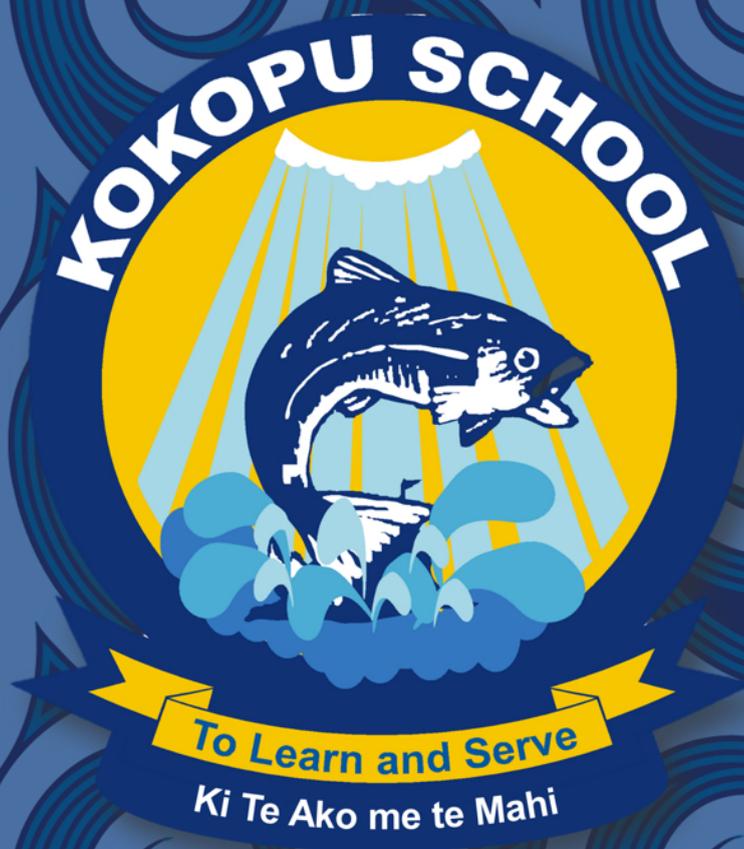


Kokopu School

Ki Te Ako me te Mahi To Learn and Serve

Parent Information Booklet



KOKOPU SCHOOL STAFF

Teaching Staff

Yaron Overeem
Paul Ruddell
Ratama Weavers
Jennifer Hibbert/Jo Watts
Anna Boaz
Jo Woods

Principal
Teacher Year 7 & 8
Teacher Year 5 & 6
Teacher Year 3 & 4
Teacher Year 2
Teacher New Entrants & Year 1

Support Staff

Vicki Lye
Nadene Slabbert
Pauline Simmonds
Glenis Delemare
Rachel James
Loida Pyle
Peter Stoneman
Ruh Vaughan

Administration
Teacher Aide
Teacher Aide
Special Needs Teacher Aide
Special Needs Teacher Aide
After School Care Supervisor
Caretaker
Cleaner

Board of Trustees

Jeffery Burson
Ratama Weavers
Yaron Overeem
Shaun McMurchy
Toni Hughes
Kirsty Stuart
Lucinda McBeth

Chairperson
Staff Representative
Principal

PTA

Toni Hughes
Shayla Gray
Bex Waterhouse

School Address

921 Kokopu Road
RD 9
Whangarei 0179
Phone 4346765
email office@kokopu.school.nz
website www.kokopu.school.nz



Kokopu School

Ki Te Ako me te Mahi To Learn and Serve

Vision

Kokopu School's Vision is for all our children to be: INSPIRED

Inquiring, Nurtured, Self-Motivated, Positive, Involved, Respectful, Enthusiastic, Dynamic

