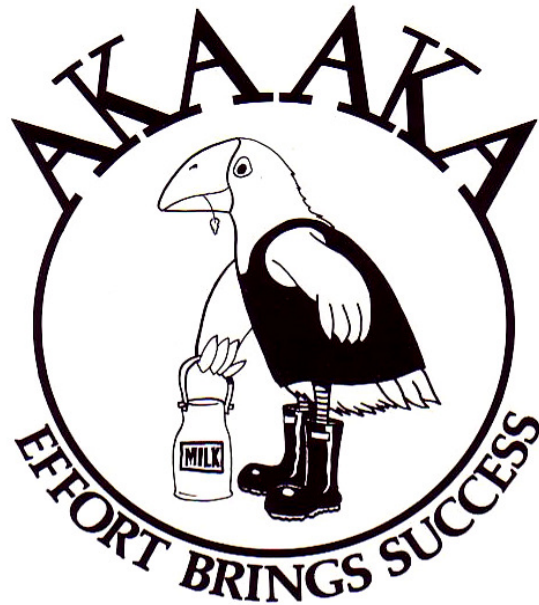


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R.D.2.  
WAIUKU



## *INFORMATION BOOKLET*

# AKA AKA PRIMARY SCHOOL

## WELCOME

I would like to take this opportunity to extend to you a very warm welcome to Aka Aka School.

Aka Aka School has much to offer and I trust your child's schooling at Aka Aka will be a rewarding experience for your child.

Aka Aka School is a learner focused environment. Children are encouraged to develop their abilities in all areas of the school curriculum as they become confident life long learners.

Our school believes that the best learning takes place when there is positive, transparent communication between school and home. We are happy to listen to any comments you may have regarding your child's learning.

Ross McGowan  
**PRINCIPAL**

## STAFF

**Principal:** Mr Ross McGowan

**Teachers:** M/s Gwennyth Mitchell  
Mrs Raeleen Walker Hulme  
Mrs Jaydene Cargill  
Mrs Bronwyn Lawrie

**Office Administrator:** Mrs Diane Andrews  
**Teacher Aide:** Mrs Samantha Anstis  
**Cleaners:** Joy & Rangi Popata

# AKA AKA PRIMARY SCHOOL

## Our Vision

During their time at Aka Aka School children will:

- learn and achieve within a learner focused environment
- be engaged in learning relevant to their needs
- be reflective learners
- be confident in Literacy and Numeracy
- do the best they can do
- identify the next learning steps and set goals in conjunction with the teacher
- have more ownership of their learning and the process
- know when they are successful by using the self-assessment process
- have many sporting opportunities
- have experiences in Te Reo Maori and Tikanga
- participate in and experience The Arts
- display values promoted at school to be worthy citizens
- develop and display leadership and citizenship qualities in social settings

During their time at Aka Aka School teachers will:

- be reflective practitioners who will continue their own professional learning journey
- examine their current practice in order to make deliberate and informed choices about their practice
- demonstrate current pedagogy: teaching and learning practice
- put students at the centre of their learning
- provide a curriculum that engages and challenges learners
- care for the students as individuals and learners
- provide regular reporting to parents on student achievement
- work with parents to support children's learning
- help the student understand what successful learning looks like
- assist students during the learning process, and identify their success and the next learning steps

## BOARD OF TRUSTEES

<b>Principal:</b>	Mr Ross McGowan
<b>Staff Representative:</b>	Mrs Bronwyn Lawrie
<b>Elected Parent Reps:</b>	Mr Tim Moore (Chairperson) Mr Gary Graham Mrs Sonya Danes

## PARENT TEACHER ASSOCIATION

<b>Executive:</b>	Ms Melanie Sharman (Secretary)
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## CALF CLUB COMMITTEE

<b>Executive:</b>	Mr Nick Ruygrok (Chairperson)
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**ABSENCES:** Please ring the school before 9 am to let us know if your child is going to be away for the day. In the interests of child safety, parents will be rung if their child has not turned up at school and we do not know the reason. If your child is away for a lengthy period, please send a note to the Principal explaining the absence prior to the absence.. If you remove your child during the day for whatever reason (sickness, appointments, etc) you must sign out at the school office.

**ACCIDENTS AND ILLNESSES:** Should a child suffer an accident or become ill at school, they will be attended to in the sick bay. If necessary a Doctor may be called or the child taken to a Doctor and the parents informed as soon as possible. Each family is asked to provide the name and telephone number of their Family Doctor for that purpose. The school has developed specific policy to deal with the administration of prescription medicine and to cover the gathering of personal information and takes necessary steps to ensure confidentiality. Please advise the School if your child needs to take any form of medical prescription during the school day.

