

Information Booklet



OTONGA ROAD PRIMARY SCHOOL

Website: www.otonga.school.nz

Welcome To Our School	3
Mission Statement	4
General	6
School History	6
School Hours	6
Enrolment	7
Ready Set Go & Transition to School	7
Pre-enrolment Visits	7
Health	7
Procedures	8
School Procedures	8
Complaints Procedure	8
Classroom Issues	8
General Issues	8
Telephoning School	9
Absences	9
Children Leaving School During School Time	9
Emergency Contact	9
Parent Helpers	10
Children's Property	10
Safety	11
Coming To School	11
Leaving School	11
Road Patrol	11
Bicycles	11
Internet Safety Agreement	11
Car Parking and Pupil Safety	12
Your Child's Welfare	13
Behaviour Management	13
Family Matters	13
Pastoral Care	13
Dental Clinic	14
After School Care Programme	14

PARTICIPATING & CONTRIBUTION

*Nau mai. Haere mai
nga tamariki i roto i nga hau e wha.
Welcoming children from the four winds.*

THINKING



MANAGING SELF

*"Building strong foundations for our children's futures"
"Whaia te taumata mo nga tamariki
e uru i roto nga tau kei mua"*

RELATING TO OTHERS

PRINCIPAL

Mrs Linda Woon

ASSISTANT PRINCIPAL

Mrs Belinda Herbert

SCHOOL SECRETARIES

Mrs Cherie May

Mrs Linda Keach

CARETAKER

Mr Ron Walker

DEPUTY PRINCIPAL

Mrs Wendy Peterson

LIBRARIAN

Mrs Pauline Atkinson

BOT SECRETARY

TREASURER

Mrs Margaret Robilliard

DENTAL THERAPIST

Mrs Elizabeth King



Otonga Road
Primary School

SCHOOL HISTORY

Otonga Road Primary School was opened on 2 February 1960 with a roll of over 200 pupils and a staff of six. By 1977 the roll had increased to 600 with a staff of 22. Over the last few years the roll has been between 500 - 580 pupils.

Since its beginning, the school has had only three previous Principals:

1960 – 1974	Mr Gerry Allen
1975 – 1989	Mr Para Bennett
1990 – 2007	Mr Reg Nimmo

The present Principal, Linda Woon, started in 2007.

The School is named after the road where it is located, The name is an abbreviation of Tihiotonga referring to it's position to the south of Rotorua.

SCHOOL HOURS

School begins at 8.55 a.m. and finishes at 3.00 p.m. Children are expected to arrive at school no earlier than 8.15 a.m. and no later than 8.50 a.m. Your child attends full time from the first day.

There is no provision for early closing on wet days.

Lunchtime is from 12.30 pm – 1.30 p.m.

After school, children are expected to leave the school grounds by 3.15 p.m.



Otonga Road
Primary School

PRE-ENROLMENT VISITS

Parents are encouraged to visit the school office to meet with the Principal, Deputy Principal or Assistant Principal.

The school office staff will be able to answer many of your questions. Senior management like to meet prospective new pupils and their parents when they arrive to enrol.

We have a **Ready-Set-Go** class on Wednesday afternoons for 4-year-old children to attend in the term prior to their fifth birthday. The purpose of the class is to have fun while familiarising children with school routines and procedures. Children may attend as many of these ten sessions as they wish. The Ready-Set-Go class begins at 1.15pm ending at 2.45pm. Children are welcome to come during the lunch hour. While the children are in class, our Principal or Deputy Principal speaks to new parents focusing on different aspects of school life. In addition, in the month prior to their fifth birthday, we also offer children the opportunity to meet the teacher and visit the class they will be in on Friday mornings from 8.55 - 11.00am. The children will become involved in the morning class programme, bringing morning tea, then leave after interval. An adult must accompany the child at each session.

Please return the Transition to School Programme Form to the office to make arrangements to attend the programme.

New Entrants start school on the Monday following their birthday.

HEALTH

We require to see the child's birth certificate and immunisation certificate. We also ask that you advise us of any allergy or medical problems that your child may have, or if they need to have medication held at school.



Otonga Road
Primary School

SCHOOL PROCEDURES

Otonga Road Primary School is committed to a free flow of information between parents, caregivers and teachers.

Please endeavour to make an appointment to discuss matters concerning your child so that the teacher is able to allocate time with you out of class.

