



Dunns Road, Otatara
No 9 RD
Invercargill
Phone/Fax 03 213 1009
Email admin@otatara.school.nz

Tena koutou katoa

WELCOME TO OTATARA SCHOOL

Otatara School
in partnership with its community, provides
opportunities in a caring environment, which motivate
and challenge children.

The Board of Trustees and Staff welcome you and your child to Otatara School. We are proud of our school with its community spirit, wonderful environment and focus on children's learning. Our school is sensitive to the individual needs of children and sets out to meet them.

We work hard to realize our vision of '**confident, connected, actively involved, lifelong learners striving for excellence**' and provide many sporting and cultural opportunities coupled with an expectation of high academic standards.

Our school values the home school connection and encourages close liaison between home and school, recognising the significance of this partnership. Please know that you are welcome to come in at anytime and that teachers are most willing to see parents before or after school about classroom matters or issues concerning your child or receive emails.

We hope you have a happy association with our school and we look forward to learning alongside you and your child.

Naku noa na

Principal



A to Z Parent Information

School Telephone/Fax: 03 213 1009

Email: admin@otatara.school.nz

Absence Cellphone- **0279560154**

School Address: 146 Dunns Rd, Otatara, R.D.9, Invercargill 9879

Absences

Otatara School operates a safety check each day in which all children are accounted for. If your child is going to be absent, **please phone 213 1009, text 0279560154 or email the school office admin@otatara.school.nz prior to 9.00am.** Parents of students who cannot be accounted for will be phoned to confirm they are safe.

It is important you co-operate with us on this as many students commute to and from school by bus and walking.

When a student is absent for more than one day, it is important that parents phone the school **each morning** of the absence.

If your child is late to school they must call in at the office first to be checked off as we run an electronic register system.

The Ministry of Education requires us to code absences in relation to the reason so please provide this information when you contact us.

Accidents At School

Any child who is injured or feeling unwell is attended to immediately. The following procedures are followed if a child is to be sent home or requires medical treatment.

- Parents/Caregivers are contacted by telephone and arrangements are made regarding further action.
- If the parents are unable to be contacted, the school will contact the family emergency number or doctor/ambulance in the case of an accident or emergency.
- In the case of a serious accident, the school will ring for an ambulance.
- All accidents, beyond minor discomfort and abrasion, are recorded in the school's medical register.
- All head injuries are reported to parents.

Assemblies – Learning Celebrations

These are held on Friday afternoons starting around 1.20-1.30pm. Whole school assemblies are fortnightly and the junior team has assemblies on the intervening week. Assemblies are organised by the students and involve celebrations of classroom learning. Special Assemblies are also held as required. We begin and end the school year with our Hoe Roa (Long Paddle) Assembly. Parents are most welcome to join us for any of these celebrations.

Behaviour

We have one expectation in relation to behaviour:

We respect ourselves, others, property and our environment.

We operate a restorative practices system for those students who fail to make "right/strong choices". The focus of this is the repairing and restoring of relationships. Restorative conversations form the basis of our system.

The expectation is that positive reinforcement will play the major role in any system of classroom behaviour management and teachers promote and recognise kindness. PRIDE awards reinforce appropriate behaviour and form part of an assembly draw for the use of a school sports pack. Supervising teachers or student support leaders may hand these out or nominate students.

Bell Times/School Hours

8.30am	Students may come into school (bus students may be earlier)
8.45am	Warning bell for school to begin
8.50am	Start of school
10.00-10.20am	Interval
12.30pm	Lunch
1.15pm	Afternoon school begins
2.50pm	School finishes

Bible in Schools

An interdenominational group of volunteers takes Bible in Schools each Friday from 12.00 – 12.30pm from March until December. Parents have the option to have their children not attend. The school is officially closed at this time. Please notify the school in writing if you wish to withdraw your children.

Board of Trustees

The Board of Trustees is a group of parents elected by the school community to govern the school. The board meets twice a term on a Monday at 7.00pm in the school staffroom.

