



TAKING STUDENTS BEYOND EXPECTATIONS!

# PARENT HANDBOOK 2018

For more information, visit [www.matakana.school.nz](http://www.matakana.school.nz)

# Key Information

952 Matakana Road, Matakana  
Warkworth 0985

Phone: 09 422 7309  
Email: [office@matakana.school.nz](mailto:office@matakana.school.nz)

<b>Absentee Advice:</b>	<a href="mailto:office@matakana.school.nz">office@matakana.school.nz</a> , school App or 422 7309
<b>Dental Clinic:</b>	422 2714
<b>Matakids:</b>	022 3505 687
<b>LunchesMata:</b>	423 0405
<b>Radio:</b>	MagicMix 87.6fm

## Connect with us:



[www.matakana.school.nz](http://www.matakana.school.nz)



Matakana School Group



Matakana School

<b>Bell times:</b>	8.45 - 10.25am	Morning school session
	10.25 - 10.55am	Morning Interval
	10.55 - 12.25pm	Mid-morning school session
	12.25 - 1.15pm	Lunch Break
	1.15 - 2.45pm	Afternoon school session

<b>Term Dates:</b>	Term 1: 30th January - 13th April
	Term 2: 30th April - 6th July
	Term 3: 23rd July - 28th September
	Term 4: 15th October - 13th December

# PERSONNEL

## Senior Management

Principal:	Darrel Goosen	<a href="mailto:principal@matakana.school.nz">principal@matakana.school.nz</a>
Acting Deputy Principal:	Wendy Chittenden	<a href="mailto:w.chittenden@matakana.school.nz">w.chittenden@matakana.school.nz</a>
Assistant Principal:	Neil Hatfull	<a href="mailto:n.hatfull@matakana.school.nz">n.hatfull@matakana.school.nz</a>
SENCO:	Wendy Chittenden	<a href="mailto:w.chittenden@matakana.school.nz">w.chittenden@matakana.school.nz</a>
Junior Team Leader:	Sophie Kurmann	<a href="mailto:s.kurmann@matakana.school.nz">s.kurmann@matakana.school.nz</a>
	Joy Leigh	<a href="mailto:j.leigh@matakana.school.nz">j.leigh@matakana.school.nz</a>
Senior Team Leader:	Donna Frost	<a href="mailto:d.frost@matakana.school.nz">d.frost@matakana.school.nz</a>

## Board of Trustees

Chairperson:	Grant Clifton	Care of
Treasurer:	Robyn Peach	<a href="mailto:bot@matakana.school.nz">bot@matakana.school.nz</a>
Secretary:	Natascha Hurt	
Trustee:	Jonathan Beadsmoore	
Community Relations & Funding:	Melita Campbell	
Grants/Cookbook:	Cate Ashwell	
Property:	John Taylor	
Principal:	Darrel Goosen	
Staff Representative:	Wendy Chittenden	

## Teachers

Room 1	Sharon Brown	<a href="mailto:s.brown@matakana.school.nz">s.brown@matakana.school.nz</a>
Room 2	Jo Forsyth (T1)	<a href="mailto:j.forsyth@matakana.school.nz">j.forsyth@matakana.school.nz</a>
	Joy Leigh (T2 - 4)	<a href="mailto:j.leigh@matakana.school.nz">j.leigh@matakana.school.nz</a>
Room 3	Leslie Babbott	<a href="mailto:l.babbott@matakana.school.nz">l.babbott@matakana.school.nz</a>
Room 4	Joy McLeod	<a href="mailto:j.mcleod@matakana.school.nz">j.mcleod@matakana.school.nz</a>
Room 5	Fiona Clarkson	<a href="mailto:f.clarkson@matakana.school.nz">f.clarkson@matakana.school.nz</a>
Room 6	Melanie Bentley	<a href="mailto:m.bentley@matakana.school.nz">m.bentley@matakana.school.nz</a>
Room 7	Claire Allen	<a href="mailto:c.allen@matakana.school.nz">c.allen@matakana.school.nz</a>
Room 8	Jess Bertelsen	<a href="mailto:j.bertelsen@matakana.school.nz">j.bertelsen@matakana.school.nz</a>
Room 9	Shannon Sweetman	<a href="mailto:s.sweetman@matakana.school.nz">s.sweetman@matakana.school.nz</a>
Room 10	Ellen Edwards	<a href="mailto:e.edwards@matakana.school.nz">e.edwards@matakana.school.nz</a>
Room 11	Donna Frost	<a href="mailto:d.frost@matakana.school.nz">d.frost@matakana.school.nz</a>
Room 12	Neil Hatfull	<a href="mailto:n.hatfull@matakana.school.nz">n.hatfull@matakana.school.nz</a>
Room 13	Bridget Casanelia	<a href="mailto:b.casanelia@matakana.school.nz">b.casanelia@matakana.school.nz</a>
Room 15	SallyAnn Thomas	<a href="mailto:s.thomas@matakana.school.nz">s.thomas@matakana.school.nz</a>
	Emma Gutmann	<a href="mailto:e.gutmann@matakana.school.nz">e.gutmann@matakana.school.nz</a>
Room 16	Janet Goosen	<a href="mailto:j.goosen@matakana.school.nz">j.goosen@matakana.school.nz</a>
Room 17	Sophie Kurmann	<a href="mailto:s.kurmann@matakana.school.nz">s.kurmann@matakana.school.nz</a>
	Denise Carter	<a href="mailto:d.carter@matakana.school.nz">d.carter@matakana.school.nz</a>
	Christina Hooper	<a href="mailto:c.hooper@matakana.school.nz">c.hooper@matakana.school.nz</a>
	Robin McCullough	<a href="mailto:r.mccullough@matakana.school.nz">r.mccullough@matakana.school.nz</a>

## Support Staff

Office Manager:	Paula Hedges	<a href="mailto:office@matakana.school.nz">office@matakana.school.nz</a>
Finance Administrator:	Jenny Blythen	<a href="mailto:j.blythen@matakana.school.nz">j.blythen@matakana.school.nz</a>
Student Administrator:	Elke Metzler	<a href="mailto:e.metzler@matakana.school.nz">e.metzler@matakana.school.nz</a>
School Relations Adm:	Kim Scott	<a href="mailto:k.scott@matakana.school.nz">k.scott@matakana.school.nz</a>
Information Centre:	Lisa Bindon	<a href="mailto:l.bindon@matakana.school.nz">l.bindon@matakana.school.nz</a>
Uniform Manager:	Lisa Bindon	<a href="mailto:uniform@matakana.school.nz">uniform@matakana.school.nz</a>
Property Manager:	Mike Pope	<a href="mailto:mike@matakana.school.nz">mike@matakana.school.nz</a>
Teacher Aide:	Lee-Ann Wilcock	All care of:
	Ngairé Lange	<a href="mailto:teacheraide@matakana.school.nz">teacheraide@matakana.school.nz</a>
	Adele Ferguson-Yearbury	
	Sharon Hallett	

## PTA

President:	Caroline Searle	<a href="mailto:pta@matakana.school.nz">pta@matakana.school.nz</a>
Secretary:	Melissa Crawford	
Treasurer:	Megan Ellis	



