



Ngatimoti School
"Together We Excel"

2020

Information Booklet for Parents and Students

Ngatimoti School

Welcome to our wonderful school!

This booklet is designed to provide you with most of the information you need to familiarise yourself with our school; our visions and goals, and our daily routines. We hope you enjoy your time at Ngatimoti!

Please contact our Principal, Alison Turner,
with any questions

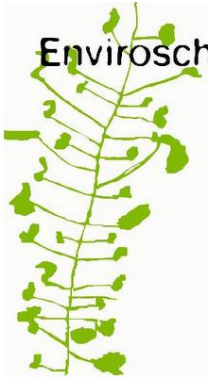
Email office@ngatimoti.school.nz

principal@ngatimoti.school.nz

Telephone: 03 526 8842

Cell phone: 027 526 8842





Ngatimoti School



**Ngatimoti School is a place for learning.
All times spent at school are learning times.**

Our most focussed learning hours are between 9am and 12.30pm. We break this learning time with movement and fitness activities with class teachers and also an interval for 20 minutes at 10.30am. **Lunch** is eaten from 12.30pm until 12.45pm. This is followed by **playtime** until 1.20pm. **Classes** finish at 2.50pm.

Details of our **bus routes** are given later in this booklet.

Teachers are available to meet with parents between 8am and 9am or 3pm and 4.30pm. Please ring 03 526 8842 for an appointment.

We **welcome parents** into school. If you are willing and able, we would love to include you in our school life;

- Watch out for our regular Wednesday newsletters,
- Check our notice boards,
- or contact a class teacher directly.

We hope you enjoy being a part of our great country school
with a family spirit! Alison Turner, Principal.

Ngatimoti School Learning Map



Ngatimoti School Strategic Plan

<p><u>WELLBEING</u> <i>We want our children to be healthy and active contributors.</i></p>	<p><u>IDENTITY</u> <i>We want our children to understand where they fit in the world.</i></p>	<p><u>CREATIVITY</u> <i>We want our children to understand there are many ways to achieve.</i></p>	<p><u>LITERACY</u> <i>We want our children to be inspired readers and writers.</i></p>	<p><u>NUMERACY</u> <i>We want our children to be competent and confident mathematical learners.</i></p>
<p><i>We will know this when we see our children</i></p> <ol style="list-style-type: none"> 1. Have a positive attitude to physical exercise 2. With healthy bodies and healthy minds 3. Understand how physical activity can be beneficial to their bodies and their minds 4. Think in a considered way about their actions and decisions 5. Accept consequences of actions 6. Show an understanding of the importance of rest and nutrition 7. Are confident to be themselves; they understand their own strengths and take opportunities to develop these strengths. 8. Set goals for themselves, and take steps to meet them 9. Are prepared to try new things, problem solve and take calculated risks 10. Are able to get up and try again 11. Show kindness towards others 12. Communicate with clarity and honesty 13. Collaborate compete, compromise <p>Have an awareness of self and others to manage emotions and use individualised coping strategies</p>	<p><i>We will know this when we see our children</i></p> <ul style="list-style-type: none"> • Value the environment. Show a feeling of responsibility for our natural environment. • ‘Give back’ to nature • Show curiosity about the world around them • Practice Tikanga Māori. • Have an awareness, an appreciation and understanding of Māori culture; how it is unique to NZ and how it is an integral part of being a New Zealander. • Believe they belong • Know where they are from (Turangawaewae) • Know where Ngatimoti fits in relation to the South Island, New Zealand and the World • Have a sense of pride in Ngatimoti and a connection back • Show an openness to and acceptance of others (are inclusive) 	<p><i>We will know this when we see our children are</i></p> <ul style="list-style-type: none"> • Thinking and learning in a variety of ways and are able to show us they can understand there are a multitude of ways to think, learn and reach a goal. • Have lots of opportunities to engage in the Arts • Are able to connect and respond on a personal level • Are willing to try new ways of learning • Have the courage and conviction to offer opinions • Show curiosity 	<p><i>We will know this when we see our children are</i></p> <ul style="list-style-type: none"> • Reading, writing, speaking and listening to gain and use knowledge, understand and expand their horizons, or gain personal enjoyment. • Able to communicate ideas and emotions. • Applying skills (oral, visual, reading, writing and thinking skills) across all learning areas • Confident and literate in a variety of ways, including viewing and presenting, using e-learning tools and using a library. • Participating in a range of literacy opportunities. 	<p><i>We will know this when we see our children are</i></p> <ul style="list-style-type: none"> • Able to use and apply maths facts and knowledge • Selecting and applying a range of problem solving strategies • Confidently speaking using mathematical thinking • Engaging in a variety of ways and using a variety of resources • Challenging themselves.