Parents and staff are welcome to attend Board meetings. Trustees welcome feedback. Notice of all meetings will be given to all parents by school newsletter. Copies of meeting minutes are available on the school website

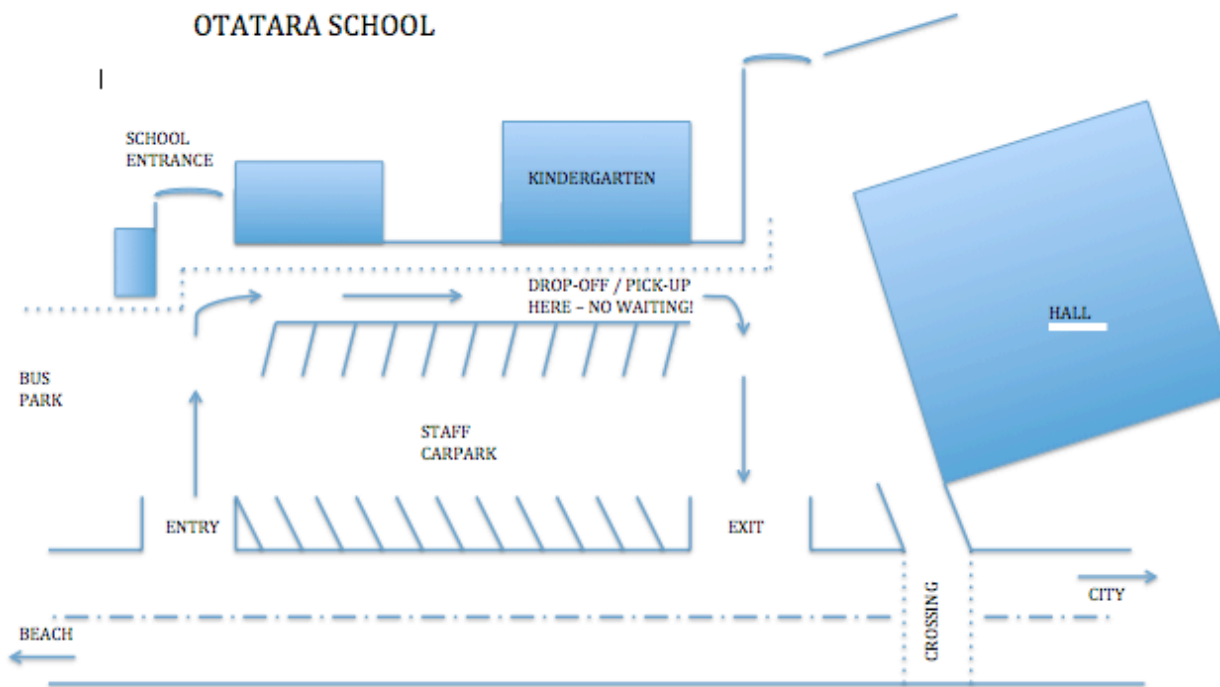
www.otatara.school.nz

Brain Break

Classes break in the morning between morning tea and lunch for a 2-3 minute brain break snack. Brain food needs to be **unprocessed** foods such as fruit, raw nuts or vegetables. Please note some classes are nut free due to students with severe allergies, teachers will notify you if this is the case with your child's class.

Car Park

We recognise that car parking is an issue around our school area and we ask for your co-operation and consideration. Please be patient and respectful of designated areas and follow the signage. See the following diagram:



Cell Phones

Students are not permitted to have cell phones at school. If cell phones are brought to school, they are kept in the office during the day and can be picked up by the student at 2:50pm.

If parents need to get a message to their child, this can be passed on through the office.

Community Centre

The school has a joint agreement with the Community Centre Trust and the Ministry of Education and uses this facility for the school day.

Communicating with the School

If something happens at school that you are concerned about or wonder about, please don't hesitate to contact us. The following method is most helpful:

1. Contact the class teacher, or ring the office and arrange an appointment.
2. If you are still not satisfied, arrange a meeting with the Team Leader and/or the Principal.
3. If you feel the matter is still not resolved, write to the Board of Trustees.

An outline of our complaints procedure is available on the school website www.otatara.school.nz and in the school office foyer. Remember if you have any queries or issues, please contact the school before it becomes a concern. We will do all we can to try and help as we are all here for the same reason - children's learning.

Curriculum

Literacy and numeracy are priority-learning areas in our school and make up most of the morning programme. Afternoon programmes include health and physical education and inquiring which comprises science, technology, social studies and/or the arts.