# MATAKANA SCHOOL

## VISION

**Taking students beyond expectations!**

## MISSION

**Creating Confident, Connected,  
Actively Involved, Lifelong Learners**

## MOTIVATION

**'Matakana Magic'**

**M**ature

**A**rticulate

**G**oal Driven

**I**nquiring

**C**aring



# MATAKANA

# MAGIC

## **M**ature

- **Risk-takers:** equally confident to explore new ideas, roles and strategies
- **Well balanced:** able to link physical, mental and life skills

## **A**rticulate

- **Communicators:** confident and competent to communicate in many ways
- **Open-minded:** ready to explore a range of views and alternatives
- **Thinkers:** skilled in using thinking strategies to create better solutions

## **G**oal Driven

- **Lifelong learners:** with an active love and celebration of learning
- **Personal drive:** focused on continuous improvement

## **I**nquiring

- **Inquirers:** using all the skills needed to find out what they need to know
- **Knowledgeable:** with a good basic general knowledge
- **Reflective:** with the ability to reflect wisely and consider all alternatives

## **C**aring

- **Community-minded:** with commitment to action and service in the community
- **Principled:** with integrity, honesty and a sense of fairness and justice
- **Respectful:** to oneself, others and the environment



# GENERAL INFORMATION

## Absence

New Zealand law requires children from the age of 6 to be present at school except in special circumstances such as illness etc.

Parents must notify the school office via the school APP, telephone, email, or in person. If your child is absent state the child's name, room number, reason and length of absence **by 9.00am** each day. You may wish to notify your Teacher as well.

The APP, email and absence are all available 24 hours. If a child is absent and the school has not been notified we will contact the parent/caregiver to confirm the child is safe. If the primary parent/caregiver cannot be contacted then we will contact the other parent/caregiver and then secondary emergency contacts thereafter.

Please be aware that we are legally unable to 'approve' extended absence requests. If students are absent from school for an extended period of time this will be classified as an 'unjustified absence' on our records. Unjustified leave is classified by the Ministry of Education as truancy.

## Access to Children

Please notify the Principal in writing if you have a special custody arrangement or if there are any changes to this.

## Accidents at School

Parents will be advised of any injury to children where staff consider the injury sufficiently serious. Parents must provide the school with emergency contact numbers and update these accordingly if circumstances change.

## Appointments (external)

Parents are encouraged to make appointments for children outside school hours, to avoid disruption to the school-learning programme. If this is unavoidable, school procedure requires parents to pick up and drop off their child from the school office. You will need to sign your child out and upon return sign your child in.

## Assemblies

Whole school assemblies are held on Friday at 1.30pm in the school hall with the aim of children being able to present aspects of their programme. Parents are welcome to attend and watch the proceedings. Class assembly dates are published in the school newsletter.

## ArtsHub

The new ArtsHub, formerly the old hall, is a designated area at Matakana School for areas of the Arts Curriculum to be explored. Be it Sound Arts (Music), Drama or Dance, the large open space with great acoustics is a great space for classes to listen to and make music, plan and present dances or develop the elements of drama. Music specialist, Mrs Dianne Morgan, takes classes in the ArtsHub for ukulele (Years 4-6), Concert Choir (Years 4-6), Year 3 singing, waiata and ukulele, and a Recorder Club is also offered at lunch time.

## Attendance

Irregular attendance patterns have been notified as one of the major barriers to student learning. The school day starts at 8.45am and it is important that children arrive early so there is time to unpack their bag and settle before class starts. Arriving after the bell can cause disruption to the whole class and make it difficult for a child to settle.

## **Achievements/Awards**

Certificate of Achievements/awards are presented at assemblies. Parents are encouraged to support this positive reinforcement by praising student effort and displaying awards won.

## **Before and After School Care (Matakids)**

A private contractor offers before and after school care. An information brochure is available at the school office and on the school website. Phone Julie on 022 3505 687 for more information.

## **Behaviour**

We believe in being proactive and encourage parents to be the same. If there is anything at home that may affect a child's behaviour or learning, we would appreciate knowing about it. If your child's teacher has a concern, they will contact you to discuss the concern.

## **Bell Times**

School commences at 8.45am daily and concludes at 2.45pm.

8.45 - 10.25am	Morning school session
10.25 - 10.55am	Morning Interval (Supervised eating until 10.35)
10:55 - 12.25pm	Mid-morning school session
12.25 - 1.15pm	Lunch Break (Supervised lunch eating until 12.35)
1.15 - 2.45pm	Afternoon school session

Please don't ask teachers to release students before the last bell rings. This creates an unnecessary stressful situation for both teachers and students at a very important and busy time of the day by breaking classroom routines. Children must be collected from their lines in front of the hall at 2.45pm or utilise the TravelWise options available (buses, Walking School Bus, Walkers line). Children are not allowed to meet their parents in the car park. Please cooperate with us by setting the right example to keep our students safe at all times.

There is no teacher supervision before 8.00am and after 3.15pm. Children not collected by 3.15pm will be sent to the after-school care provider, for their own safety. There will be a charge levied for this supervision.

## **Board of Trustees**

All of New Zealand's state schools have a Board of Trustees (BOT). The BOT is the Crown entity responsible for the governance and the control of the management of the school, and are accountable for the school's performance.

The BOT is responsible for determining the strategic direction in which the school is heading (in consultation with parents, staff and students). The board must also ensure that its school provides a safe environment and quality education for all its students. Boards are also responsible for overseeing the management of personnel, curriculum, property, finance and administration.

The Principal is the board's chief executive in relation to the school's control and management. The Principal is required to comply with the board's general policy directions; but has complete discretion to manage the school on a day to day basis.

## **Who is on the BOT?**

At Matakana School, our Board is made up of:

- The Principal of the school
- One elected staff representative
- Five parent elected trustees
- Co-opted trustees (as needed)

Trustees are elected by the parent community and staff members. Elections for parent and staff trustees are held every three years. A by-election can occur at any stage in the 3 year election cycle if an elected trustee resigns from the board and thereby creates a casual vacancy.

**What does the BOT do?** Every Board must prepare and maintain a School Charter. The purpose of a School Charter is to establish the mission, aims, objectives, directions, and targets of the Board in relation to the Government's national education guidelines ([NEGs](#)), national administration guidelines ([NAGs](#)) and the Board's local priorities.

The school board has the overall responsibility for the school, including meeting certain legal obligations, responsibility for property, personnel, financial management, reporting to the Ministry and school community, and meeting national requirements set by the Ministry of Education.

The BOT makes decisions that the Principal and staff then put in place. It must also monitor and report annually on its progress towards those goals.

Boards typically meet once a month between February and December. Meetings are open to the public, however, they are not public meetings where everyone has the right to speak. Speaking rights can be granted in advance by the Board Chair. Sometimes parts of Board meetings are closed to the public when the board is discussing confidential matters. BOT members are also involved in Board sub-committees which meet as required to discuss issues. Recommendations from these meetings are presented to the full board for approval.

**Can I get involved?** Standing for the BOT is a great way to get involved in your child's education. Training and support are available to make carrying out this responsibility easier.

