

General Information

Activity Fee and School Levy

Activity fees are user pay costs. This fee covers the costs of trips, visiting artists, swimming and Life Education Trust. Activity fees may be paid in whole or term by term. Automatic payments can also be arranged. It is essential that this is fully paid.

The Voluntary Levy is 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 on line at www.myschool.co.nz or from Office Max at the beginning of each year. The school office also holds a small amount of stationery that children can purchase during the year.

Paper Levy: A lot of student work these days is completed on handout paper. This is a separate compulsory charge.

Please note felt pens are not included in the stationery pack for junior and middle school but are a separate charge.

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

After School Care Programme

We have an After School Care programme which operates from the school hall please contact Sharon on 346 8459 or 027 4866 148 for further information.

Attendance/Absences

Research shows that children who attend school regularly are more likely to be successful and make positive progress at school. They are also more likely to develop a habit of work and attendance which will carry on into their later working life.

If children are absent for any reason, parents are asked to phone the school office by 8.30am, and leave a message on the absentee line along with a reason for their absence which is a Ministry of Education requirement. We will contact you if your child is absent without notification from you. However, if we do not receive any notification they will be deemed Truant as per the Ministry requirements.

Bicycles

We support the police programme that children can ride their bikes to school from Year 4 up. If you want your child to ride earlier than that we ask that you accompany them. We do have bike racks at school and ask that your child have a bike lock to keep their bikes/scooters safe. Children must wear helmets

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 officer foyer

Cellphones

Children are under no circumstances to have cellphones at school. We will not take any responsibility for phones if they are brought to school. If children are ill or need to contact home, their teachers needs to know.

Complaints & Concerns

Should you have any concerns 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 contact the Deputy Principal, Assistant Principal or Principal.

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

General Issues:

Contact the school office and our office staff will help you or direct you to the appropriate person. Should the issue remain unresolved please contact the Principal or the Chairperson of the Board.

Contact Details

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. Please ensure you keep your contact details up to date. Precious time can be lost when trying to contact a parent/caregiver when a child has injured themselves or are unwell.

Damage to School Property

When pupils cause damage to or loss of school property or resources through deliberate or thoughtless action, they will be charged according to the costs of repairs or replacement

Dental Clinic

There is no longer a permanent dental therapist on site, as a mobile dental clinic now visits. If your child needs urgent dental attention please contact either:

- Lynmore Primary School Ph 345 9750
- Mokoia Intermediate School Ph: 345 6670
- Rotorua Intermediate School Ph: 347 1495
- Selwyn Primary School Ph: 348 2650
- Westbrook Primary School Ph: 347 6242
- Western Heights Primary School Ph: 348 7759

Family Matters

Please advise the school of any circumstances that may 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.

Hall and Arts Centre

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

Health

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. We require to see your child's birth certificate and immunisation certificate.

Homework

As a 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. Homework is not compulsory and should not become a cause of family stress. However, we do need your help with tables and spelling!

Contact your child's teacher for further information about the homework in their classroom.

Internet Safety Agreement

These agreements must be read and signed by a parent/caregiver before children are allowed to use the internet which is always under teachers supervisions.

Children will not be able to use the internet unless the Internet Safety Agreement has been read and agreed to by a parent/caregiver.

Leaving School at 3.00pm

After school all children should return straight home and should leave the school grounds promptly at 3.00pm. 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 15 mins 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.

Leaving the School Grounds

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. Children have lunch at 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 book bag to take library books home in.

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 to be made out to OTONGA ROAD PRIMARY SCHOOL)

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

Lost 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.

All lost property is kept in the white concrete block room at the end of the path by the flagpole. Please feel free to check if your child has left anything behind at school. Lost property is also out on display on the concrete area each Friday.

Lunches

Bought lunches are available on Fridays only. 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 and is also on the school website. Availability of lunches is dependent on parent assistance with ordering and issuing of lunches. Parents of children who forget to order will be rung to bring lunch to school.

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.