Cycling

Unless accompanied by a parent, students are requested not to cycle independently to school until Year 5. All cyclists must wear approved helmets. Bikes are kept in the racks by the school gates, and students are strongly recommended to have them secured with a lock. Cyclists are to use the cycle track on Dunns Road when travelling to and from school. Bikes are to be walked to the exit by Room 13 and across the crossing at school. No riding is permitted in the school grounds. Safety vests are provided free by the school and we ask parents to enforce the wearing of these.

Dental Therapist

The school dental service is based at Fernworth School Dental Clinic in Pomona Street. The clinic is a modern facility with two chairs operating all year. You will be sent an appointment time that will include all members of your family at the school and pre-schoolers. You are able to change appointment times such as to the holiday periods, after school, or at a time to fit in with your schedule. Should you have any concerns over your child's teeth please contact the clinic on 216 9706.

Donations

The grants obtained from the Ministry of Education do not meet all the costs involved in running our school. The Board of Trustees therefore asks for a donation of \$170 per child, per year. Families with 3 or more children pay less for the third or subsequent child. This is termed a donation to make it a tax-deductible item with a receipt issued.

From the school donation system, the school pays for:

- Visiting performers, entertainers, outside educators
- Purchase of extra equipment that the school budget does not cover
- Incidental costs

We appreciate your support with this donation and please note it may be paid in instalments.

Our school bank account is Westpac, account number 03-0855-0560871-00.

Emergencies

The school has an emergency plan to guide staff and students in the event of an emergency. The assembly area is on the playing field on the north side of the school.

Fire Drill:

A fire drill is usually held once a term. Things to note about a drill:

The signal is a continuous ring followed by voice prompts to evacuate the building. Evacuate immediately.

Close all doors where possible.

Parents are expected to report to the assembly area on the playing field on the north side of the school.

Earthquake Drill:

Teachers conduct Earthquake Procedures in their own classrooms once a term.

End of the Day

Our students are encouraged to assist in keeping their environment clean, tidy and organised. Students may have areas of responsibility that include: shutting windows, cleaning the whiteboard, tidying an activity centre, picking up rubbish and tidying the rooms. We ask parents to respect learning time by waiting outside of classrooms and

allowing teachers to conclude the day as this is an important time for discussion and reflection.

End Of Year Events

End Of Year Event:

At the end of the school year each student is given an opportunity to be part of a major event. This event will be presented either in teams, or whole school.

Year 6 Leavers:

In December special certificates are presented to the Year 6 students at an afternoon programme. This will be open to the parents and family of Year 6 students, the rest of the school, as well as staff.

Gifted and Talented Education

Students identified as gifted and/or talented may be referred to the Invercargill One Day Gifted School (Year 3 and above) as well as provisions developed within the classroom programme.

Hair

For safety reasons and to reduce the likelihood of catching or spreading head lice, we recommend that shoulder length hair or longer be tied back. Head lice are an ongoing social issue for schools. If you become aware your child has lice, please inform the school. A note prepared in the office goes home to each student in the room. The school has information, remedies, and a Robi-comb that can be borrowed by parents.

Hazards

In accordance with the Health and Safety in Employment Act Otatara School takes all practicable steps to ensure the safety of students, employees and visitors by providing and maintaining a safe environment. We work to systematically identify existing and new hazards and regularly assess them, taking all practicable steps to eliminate, isolate or minimise and monitor exposure to hazards. A 'hazard' is defined as any activity, arrangement, circumstance, event, occurrence, phenomenon, situation or substance *'that is an actual or potential cause or source of harm'*.

Our hazard management includes regular physical inspections of the school, equipment, and work practices. Any identified hazards are to be immediately reported to our school caretaker or the office. There is a notebook for the caretaker at reception in the office. The caretaker prioritises repairs with urgent repairs carried out immediately.

Health Nurse

Lyn Sanderson is the Public Health Nurse for our school. All students are given a medical check in their first year at school with the parents' consent. Parents are asked to be present when this check takes place.

The Hearing and Vision nurse checks students' sight and hearing and follows up any problems.

Homework

Students in the junior school will be provided with reading material to take home each night. This is a regular routine with few exceptions. A list of books will be maintained in the reading log. We hope you enjoy the opportunity of listening to your child read and discussing the story with them. Generally students from Year 3 onwards are

expected to select their own take-home material and engage in some reading activity each night.

Homework should not exceed more than 30 minutes in the senior school and 15-20 minutes in the junior school.

There is material to support homework on our school website.

Internet Safety & Use

We ask that parents sign a responsible use agreement in order for students to use the internet while at Otatara School.