Values

Respect for Ourselves

Te whakahonore mo tatou ake

Respect for Others

Te whakaatanga mo etahi atu

Respect for Our Environment

Te whakaute mo to taiao

Strategic Goals 2021-2023

Achieving amazing & inspiring things together

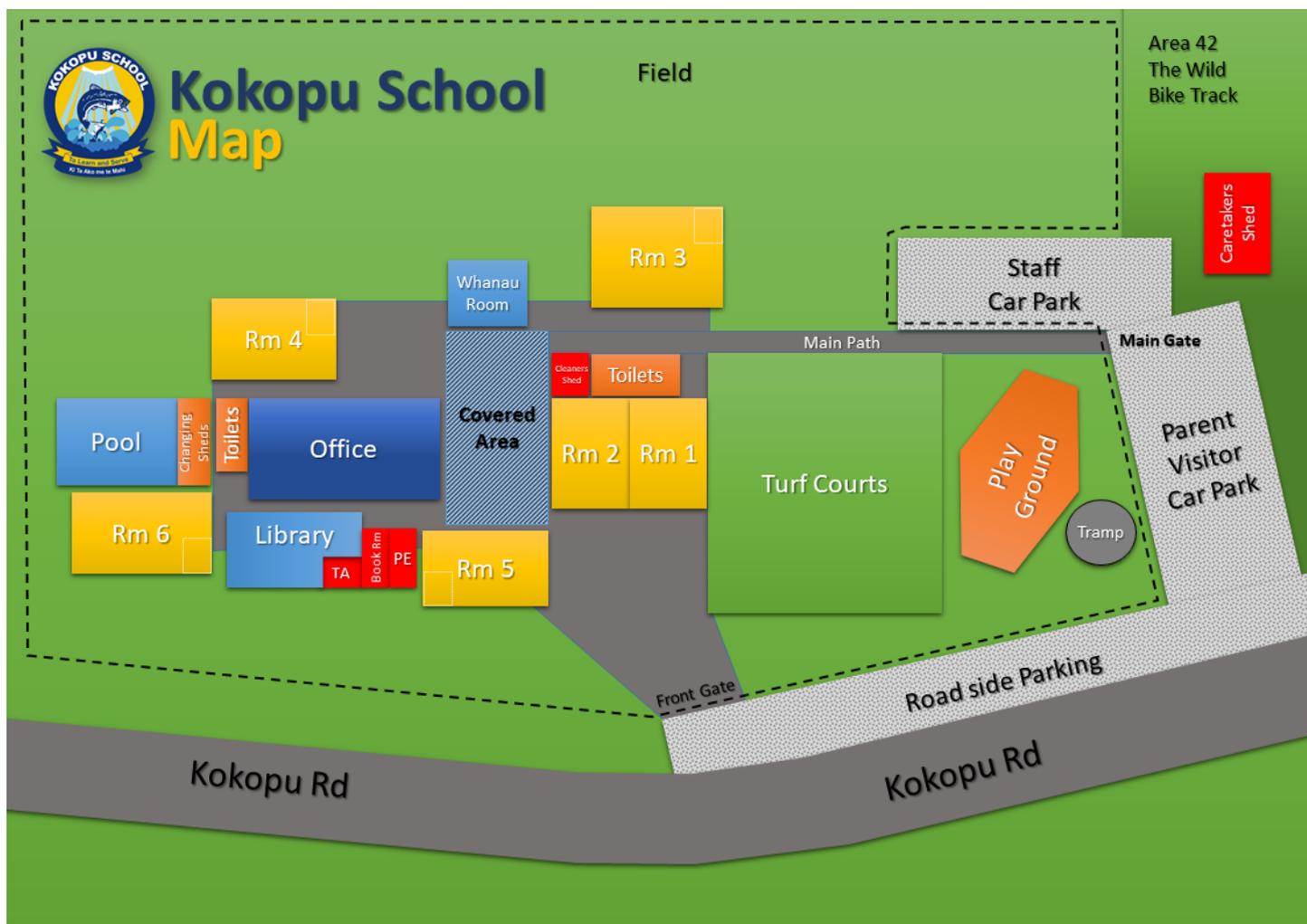
- Students continue to grow their understanding of writing & gain better phonetical understanding
- Students are proud to be Kokopu Kids. They continue to contribute to the improvements and development of behaviour and expectations at school through PB4L, Peer Mediators, leadership opportunities and tuakana/teina initiatives.
- Students will continue to be part of revitalising te reo Māori and tikanga Māori in the school.