**APPOINTMENTS:** The teachers and the principal are available to talk to you about your child's progress. The best time to see a teacher is after 3 pm. Telephone calls for appointments or to speak to a teacher should be made before 9 am or after 3 pm. To avoid disappointment, it is recommended parents phone the school office to arrange a convenient time for both parties.

**ASSEMBLIES:** The school holds regular weekly assemblies on Friday . School assembly is an opportunity to celebrate the successes and work of the students. Parents are welcome to attend this assembly.

**AWARDS:** As part of our STAR system, the students are awarded points for their STAR group, culminating in a winning STAR group every week and every term.

**BARBEQUE:** The School has its own gas operated barbeques which are used at various school & community functions to provide food and generate funds. The barbeque is also available for hire to the school community at a cost of \$10 per day. The units must be returned clean and in good order with the bottles topped up with gas.

**BEHAVIOUR MANAGEMENT:** A full school policy is available at the school office. The school policy outlines the standards and expectations of behaviour, and the rewards and consequences for appropriate and inappropriate behaviour.

All students are expected to be STAR students - Stop, Think, Act Responsibly.

All students are expected to use their 3 C's when working - Commence, Continue, Complete.

All students are expected to use their WITS in certain situations:-

- Walk away
- Ignore
- Tell someone about it
- Stand up for myself

**BELL TIMES:**

9.00 am	Lessons commence
10.30 to 10.50 am	Morning Tea
12.30 to 1.25 pm	Lunchtime
3.00 pm	School finishes

**BOARD OF TRUSTEES:** The monthly meeting of the Board of Trustees is held usually on the second Wednesday of the month, commencing at 6.30 pm. The meetings are held in the Staffroom.

An agenda is sent home 2 days before the monthly meeting. If you would like to have an item placed on the agenda, please contact the chairperson.

All parents and members of the community are welcome to attend the Board Meetings.

**BOOK CLUBS:** At various times during the term children will bring home an order form for books. This is a scheme run by the Scholastic Company which supplies the books at a low cost to parents. There is absolutely no compulsion for parents to buy books.

**BUS:** Harkers Bus Company are currently contracted to run the school bus through the Waiuku School's Bus Network. The bus leaves promptly at 3.10 pm and the transport home of any child who misses the bus is the responsibility of the parent.

Children who travel by bus line-up after school and are walked to the bus by the duty teacher. Children are supervised by bus monitors who report back regularly on bus behaviour.

Eligible pupils are those who are:-

- a) aged under ten years and live more than 3.2km, and
- b) aged ten years and over, who live more than 4.8 km from this school
- c) disadvantaged through physical disability
- d) living closer to another school but are still eligible under (a) and (b) above and choose to transfer eligibility to this school.

Parents/caregivers of ineligible students may purchase eligibility under the following conditions:-

- a) there is room on the bus
- b) that \$40.00 per single pupil or \$60.00 per family is paid in advance per term to the Waiuku Group Bus Committee, via the school or the groups agent Multi Serve (forms available at the school office).

Children will need to produce passes as required before getting on the bus. (See insert for bus routes).

**CAMPS:** A camp is held every year as part of the School's Outdoor Education Programme. All Year 7 & 8 students attend, and at times Year 5 and 6 students attend also.

**CALF CLUB:** This is an annual event where children are encouraged to bring a calf, lamb, chicken or kid along to school to compete in various events (e.g. leading, care & attention). The children are also required to present various items of work for judging in the indoor displays. Calf Club normally falls on a Saturday towards the middle of October.

**CHOIR:** Aka Aka Primary participates in the Waiuku Schools Music Festival. The Music Festival normally takes place every second year.

**COMPLAINTS:** The school has a policy for complaints. Parents with complaints of a minor nature are encouraged to talk them over with the teacher concerned. In the event of a complaint about a teacher, the teacher should be approached first. Complaints of a more serious nature should be made to the Principal. Face-to-face contact is more satisfactory than discussing a complaint over the telephone.

**COMPUTERS:** The School has a computer in each classroom. These are used to supplement and enrich classroom programmes and to further student learning. The school also has a computer suite of 12 computers.

**CYCLES:** We have a limited number of children who ride to school on bicycles. We ask parents to consider safety issues and ensure that your children are equipped with an approved safety helmet and a properly maintained bicycle. In addition the school supervises children riding bikes as they leave school at the end of each day until the bulk of traffic has moved away from the main gate.

Parents who wish to consider having children ride a bike to and from school should consider the following -

The school has a 'Safe Road Usage' policy where it is recommended that children younger than 10 years of age do not ride to school unaccompanied. For all children biking to school the Board requests that a letter is forwarded to the Principal which states the parent's full responsibility of the journey to and from school.