Elections are run every three years and in order to stand for the board you must confirm that to the best of your knowledge you are eligible to be a school trustee. The website of the New Zealand School Trustees Association (NZSTA) has an excellent website with lots of great information for current or potential trustees. [www.nzsta.org.nz](http://www.nzsta.org.nz)

If you are interested in standing for election, a good idea is to talk to a current BOT member. You may also like attend a couple of BOT meetings to get a better idea of what goes on at the meetings and about the responsibility involved.

**Buses** - See TravelWise.

### **Camps and Class Trips - Education out the Classroom (EOTC)**

Information is sent out prior to trips, permission and payment is via your Kindo account and must be received before children may attend. Year 5 and 6 camp parent/caregiver volunteers will be required to complete a New Zealand Police Vetting form prior to attending the camp. Pre-schoolers are not permitted on school trips.

Annual school camps:

Year 4:	Term 1	At Matakana School	Overnight
Year 5:	Term 1	At Mangawhai	2 Days
Year 6:	Term 2	At Kawau Island	4 Days

### **Change of Travel Arrangements**

Please make sure your child is aware of any changes to their **normal** travel routine. Some examples which parents/caregivers do to remind their children is include a note in their child's lunchbox or attach a tag to their bag. If there is an unforeseen change to your child's travel plan, please contact the school office **before 2.00pm** and a note will be sent to your child.



## **Charitable Organisations**

Matakana School supports a number of charitable organisations throughout the year including World Vision, The Cancer Society, New Zealand Surf Life Saving and our Sister School in Kenya. Other organisations are supported as approved by the Principal and the Community Relations & Funding Subcommittee (CRFS), a subcommittee of the Board of Trustees.

## **Clubs – Lunchtime**

During Term 2 and 3, Matakana School teachers and parents host lunch-time clubs. Please refer to the school website for more information. In the past the following clubs have been in operation - Chess, Knitting, Beading, Ukulele, Kaupapa Maori and Drawing Club.

## **Composite Classes**

All Schools are staffed to agreed standards based on the total number of pupils within the school regardless of the numbers of pupils at each year level. This means that the Principal is required to take management decisions to organise classes to make best use of available staff resources and space. As a result, some composite classes may need to be established. The New Zealand Curriculum indicates that pupils should proceed through learning experiences tailored to fit their personal level of attainment. This means that pupils in all classes will follow programmes constructed to help them progress at their own level. Cross grouping for specific subjects is part of this and applies to all pupils regardless of whether or not they are in a composite or single year class.

All decisions taken, regarding classes, are done so with the utmost care. Modern teaching theory is based on the sound principle of teaching by "stages, not ages". Students are able to work to their own developmental level, rather than being restricted to single year level expectations, which might otherwise restrict their progress.

## **Communication to Parents/Caregivers**

Communication about event dates and times are listed on our school website. These details are regularly updated to ensure accuracy. You will also find an event calendar in the school newsletter which is sent out fortnightly on a Monday. All current newsletters can be found on the school website under Information, and on the school APP.

Facebook - Photos feature on the school's facebook group called 'Matakana School Group'. Please refer to the school website under 'Information' for more details on how to join the school facebook group. You will be given access once your child starts school.

App 'Matakana School' - download the school app on the App store Android or IOS. The App offers a number of tools, including absentee notification - check them out by downloading the iOS/Android App on the App store and selecting your alert groups. The app will be used as our primary communication tool for school wide/community emergencies and is beneficial for parents for school event reminders.

## **Contact Information**

Please inform the school office if your, or your secondary contact details change. Email to [office@matakana.school.nz](mailto:office@matakana.school.nz) or complete a form at the school office.

## **Concerns/Complaints**

For further information, please read the Complaints Policy on the school website.

## **Curriculum**

A copy of this year's Curriculum is available on the school website. Matakana School utilises a Blended Learning approach to implement the Curriculum. Blended Learning is an approach that utilises the advantages of both digital and non-digital (traditional) instructional delivery practices.

It is also a way of allowing learning to transcend the "boundaries of the classroom" to create confident, connected, actively involved lifelong learners. A range of technology is available to students.

For more information on the Future Focused Learning at Matakana School, please see "Our Curriculum" on the school website.

## **Dance**

An extracurricular activity list is available at the school office and on the school website.

## **Dentistry**

The school is visited by a mobile dental clinic. A complete dental service is available. All dental queries to 09 422 2714.

## **Donation Information**

Government funding does not meet all the expenses associated with the running of Matakana School. We rely on an annual donation to subsidise expenditure on such extras as sports equipment, books, teaching aids along with other items that benefit the students and their learning. The donation is tax deductible. Donations are set at \$200 per child and \$250 for 2 or more children and may be paid on the family's Kindo account or at the school office. Your Kindo account allows for instalment payments throughout the year. (Please refer to Fundraising).

## **Drama**

An extracurricular activity list is available at the school office and on the school website/App.

## **Emergencies**

The school practices evacuation procedures once a term and a report is provided to the Board of Trustees.

## **Event Calendar**

Refer to the school website for information on events.

## **Extra-Curricular Activities**

The school office has a list of Extracurricular Activities available in the Matakana Coast region. This list is also displayed on the school website and noticeboard.

## **Fundraising**

**We are often asked the question....**

**'Why do we need to Fundraise – doesn't the Government classify us as a wealthy school?'**

Yes - Matakana School is classified by the Government as a decile 9 school (the scale is 1-10 – so we are high on the scale). What this actually means is that the Government has identified that Matakana School is situated in an area where average incomes and house prices are high.

This translates to us being given less funds each year than a school with a lower decile rating i.e. there is a funding gap between what we are given by the Ministry of Education to cover our basic operating costs (our operational grant) and what it actually costs to run our school.



**In real terms this leaves us with, on average, a \$100,000 operating shortfall each year.**

This funding gap does not take into account all the extras we implement – like the new playground, heating of the pool, new technology, upgrading the Information Centre **and** the other projects we want to implement to make this an awesome place for our children to grow and develop.

Some schools choose to cover this deficit by asking for a very large annual donation from school families. For our school, this would take approximately \$350 per child. This would seem a simple solution, but as this is an optional donation, some families may not pay it, and we also realise there are many families in our community who could not afford to pay this level of donation.

So we choose to set our donation at \$200 per child or \$250 for 2 or more children which means we are left with fundraising and sponsorship as a way to raise these much-needed funds. That is why we need and welcome all families helping and getting involved, in whatever way, with fundraising and sponsorship of our school.

The School has a Board sub-committee called CRFS (Community Relations and Funding Sub-committee), whose role it is to oversee and monitor all major fundraising for the school. The four main avenues for generating these much-needed funds are:

	<p>This is a fun evening usually held late in Term 2, it is an opportunity for the school and local community to join together, have some fun and along the way raise money. It raises on average \$15-20k p.a.</p>
	<p>The Matakana School Gala happens in Term 4, it has been operated by Parents/Caregivers, Teachers, Staff, Children and families of Matakana School for over 25 years. Raising on average an amazing \$30-40k p.a.</p>
<p>Omaha Half Marathon</p>	<p>Matakana School is the major beneficiary of this event and provides volunteer support leading up to and on event day. Raises \$3-5K p.a.</p>
<p>School Sponsors</p>	<p>We have a number of Sponsors at our school who generously donate funds and are recognised in a number of ways for this support via our electronic sign and newsletter. It raises on average \$10-15k p.a.</p>

In the past, our fundraising has been very successful and has enabled us to not only meet our basic operating shortfall, but also fund extra programmes, activities and facilities that enable us to achieve our vision of ‘Taking students beyond expectations!’ There are so many ways you can contribute to keep raising these funds! **Sponsor, support or volunteer** – please contact the school office.