COMPLAINTS PROCEDURE

Should you have any reason to complain on any matter please use the following procedure.

CLASSROOM ISSUES

The class teacher is your first point of contact. Should the matter not be resolved then please see the Deputy Principal, Assistant Principal or Principal.

If the issue remains unresolved please contact the Chairperson of the Board.

GENERAL ISSUES

Come to the Office and our office staff will help you or direct you to the appropriate person.

If the issue remains unresolved please contact the Principal or the Board of Trustees' Secretary, or the Chairperson of the Board.

TELEPHONING SCHOOL

The Secretary may be contacted between 8.15 a.m. and 3.30 p.m. The school telephone number is 07-348 6443. There is an answer phone for out of school hours. Please note the first hour is an extremely busy period and you are asked to use this time only to telephone absences and other essential information.

MESSAGES TO CHILDREN

We know that sometimes you need to get an urgent message to your child. Please ensure that any messages left at the office are really necessary as interruptions in the classroom can be disruptive to teachers and pupils.

ABSENCES

When children are absent from school, we ask that you call the school by 8.30 a.m and leave a message on the answer phone. We will have to contact you if your child is absent without explanation. That can take a long time to make all the phone calls and if a child is genuinely missing valuable search time is lost. Please call us first thing.

CHILDREN LEAVING SCHOOL DURING SCHOOL TIME

If your child has to leave school for medical, urgent or other reasons, please notify the school. Children are not able to leave the school during school hours without an adult with them and we do not send children home on their own. We only release children to known adults.

EMERGENCY CONTACT

An emergency number, where you can be reached in case of accident or illness, is essential and must be kept up to date. It is most important that we are able to reach you if medical treatment is required for your child.

Has your cell phone or work number changed?

PARENT HELPERS

Over half of the children attending this school come from out of our catchment area. We know the families value what we offer. We ask each family to give us Five hours of their time per year.

This school encourages participation by parents in school activities, inside and outside the classroom. Teachers are always indebted to parents for any assistance they may offer. Your assistance may be sought to help teachers with individual and small groups of children in the classroom, library book repairs, sports team coaching, working bees, supervision on field trips, camping and Book Club. Rosters for Junior library, lunch orders and pedestrian crossing supervision are also organised.

If you have any interests or skills that could help our pupils, we would like to hear from you. Please let the office or teacher know by completing the volunteer sign-up form.

CHILDREN'S PROPERTY

Please name all items of clothing, shoes, lunch boxes and plastic drink bottles.

Children need to be responsible for the care of their own clothing.

Lost property is displayed near the flagpole on a Wednesday if fine or stored in the room shown on the school map.



Otonga Road
Primary School

COMING TO SCHOOL

Plan with your child the safest way to walk or bike to school. Avoid busy intersections like Otonga Road and Springfield Road and always use the crossings. Legally cyclists must be on the road and wear a helmet.

LEAVING SCHOOL

After school all children should return straight home and should leave the school grounds promptly at 3pm. If waiting to be picked up they should do so in the designated area at the front of the school. If your child is waiting 15min or longer please arrange some after-school care either at school or privately. If your child comes home with another child without prior arrangement, please phone that child's parents or the school. This will help to eliminate some of the problems we have with children getting lost after school and quickly ease the panic you may feel. Children in the junior school who have no older siblings may be picked up at 2.50pm

ROAD PATROL

The road crossings outside the school and at the top of Springfield Road are patrolled by responsible trained Year 6 pupils who are supervised by a teacher or parent under the authority and training of the Police Transport Division. The crossings are patrolled from 8.25a.m. to 8.50 a.m. and from 3.00 p.m. to 3.15 p.m. Children are expected to use the crossings and not cross the road elsewhere. Parent help is needed for crossings.

BICYCLES

We use the guidelines from the Police Traffic Department that only children from Year 4 up may ride their bikes to school. These children undertake The Police Riding By programme so they have the required skills.

INTERNET SAFETY AGREEMENT

These agreements must be signed by parents/children before children are allowed to use the internet under teachers supervision.

CAR PARKING AND PUPIL SAFETY

In the interests of child safety, we ask that parents take particular care when driving or parking near the school.