**DAMAGE TO SCHOOL PROPERTY:** Parents are asked to support the school in its efforts to encourage the children to care for what they have and respect other people's property.

Wilful damage will result in the child being required to report to the Principal.

Details of the incident will be recorded and arrangement made for whatever recompense or retribution that is felt necessary.

**DENTAL CLINIC:** The school does not have its own dental clinic. The children are treated at the Sandspit Road Dental Clinic. The Dental Nurse is Mrs Marion O'Neill telephone 2365 188. Parents are sent an appointment card by Mrs O'Neill when six monthly check-ups are due. The school is also notified. It is the responsibility of parents to take their children to the clinic.

**FEES:** The annual school fee donation is \$50 per child, \$80 for two children or \$100 for three or more children. For pupils starting school part way through the year, the school fee donation will be \$20 per child.

**HATS FOR SUMMER:** See School Uniform

**HEALTHNURSE:** The Department of Health Nurse with responsibility for Aka Aka School telephone 2370660 and she is only too happy to talk about any health problems your child has. Head lice can be a problem in schools and our school is no exception. The nurse recommends parents regularly check their children's hair for eggs and lice. Treatments, products and advice are available from chemists.

**HOMEWORK:** All students are encouraged to complete homework activities as part of their learning. Teachers will inform the parents and students on their class homework programme in the classroom newsletter.

**ILLNESSES:** (See Accidents & Illnesses)

**LIBRARY:** Aka Aka School is fortunate in having a library newly renovated. Students visit the library regularly and are issued with their choices.

**LOST PROPERTY:** Clothing and footwear is at times left unclaimed at school. When clothing is found it is placed in the lost property box on the walkway by the school office. (It is displayed regularly). Parents are asked to have their children look there when clothing goes missing. Parents are also invited to look through the property on display.

**Note: The Lost Property box is cleared at the end of term and remaining items are disposed of.** Please ensure that your child's clothing and footwear is clearly named. We suggest you use a **sharpie** pen to name clothing as it is more permanent. Hand or machine sewn in labels tend to come off.

**LUNCHES:** Lunches are available through the school on Monday, Wednesday and Friday. The following foods are available:

Mince Pies	Mince Murphies	Pizzas	Muesli Bars
Apple Pies	Health Plus Chips	Drinks - Water & Iced Juicies	
Iced Milk - Moozies		Cookies	

Details of prices or price changes will be notified by newsletters during the year.

**MANUAL:** Year 7 & 8 students attend manual on a roster system at View Road School where they are taught woodwork, metalwork, sewing, cooking and art.

**MONEY:** Please note that if children come to school with money for some purpose the school can in no way be responsible if the child loses the money. The best policy is for children to hand money to the teacher for safe-keeping.

**MUSIC LESSONS:** The children have the opportunity to participate in individual lessons on keyboard or piano during school time. For details contact Mrs Cath Murphy on 235 3805.

**NEW ENTRANTS:**

**PREPARATION FOR SCHOOL:** It will help children if they are prepared for school knowing how to do the following

**Children should:**

- \* know own name, address and telephone number
- \* be able to put away play things after using them
- \* take off and put on outer garments without help
- \* tie own shoe laces
- \* remember to carry a handkerchief and know how to use one
- \* remember to flush the toilet after use and wash hands
- \* know how to hold scissors and how to use them
- \* recognise basic colours
- \* know how to count from one to ten
- \* know how to sit and listen to a story
- \* know the days of the week
- \* recognise own written name
- \* look after own belongings
- \* know birthday and birth month

Please remember to bring along your child's **Birth Certificate** and **Health Card** and **Immunisation Certificate** from your Plunket Book when enrolling.

**NEWSLETTERS:** Each Wednesday a newsletter is sent home with the eldest child in each family. The newsletters are numbered to help you check that you are receiving them. If you find that your child is not bringing a newsletter home please contact the school office.

The newsletter is an important source of information for the community and reports under the following areas:-

- a) School News
- b) P.T.A. news
- c) Board of Trustees news
- d) Community News

**OFFICE HOURS:** Mrs Andrews is in attendance in the office on Monday through to Thursday from 8.30 am to 3.30 pm. Appointments to see the Principal or teachers should be made before 9 am or after 3 pm.

**PARENT HELPERS:**

Parents willing to assist at the school can contact the school for placement on the Parent Helpers' list to help with various tasks that range from parent tutoring to library mending. If you require more information on, staff are only too willing to discuss the school's requirements. At the beginning of each year a check list is sent to parents giving them the opportunity to see what help is needed and asking for a commitment to one or more tasks. We try to keep this to a one-off commitment for the year. From time to time a request is made through the school newsletter for assistance with class trips, sporting events, etc.