**G.A.T.E (Gifted and Talented Programme)**

Please refer to the school website for more information on the school’s GATE programme.

**Health**

All teachers and staff undergo regular first aid training and have completed a course of instruction in CPR and First Aid for the school environment. The Office Manager is responsible for the Recovery Room in the school. In the case of a serious accident or illness the parents/caregiver will be contacted and appropriate arrangements will be made for the child's care, until the parent/caregiver arrives to take the child home.

It is the parent’s responsibility to update us on any changes in medical conditions. Please see the school office if your child requires medicine during school.

Hearing and Vision testing for new entrants is carried out each term by a team from Waitemata Health. Parents are notified after their child has been checked. For any other health concerns including speech please contact your child's teacher, SENCO or Public Health Nurse on 422 2700.

## Homework

Each classroom teacher will provide information with regard to homework expectations at Parent Orientation sessions held at the beginning of Term 1. Whilst the detail/content varies from room to room, homework will be given on a regular basis to support classroom programmes. Parents are urged to provide time and a suitable situation for children to complete reading and/or written work and to maintain regular contact with the class teacher to ensure standards are acceptable.

## Home Learning Challenge

The Matakana Magic Home Learning Challenge was originally formulated to acknowledge and value the learning children do outside of the classroom, encourage links with the wider community and develop motivated, independent, lifelong learners. Each child's learning at Matakana School is a partnership between the student, the school and parents. Research has found a significant correlation between home/school relationships and student achievement.

The program consists of a range of challenges arranged around the MAGIC values: **Mature, Articulate, Goal Driven, Inquiring** and **Caring**. The Home Learning challenges don't replace weekly reading, maths or spelling practise. There are a range of tasks from which the children can choose, with a minimum number needed to complete the programme for that year. Many of the tasks are developed and built on from the previous year. For many challenges the emphasis is on the process not the end product, practical 'getting out in the community and environment' activities.

The programme is introduced and explained to students early in Term 1, and students will be given until late October/early November to complete the required number of challenges. Regular class time is allocated for the children to discuss how they are doing, for the class teacher to offer advice and encouragement and a sharing time to present work, discuss or show photos of what they have done. During term 4 there is a special celebration assembly, in which the children who complete the challenges will receive a certificate and Magic Home Learning Challenge medal. Participation is entirely optional. Our aim, however, is that the students will be motivated to take part, and will take the opportunity to learn new skills, develop an interest in their local community, and have fun with their family and Whanau.

## House System

Inspiring school spirit. There are four Houses at Matakana School:

Blue/Kotare

Green/Kiwi

Orange/Tui

White/Weka.

Your child will be assigned a House Colour and presented with a Welcome Certificate once enrolment documentation has been received and processed by our school office. The Welcome Certificate is presented at the next assembly after they have started school. You may wish to liaise with your teacher on when the certificate will be presented. Siblings are in the same house. Points are awarded for school spirit, participation and achievements in other house activities. House t-shirts may be purchased from the uniform shop and must be worn with the school skirt or short at house related events/assemblies. No mufti clothes to be worn on house days.

## ICAS Examinations

The International Competitions and Assessments for Schools (ICAS) are independent skills-based assessments with a competition element. Commonly referred to as the UNSW tests, ICAS is unique, being the most comprehensive generally available suite of academic assessments and school tests for primary and secondary school students. Years 3, 4, 5 and 6 are given the opportunity to sit these examinations and there is a fee charged for each examination. For more information see [www.eaa.unsw.edu.au/icas](http://www.eaa.unsw.edu.au/icas).

## **Immunisation**

We will notify parents via newsletter/letter of information that is passed to us from the Ministry of any serious infectious diseases. We will also, as a school, notify if we have an outbreak of infectious diseases. The school requires a copy of your Immunisation certificate when enrolling.

## **Information Centre/Library**

The information centre is a very important education resource for the school. It encompasses our library and information technology areas and resources which are always evolving to meet changing needs. The school has an Information Centre Manager to purchase and catalogue new books, and ensure our library continues to be a vibrant and ever changing learning space. New books are purchased with money allocated from the BOT from Ministry of Education funding, and also with credits earned through Scholastic Book Club and Book Fairs. Parent help is always needed to cover new books, so please contact the office if you are interested to help in this way. We also ask parents to be responsible for any library books your children bring home by checking that they are returned to school (years 0-4 have books issued for 1 week, years 5&6 have books issued for 2 weeks).

Once your child has an overdue book, they are unable to take out more books until it is returned. The library does not actively chase up books until they have been overdue for more than a month, at which stage a note is sent to the classroom teacher, followed by an overdue notice sent home with the child. If any books are lost, school procedure is that parents are requested to pay a contribution towards the replacement of the book.

## **Kapa Haka**

Kapa Haka is a special honour and privilege for Year 4 to 6 students and Year 3 Maori students. Students learn waiata, karakia, action songs, haka, poi, rakau, te reo Māori and tikanga (protocols and customs) associated with Māori culture and performance. Performances throughout the year include school assemblies, Gala day and at the Christmas celebration in the community.

## **Kindo – Refer School Shop**

## **Language**

At Matakana School Māori and Spanish is part of the learning languages curriculum.

**Te Reo Māori** - Our Year 1 to 3 students will be learning Te Reo with lessons presented on a weekly basis by the Te Tuatahr Trust funded by the Board of Trustees.

**Spanish** – Funded by the Board of Trustees, Year 4 to 6 students will have lessons in Spanish in Term 2 and Term 3. Tuition is dependent on the availability of a tutor.

## **Late arrival to school**

If a child is late to school, i.e. after 8.45am, a parent/caregiver must come to the school office with the child and sign the child into school. The child will be given a “Late” slip which they need to give to their teacher. This is a ministry requirement so attendances can be confirmed, and is important for the safety of students.

## **Leadership Roles**

Senior students are offered the following leadership opportunities within the school. Each role has its own specific responsibilities and duties and is challenging and rewarding for the student. For more information on these roles, please see the school website.

School Leader, House Leader, Peer Mediator, Class Councilor, Radio Crew, Yummy Monitors, Information Centre Leader, Technician, Bus Monitor, TravelWise Ambassador, Sports Shed Monitor, Student Receptionist.

Year 5 students are invited to nominate themselves for School Leader, House Leader and the Technician roles. Most leadership roles are announced at the Prize Giving at the end of the year.

**Library** - refer Information Centre.

### **Lost Property**

Please name all your children's school and non-school clothes and property, to avoid loss. Unclaimed lost property is located outside Room 2. Every effort is made to reunite items with owners; unclaimed non-uniform articles are sent to charity at the end of each term. We do not encourage children to bring their favourite and expensive toys to school, as the school cannot guarantee their safety and cannot take responsibility for their safe keeping.

