <sup>th</sup> October – December Date To Be Confirmed (last day is prize-giving, finishing at 12noon)

### ABSENTEE PROCEDURES

The school must be informed of any absences by 9.15am either by telephone or by note or via a text through our school app. (not verbally by a sibling). The school has an answerphone so you may call at any time and leave a message. If we have not heard from you by 9.15 we will attempt to contact you. It is the parents/caregivers responsibility to advise the school of absences. You must give a reason for the absence as this reason needs to be documented in the roll which is a legal document. Please be advised that we are required to inform the Truancy Officer if a child has regular unexplained absences.

### ACTIVITY/PAPER FEE - COMPULSORY

Activity Fees are of \$20 per term, per child. This payment includes the class and school based activities (shows, transport, sports/class trips etc). If this is not paid the child will not be included in the activity and will be supervised at school. This is in line with Puhue School's "Education Outside the Classroom" guidelines which covers that the activities must be on a "User Pays" basis. Paper Fees are of \$5 per term, per child.

### AGRICULTURAL DAY (calves, lambs or goats)

A major event year. This is then followed by Group Day, which is shared between four Eastern Zone schools. In the past some individual children have also taken pets to the Waikato show as well.

### ANNUAL FIXTURES

- Puhue School Swimming Sports
- Eastern Zone Junior Swimming Sports (at Pukeatua)
- Eastern Zone Senior Swimming Sports (at Pukeatua)
- Eastern Zone Tennis
- Puhue School Cross Country
- Eastern Zone Schools Cross Country (at Arohena)
- Eastern Zone Speeches
- Eastern Zone School Winter Sports Day (at Wh'Sth)
- Puhue School Agriculture Day
- Eastern Zone Agriculture Day
- School photos (PhotoLife)
- Puhue School Athletic Sports
- Eastern Zone Athletic Sports (At the stadium in town)
- End of Year Prizegiving/Function

### BUS SERVICE

Puahue School is served Go Bus from the Te Awamutu depot. Te Awamutu Schools Transport Committee is the governing body. The first pickup's are in the Ellicotts Block area at *approximately* 7.40am. This means our bus also brings Intermediate and College pupils down to the old stockyards on Puahue Road where it meets with the College bus at *approximately* 7.45am. The Puahue bus then travels down Parklands Road, Chamberlain Road, right into Long Road, right into Cambridge Road and turns around at Storey Road. It then travels back along Cambridge Road turns left into Puahue Road at *approximately* 8.05, then on to the school. In the afternoon the pattern is reversed with the bus leaving school at 3.00pm arriving at Storey Road at approximately 3.20pm then Parklands Road at 3.35pm to meet the college bus and complete the run at about 3.50pm. Children aged 5-9 years inclusive are eligible to go on the bus if they live more than 3.2 kilometres from their nearest school. Children 10 years and over are eligible to go on the bus if they live more than 4.8 kilometres from their nearest school. Ineligible children may travel on the bus if they pay. Presently, the cost for ineligible children is \$35.00 per term. This fee must be paid by the first day of each term.

### BEHAVIOUR GUIDELINES AND EXPECTATIONS

We treat each other with respect:

- We speak pleasantly & politely to everyone, using appropriate manners & language
- We keep our hands and feet to ourselves
- We keep ourselves and others safe
- We take care of buildings, equipment and grounds
- We listen to and follow directions
- We share and care for others
- We take turns
- We adhere to the principals of good sportsmanship

All pupils are encouraged to take responsibility for their actions. Good choices result in positive outcomes, poor choices result in consequences. We make an effort to recognise and encourage the desirable behaviours. We encourage children to get others 'out of trouble' not 'into trouble'. The behaviour code steps (Traffic lights and HotSpot) are as follows:

- 1<sup>st</sup> occasion: General verbal warning and name moved to yellow light  
2<sup>nd</sup> occasion: Name move to red light, morning tea HotSpot issued  
3<sup>rd</sup> occasion : Teacher may make contact with parent/caregiver to discuss the issues

Automatic HotSpot: For Physical attack, swearing, verbal abuse, unacceptable other behaviour determined by staff to be abhorrent will result in an automatic HotSpot. Parents/caregivers will receive a letter.