Developing our inspiring teachers

- Through Write That Essay, continue to deliver a high quality writing programs that make tangible differences to students learning.
- Establish a shared approach to spelling across the school. Establishing a phonetical structured reading approach.
- Continue to develop the Kokopu values through our tuakana/teina initiative, systems, common language and expectation around student behaviour and wellbeing. (PB4L)

Building an inspirational learning environment

- Through engagement with our community, we develop a culturally responsive, localised curriculum that promotes the principles of Te Tiriti o Waitangi, celebrates local history, traditions and cultures, focuses on high expectations and the wellbeing of our students.
- By partnering with key rural community stakeholders, we maximising the potential of the school grounds for students learning and development of becoming kaitiakitanga.



Absences

If a child is absent from school, the school must be contacted in the morning on the day of absence in some way by the parent/guardian of the child, either in person, phone, email or written message to explain the child's absence.



Assembly

Assembly is held on Monday morning for the whole school. This is held in the sheltered area. Sports results, birthday greetings, certificates presented and notices are given out after we say our school karakia and sing our school waiata. Whanau are welcome to come and join us. We also have a sharing assembly on Fridays at 2.30pm where each class have turns at sharing their learning for the week.

Board of Trustees

They are answerable to the Ministry of Education. They are responsible for school maintenance and administration. They are available to parents and teachers for discussion on school matters. Five representatives are elected every three years at elections held in May (the next being 2022). Anyone except school staff members can stand for the BOT as parent representatives providing they are nominated. They do not need to have children at the school. The Principal is automatically on the BOT along with one other staff representative. BOT meetings are held on the third Monday of each month in the staff room starting 5.30pm. Anyone is welcome to attend these meetings but only BOT members have voting rights.



Bringing Personal Belongings to School

Personal items such as toys, sports equipment etc are brought to school at the child's own risk. We discourage children from bringing expensive electronic equipment. Cell phones that are brought to school must be handed into the office when the child arrives at school and returned to the child at the end of the day.

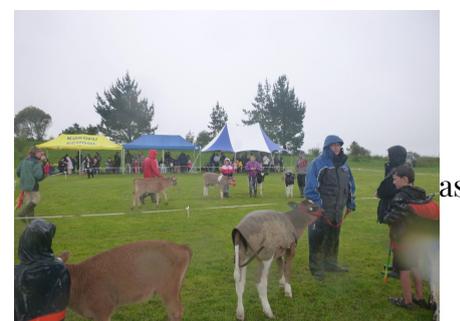
Bus Monitors

To help the bus driver and teachers, senior children are appointed as bus monitors. Any child misbehaving is first warned by the bus monitor. If they persist in misbehaving they are reported to the bus driver or the principal who will deal with the issue appropriately. We have three basic rules on the bus to make things easier:

1. Talk only to those in your seat.
2. Sit on the seat in the correct manner.
3. Stay seated while the bus is in motion.

Calf Club / Show Day

This day is held in October and involves children making indoor exhibits and putting them on display in their classrooms to be judged. After judging the classrooms are open to the public. In the morning, animals, calves, lambs and goats the children have raised are brought along to school where they are paraded and then judged. Emphasis is placed at all times on as many children possible taking part, rather than winning and losing. This applies to both indoor exhibits and the raising of an animal. A list of categories each class can enter in the indoor exhibits is sent home about three weeks before the day so children can be sure of having the right materials to make their creations at school.