Money at School

Pupils are not to have money at school, except for purchase of lunches and stationery requirements. Indeed, we ask that children do not bring valuable items to school. We cannot ensure their safety.

Newsletters

Newsletters are emailed every Tuesday, please ensure we have your up to date email address. For those who do not have internet at home paper newsletters are still available. Past newsletters can also be viewed online on the school website.

Junior, middle and senior area newsletters are sent out at the beginning of each term.

Otonga School Support Group (OSSG)

The Otonga 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 OSSG designates the funds it raises for particular needs of the school. From time to time the OSSG may organise personnel for special projects being undertaken by the school.

They also organise a sausage sizzle held at the end of each term for the children.

Parents are welcome to join the Support Group at any time during the year. They can be contacted by email oss@otonga.school.nz. They meet in the staffroom on the first Tuesday of each month at 7.00pm

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, 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.

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.

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:

- 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 the Principal if you wish to use any of these services

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** programme held on Wednesday afternoons for 4 year old children to attend 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 and finishes at 2.45pm. 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 fortnight 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.

Religious Instruction

Religious Instruction teachers come to the school every Thursday for 30 minute lessons 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.

Reporting to Parents Programme

Term 1

Parents and teachers can make times to discuss children's progress at any time during the year. An initial 'Meet the Teacher' time will be held early in the term.

Term 2

3-Way Interview: when teachers report to you and your child. It will include discussion to re-set goals for the rest of the year. The child's Assessment for Learning Folder will be sent home beforehand and will cover a range of curriculum areas

Term 4

Parents are invited to attend their student led 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.

Road Patrol

The pedestrian crossing on Otonga Road is patrolled by responsible trained Year 6 pupils who are supervised by a teacher or parent under the authority and training of the Police Education Division. The crossing is patrolled from 8.25am to 8.50am and 3.00pm to 3.15pm. Children and parents alike are expected to use the crossings and not cross the road elsewhere. Parent help is needed for the crossing.

School Hours

School begins at 8.55am and finishes at 3.00pm. Children are expected to arrive at school no earlier than 8.15am and no later than 9.50am. Your child attends full time from the first day. There is no provision for early closing on wet days. Lunchtime is from 12.30-1.30pm. Afterschool children are expected to leave the school grounds by 3.15pm.

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.

Sports out of School

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

Traffic Safety

Flow Zone/Kiss & Go

This area is a 5 minute loading zone only. Cars are not to be left unattended or parked for longer than 5 minutes.

Staff Car Park

Our school car park cannot fully cater for all the staff cars. For safety reasons, parents and visitors are asked to park on the road paying careful attention not to park on the yellow lines or across our neighbours' driveways. Please DO NOT use the staff carparks as a drop off or pick up zone.

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 for everyone!

1. No U-turns in Otonga Road outside School – there is an official traffic no U-Turn sign as you drive up the road.
2. No entry to, or exit from the Teacher's Carparks.
3. There is a drop off zone for you to drop your child off – but your child must be able to get out of the car by themselves.
4. No parking in the bus bay.
5. No parking at top entrance to School (by Otonga Crossing).
6. Please observe usual traffic rules:
 - No double parking.
 - No parking on grass verge.
 - No parking on traffic islands or yellow lines.

The main issue concerning the roads and traffic flow is CONSIDERATION of others.

Suggestions for making traffic flow easier:

- Arrive a little later to pick up children (by 3.10pm, the street is half empty)
- Find pick-up/drop off points a little distance away from the School.
 - (eg Above Kiwi Street going up Otonga Road
 - Near Springfield Rd pedestrian crossing
 - Use the McDowell Street circuit to put you on the School side of the road.

CONSIDER Children's safety, on foot and on bikes.

- * No driving across footpaths
- * No parking on diagonal lines above Otonga pedestrian crossing.

CONSIDER local residents access.

- * No parking across driveways.

CONSIDER other drivers

The entrance behind the Administration building is not for parents to drop children off. It is access for service vehicles bringing items to School.

A LONG LIST BUT WORTH IT TO PROTECT YOUR CHILD!

Walking School Bus

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.