Last Chance Desk: If a child receives a HotSpot more than 3 times in a given week then they are removed to the last chance desk in their classroom.

Severe Clause: This step will be automatic when the action endangers person/property. Staff will phone parent/caregiver.

Consultation between the student, parent/caregiver, teacher concerned and Principal to determine further action.

### CONTACTING THE SCHOOL

We welcome contact with parents, as children respond better and are more likely to be confident and secure knowing that parent and school are able to communicate freely. The school office is open daily and if unattended the answer phone will be on and messages responded to as soon as possible.

### COMPLAINTS PROCEDURE

There is a copy of the Complaints Policy on the school website, in the about us section, Board of Trustees. A general guideline follows, however if you wish to receive a copy of the policy please contact the school.

*If the complaint is against a staff member:*

#### Step 1

Parents should make an appointment to meet with the staff member concerned. Parents are encouraged to come to such a meeting with an open mind as most problems can be settled with discussion. When making an appointment please let the staff member know the nature of the complaint so they can prepare for the interview.

#### Step 2

If parents are not satisfied after meeting the staff member, they should make an appointment to see the Principal. When making the appointment, the parent should briefly state the nature of the complaint so that the principal can prepare for the interview. If step 1 has not taken place you will be referred back to the teacher.

#### Step 3

Parents who are still not satisfied may write to the Chairperson outlining their concern.

*If the complaint is against the Principal: Take Steps 2 and 3*

*If the complaint is against a Board of Trustees member: Take Step 3*

### CYCLING TO SCHOOL

It is Police recommendation that children do not ride to school until 10 years of age. We endorse this recommendation and ask that only children 10 years of age and over, who are competent cyclists, cycle to school. We have no bicycle shed or rack at school but bicycles can be stored safely if required. We remind parents all children riding bicycles to school must wear safety helmets.

### DAILY TIMES

**Children are not to be dropped off at school before 8.15am.** Teachers are not available to supervise children before this time. We recommend children arrive between 8.30 and 8.45am. The school day begins at 8.55am and ends at 2.55pm. Fitness 9.50 – 10am. Healthy snack 10 – 10.05. Morning tea break is from 11-11.20am. Lunch break is from 12.30-1.20pm. Non-bus children must be collected from school by 3.10pm at the latest.

### DENTAL SERVICES

Puahue School is serviced by the Mobile Clinic. This comes once a year. In the event of children requiring attention at any other time, parents can contact the dental service on 0800 talk teeth (0800 825 583) for information. If children require emergency treatment, such as pain relief during school holidays, any dentist can provide treatment under the school dental schemes.

### EASTERN ZONE

Our school is part of the Eastern Zone Group comprising of Arohena, Pukeatua, Wharepapa South, Waipa Christian and Puahue Schools. Through this group we are involved in a variety of sporting, cultural and professional activities. Regular events are: Swimming sports, Group day, Winter sports day, Athletics Meetings, Teacher meetings and Principal meetings. Periodically other informal get-togethers are arranged such as performances and sports fixtures.

### ENROLMENT SCHEME

Puahue School operates an enrolment scheme. Those interested in sending their child to Puahue School need to contact the school and complete an expression of interest form for the relevant enrolment period. These forms are also available via the website.

### FINANCE

Puahue School's yearly school financial request is \$60.00 per child. (This will be discounted to \$50.00 if paid in full by 28<sup>th</sup> February.) Alternatively the payment may be paid at \$15.00 per term. This amount is a donation that is requested to help maintain the high level of education that the Board can provide for your child/children. The Government do not provide all the money for running a school. Each school is funded differently and where the school is, determines how much money is given to the Board. Thus, to enable our school to provide the best possible education, the difference needs to be funded by parents.