Children's Rights

If a child wants to discuss something in confidence with a teacher then this right must be respected.

Collections and Charities

Schools are asked more and more to support collections and charities and we have a policy to support one each year. As to which we support will be looked at annually by the BOT at their first monthly meeting of the year. Children from the school are not involved with the collection of envelopes for any organisation through the school.

Computers

The school has enough laptops and ipads so each room can make use of them during lesson times. We have a well networked computing system. Each classroom has a smart board or TV which the teachers use extensively to deliver curriculum based activities.



Drinks

We encourage children to bring their own water to school in plastic, metal or cardboard containers, but under no circumstances in glass bottles. When finished with, all containers must be taken home. Drinking fountains are available around the school.

Enrolment

Before enrolling a new entrant, they may have several visits at school to get used to routines, bells etc. The child is then enrolled after turning five. On enrolment a birth certificate or passport must be provided, along with immunisation status. Children entering from another school need to be accompanied by a parent/guardian to complete enrolment forms and provide other essential information.



Extra Curricular Activities

These are encouraged at all times with the BOT consent, during lunchtime, after school, weekends and holidays, and in some cases during school time.

Fundraising

Fundraising is carried out for specific projects requiring extra funds. Computers, sports equipment and school trips are examples of fundraising needs. Events are usually run by the PTA and include raffles, quiz night, sausage sizzles and pizza drives.



Resources Available

The school is able to call on the following services for help and advice if the need arises. RTLB, Reading Recovery, Health Nurse, Special Education, Vision / Hearing Nurse, Speech Clinic, Police Education, and Kiwi Sport Coaches.

Homework

Year 7 and 8 children are expected to do half an hour of homework a night, while Year 3, 4, 5 and 6 children are expected to do about 25 minutes. This work can be specifically set homework and separate from work not finished in class.

In the case of Year 1 & 2, much of this homework time should be taken up with reading their book to someone, practising sight words and spelling, along with verbal basic facts for maths. A lot of children are prepared to do extra work in the way of presentation of work. This is encouraged and appreciated by the teachers but not compulsory and left to the individual as to how much time is spent on it.

Illness/Sickness

If a child is ill at school or has a major accident, parents are notified as soon as possible and are asked to collect the child and seek further medical help if needed. If parents can't be contacted the child's emergency number is rung and once again the child is to be collected from school and medical help obtained if needed. If there is no reply from parents or an emergency number, as a last resort, the child is made comfortable and kept at school until someone is contacted. The family doctor or the hospital is rung by a staff member if they feel medical attention is needed and if required the child is taken into Whangarei for this attention.



Lost Property

Any clothing, shoes, bags, towels, toys or personal equipment left behind in the school buildings or grounds will be placed in the lost property box in the sheltered area. It is the child's or parents' responsibility to claim it from here. Please name your child's clothing. The lost property bin is cleared and donated to charity regularly.



Parking

For safety reasons we would ask parents NOT to park in front of the school gates. This is where the bus picks up and drops off children and must be kept clear. There is a safe parking area below the playground for parents to use when dropping off and picking up children.



Photocopying

The school has a colour photocopier which can shrink and enlarge among other things and is used extensively by the staff for general schoolwork. Photocopying for pupils is free of charge if it is to be used directly for a school project (within reason). Any other is charged at 10 cents per copy for black and 30 cents per copy for colour for A4 sheets with A3 being double. Costs drop for large runs of the same thing.

Production

The whole school is involved in a theatrical production in term 2. The junior school put on a performance, followed by the senior school. A matinee performance during the day is followed by an evening performance at the Clark Road Chapel in Kamo. Whanau are invited to come along to enjoy this wonderful event.

Playground

As we like to develop a family atmosphere around the school the need for rigid rulings around the playground is limited except in areas of general safety. The rules we have mainly concern the adventure playground area, the trampoline and the bike track.