RIVER staff, RIVER students, a RIVER school:

Knowledgeable staff, excellent access to resources, connections with the community and a positive attitude to learning.

Communication and Engagement

Our “RIVER” Values
These are the key words we learn with:



Respect - for ourselves, others, diversity, human rights, rules, the environment

Positive - outlook, confidence, perseverance

innovative - creative, curious, inquiring, receptive

Excellence - achieve to the best of our Ability

Responsible - accountable for our own learning and actions

Terms and Holiday Dates 2020

The following dates have been approved by the Ministry of Education.

Term One: 4 Feb - 9 April
Term Two: 28 April - 3 July
Term Three: 20 July - 25 September
Term Four: 12 October - 18 December

Our major fundraiser for the year, the hugely successful Ngatimoti Festival will be held on Sunday of Labour Weekend, 25th October 2020.

Other Public Holidays for 2020 are as follows:

Nelson Anniversary - 3 February
Waitangi Day - 6 February
Good Friday - 10 April
Easter Monday - 13 April
Day after Easter Monday - 14 April
ANZAC Day - Monday 27 April
Queen's Birthday - Monday 1 June
Labour Day - Monday 26 October

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Absences

Please let us know if your child is not at school. You can phone 03 526 8842, email office@ngatimoti.school.nz or text 0275268842. You must also give a reason for absence. It is a Ministry of Education requirement that the attendance of pupils is regular, punctual, and will not interfere with the child's progress at school. To meet these obligations it is important that all absences are covered by a phone call to the school in the morning or if you know in advance of the day write a note to the teacher. Parents are also asked to inform teachers when their child will leave early from school to attend health appointments or for other reasons.

Accidents

Every endeavour is made to contact parents should a relatively serious accident occur. Medical treatment at a doctor's office is taken if there are any doubts or concerns over injuries and parents cannot be contacted.

Behaviour

While values vary in any community, the school tries to take the middle ground in ensuring a good standard of behaviour, safety of the individual and concern for the wellbeing of others based on our school values of Respect and Responsible. Children and teachers agree on playground and wet weather activities at the beginning of the year.

Biking

We do not encourage children to bike to school until they are at least 10 years old. Parents/caregivers need to take responsibility to ensure their children are able to ride safely on the road. If your child does bike, we assume you have agreed to this, that you think he/she is safe, and that he/she will bike straight home after school.

Board of Trustees

Our Board of Trustees consists of parent representatives, a staff representative and the Principal. They are responsible for all aspects of school governance. Day to day management of the school is the responsibility of the Principal.

Currently our Board of Trustees are:

Principal	Alison Turner
Staff Rep.	Heather Reid
Elected Members	Andrea Goodman (Chairperson)
	Andrew (Chops) Prouting
	Sophie Jackson
	Andy McFarland

There are usually 2 board meetings per term, currently held on a Wednesday at 5pm in the school staff room. Meetings are open to the public.

Buses

Baton Bus Route

Via Baton Bridge, Westbank Road, Alexander Bluff bridge to school - leaves school at 8am and 3pm.

Orinoco Bus Route

Ngatimoti to Paratiho Farms, Waiwhero Rd, then up to Orinoco - leaves school at 8.10am and 3pm.