### FIRST AID / ACCIDENTS

At all times the child's safety and welfare are paramount and will be dealt with accordingly. Parents will be contacted if, in the teacher's opinion, the child is in discomfort or needs medical treatment. If the parents or emergency contact cannot be contacted the child will remain at school until contact can be made or taken directly to the Medical Centre if serious. We prefer that medication is given to children at home by parents, however if it is required that your child receives medication during school hours then individual medication may be kept at school. It must be handed in at the office with the **appropriate completed form**. Do not leave medication in your child's schoolbag.

### HOMEWORK

All children are encouraged to read and complete their home reading log every night. Classroom teachers will advise of other homework requirements. If you have any queries please ask your child to ask the teacher. If this does not help then please contact the teacher yourself.



### INFORMING THE SCHOOL

The school **MUST** be informed about:

1. All pupil absences - either by phone call or note before 9.15am on the date of absence, including a reason for absence (eg sick, holiday, family circumstances)
2. All change of address, contact telephone numbers and any other information that has a bearing on the school's responsibility to individual pupils. (All information will remain confidential.)
3. Any changes to a child's travel arrangements (ie going home with another parent) either by note or phone call from the parent/guardian. Do not send verbal messages with siblings.
4. If your child is unable to participate in swimming, fitness or any other sporting activity - either by note or a phone call on the relevant day.
5. Other changes that may affect your child at school. (For example: medical, physical, emotional).

### JEWELLERY

No jewellery please (other than stud ear-rings). This is for safety reasons.  
No nail polish.

### LATE ARRIVALS

If children arrive late at school, for whatever reason, please come in and ensure that both the office staff and the classroom teacher knows the child has arrived. This is necessary to protect everyone under the Health and Safety regulations and to adjust the absentee lists if necessary.

### LOST PROPERTY

We attempt to pick up all clothing and send it home every day. There is a lost property cupboard just outside room 2 for any extra items found. Parents could assist with lost property by naming all items of clothing - especially socks! - and other belongings (drink bottles, lunch boxes, bags, books etc etc). At the end of each term any unclaimed lost property will be disposed of.

### NEWSLETTERS

Newsletters will be available regularly on the school website [www.puahue.school.nz](http://www.puahue.school.nz) & via the school app. (Occasionally we send additional notices home if necessary.) Members of our school community may forward notices to be included. Please check the website and/or child's bag for these as they contain important information about what is happening at the school. We suggest that you keep them for future reference.

Facebook is used to communicate and celebrate school happenings.

### PARKING

Our carpark and drop off area is a one-way system. Please enter through the entrance closest to the school and exit through the driveway in front of the hall. The top carpark is for staff parking and drop off only. If you wish to park and accompany your child into school, then please park in the lower carpark by the hall and use the gate between the school and hall grounds. **Do not park on the road outside the front gate.** If parking in the lower carpark then please accompany

your children inside the school gates and ensure they do not go outside the gates themselves when being picked up. Children are often not seen by drivers.

#### END OF DAY PROCEDURES

- Children being picked up by car need to go to the drop off pick up area for the duty teacher to monitor.
- Students traveling by bus or via the Kidszone after school vehicle need to report to the bus pick up area to be marked on the role.

#### PARENT HELPERS

We welcome parent helpers into the classroom during inquiry time from 2-2:55pm daily to support learning or routines. If you wish to assist please contact the class teacher. We also have the opportunity for parent helpers on trips and camps. We value the opportunity for parents to be involved in our programmes and the children find this very enjoyable too.

Guidelines for parent helpers:

- One Parent helper maximum in the classroom to minimise disruption to teaching and learning.
- You are there to help and support the teacher (not just your child)
- You are a role model for the children (ensure no smoking or bad language, please dress appropriately)
- Please ensure that you listen and know what is required of the children and reinforce this.
- Parents helping on trips will be informed of specific requirements.

#### PHOTOCOPYING/LAMINATING

Our photocopier and laminator are available for community use.