1. One at a time on the flying fox, slide and bike track; two of a similar size at a time on the tramp.
2. No more than two on the playground bridge at once.
3. Wait until the previous rider is out of sight before going onto the bike track. Keep bikes away from the edges of the track.
4. Outside school hours the playground is used at your own risk.



Prize Giving

This is held in the last week of term 4. The children put on a Kapa Haka performance, after which a short speech on the year's events and handing out of sports and academic awards for the year happens. Leaving prizes for Year 8 children is followed by carol singing, Santa and supper. Parents are asked to give a small gift to the value of \$6 for Santa to hand out to the children. All families are asked to bring a plate for supper and Year 8 parents are responsible for serving supper and cleaning up afterwards.



Promotion

Where ever possible children are promoted along with their peers, which means having approximately 2 - 3 years in the juniors, and promoted yearly after that through to Year 8 so a child leaves Kokopu School for high school aged about 13 years. This of course does not apply to all children, as they are so different in ability, maturity, attitude etc, so each case is looked at individually especially the promotion to Year 2. If the teacher and Principal are concerned at any time about promotion a discussion will be held as soon as possible with parents.

PTA

The school has an active PTA, which meets regularly, organising a variety of social activities for both adults and children. Everyone is welcome to attend these meetings. The PTA is also involved with fundraising.

Public Relations

Both staff and BOT members can be approached concerning school matters. Parents are informed of the various school gatherings, PTA, concerts, sports days, fundraising events, projects coming up or completed, etc. several times a year as well as other relevant information concerning the school. Newsletters are sent home via email or with the eldest pupil of each family each fortnight on Monday and contain not only school information but also community notices. A community newsletter is sent out by rural delivery twice a year.

Religious Instruction

Parents have the choice to opt in to have their children receive Christian instruction before school for 30 minutes, Mrs Schraag takes these lessons between 8:30 - 9:00am every second Friday for two terms.



School Donation

The school now belongs to the Ministry of Education donations scheme so no school donations are required to be paid by parents/whanau.

Reporting to Parents

Parents are given reports on their child's progress three times a year. The Term one and Term three reports will be by teacher/parent/student conferences, Term Four will be a full report with grading and written comments. After receiving a written report, parents are most welcome to get in touch with the teachers and arrange a mutually suitable time to discuss the report or any other aspect about their child at school. Teachers may also get in touch with parents and request them to come to school after the reports have gone home if they feel there is reason for concern on some matter.



Communication between the school and home should not be limited to report times, as we are an informal school, staff can be approached at school concerning a child's progress, behaviour, attitude etc. We believe in early intervention at all times and getting help or advice from within the school or outside is so much easier if communication is set up.

Safety Precautions

Fire: On the continuous ringing of the bell children leave all equipment and belongings behind and move in a sensible manner to the turf court where they assemble in classes for a roll call. A talk to children by local fire officers on safety is done every so often. Periodically there will be fire drills held so the children know the procedure.

Earthquake: Children move as quickly as possible under desks, tables or doorways. If outside move away from power lines and towards a fence or large object and hang onto it.

Flood: The problem with flooding is not with the school flooding, but roads leading to the school. In the event of this happening the school will be closed by the Principal in consultation with the BOT and children sent home by bus if possible or cars as soon as it can be arranged. Parents will be notified if this is the case.

Road: Children riding to and from school on bikes must wear an approved cyclist safety helmet at all times and obey road rules. Safety getting on and off the bus must be stressed to the children along with common sense and sitting correctly while on the bus. Use of resource people such as Police etc. are used on occasions.

School Cleaning / Caretaking

The majority of the cleaning chores and disposing of rubbish, is carried out by a paid cleaner. The remaining jobs linked with the outside property, grounds and buildings, are done by a paid caretaker. The caretaker mows the lawns and does other general maintenance. Working bees are only held when needed.