A reminder of most important points to note:

- a) No U-turns in Otonga Road
- b) No entry to, parking in, or exit from the teacher's carpark
- c) No parking in bus Zone
- d) No parking at the top entrance to school (by pedestrian crossing)
- e) Please observe usual traffic rules.
- f) Please use the drop off/pickup zone only if your child can get themselves in and out of the car without any help from you. You are not to park and leave your car in this area.

Some suggestions for making traffic flow easier include:

- Arrive a little later to pick children up (by 3.10 p.m. the street is half empty).
- Find pick up/drop off points a little distance away,

i.e.,

- above Kiwi Street going up Otonga Road
- near Springfield Road pedestrian crossing
- below Jackson Park Kindergarten.

Consider children's safety at all times – on foot or on bicycles

- No parking across foot paths.
- No parking on diagonal lines above Otonga Road pedestrian crossing.

Consider local residents' access

- No parking across driveways.

Consider other drivers

The entrance by the Administration Block is not for parents. It is access for service/trade vehicles, and staff parking.

Your assistance in these matters will be very much appreciated by all.

BEHAVIOUR MANAGEMENT

It is important that children have a safe secure learning environment at our school. As part of our programme to ensure this we have a Behaviour Management Plan. See Appendix ii.

FAMILY MATTERS

The school should be advised of any circumstances that directly affect your child, such as the sadness of a family bereavement or separation from a parent for work or other family reasons. Your child will need special consideration in these stressful times.

Please advise your child's teacher if you are to be absent (i.e., hospital, holiday, work commitments, etc.) and your child is to be cared for by someone else.

PASTORAL CARE

The health, safety and welfare of our students is very important to the staff. As professionals we maintain a strict code of conduct and treat all information regarding children as confidential. Where we have concerns, we will contact parents.

The school has access to the following agencies for assistance:

- **Hearing and Vision Tester**
- **Public Health Nurse**
- **Psychologist**
- **Counselling Services**

- **Speech/Language Therapist**
- **Police Education**
- **Group Special Education Service**
- **Children's Health Camp**
- **Resource Teachers Learning/Behaviour and Literacy**

Please contact your child's teacher or Principal if you wish to use any of these services.

DENTAL CLINIC

If your child has never received dental treatment, please complete the consent form available from the Clinic. The phone number is 07-348 5743. The Dental Therapist is not at Otonga School all year. In case of emergency please contact our office for details.

AFTER SCHOOL CARE PROGRAMME

Otonga Road Primary School has an After School programme operating in the hall from 3.00 p.m. – 5.30 p.m. See Appendix iii for details.



**Otonga Road
Primary School**

PARENT TEACHER COMMUNICATION

Parents are encouraged to maintain regular contact with their child's teacher. Direct communication will promote good working relationships and aid the progress and achievement of your child. Please feel free to contact the Class Teacher, Assistant Principal, Deputy Principal or Principal at an early stage if you have any queries or concerns.

Through our reporting procedures we aim to develop a partnership for successful communication concerning your children and their achievement at school. There are many opportunities during the school year for this partnership to develop. These include interviews, written reports, evening meetings, phone calls and informal chats and notes, class presentations, class trips, homework and parent involvement in many school activities.

REPORTING TO PARENTS PROGRAMME

Term 1

Parents and Teachers can make times to discuss childrens progress at any time during the year. An initial "Meet the Teacher" evening will be held early in the term.

Term 2

Mid-Year Interview when teachers report to you on your child's progress. It will include discussion to re-set goals for the rest of the year. This interview will cover all aspects of the curriculum and social development.

Term 4

Parents are invited to attend their student lead conference, where the child celebrates their learning achievement for the year. An indicator sheet showing achievement levels as measured against national standards is provided later.

NEWSLETTERS

Newsletters are sent home every week on a Tuesday, informing you of activities within our school. The newsletter is for our community and you can use it to pass on information to other parents and caregivers.

Newsletters can also be viewed on our website. www.otonga.school.nz

Junior, middle and senior newsletters will be sent out at the beginning of each term.



Otonga Road
Primary School

ACTIVITY FEE AND SCHOOL LEVY

Activity fees are user pay costs. Cost of trips and visiting artists, swimming and Life Trust education are covered by the activity fee. Activity fees may be paid in whole or term by term. Automatic Payments can also be arranged (This precludes having to ask for small amounts throughout the year.) It is essential that this is fully paid. (Instalments can be arranged.)