Photocopying:	Black A4 20c per copy
	Black A3 30c per copy
	Colour A4 \$1 per copy
	Colour A3 \$2 per copy
Laminating:	A4 \$2 per copy
	A3 \$3 per copy

#### PHOTOGRAPHS

Class, team, individual and family group photos are taken annually. Parents are under no obligation to purchase these. All children are included in the school group photos. Parents may opt to have individual or family portraits taken.

#### RULES

- The main rule of our school is to respect all other people and property.
- Please leave non-essential items (such as toys, electronic games, CD's etc) at home. The school takes no responsibility for loss or damage to personal items.
- Appropriate language is to be used at school, on the school bus and on any associated trip.
- Children are not permitted to leave the school grounds without permission.

### REPORTING TO PARENTS

We operate an open door policy with all parents encouraged to visit school if they wish to discuss something specific about their child's/children's schooling. Please ring to make an appointment convenient for both parties. 2 written reports will be sent home during the year.

### RUBBISH

As part of being an Enviroschool we are cutting down on the amount of rubbish we need to dispose of. Children bring their lunch rubbish home with them on a daily basis.

### SCHOOL CAMP (EDUCATION OUTSIDE THE CLASSROOM – EOTC)

The senior class takes part in a school camp each year. The cost for camp varies each year depending on the venue and activities the children participate in. Camp is subsidised annually with the support of the PTA.

### SCHOOL UNIFORM

Uniform lists are available from the office and the stock is held at the Warehouse either online or in the Te Awamutu store for purchase.

### SENDING MONEY TO SCHOOL

We would appreciate all money being sent to school in a **SEALED** and **NAMED** envelope, stating what the money is for.

Children are encouraged to deposit it to the class bag system or via the drop box in the office if they arrive late.

### SMOKING

Puahue School is a "Smoke Free" area.

### SPORTS UNIFORMS – available at the Warehouse

Children are expected to wear the school's PE uniform when taking part in sports with other schools. The uniform consists of the Puahue PE Shirt, with plain, black shorts. During physical education lessons and sports periods within the normal school day children are also expected to wear the PE uniform. During cross country training and competing children need to wear suitable footwear.

### STATIONERY

Stationery is available at Paper Plus in Te Awamutu. Please ensure you purchase exactly what the teacher requests.

### TRIPS – EOTC (EDUCATION OUTSIDE THE CLASSROOM)

We may go on trips in conjunction with a topic being studied at school. Classroom teachers will notify you of any of these. They are on a user pays. Activity fees must be paid up to date in order for your child to participate in the event. Permission slips and other relevant forms must be returned by the due date. If your forms are not returned by the due date then your child may not be included in the trip. This is essential to allow staff the time to organise trips with the knowledge of numbers attending and to work out the trip costs, transport, supervision etc. An up to date health profile form must also be held on file in order for your child to participate. Please note that pre-schoolers are not permitted on school trips.



## **Medicine Notification / Consent Form**

*This form is to be completed by the parent/guardian whenever medication is to be administered to students by Puahue School staff.*

I \_\_\_\_\_ give my consent and approve that Puahue School Staff administer the medication I have provided for the purpose as described below.

I accept that Puahue School Staff will administer the following prescribed medication in accordance with the medical practitioner's directions on the package or bottle to:

Child's Name: \_\_\_\_\_, Room \_\_\_\_\_

Name of medication: \_\_\_\_\_

Reason for medication: \_\_\_\_\_

Dosage to be administered: \_\_\_\_\_

Frequency: \_\_\_\_\_

Symptoms or triggers (if applicable): \_\_\_\_\_

Start date: \_\_\_\_\_ Stop date: \_\_\_\_\_

Name of prescribing Doctor: \_\_\_\_\_

Please read and consider the following:

- I understand that Puahue School Staff are not trained health professionals.
- I will provide the School Office with the medication in a sealed bag with this form whenever the medication is required.
- I will notify the School Office if the child no longer needs the medication, or if any changes occur.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_