Learning Support Programmes

Additional teacher and teacher aide hours are available to assist with special learning requirements. Parents are contacted if their child is receiving additional support.

Some specialist services are also available for children with special educational or behavioural needs. Please discuss any concerns you have with the classroom teacher or the Deputy Principal, Assistant Principal or Principal.

Library

We have a well-stocked, computerised library. All classes visit the library each week, and the library is open to the students during the lunch hour twice a week. Students are able to borrow two books for up to two weeks. Reminders will be sent home for any overdue books, and an account for any damaged books or books held for more than six weeks.

Lost Property

Please name all clothing and belongings to assist with identification. Lost property is stored on a rack near the toilet area in the junior school adjacent to Room 2. Lost Property is an ongoing problem – at the end of each term lost property is donated to a charity.

Lunches

Pita Pit and Subway may be ordered on Wednesday and Fridays respectively. To order: complete an order form and place along with money inside a sealed envelope.

Envelopes must be placed in the lunch order box at the school office. Lunch orders must be in by 9.00am. No cheques sorry.

The school also heats lunches, provided items are wrapped in foil and named. Students are not permitted to leave the school grounds to purchase food at local shops.

Eating Arrangements:

Teachers provide supervision of their classes from 12.30 – 12.45pm on wet days when lunches are eaten inside. When eating outside, supervising staff release students after 15 minutes. Junior students show the supervising teacher their lunch boxes when they are finished eating to ensure they have eaten a sufficient amount.

Water Bottles:

It is recommended that all students have their own bottle of fresh water. Students can drink from their water bottles in class.

Lollies:

Students are not permitted to have lollies at school.

Medication

If a child is to be given prescription drugs during school time, parents must complete a consent form. The medication is kept by the school secretary and is distributed by a staff member, at the appropriate time of the day.

Messages/Phone calls

Messages may be left on the answerphone or with the school secretary Noelene, and will be passed on. Please do not ring or leave messages on the school cellphone as it is only for text absence notifications.

Newsletters / Special Notes

On Thursdays a newsletter is sent home with the oldest child in each family. A copy of weekly newsletters is posted on the school website www.otatara.school.nz

Parent Involvement/Parent Support Group

Parents are actively encouraged to be involved in their children's learning. We invite parent helpers in classrooms, on trips, for sport and our outdoor education programmes. Otatara School has a supportive parent group that enhances the link between school, home and the Board of Trustees. This group meets twice each term. The meeting is reported to on Board of Trustees developments, used as a parent education forum, and has two major fundraising projects each year. The group is open to all members of the community and welcomes your involvement. Please support this enthusiastic group.

Payments

When sending any payments to the school, please place in a sealed envelope with the student's name and class written on it. Please make cheques out to Otatara School Board of Trustees.

Please note the school does not have EFTPOS facilities.

For internet banking our account number is 03-0855-0560871-00.

Personal Possessions

Students are discouraged from bringing valuable possessions to school. The school supplies games, activities and sports equipment for the students to play with. We find that when students bring along toys, issues may emerge with sharing, lost or broken parts, and on occasions possessions disappear as they are tempting to others.

Students are not to have weapons of any kind (toy or real) at school.

Playground Supervision

We have at least two teachers rostered on at a time for playground supervision and a teacher who coordinates lunchtime games and activities. After school staff supervise the buses, drop off zone and the pedestrian crossing.

Students are not to play contact games including "play" fighting in the playground.

Restricted areas:

- Beyond the fence lines – the golf course, reserve, kindergarten, behind the tennis courts, car park areas or behind the swimming pool.
- Caretaker's shed and resource spaces

Reporting to Parents

Learning journals (Years 1-3) and student-led conferences (mid year) form the basis of our reporting to parents. Learning journals show examples of what a student is learning, establishing a cumulative record of a student's progress while in the junior school. The learning journal includes self-assessment by students.

Learning journals or student books for Year 4-6 are sent home to parents prior to student-led conferences. The learning journal has a page for you to put comments and feedback prior to conferences, teachers and students appreciate this.

Learning journals are sent home again for a time prior to the end of the year with an accompanying written report.

Please note the learning journal needs to be returned to school before the end of the year but you may keep the written report.

Road Patrol Wardens

Dunns Road crossing is controlled by a pair of Year 6 wardens each day and a staff member or parent. All students are expected to respect the instructions of patrol wardens. At the end of each year we approach parents to volunteer to run the road crossing in the morning. Please consider volunteering for this very important task.