Voluntary Levy set each year. This money is used for providing additional classroom and sports equipment not covered by Government grants and is administered by the Board of Trustees.

You will be advised of the amount of the levy and the activity fee at the beginning of each year or on enrolment.

STATIONERY

Stationery packs for each year level are available at the beginning of each year. The prices in the first month are adjusted downwards to be competitive with prices at the large retail stores. Purchasing the pack means getting quality products without the very long queues.

Please note - felt colouring sticks are NOT included in the stationery pack for junior and middle school - but are a separate charge.

Stationery is available from the school office from 8.30a.m. to 9.00a.m.

New entrants stationery packs are available from the school office upon enrolment.

LUNCHES

Lunches are available from the school on some days of the week. Ordering is carried out from the hall kitchen from 8.30-9.00am. Please have the correct money. A menu is available at the time of ordering or from the office. The menu is also printed in the newsletter from time to time.

Availability of lunches is dependent on parent assistance with ordering and issuing of lunches.

MONEY AT SCHOOL

Pupils are not encouraged to have money at school, except for lunches and stationery requirements.

SCHOLASTIC BOOK CLUB

This is a scheme which provides children with good books at a reasonable price. Order forms are sent home throughout the year. If you wish to purchase books, please return the order form with the correct money in an envelope with your child's name and room number (cheques made out to OTONGA ROAD PRIMARY SCHOOL).

The publishers, in turn, give the school free books for the Library in proportion to books ordered.



Otonga Road
Primary School

LIBRARY

Library books may be taken home by pupils. Please see that they are cared for and returned promptly. All children need a plastic bag to take library books home in.

HOMEWORK

As general school policy, homework will be given to children regularly each week. The homework will vary according to the age of the child and to suit their ability. It should be remembered that each child's work rate and concentration span will mean they may take more or less time to complete the work.

Contact your child's teacher for further information about the homework in his/her classroom.

RELIGIOUS INSTRUCTION

Religious Instruction teachers come to the school every Thursday and take Religious Instruction with all areas of the school. Instruction is Christian and non-denominational. If you do not want your child to attend, for family, religious or philosophical reasons please advise upon enrolment.

SPORTS OUT OF SCHOOL

Netball, hockey, cricket, touch, flippa ball and miniball teams are managed by parents from our school. Rugby and soccer are organised by clubs.

SCHOOL HALL & ARTS CENTRE

The school hall and arts centre are available for community use. For further details contact the school office.

BOARD OF TRUSTEES

The Board of Trustees consists of elected parents, the Principal, a staff representative and co-opted members.

The Board of Trustees (BOT) has the responsibility of governing the school. Responsibilities include financial management, development and maintenance of school buildings, resources and grounds, and approval of policy. The Principal is the school's leader in professional matters and day to day management.

The monthly BOT meetings are open to the public and parents are welcome to attend but do not have speaking rights. The Charter, Policies and Minutes of Board Meetings are available in the office foyer. For bios and contact details of existing members visit www.otonga.school.nz

OTONGA ROAD PRIMARY SCHOOL SUPPORT GROUP (OSSG)

The Otonga Road Primary School Support Group organises staff and parent meetings, family functions, and fundraising activities including an annual Food 'n' Fun Fair. In consultation with the staff and the Board of Trustees, the Otonga Road Primary School Support Group designates the funds it raises for particular needs of the school. From time to time the Support Group may organise personnel for special projects being undertaken by the school.

Parents are welcome to join the Support Group at any time during the year. Please contact the school office for details. The O.S.S.G. meets in the staffroom on the first Tuesday of each month at 7.30pm.



Otonga Road
Primary School

BEHAVIOUR MANAGEMENT POLICY

Rationale

Children have the right to learn, and teachers have the right to teach, in a school environment free from disruptive, inappropriate-behaviour.

Purposes

1. Children will feel safe at school, both in the classroom and in the playground.
2. Class programmes will not be unduly disrupted by children behaving inappropriately.
3. Children will know what is acceptable behaviour at Otonga Road Primary School, and will make choices about how they behave.