### **Lunches**

Matakana School is committed to encouraging and developing positive attitudes towards food and a healthy diet. Lunchtime is from 12.25pm to 1.15pm. On fine days, children bring out their lunchboxes and sit as they eat their lunch outside. During this time, supervision is carried out by a teacher. Children are to remain seated for ten minutes whilst eating. After the children have finished eating, they raise their hand and the teacher checks what they have eaten. As a school we know that food is fundamental to the quality of a child's life, not just in providing essential nutrition but in communicating and sharing positive values, attitudes and experiences with each other. We are a WasteWise school. Students are required to take home all their own lunch scraps.

### **Matakids- Before and After School Care**

A private contractor offers before and after school care. An information brochure is available at the school office and on the school website.

### **National Anthem**

#### **God Defend New Zealand**

E I-hoa, A-tu-a,  
O nga i-wi ma-tou-ra,  
A-ta wha-ka-ro-ngo-na;  
Me a-ro-ha no-a.  
Ki-a hu-a ko te pai,  
Kia tau to a-ta-whai;  
Ma-na-a-ki-ti-a mai.  
A-o-te-a-ro-a.

God of Nations, at thy feet  
In the bonds of love we meet.  
Hear our voices we entreat,  
God defend our free land.  
Guard Pacific's triple star  
From the shafts of strife and war,  
Make her praises heard afar,  
God defend New Zealand.

### **Newsletter – refer communication**

#### **Office**

The office is managed by Office Manager Paula Hedges ([office@matakana.school.nz](mailto:office@matakana.school.nz)) and is staffed between 8.15am and 3.15pm daily.

#### **Parent Help**

The school encourages parents to contribute to school programmes when appropriate. Parents may be asked to assist with Reading, Mathematics or Language, or to act as resource people in a variety of curriculum areas. Anyone interested in participating in the parent help programme is invited to contact the classroom teacher. All classroom helpers must sign the Matakana School Privacy Declaration document and regular volunteers may be asked to complete a NZ Police Vetting Form. All parents must report and sign in at the school office where they will be issued with a visitor's label.

## **Parent Orientation Meetings**

Held early in Term 1 and an opportunity to meet your child's teacher and hear a little more about the curriculum and year group expectations.

**Parking** There is no car parking available in the school grounds. There is limited parking on Matakana Road, and in the paddock north of the school. Please do not park in staff car parks.

## **Payment and Permission of Trips, Activities etc – refer School Shop**

### **Peer Mediation Programme**

Matakana School is a Cool School! Cool Schools Peer Mediation Programme, Peaceful Conflict Resolution and Peer Mediation Programmes. These programmes were established over 20 years ago and have been introduced to hundreds of schools throughout New Zealand. The programmes aim to create safer, happier more peaceful school environments and communities by: raising awareness of how self and others act in conflict situations, teaching lifelong conflict management skills, developing leaders who give service and promote respect for differences and diversity, empowering individuals to believe they can make a positive difference in their world. Approximately 30 Year 6 students are Peer Mediators. Peace foundation website [www.peace.net.nz](http://www.peace.net.nz).

### **Performing Arts Room - Refer ArtsHub**

### **Photographs (School & Class)**

Class photos and individual photos are taken once a year in Term 2 or 3.

### **Policies and Procedures**

Matakana School works with SchoolDocs to maintain, update and review our policies. SchoolDocs provides us with a comprehensive core set of policies which have been well researched and follow the Ministry of Education National Administration Guidelines. The policies and procedures are tailored to our school, and the school supplies specific information such as our charter, and procedures for behaviour management, reporting to parents, etc.

To view the policies and procedures, please contact the school office for the username and password, then click on the SchoolDocs link on the school website.

### **PTA**

Unlike some other schools, the PTA at Matakana School is not a major fundraising machine. Any funds required over and above our government funding to cover the running of the school and general infrastructure projects are raised and managed by the BOT Funding subcommittee (Community Relations and Funding Subcommittee). Some of the events organised by the PTA raise minor funds but these are reinvested to fund other PTA initiatives. Nor does our PTA have a conditional membership: if you are a parent/caregiver of a child then you are already considered a member of our PTA. The Matakana School PTA is rather a Parent/Caregiver Support Group, whose aim is to initiate and run events and activities that otherwise wouldn't occur at the school. These are not must-haves but they are invaluable in helping to create a little bit of magic and engendering a sense of pride and belonging in the children.

They also present all the school families with an opportunity to muck in and get involved in the school community at whatever level they are able.

We encourage you to attend the PTA 'Welcome' morning tea. It is a great way to meet other families starting at the same time as you and to have general queries of the school and area answered. For more information, see the school website or email [pta@matakana.school.nz](mailto:pta@matakana.school.nz).

## **Radio Station**

Matakana School has its very own radio station. The radio station is a fun way for students to share all that goes on within our classrooms and school with the surrounding community. School news and events, children's stories and showcasing items from Matakana School's fabulous choir, ukulele group and Kapa Haka group. Make sure you tune in to MagicMix 87.6!

## **Reading Recovery**

A diagnostic reading survey is conducted at age 6 by the Deputy Principal for all children at school and parents are invited to discuss their child's result. For those who have not made satisfactory progress in reading (for whatever reason), a special 'Reading Recovery' programme is employed to ensure that their reading skills are developed to the stage where they can work confidently with their age group.

## **Reporting to Parents**

The school values parents' and students' input to the setting of student learning goals, and arranges for these early in the year. Parents are welcome to arrange appointments with Teachers, Team Leaders, or the Principal to discuss their child's progress or any concerns, at any time.

### **Term 1: Parent Interviews and Goal Reviews**

This is an opportunity for teachers to inform parents about what learning goals they will be focusing on and to give parents the opportunity to share their views on their child's learning needs.

### **Term 2: Parent Interviews and Mid-Year Reports**

This is an opportunity for teachers to inform parents about their child's achievement data that supports the overall teacher judgment (OTJ) reflected in the mid-year report.

### **Term 3: Pupil Progress Presentations PPPs**

On this occasion students take parents through their learning journey, discussing the progress they have made with their learning goals.

### **Term 4: End of Year Reports**

End-of-Year Reports issued for all students.

## **School Shop**

Matakana School utilises an online payment and permission system called Kindo for payment of trips and activities. This is our preferred method of permission and payment. You can:

- Pay for class trips and complete the permission forms
- Purchase Uniforms
- Purchase Stationery
- Pay your school donation or fee (e.g. shared stationery)
- Purchase tickets for PTA or School fundraisers (e.g. Disco and Auction Evening)

Registering is easy and available once your child has started at Matakana School. Go to our school website, click on the Kindo link and all you need is your email address which matches the one held by the school. It is important to note that your Kindo account can only be created once your child has started at Matakana School. Choose to pay-as-you-go or add funds to your Kindo account in advance, using internet banking, account2account or Visa/Mastercard (fees apply). If you have any queries regarding Kindo, please contact the Kindo helpdesk on 0508 4 Kindo or [helpdesk@tgcl.co.nz](mailto:helpdesk@tgcl.co.nz).