Ngatimoti School Bus Rules, negotiated each year with senior students, include:

1. Wear your seatbelt.
2. Sit down.
 - Only the bus monitors or seniors may stand up; and only when necessary.
 - No lying down on the seat.
 - No swinging on the bars.
 - Keep your back on the back of the seat.
3. Keep everything inside the bus.
 - Don't put your head or any body parts out the window.
 - Don't even put an apple core out the window.
4. Respect the bus monitors; and also watch that the bus monitors are respecting others.
 - Do as you are told. Behave sensibly.
 - No smart mouthing or answering back.
5. Respect other people.
 - Don't annoy anyone.
 - If toys or gear causes a problem, bus monitors can tell you to put it in your bag. Your bag can then be put up on the rack.
 - Keep the noise level down.
 - Use headphones if listening to music.
 - No deodorant or perfume is to be sprayed.
1. Be a RIVER student.
2. Eat according to the following guidelines:
 - No eating in the morning on the bus.
 - No yoghurt or citrus fruit to be eaten on the bus.
 - No fish or eggs are to be eaten on the bus.
 - No sharing of food on the bus.
3. At school, children are to wait in line until the teacher/bus driver gives permission to board.
4. Do not distract the driver while the bus is moving.
5. You may talk quietly on the bus, to the person beside you.
6. If you have a concern, please tell the bus monitor or the Principal.
7. If the bus monitor/bus driver reports a concern, this will be investigated and the following consequences may arise:
 - Parent/child meeting with Bus Controller
 - Parent/child meeting with Principal
 - You may be;
 - Stood down from travelling on the bus for a predetermined time.
 - Excluded from travelling on the bus.
 - Shifted to a new seat on the bus.

Safety rules are set by the bus company. They should be referred to from time to time to ensure students know their responsibilities.

The Ministry of Education requires that the Principal should be notified in writing of any change to travel arrangements so an accurate record of passengers is available each day; any changes to students' travel requirements need to be written by the parent and clipped on to the bus roll.

Parents cannot rely on phone or answer phone messages as our school office is sometimes unattended.

Nelson Coachlines Ltd is currently the provider for our regular school runs.

It will provide the qualified drivers, set timetables and ensure the buses (Orinoco and Baton runs) are compliant at all times. The bus will be fully certificated, registered and insured at all times.

Class Composition

There are 4 classrooms at Ngatimoti School:

Room 1: Junior class for Year 1 & 2; taught by Heather Reid and Esther Kiddle.

Room 3: For Year 3 & 4 students; Teacher Rochelle Roberts and Malcolm Hepburn.

Indigo Room: Years 5 & 6 are taught by Lauren Milnes.

Room 5: Malcolm Hepburn and Rochelle Roberts teach Years 7 & 8.

In addition we have part time IT help and teacher Bruce Whitwell, as well as Kathy Stephens each Friday.

Communicating Concerns

Students learning needs are met by unified, consistent, parent/teacher relationships, through regular, reasoned and friendly communication. If you have any concerns about a member of staff, parents or guardians are encouraged to contact the school to clarify/verify the situation.