Guidelines

1. Acknowledgement and appreciation of children's good behaviour is the most vital factor in behaviour management.
2. The Behaviour Management Plan will be consistent throughout the school.
3. Children will know and understand the class and playground rules; and the consequences for misbehaviour. Children new to the school must be fully informed by the class teacher.
4. Upon enrolment parents must read and agree to the Behaviour Management Plan.
5. In cases where children have a special behavioural need an individualised plan, in consultation with parents, Principal/DP/AP/Class Teacher, and if necessary outside support agencies, may be implemented.

Conclusion

Otonga Road Primary School will provide a secure learning environment, where children are helped to understand that they have a choice about how they behave; therefore beginning to develop a sense of self-discipline for life.

THE OTONGA AFTER-SCHOOL CARE PROGRAMME

The emphasis for this care programme is on rest and recreation with at least two adults supervising.

The programme is offered from 3.00 pm to 5.30 p.m. on school days in the school hall, excluding Public Holidays and School Holidays.

We would like you to know:-

- Afternoon tea (bread or toast, fruit, juice, Milo in winter) will be provided.
- A supply of equipment (balls, bats, board games, books, art materials, large cushions) is available for the children.
- As the Otonga Road School Board of Trustees generously allows us to use the hall facilities and playground equipment, we will take good care of these and expect the children in our care to do so too.
- Children can not leave the school environment without permission before their parent/caregiver collects them.
- Programme fees are payable by cash or cheque daily, or weekly, to the OTONGA ROAD PRIMARY SCHOOL CARE PROGRAMME. As we will not be carrying cash, we would ask that parents have the correct amounts of money please. The fees pay for the hire of the hall, wages for programme staff and expenses.
- The programme supervisor will advise of rates for your child to attend - telephone 07-348 0468, for assistance with information. The programme director is Mrs Robyn Cowley.



Otonga Road
Primary School

GIVE ME FIVE

To reach their full potential, children need their families to take an active role in their education. Actions always speak louder than words. When children see parents showing that they care about education, they will care. They'll also learn the value of helping others. ***Give Me Five* is a promise from parent to child and a promise from parent to school or centre.**

Parents and other family members are asked to give just five hours of their time during the year. This makes it seem possible to fit a little volunteering into a busy lifestyle.

Supporting parents and whanau to nurture their children's learning and development has become a high priority in schools and early childhood centres, but it is not easy. Often it is the same small group of people doing the volunteer work, responding to surveys, or attending meetings. The result is that parents are missing out, teachers are missing out, and most importantly, children are missing out.

Just one example on a daily basis: we all want to know that our children are safe crossing the road. Therefore we need adults to supervise our trained Road patrol Wardens. Yet everyday, we have teachers away from their classes before and after school to supervise the trained wardens. Teachers should ideally be setting up for their day in their classrooms before school. After school they should be seeing to the immediate needs of their class. Road patrol duty is not the best use of teacher time.

At Otonga School over half of our children came from outside of our zone. People want to bring their children to this school and that is great recognition for us. But simply selecting us and then leaving only a few parents to carry the load of help we need is not fair.

Your \$10 a term Voluntary donation is not enough to pay for all the help we can use. There are many ways that voluntary help can improve school opportunities for our children. The New Zealand Parent Teacher Association (NZPTA) has produced the ***Give Me Five*** programme to help families and teachers develop an effective partnership to support children's learning.