Safety Vests

The school issues safety vests to students upon starting at school. We ask that students wear their vest when on the road whether cycling, walking, or catching the bus, and on school excursions. Students return their vest when they leave the school and if lost parents are expected to pay for a replacement vest.

School Events

The following school and Southland sports events are part of our school programme.

Term One

Athletic Sports
Senior Camp Year 6
Junior Swimming
Outdoor Education Year 4/5

Term Two

Student-led Conferences
Cross Country
Aerobics

Term Three

Netball Tournament
Gymnastics Competition
Choir Festival
Senior Swimming

Term Four

Triathlon
End of year celebration/sharing
Junior Swimming

School Buses

The school is serviced by McDermott's Coach Lines. Circuits operate covering most of the Otatara area. The service is a user-pays ticket system for most residents of Otatara – it is not solely a school service. Bus tickets (\$10 for ten trips) are available from the bus driver. If you have no ticket the cost per trip is \$1.50.

Please note there are no set pick up and drop off points – just stand on the side of the road and wave the driver down.

See the bus route map in the enrolment pack or

http://www.otatara.school.nz/parents_files/20120820112237495.pdf

Smoking

Our school buildings, grounds, swimming pool and community centre are smokefree.

Speech Therapist

We refer students with speech difficulties to the Speech Therapist who then advises us of any problems, and may provide exercises to assist the student.

Sports

We are an active school and we encourage students to be involved in school sports. Sports typically offered are – water polo, flippa ball, touch rugby, miniball, hockey, netball, cricket and table tennis. Rugby and T-Ball are organised by local sports clubs in Invercargill. See http://www.otatara.school.nz/parents_files/sports%20offered.pdf

A staff member takes responsibility to oversee the organisation of the sport but parents are often required to coach and manage the teams to meet the demand. If you would like to be involved please contact the school.

Students not participating in school sport activities are expected to have a note or have had a parent contact the school. This also includes swimming.

Stationery

New Entrants have a stationery pack with all of their requirements available at the school office. Years 1-6 stationery is sourced outside school by parents.

Swimming Pool

We are fortunate to have our own covered and heated swimming pool. Swimming is an integral part of our Physical Education and Health programme, and each class swims regularly during Terms 1 and 4 if the weather and water temperature are suitable. A swimming pool key is available to families for use of the pool outside school hours for a cost of \$50 per family.

Teachers' Meetings

Teachers' professional learning meetings and team meetings are held weekly on a Tuesday from 3.15pm to approximately 5.30pm. If you need to meet with teachers please try to make it outside of this time.

Term Dates 2017

Term 1	31 January – 13 April	Term 2	1 May – 7 July
Term 3	24 July – 29 Sept	Term 4	16 October – 14 December

Uniform

The school has a compulsory uniform. Items for boys are **navy blue** shorts, trousers or track-pants and jade green polo shirts with a navy polar fleece jacket or a navy merino. Girls may wear skirts, skorts or dresses in the school tartan fabric or **navy** skirts, shorts or track pants with a white blouse or jade polo shirt and navy jersey or cardigan, merino or polar fleece.

Please note black shorts and trackpants and hoodies are not part of the uniform.

Clothing items are available from the Warehouse and Uniform NZ with the merino available from the Parent Group. During Terms 1 and 4 all children wear sunhats for outdoor activities and at intervals and lunchtimes. Students who do not have their

sunhats at school are required to remain in a shaded area during these outdoor times.

A change of clothing is expected for children involved in wet field activities and footwear should match conditions and activities. Dirty footwear is left outside classrooms. Articles of school uniform should be named as this makes it easier for everyone when something is lost or found.

A student representing the school wears an Otatara School shirt or an issued tracksuit.

Values

Our school values use the acronym **PRIDE** and sit underneath the core values of ako, manaakitanga and whanaungatanga

Positive Attitude – we smile and willingly give things a go

Respect and Responsibility- we care about ourselves, others and our environment

Inquiring and Imaginative- we ask questions, explore and create

Diversity- we celebrate that we are all different and work together to make a difference

Excellence- we set goals that challenge us and always do our best

Visitors

All visitors to the school are required to report to reception to sign the visitor's register on arrival and return to sign out on departure. On arrival they will be informed of any hazards.