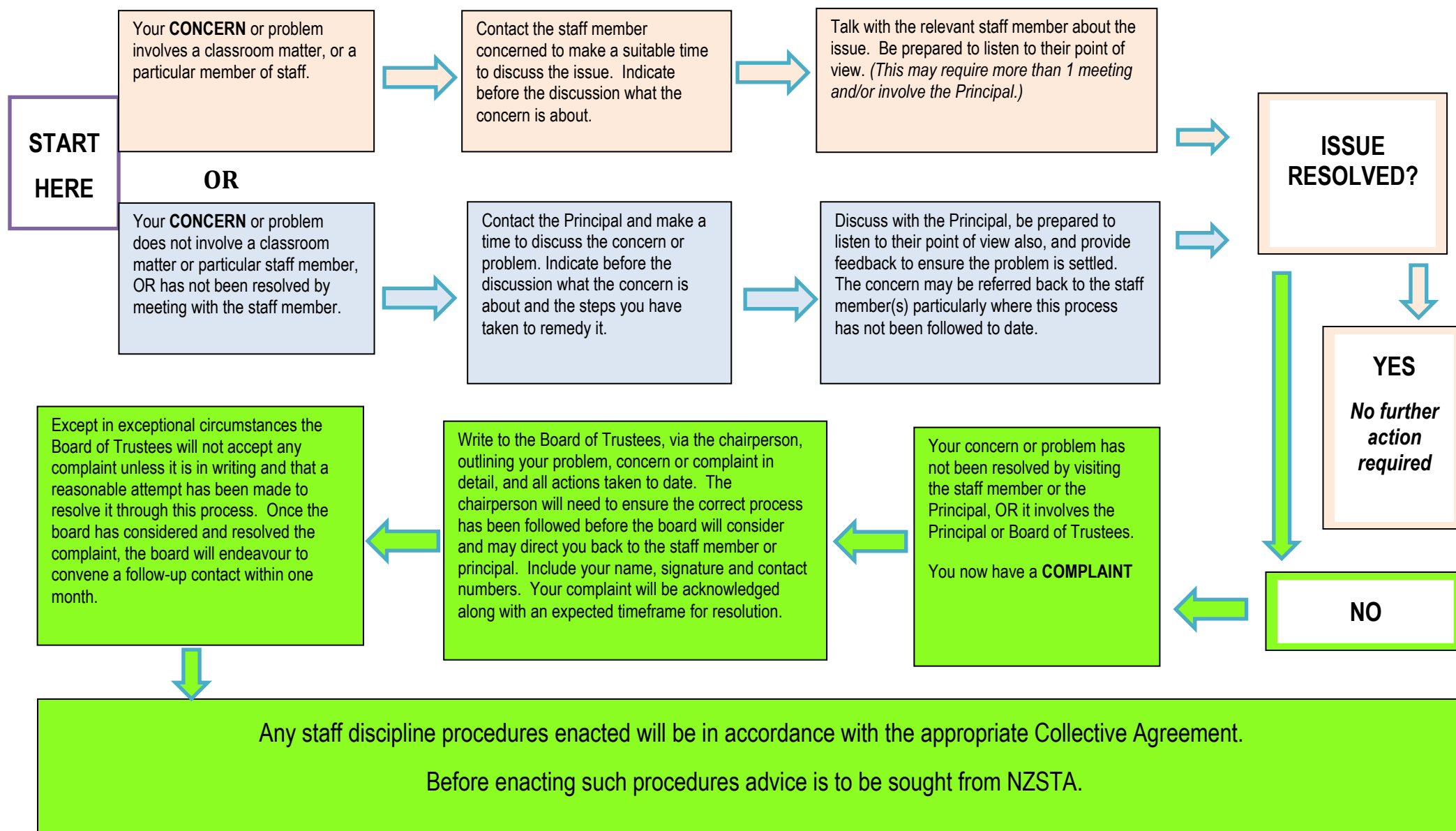
Parents are welcome to discuss the progress of their child with his/her teacher. Whenever children's work or behaviour is causing concern, such discussions are essential and undoubtedly of value to both home and school.

If any parent/guardian has a concern or a complaint we ask that the following flow chart be followed.

Concerns are written up and kept on file.

Ngatimoti School Concerns & Complaints Procedure

This flowchart outlines the process for bringing a concern to the staff and board at our school. We believe in an open, transparent process conducted in good faith. We encourage you to follow each step to resolution.



Dental Nurse

Children visit the Parklands Dental Clinic by appointment. Should dental problems occur contact the dental clinic by phoning 03 528 1160, choose option 7.

Electronic Devices

We do not encourage students to bring any electronic devices to school. If they are needed at school, it is at the teacher's discretion. If cell phones are needed, they must be left in school bags during the day, switched off. All electronic devices are the responsibility of the owner. Cell phones may only be used on the bus for listening to music, with headphones. They are not to be used for taking photos or playing games on the bus.

Emergencies

All parents are asked to provide an alternative contact in case of emergency. It is in your child's interest that we know how to contact you or someone nominated by you at short notice. **Please keep the school informed of any changes to daytime telephone numbers or emergency contacts.**

Emergency Procedures at Ngatimoti School

Our key responsibilities as a school include making sure that we provide a safe environment for your children and an important part of this is making sure that we know what to do in an emergency. Please keep the following sheet as a reference in case we do have to enact emergency procedures before, during or after school.