## **Sport**

Children wear their regular uniform when participating in sport at school. When representing the school at events in the community, the summer sports top and shorts are worn. The school holds several sets and these are loaned out to children.

Senior students also have the opportunity to go sailing at a local beach Algies Bay with "Sailing Have a Go".

A wide variety of sports are available for students to participate in at school and Inter-School competitions enable our students to meet and compete with other students from surrounding schools. Sports include Athletics, Cross Country, Hockey, Netball, Ripa Rugby, Soccer, Swimming, Touch Rugby.

**PMP (Perceptual Movement Programme):** A programme in which the Junior students run, hop, skip, climb, slide, jump, balance, throw, strike, roll, turn and have fun. This programme aims to develop the child's perceptions and understandings of himself/herself and his/her world through movement experiences. They do this with a variety of common and especially designed equipment. The PMP programme aims to develop children's motor skills that are the foundation for many activities. PMP develops these skills in a fun, holistic and organized way.

**Jump Jam:** Students from Year 3 upwards enjoy a 'Kidz Aerobix' style fitness sessions.

**Sportsmanship or Fair Play Charter:**

We expect our students, teachers, parents, whanau and supporters to respect the following during all sporting endeavors.

- Play by the rules
- Stay calm no matter what.
- Play the game for the fun of it.
- Accept the decision of officials at all times.
- Respond to winning and losing with dignity.
- Respect opponents, coach/teacher, officials and team-mates.
- Congratulate and thank the opposing team at the end of the game.
- Shake hands and be happy whether you win or lose!
- Play to win but play fair.

## **Stationery**

A supply of stationery is kept at the school office for new entrant children enrolling during the year. All other children are given a list of stationery requirements, made up packs can be purchased at Paper Plus Warkworth from Mid January. When extra stationery is needed during the year, children may purchase items from the school office.

Children in years 0, 1 & 2 are not required to individually purchase certain items. The teacher purchases and replaces these throughout the year. To cover the cost of this "shared stationery", a small cost is required and this amount features on the family's Kindo account. Room 15 will also have a "shared stationery" cost.

## **Strategic Plan**

A copy of our current strategic plan is on the school website.

## **SunSmart**

Matakana School is a SunSmart school. Students must wear sunhats when they are outside in Terms 1 and 4. The school sunhat is also optional in Terms 2 and 3. They are expected to wear their hats to and from school. Children who do not remember to bring their hat will be required to stay in a shaded area.

You can help by ensuring your child has their hat and has also applied sunscreen in the morning before school. School will have sunscreen lotion available for children to use at designated stations during break times, but if your child requires a particular brand, please pack it in your child's school bag daily.

### **Support our School (easy ways)**

Here are some simple ways you can help us gain free art, sporting or technology supplies. Please ask family and friends, work colleagues and your neighbours for their help. All documents are available from the school office. Please inform the school office if you are aware of other organisations.

Yummy Stickers - Look for selected fruit with a "yummy" sticker. Each year we receive approximately \$1,500 from this organisation for equipment for our sports shed. Send completed sheets to the classroom.

### **Swimming**

During the summer season each class is timetabled for swimming sessions in our school pool. We aim to teach children to be conscious of water safety and to be able to practice basic swimming skills. It is important that all children take full part in the swimming programme. Very often the children who need the confidence most – are the ones who avoid swimming. If a student is not to take part in the swimming session, a note to this effect must be provided by parents. The Pool is solar heated. We follow the basic Lotto Swim Safe Programme designed for New Zealand schools.

Over the swimming season, school families can pay for a key if they wish to swim after school hours. The key is available to purchase on Kindo in Term 4, numbers are limited. As very few schools now allow the use of their pool as such, we ask that you respect and adhere to the school pool rules.

There is no specific swimwear or colour of swimwear required, however a rash shirt is recommended.

### **SUPAKidz**

SUPAKidz is a club for children where they have an opportunity to think about life and values from a Christian perspective. The programme follows the values of the New Zealand Curriculum; such as integrity, cooperation and diversity and supports the work of the school. Each term is a new topic, looking at people in the Bible such as Joseph, Esther and Jesus, and topics such as archaeology and early New Zealand history. The leaders are all approved by Scripture Union and have all been policed checked. Some members of the team are trained teachers and all leaders have experience working with children. The club runs for six to eight weeks of every term during lunchtime. Children attending the club must have permission from a parent/caregiver.

The club provides opportunities for children to help and care for one another and develop leadership skills. It is a fun time that includes stories, Bible exploration, games, music, prayer, crafts and activities. The school have given permission for the Club to operate.

Parents/Caregivers are welcome to visit on any Club day.

To find out more contact: Ann Cates 425 0966 Pauline Shaw 425 7905.

### **Te Reo Māori - please see language**

### **Telephone**

The school telephone can be used by children in emergencies (not for making arrangements for playing after school). If you need to contact your child, please leave a message at the school office.

## **Teachers**

During school time i.e 8.45-2.45pm teachers will be focused on teaching and learning and may not respond to emails or telephone calls. If you have an urgent message, please contact the office and a message will be delivered. Please be patient - teachers attend meetings after 3pm and may not get the opportunity to check emails until the evening or next day.

**Term Dates** Please refer to the school website for this year's term dates.

## **TravelWise**

Matakana School is a Gold TravelWise school. TravelWise is an ongoing project with a set of practical actions that aim to improve road safety and promote sustainable school travel journeys. It is a partnership between Auckland Regional Transport Authority, Auckland Council, and Matakana School. Our school is committed to safe, active and sustainable travel to and from school.

The benefits include:

- Reduced traffic congestion at the school gates, this improves safety for all children
- Reduction of polluting car emissions in the environment
- Helping children learn road safety skills and become familiar with their community
- Improved engineering infrastructure to promote walking/cycling within the school zone
- Encouraging walking/scootering to improve children's fitness and health
- Encouraging walking/scootering to ensure that children arrive alert and ready to learn
- Promoting the Walking School Bus

There are so many options for planning your child's travel to and from Matakana School. Please see the school office or website for more information.

## **TravelWise: Buses**

Please see the school website for bus routes and timetables or contact Gubbs Motors for more information on 425 8348. If you wish your child to use the bus system, it is wise to come along to the school prior to using the service (at about 2.30pm when the bus arrives) and chat to the bus driver so they know your child will be using the service. Please also chat to your child's teacher so they are aware. The first time your child uses this service, you may wish to come along and ensure your child is comfortable with the process. If you have any concerns or queries with the bus service, please contact the School Bus Controller Maryann Steel. Please inform your child that there is a Matakana School Student Bus Monitor on the bus and if they have a problem while on the bus, they must see this student. Some parents choose to add notes to school lunch boxes or a tag on their school bag as a reminder their child is using the bus.

No parking in the bus bay or staff car park at any time please.

## **TravelWise: Kiss, Drop and Drive**

If you travel to school by car, please use the 'office' entrance of the school. There is a 'Kiss, Drop and Drive' point and this should be utilised for quick drop offs. Please ensure your child is seated on the left-hand side of the car and exits on the path side. If you intend to stay at the school for a longer length of time, please park on the main road.