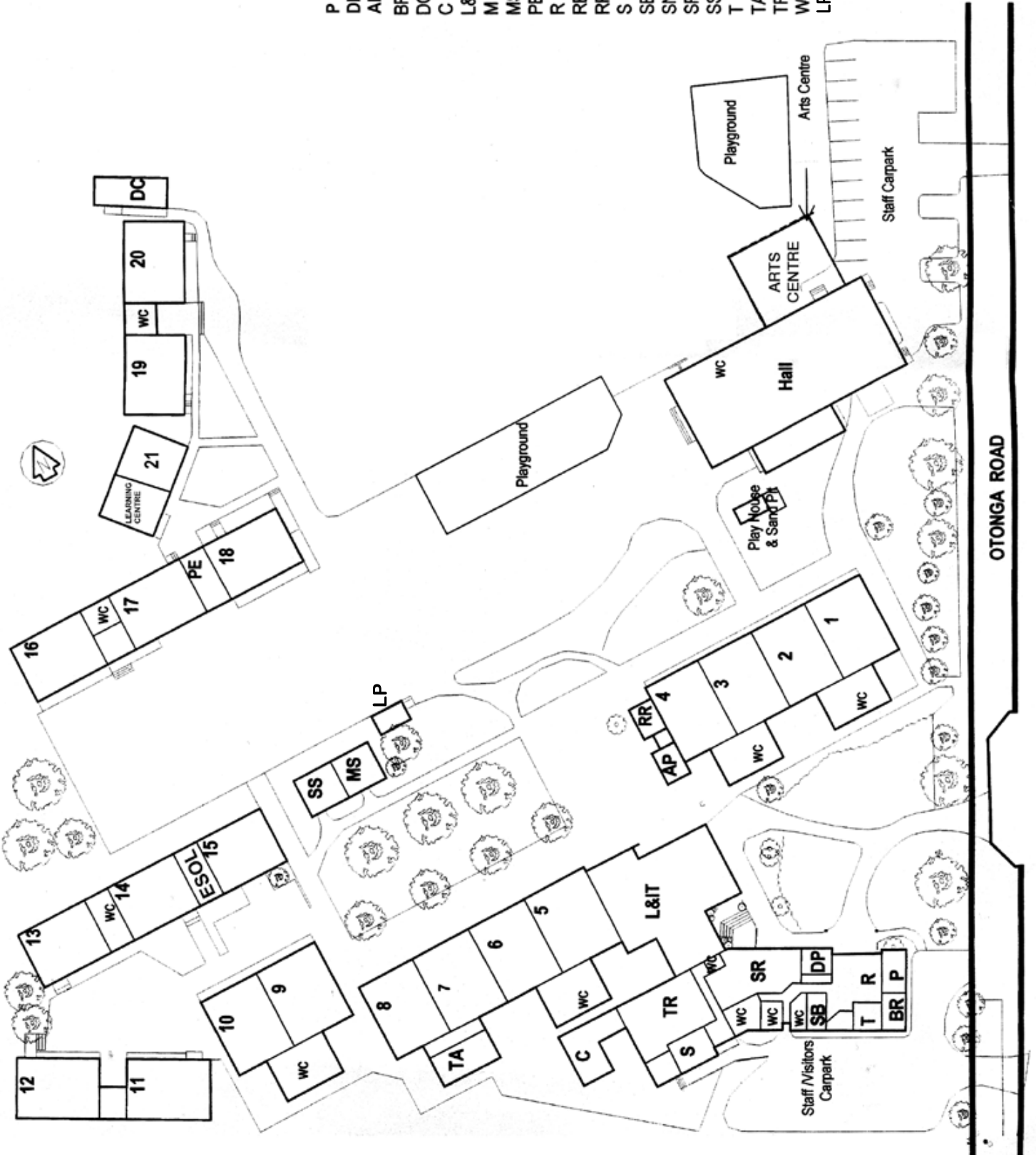
What Counts?