Type of Emergency	How you will know	What you need to do
Lock down	At School bells may ring and an internal intercom will be used. If possible an e-mail message, and text message will be sent.	If you arrive at school during a lock down do not attempt to enter the site, keep well clear. If you hear about the lock down, please resist the urge to come to the school or try to make contact. Staff will be under instructions to keep doors locked and themselves and students safe.
Severe earthquake before school (an earthquake that lasts for more than 1 minute or one in which it is difficult to stand).	You may feel it or hear about it on the news. If the school will be open we will send a message to say we will be open. This will mean buildings have been inspected and we are sure it is safe. This is because after severe incidents we may have no capacity to contact all parents and inform you that the school is closed. If you receive no message or a message that we are closed, do not send your student to school.	Check school website, txt messages and your e-mails for information. If unsure, do not send students to school or bus stops. Make sure we have current e-mail and cell numbers for you.
Severe earthquake during school time (an earthquake that lasts for more than 1 minute or one in which it is difficult to stand).	We will care for students here until we have either contact from you about picking students up or from the Police about clearance for buses and usual transport and contact you via text, e-mail if school needs to close.	Check school website, txt messages and your e-mails for information. Make sure we have current e-mail and cell numbers for you. Please check before you come to the school.
Fire that requires school closure.	We will care for students on site and contact you via text or e-mail of school needs to close.	Check school website, txt messages and e-mails for information. Make sure we have current contact details for you. Please check before you come to the school.
Any incident that prevents buses from running after school.	Students will be looked after at school until services resume or pick-ups are arranged. Notifications by text, email and phone call will be made.	Arrange pick-up for your student(s).

**Please email, call or text the school office if your contact details need to be updated: office@ngatimoti.school.nz
035268842 or 0275268842**

Enrolments

Children enrolling at school for the first time **must** present some identification of birth, such as birth certificate and/or residency/visa documentation. The Ministry of Education does not allow a child to be enrolled before their 5th birthday but they must be enrolled by the time they are 6. We encourage all parents of New Entrant children to arrange pre-entry visits with the Junior Class to help with school assimilation. Please contact the Principal, Alison Turner or new entrant teacher, Ms Heather Reid, several weeks before the enrolment. We welcome all children from other cultures who may wish to bring their whanau/families with them to celebrate their entrance to school. Parents will be asked to complete enrolment forms, including a health form which should be returned to school as soon as possible.

Environmental Education

We are proud to be an enviro-school, with Green-Gold status awarded to us in 2010, and reviewed positively in 2016. We try to have environmental awareness developed through a range of learning topics, as well as a part of our everyday consciousness. Our school enviro-code is AWARE:

Appreciate the Maori ways

With respect

Atttractive - with art and plantings

Reduce, reuse, recycle or repair

Educate others to think positively about the future.

Home Readers

At school, instructional reading books are used as part of the Reading Programme. These are taken home by children to be read to and with parents. It is expected that they are returned the next day, as they may be needed for the class programme. Reading books do cost our school a lot of money, so please help to teach your children the importance of caring for them.

Homework

Reading is encouraged each night at home. Please discuss any homework concerns with your child's class teacher.

Keeping the School Informed

Ngatimoti staff will go to considerable lengths to develop your child's education and wellbeing, with our success depending upon the degree of cooperation between home and school. Please advise the school of physical or emotional upsets which could affect learning or your child's wellbeing.

Library

The school library is kept up to date through regular purchases. Teachers encourage students to take home library books for further reading. Please help to teach your children to care for our books.

Lost Property

It is important that all items of clothing and belongings are **clearly named** to assist with their return. Lost property is located in the Indigo Room and is available for both children and parents to check through. At the end of each term, lost property is sent to charity. The school is not insured for lost property or items brought to school by children and it is suggested that valuable items or special mementoes/toys be kept at home.

Lunch / Baking Roster

The Parent Group operate a roster for the purchase of cakes on a Friday. Frozen Juicies are also for sale to students on Fridays for a dollar each. Catherine Chick is our Parent Group Lunch Co-ordinator. She can be contacted on 035268891 or 021 761 764. Parents are expected to assist by baking a cake, slice or biscuits and bringing them in to school to serve to the children. This could happen just once or twice a year. Cakes and Juicies are sold for \$1 each to the children and funds raised go to school funds. We occasionally make an array of items, e.g. hot dogs, burgers, pizza etc. as class fundraisers. These are advertised in the weekly newsletter. The children look forward to Friday cake day and so your contribution is most appreciated.