## **TravelWise: Walking School Bus / Park and Walk**

The Walking School Bus walks to the King George Statue daily at 2.45pm and arrives at the statue at approximately 2.50pm. This is a parent based initiative run by Auckland Transport. Parent involvement is welcomed. Please contact teacher Joy Macleod if you would like to assist with the Walking School Bus.

## **Uniform**

The Uniform Shop (based behind the school hall) is open on Monday from 8.20am – 9.00am. You may place an order on Kindo, via the school office, or email the uniform shop at [uniform@matakana.school.nz](mailto:uniform@matakana.school.nz). The uniform order form is available at the school office or on our school website. Second hand uniforms are available at the uniform shop. The compulsory uniform for Matakana School is available only through the School, and includes any or all of the following:

- Polo shirt (short sleeved) (Unisex)
- Fleece (long sleeved) (Unisex)
- Cargo shorts (Unisex)
- Skort
- Sunhat

### Additional uniform items (optional)

- Polo shirt (long sleeved) (Unisex)
- Track pants (long) (Unisex)
- Sports top (Unisex)
- Sports shorts (Unisex)
- **Plain navy** tights, socks, leggings, and long sleeved skivvies may be worn under the uniform in winter
- House t-shirt (to be worn with school short or skort - no mufti clothes)

### Hot Weather alternative (optional) (Terms 1 and 4 only)

- Uniform Dress (no long sleeved tops or leggings to be worn underneath the dress);
- Sports top (Unisex)
- Sports shorts (Unisex)

### Footwear

- No specific footwear is prescribed by the school.

### Sports Uniform

- Uniform Sports top;
- Uniform Sports short;

### Correct Wear

If your child will not be in the correct uniform, please send a note to your teacher explaining why. Parents/Caregivers will be contacted by the Principal if their children are repeatedly not dressed in the correct uniform.

### Uniform Size and Pricing

For uniform size and pricing please refer to the school website.

## **Visitors to School**

All visitors must report and sign in at the school office where they will be issued with a visitor's badge. Visitors must sign out again before they leave. Prior arrangements must be made to visit with teachers.

## **WasteWise School**

We are a Gold WasteWise School. WasteWise Schools is an Education for Sustainability programme that assists schools to reduce their waste. It promotes best waste reduction practices that students can transfer into their home and everyday life. This programme supports the vision, principles and values statements of the New Zealand curriculum. Students are directly involved in the collection of paper recycling every week. We have a Worm farm, bokashi, compost for vegetable garden, recycling system for all staff room organic waste and encourage waste free lunches. For more information visit the Auckland Council website.

## **Wet Days**

The school does not close on wet days. If it is raining during morning tea or lunch time, students have their break in class and are dismissed outside if the weather clears. Year 6 students act as Wet Day Monitors in the classroom at this time.

## **WiFi**

Matakana School is a Wi-Fi enabled school.

**The following pages contain important information including:**

- **Bus Safety**
- **Cybersmart Agreement**
- **Publication of Student Images and Work Agreement**
- **Student Code of Conduct Agreement**
- **SUPAkidz Permission**

**Please read these documents, and tick and sign the document which is located at the back of your Enrolment booklet.**

## Mahurangi Transport Network Group

### NAG 5: Health and Safety

#### Safety on Buses

The Health and Safety of students travelling on school buses is a priority for both the Boards of Trustees as well as the Transport Network Group (TNG).

Health and Safety is the responsibility of everyone and the school/s should be notified immediately if there are any concerns regarding Health & Safety.

1. **The Schools are required to:**
  - a. include Health & Safety as an ongoing point for discussion on the TNG Agenda and will thereby monitor (discuss and resolve where possible) any issues that arise in order to minimise risk.
  - b. keep an up to date list of bus students and their emergency contact details.
  - c. abide by all the terms set out in the Memorandum of Agreement with the Ministry of Education.
  
2. **Bus drivers are required to:**
  - a. have a current driver's licence for the required code and be police vetted every three years.
  - b. adhere to the designated pick up and drop off times, unless unforeseen circumstances prevent this.
  - c. contact the school Principals in the event of a major delay or emergency. The Principals will then follow their school's emergency procedures.
  
3. **Parents are required to:**
  - a. ensure their children are at the bus stop before the designated time.
  - b. ensure they are waiting at the bus stop on the correct side of the road. The bus driver is not responsible for the safety of younger children once he has dropped them off at the bus stop.
  - c. make alternative arrangements in the event that our buses run early or not at all on any one day for those students who catch a connecting bus from our drop off bus stop.
  
4. **Students are required to:**
  - a. sit down straight away and remain in their seats for the whole journey.
  - b. stay behind the driver at all times, stand quietly and not push or move around the bus if they are required to stand in the aisle.
  - c. not eat or drink in the bus.
  - d. not throw objects inside or out of the bus.
  - e. use socially acceptable language when talking to the driver and/or other students, and speak quietly so they do not distract the driver.
  - f. respect the transport service provider's property at all times (for example, do not stand on seats or vandalise the bus in any way).
  - g. not harass, bully, or abuse other passengers or the driver in any way, whether verbally or physically.
  - h. respect others' property and not interfere with it in any way.
  - i. listen to and follow the requirements and instructions of the bus driver and the teacher/s on duty at all times.
  - j. not engage in any behaviour that could put other passengers, the driver or themselves at risk.
  - k. stay on the bus until they reach their approved destination.

The schools reserve the right to withdraw permission to travel on the bus should the behaviour of a student be unacceptable and/or put the safety of the driver or other students at risk.

#### Review

This policy will be reviewed every three years by the Transport Network Group.

Approved: .....  (Chairman) Date: ..... 29/05/17 .....

# CYBERSMART AGREEMENT

## INTRODUCTION

This policy document outlines the operation and usage of computer or information technology equipment at Matakana School.

This policy will be reviewed from time to time by the Matakana School ICT committee. Any changes in this policy will be notified through the school newsletter, in advance, and with 30 days notice. The most recent version will be retained in printed copy, and available for review at the school office. An electronic copy will also be available for download from the Matakana School website [www.matakana.school.nz](http://www.matakana.school.nz)

Matakana School encourages the use of technology to enhance and enrich learning opportunities for all students.

### **Important terms used in this document:**

- (a) *The abbreviation 'ICT' in this document refers to the term 'Information and Communication Technologies'*
- (b) *'Cybersmart' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones*
- (c) *'School ICT' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below*
- (d) *The term 'ICT equipment/devices' used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use*
- (e) *'inappropriate data' in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.*

## MATAKANA CAREGIVER AGREEMENT

### **I UNDERSTAND THAT MATAKANA SCHOOL:**

- will do its best to enhance learning through the safe use of ICT.
- will monitor the activities of my child within the school grounds.

### **MY RESPONSIBILITIES AS A CAREGIVER:**

- is to read this information
- is to monitor my child's online activity at home
- is to only look at their work via the 'parent portal'
- is to respect the 'Student User Agreement' and ensure that my child is encouraged to be a responsible user
- is to work with my child to keep any device (as part of their learning) they bring home safe
- to understand that if my child deliberately damages a device, you as caregiver may be required to cover the cost of repair or replacement.