School Hours

The school hours are from 9am to 3pm to work in with buses in the district. An exception to this is if flooding of the roads occurs and children need to go home early for safety reasons. Morning breaks are 10.20am to 10.35am, 11.35am to 11.50am and lunchtime is from 12.50pm to 1.30pm.



School Trips

Senior children have at least one away camp each year. Trips are approved by the BOT. All other rooms may use places a little closer to Kokopu. Wherever possible classes are encouraged to make shorter day trips around the area and Whangarei to tie in with topics being studied. Transport for all trips can be provided by parents or a bus can be arranged. A parent/child ratio of 1 to 4 is needed for all overnight trips and major day visits, with written permission needed for all trips.



Smokefree Policy

The school has adopted a strict smokefree policy, which applies to both buildings and grounds. Any complaints should be directed to the principal.

Sports and Cultural Visits

A variety of inter-school sports and cultural fixtures take place within the group of rural schools in our area - Kokopu, Poroti, Pakotai, Te Horo, Purua, Matarau and Mangakahia Area School. Cultural events include visits to other schools to watch performances from visiting artists, city visits, plus visits to our school from artists. Transport is generally supplied by parents, but as more are now working, a bus may be hired to transport pupils at a cost.



Sports Uniforms

The school has a set of sports uniforms that the School has purchased, which the children wear whenever we go to an inter-school sporting event. After use a child is expected to take the uniform home and wash it, then return it to school as soon as possible.



Stationery

Each class has a specific list for the stationery the children need. A small amount is kept at school for purchase in emergencies. For your child's classroom stationery list please ask at the office. A notice will be sent home by the classroom teacher if any further supplies are required during the year.

Swimming Pool

The school has a pool approximately 16m long. This is open from around Labour Weekend until Easter, depending on the weather. The pool is used for teaching swimming and water safety during school time. Pool keys are offered to the school community at a cost of \$50 with a \$50 bond which is refundable on return of the key at the end of the season.



At all times the following rules should be abided by while in the pool area:

1. There must be someone 16 years or over present while children younger than 15 are in the pool area.
2. Togs are to be worn at all times - no other clothing.
3. No food or drink in water.
5. Use toilet before swimming.
6. No running around pool or along edge.
7. Leave the area as you found it.

Te Reo

As part of our Ministry grant a Te Reo factor is included. As it is part of our heritage and history, some school time incorporates learning Te Reo. This is spent not only dealing with the language but also looking at such things as culture, art, protocol and general way of life. A Kapa Haka teacher comes in once a week to teach the children. Simple Maori language greetings are used within the school.



Taking Material / Equipment Home

Children will be encouraged to take home school equipment such as musical instruments, library books, reading material, and reference material for use in their own time wherever possible. However, if the material/equipment is lost or damaged parents will be charged for replacement or repairs.

Technology Training

Year 7 and 8 children attend Technology training for the first two terms of the year on Mondays at Manaia View School's Technology Centre. A wide range of activities are covered by the children including sewing, cooking, textiles and media studies. Transport is provided by Ritchies Buses and departs Kokopu School at 9am and returns around 2.30pm.



Transport

Some children travel to school by bus but most children are transported by their parents. Ritchies supplies the bus service. The run starts at the Kokopu end of McKinley Road in the morning and goes along McKinley, Kara and then Kokopu and Knight Roads to school. The run is reversed in the afternoon.

Tuckshop

On special occasions and for fundraising, the PTA will sell food at school. This will be advertised in the school newsletter along with prices.

Timetable

This is the approximate timetable for the main events of the year:

February	School swimming sports Zone swimming at Kokopu
March	School Triathlon School camps
May	Parent Interviews
June	Speech finals, school and inter-school
July	Junior and Senior Productions
August/ September	School gymnastics competition Parent Interviews Cross Country
October	Calf Club/Show Day
November	School Athletics Inter-school athletics Sailing (seniors)
December	Written Reports Prize Giving