Lunches

We encourage simple healthy food for lunches such as a sandwich; a piece of fruit and perhaps one item that is sweet. We also encourage zero-waste and ask students to take any lunch waste home. This also helps you to see what has or has not been eaten. We prefer no glad wrap and a limit on wrapped treat foods (commercial muesli bars etc.)

Newsletters

These are an important form of communication and are sent out on a regular basis (usually every week on a Wednesday) to inform parents/caregivers and the community of developments, events, and issues within the school and the wider community. We welcome any community notices which you may wish to have published, although space priority is given to school news. We also have an external noticeboard at the entrance to the School at Rathgar House. Please notify the school if you know of anyone in the community who wishes to be on the receiving list. Newsletters are available on our school website or can be sent electronically on request.

Ngatimoti School Parents Group

The Ngatimoti School Parents Group is for all parents and helps to promote goodwill between home and school. They engender community involvement and organise fund raising events to improve school facilities and support staff. They also alert parents in ways in which they can become involved in the school. Our major fundraiser, the now famous **Ngatimoti Festival** is held annually on the Sunday of Labour Weekend at the end of October every year.

All families enjoy being able to play a part in the organisation of this special day. Our Parent Group hold their Annual General Meeting around March each year - keep an eye on the school newsletters for meeting dates and activities.

Parent Help

The school likes to encourage parents to participate in the life of the school. You may be interested in:

- Parent help in classes
- Library book processing
- Providing art materials for school, i.e. cardboard, wool, lino, carpet,

- Attending open days, sports days, assemblies, meet the teacher evenings, Parent/Teacher Interviews
- Working Bees
- Coaching and Sporting activities

Requests for help will be made when needed throughout the year giving details of time, commitment and skills required.

Parking

We have limited parking at school, and on Greenhill Road. Please park/double park on the school side of Greenhill Road, to ensure easy flow of traffic travelling up this narrow road. Please **do not** park along the private driveway which runs along the back of the school. You may also consider parking at the fire station/reserve.

Phone calls

To prevent disruption to class teaching it would be helpful if phone contact is made to the teachers during the following times:

8.30 - 9am 12.30 - 1.20pm
3.15pm onwards.

A message can be left at the school office anytime.

Emails are a popular and reliable form of communication. The office can be reached at office@ngatimoti.school.nz and messages forwarded to the appropriate staff member. You can text absence messages to the school mobile phone on 027 526 8842.

Rathgar House Hire

Rathgar House (previously our School Hall) is available for private hire, e.g. birthday parties, prize giving, exercise classes. For more information please call the school.

School Hours

School is open from 8.30am til 3.30pm each day. If a child needs to be present earlier or later, please make special arrangements with the Principal.

Morning session: 9am - 10.30am then 10.45am - 12.30pm

Afternoon session: 1.20pm - 2.50pm

Buses leave at 3pm.

We encourage families to use the school grounds after school hours, as we believe this is a great community resource. Of course, there is the expectation that all property is treated with respect, safely and sensibly.

School Staff 2020

Principal Alison Turner

Teachers

Malcolm Hepburn - Room 5 and Room 3
Lauren Milnes - Indigo Room (Deputy Principal)
Rochelle Roberts - Room 3 and Room 5
Heather Reid & Esther Kiddle - Room 1 Junior Class
Bruce Whitwell - Part Time Teacher & IT help
Kathy Stephens - Part Time Teacher & music

School Secretary

Amanda Cole

Teacher Aides

Kirsten Braniff
Jacqui Jenkins
Glenn Bathgate - music lessons (private)

Caretaker/Cleaner

Ian Stephens & Lou Betts

Board of Trustees Current Chairperson Andrea Goodman - Tel: 021 039 4214

Parent Group

Secretary Annie Simpson 021 064 3232

Sports/Physical Education

The Ministry of Education recommends sports and physical education is undertaken regularly and students wear shorts and suitable footwear or bare feet for these activities. We have sports uniforms available for use at inter-school sports days. We request that they are washed separately and returned to school as soon after the event as possible.