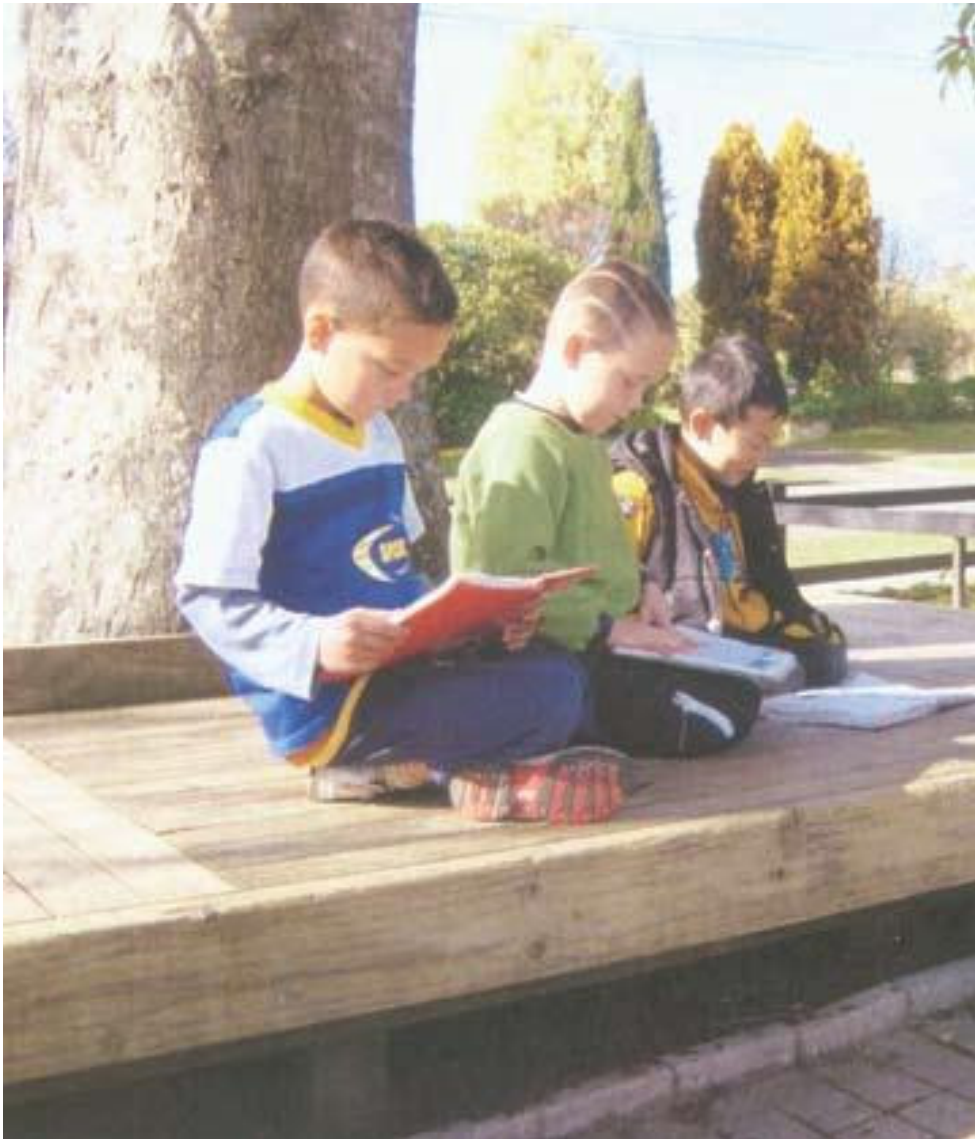
- | | |
|--|---|
| Attend to OSSG meetings | Completing a parent survey |
| Help with sausage sizzles | Help during class swimming sessions |
| Listen to children reading | Read stories in the library at lunchtime |
| Help junior classes in ICT suite | Coordinate or assist in a stall at the Fair |
| Take children for games in break times | Disco helpers |
| Assist in phone calling | Volunteer for a parent group committee |
| Be a room parent | Help your child practice reading and maths |
| Volunteer for a parent group committee | Do baking |
| Attend after school functions with child | Coordinate a cultural event |
| Organise/display Lost property | Road Patrol |
| Kapa Haka help | Hangi or Marae visit |
| Help plan a school fundraiser | Volunteer to do things from home |
| Make copies of resources | Sort and staple for a teacher |
| Attend Parent/Teacher/Student conferences | Read to a classroom |
| Help in Library, repairing books, shelving | Coach or manage a team |
| Working Bees at school | Attend Parent Information evenings |
| | Help with school trips or camp |
| | Help plant flowers at school |
| | Join your child for lunch at school |
| | Do things for a teacher from home |
| | Assist with second language learning |
| | Share your skill or talent at school |



Otonga Road Primary School

- | | | |
|------|----------------------------------|-----------------|
| P | Principal | Linda Woon |
| DP | Deputy Principal | Wendy Peterson |
| AP | Assistant Principal | Belinda Herbert |
| BR | Board Room | |
| DC | Dental Clinic | |
| C | Caretaker | |
| L&IT | Library & Information Technology | |
| M | Music | |
| MS | Maths Storage | |
| PE | P.E Store | |
| R | Reception | |
| RE | Resource | |
| RR | Reading Recovery | |
| S | Study | |
| SB | Sick Bay | |
| SN | Special Needs | |
| SR | Staff Room | |
| SS | Science Storage | |
| T | Treasurer | |
| TA | Teachers Aides | |
| TR | Teachers Resource | |
| WC | Toilets | |
| LP | Lost Property | |





**Otonga Road Primary School
Otonga Road
Rotorua**

**Phone 07 348 6443
Fax 07 346 0437
e-mail: otonga@otonga.school.nz
web site: www.otonga.school.nz**