**PARENT TEACHERS ASSOCIATION:** The school has an active PTA which meets once a month. It involves itself in fundraising activities, organises social events for the school's community and assists with the running of such events as discos and Calf Club day.

For further information contact:

Mrs Sonya Danes President Telephone 235-6216

**PHYSICAL EDUCATION:** Each class has regular physical education fitness sessions and all children are expected to wear a tee shirt and shorts during this lesson.

**PLAYCENTRE - OTAUA/AKA AKA:** This is a Parent Co-operative Pre-School and is operated over four mornings per week 9.15 am - Midday on Monday, Wednesday, Thursday and Friday. The Playcentre caters for children from 0 yrs to 5 yrs. A small fee is payable per child.

Playcentre

235 2845

**POLICY:** The school develops and reviews policy for many aspects of school operation. Policy ensures everyone knows what to expect, how things are done etc. Please feel free to view policies on any subject through the office.

**REPORTING TO PARENTS:** The school operates 3 reporting systems in 2009.

- √ Learning Portfolio -reporting on key areas of Literacy is sent home in Term 2 and 4
- √ Mid Year Report -reporting on all curriculum areas (excluding Literacy & Numeracy ) is sent home in Term 2.
- √ Parent-Teacher-Student Conferences - the conferences take place in Term 2 to discuss your child's achievement.
- √ End of Year Report/Portfolio - reporting on all curriculum areas is sent home in Term 4.

**ROAD SAFETY:** The roads near Aka Aka School are extremely busy. It is essential that children have a clear understanding of basic road safety rules.

They should also know the bus rules - particularly to wait until the bus has gone far enough to enable clear visibility before crossing the road.

Children should not loiter on the way home from school. They should not visit friends without permission. They should be warned against going anywhere with strangers.

**SCHOOL HOURS & CALENDAR:** Classes commence at 9.00 am and finish at 3.00pm. Note: Children arriving at school when no teacher is present must wait until the first teacher arrives before entering their classrooms. Staff are available during the hours of 8.15am and 3.15pm for students' supervision.

**2010 Terms & Holidays**

<b>Term I</b>	<b>Wednesday 5 February - Thursday 1 April</b>
<b>Term II</b>	<b>Monday 19 April - Friday 2 July</b>
<b>Term III</b>	<b>Monday 19 July - Friday 24 September</b>
<b>Term IV</b>	<b>Monday 11 October - 16 December</b>

**SCHOOL RULES & EXPECTATIONS:** At Aka Aka School we expect our students to be STAR students - Stop, Think, Act Responsibly.

All students are expected to use their 3 C's when working - Commence, Continue, Complete.

All students are expected to use their WITS in certain situations:-

- Walk away
- Ignore
- Tell someone about it
- Stand up for myself

Class rules and treaties are developed in classrooms by the teacher and students.

In summary, we expect the students to:

- √ be sensible, polite and friendly
- √ have respect and consideration for others and their property.
- √ treat other people how they themselves wish to be treated.

**SCHOOL UNIFORM:** Aka Aka School has a compulsory school uniform for all students which is available for purchase from the school office. All students are required to wear the school uninform for **all** school trips and activities, such as sports.

The wearing of jewellery is restricted to watch, stud or sleeper earrings and jewellery of cultural significance. Clear nail polish only for all students. No temporary tattoos to be visible.

The policy was formulated after the 2006 parent survey with 82% of respondents agreeing to compulsory uniform.

**STATIONERY:** At the beginning of the year the students are issued with a list of stationery needed. All items are available at school, and please consider the quality of stationery if you are purchasing outside of the school.

**SWIMMING POOL:** Swimming lessons are part of the school curriculum, and will begin at the start of December when weather permits. All children are expected to take part. Please send a note if your child is to be excused for health reasons.

Pool Keys are available at **\$25** for the season. The Board of Trustees has set the following pool rules:

- 1 Children under 8 years must be supervised by person at least 16 years old.
- 2 No jeans are to be worn in the pool
- 3 No running and diving in the pool area

- 4 This pool is to be used during daylight hours and not by key holders during school hours
- 5 Please use the outside toilets (key attached to your swimming pool key)
- 6 Pool to be used by keyholders who may invite a maximum of six guests
- 7 Parents to check that the changing sheds and toilets are left in a clean and tidy condition
- 8 Keyholders are responsible to ensure pool and toilets are locked on departure
- 9 An agreement for pool users of Aka Aka School pool must be signed.