Our **school sports programme** is based on the Motueka Schools sports days. These are generally for Year 4 to 8 students. Younger students do play sport at school, and we do seek opportunities for them to be involved, however this involvement is not as predictable as the sport offered at Year 4-8 levels. Sports such as Rippa Rugby are generally taught at school later in Term 1 to Year 1-6 students. When available, tennis coaching is also offered during school time.

In **Term 1**, inter-school sport is competitive swimming, which is for 8 year old students and over, who are selected by our staff. Later in Term 1 is the summer sports day for all Year 7 & 8 students (usually ultimate Frisbee/touch/volleyball).

In **Term 2** we have cross country. The inter-school competition is for students who are selected to represent us. Later in Term 2 is gymnastics time. We make this an expectation for all Year 4, 5 & 6 students to participate at the inter-school festival. Year 7 & 8 students are generally given the option to participate.

In **Term 3** we have winter sports. All year 4-8 students are expected to participate in netball, soccer, hockey or rugby at the inter-school day.

In **Term 4** we have athletics. All Year 4-8 students are expected to participate at the inter-school day.

Sports Clubs after School

Netball We are most fortunate to have dedicated parents who have coached and managed school netball teams. Netball is on offer to all students using the futureFERN Netball programme set up by Netball New Zealand to meet the needs of young players, modifying the game so that the game grows with the players.

Years 1&2 - Skill sessions for this age will be run at school, focusing on fundamental movement skills, with the introduction of basic netball skills.

Years 3&4 - Focusing on learning the basics of netball, players will have a weekly skill session at school, followed by a skill session and a modified small sided game at the Motueka netball courts.

Years 5&6 - Stepping up to the next level with the focus still being on learning the basics of netball. Players will have a weekly skill session at school followed by a modified game at the Motueka netball courts on a Saturday.

Years 7&8 - Full netball rules apply for this age group. Players attend a weekly training session at school followed by a competition game on a Saturday at the Motueka netball courts.

Netball season runs throughout terms 2 and 3, for any further information please contact Lou Betts on 5268815 or email louandian@xtra.co.nz.

Rugby & Football We do not have school teams. Many students play for Huia, Rangers and Motueka clubs. Watch out for details of registration days in school newsletters, on the noticeboard and local media.

Motueka Recreation Centre offers sports each term. We try to organise school teams for the following. Check our Wednesday newsletters for details:

Term 1: Touch for all age groups

Terms 2 & 3: Mini-ball for all age groups

Term 4: Touch

Other sports such as judo, dance classes, circus, gymnastics, horse riding etc are also offered around the region. From time to time we may advertise these in our school newsletter, but generally parents are advised to source these opportunities themselves. Parent coaches are always welcome to help out at school. If you have a specific sporting talent or interest and are able to offer some time please contact the school office.

Stationery

Thanks to a successful festival last year, we are able to provide basic stationery for all students.

Sunsmart All students are expected to wear a brimmed hat in terms 1 and 4 at all times outside. A cap is not suitable. Parents should ensure that children have sunblock applied at home. There is some sunblock in the classrooms as an extra.

Swimming Pool

Our school pool is a highly valued resource and we use it regularly throughout the warmer months (Dec-April). School swimming is part of our curriculum. Keys can be purchased for use of the pool outside of school hours at a cost of \$40 for parents with children enrolled at Ngatimoti School, with \$10 being refunded on return of the key to school at the end of the season. A procedural contract must be signed for safety reasons on purchase of a key. Guests accompanying a key holder are encouraged to make a donation in the koha box attached to the pool gate for the use of the pool as the maintenance costs are substantial to the school.

Technology

This is provided for Year 7 & 8 children weekly at the Motec Centre adjacent to Parklands School in Motueka throughout the year. Students travel to Motueka and back to School on the bus.

The Technology Training teachers advise children at the beginning of the year of their requirements and when the session is timetabled. A fee is charged for take home materials. In 2020 this is \$60 per student and Motec day is Friday.

If there is any information you think other parents might benefit from, please let us know so we can include it in this booklet. Thank you!

Together We Excel