**Additional information can be found on: NetSafe's website ([www.netsafe.org.nz](http://www.netsafe.org.nz)) and Hector's world ([www.hectorsworld.com](http://www.hectorsworld.com))**

## **MATAKANA STUDENT USER AGREEMENT**

### **BEING CYBERSMART**

1. I will never say or post anything online that I would not say to someone in person.
2. I will use strong passwords.
3. I will not share my passwords, username or security keys with anyone.
4. If I find any mean, rude or things that are not acceptable at school, I will not show others and I will notify a teacher immediately.
5. I will make sure that I check anything I am unsure about with my teacher or caregiver.
6. I will respect others by interacting with them in a kind, positive and helpful way.
7. I will only use my device when I have permission from the teacher.
8. I understand that it is a privilege to use a device and incorrect use may result in the loss of this privilege.
9. I know my device is going to be monitored and checked by the teacher at any time, without warning.
10. I will not bring or access inappropriate data within the school grounds.
11. I will only access learning applications whilst at school and know that gaming is not permitted.
12. I will not put any personal information online without my teacher's permission. This includes my full name, address, phone number, photos or birthday.
13. I will always use a nickname when using educational applications.

### **DEVICE CARE**

1. I will plug my device in at the end of each school day.
2. I will not use my device when walking around the class or the school.
3. When carrying my device, I will close its lid or put its screen cover on (if applicable).
4. When carrying my device I will use two hands.
5. I will not take my device out in the rain.
6. I will not leave my device on the floor.
7. I will ensure that there are no liquids near my device, this includes, water, paint, glue or dye.
8. I know that if I intentionally damage a device, I will be responsible for the repair or replacement of my device.

### **INTELLECTUAL PROPERTY AND COPYRIGHT**

1. I will not plagiarise any information. (This means using other people's ideas and writing and presenting them as if they were mine)
2. I know that all the work I create in Google Docs is my property and when I leave Matakana School, I will be able to take this with me.

**PLEASE SIGN THE "MATAKANA SCHOOL AUTHORITY FORM" IN YOUR "ENROLMENT BOOKLET" ACKNOWLEDGING YOU HAVE READ THIS DOCUMENT.**



# STUDENT CODE OF CONDUCT AGREEMENT

## **Matakana Magic**    *Behaviours' which reflect our values*

### **Mature**

Risk-takers

Well balanced

Being confident, diligent, conscientious, dependable, organised, trustworthy and reliable.

Meeting and greeting people correctly and with a smile.

Using common sense and good manners: please and thank you, also when eating, and sneezing/coughing.

Listening attentively and following instructions.

Keeping our work and our workspace neat and tidy.

Managing our time effectively.

Admitting inappropriate behaviour and accepting responsibility.

### **Articulate**

Communicators

Open minded

Thinkers

Using correct language in all communication.

Expressing our ideas, opinions and feelings honestly.

Answering questions honestly.

Responding appropriately to others' contributions to conversations.

Not interrupting others' when speaking or working.

Being an active listener to others' and respecting their opinions.

### **Goal Driven**

Lifelong learners

Personal drive

Being honest with our efforts and always doing the best we can do.

Striving to improve and being determined to achieve our goals.

Staying on task and persisting until success is achieved.

Following a job through to completion.

Confronting and overcoming adversity.

### **Inquiring**

Inquirers

Knowledgeable

Reflective

Showing our curiosity and being inquisitive.

Asking questions and searching for answers.

Using our knowledge in new situations.

Using our initiative.

Considering others' opinions and ideas.

### **Caring**

Community-  
minded

Principled

Respectful

Being polite, friendly, kind, helpful, fair, considerate, loyal, thoughtful and understanding to our family, school friends, class and community.

Treating others' in the way that we would like to be treated.

Valuing others' differences.

Including others' and taking turns.

Showing respect for our own and others' property and the environment.

Taking your rubbish home and being WasteWise.

Following the Student Code of Conduct and cooperating at all times.

**PLEASE SIGN THE "MATAKANA SCHOOL AUTHORITY FORM" IN YOUR "ENROLMENT BOOKLET" ACKNOWLEDGING YOU HAVE READ THIS DOCUMENT.**

# **PUBLICATION OF STUDENT IMAGES AND WORK**

In the interest of safety and security and in line with our policy 'Publication of Student Images and Work' Matakana School requires parent/caregiver permission for the publishing of student's names, photographs and publications in school and external publications including our website.

This consent is required when you enrol at Matakana School and will remain in force until you advise otherwise or you leave the school. Any parents/caregivers not giving consent, will be contacted annually to ensure this is still in place for their student.

We believe it is important to celebrate children's achievement, but are aware of the potential risks when such personal information or material is published on a global information system such as the Internet.

We will share, if given permission, no more than a student's first name, surname initial and/or photograph via the newsletter, or the wider community via school publications including our website.

Please be aware that local media agencies receive our newsletter and on occasion request additional information on students/events/news items. Where a student is in a photo, media agencies will only publish this photo if a student's full first and surname is provided. Contact will be made with the Parent/Caregiver to confirm publication of image.

It is important you are aware what "No" to publication of student images or work means and some examples are listed below so you may understand the implications of indicating this.

Examples:

## **"Nothing Web Based"**

A Teacher was acknowledged with an award for the "Teacher of the Year" by a stationery supplier. The whole process from start to finish was captured by an outside source including children's reactions and questions/answers. The video was displayed on the stationery supplier's website. In this scenario, the student was removed from the classroom and was unable to participate in the process.

## **"Parent/Caregiver consent not given"**

Example 1: A student involved in a topic study was included in a class photo. The Teacher ensured that the student was to the far left of the photo, so that they could be included but prior to publication, the image was cropped so the student did not feature.

Example 2: A class photo was taken with the child included in the middle of the image. At publication stage, the photo was included in the school newsletter, but the child mentioned image of the face was blurred.

Example 3: A parent was reviewing the photos of the Office TV. They mentioned to Office Staff that they were waiting to see an image of their child. The Parent was reminded that they had indicated "No" to consent for publication of student images.

Example 4: A student asked our newsletter creator during morning tea why they were never in the newsletter. The student was gently reminded that their parents had not given consent.

**PLEASE SIGN THE "MATAKANA SCHOOL AUTHORITY FORM" IN YOUR "ENROLMENT BOOKLET" ACKNOWLEDGING YOU HAVE READ THIS DOCUMENT.**

## SUPAKIDZ

SUPAKidz is a club for children where they have an opportunity to think about life and values from a Christian perspective. The programme follows the values of the New Zealand Curriculum; such as integrity, cooperation and diversity and supports the work of the school. Each term is a new topic, looking at people in the Bible such as Joseph, Esther and Jesus, and topics such as archaeology and early New Zealand history.

The leaders are all approved by Scripture Union and have all been policed checked. Some members of the team are trained teachers and all leaders have experience working with children. The club runs for six to eight weeks of every term during lunchtime. Children attending the club must have permission from a parent/caregiver.

The club provides opportunities for children to help and care for one another and develop leadership skills. It is a fun time that includes stories, Bible exploration, games, music, prayer, crafts and activities. The school have given permission for the Club to operate. Parents/Caregivers are welcome to visit on any Club day.

To find out more contact:

Ann Cates	425 0966
Pauline Shaw	425 7905.

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**NOTICE.**