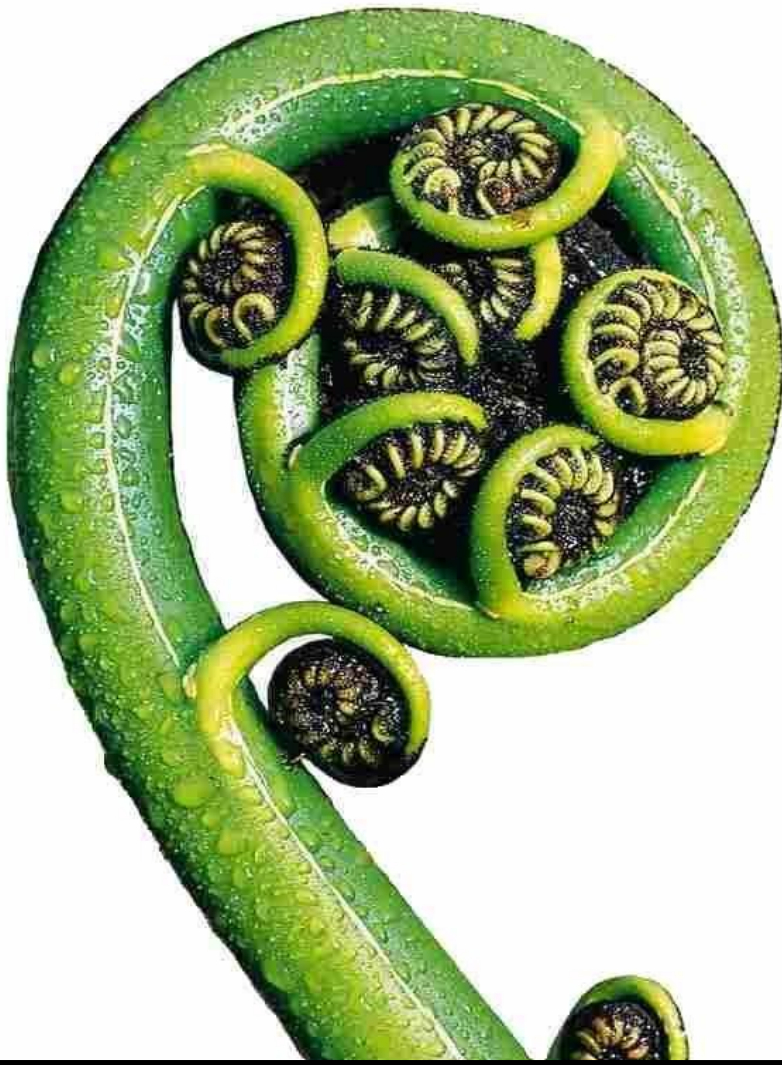


Mangakahia Area School  
Te Kura Takiwa O Mangakahia



Family & Whānau Information Booklet



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Wairua - Whanaungatanga - Matauranga - Kotahitanga

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# Welcome to Mangakahia Area School



Thank you for choosing Mangakahia Area School in which to enrol your son, daughter or family member. We trust that your association with our school will be a long, positive and happy one. My staff and I look forward to working closely with you and your family/Whānau.

This booklet gives you information about our school that each family needs to know. Please take time to read it together, and should questions arise please do not hesitate to contact the school.

Together we are embarking upon a learning journey. The best outcomes come when the School, family/Whānau and Student strive to build strong meaningful relationships and seek to provide the best possible learning opportunities for each and every one of our students. Good communication between home and school is vital. If you have concerns please ring straight away - in the first instance the teacher or Dean, or for serious matters directly to a Senior Manager or me. If we have concerns, we will contact you straightaway.

I strongly urge you to come along to as many of our school events and occasions as you are able. Everyone at Mangakahia Area School wants to create a place where all members of its community feel welcome and comfortable. So don't be shy, and visit us often.

A good way to keep up with what is happening at school is to read the monthly newsletter and visit the school website. The school newsletter goes home in student's bags each month, so please ask for them when the students get home. The newsletter features all sorts of news – student success, feedback on school events, events coming up, Board of Trustees and community news. If you would like your newsletter emailed to you, please provide your email address to the Office.

In closing, I look forward to getting to know you, and most of all observing your son, daughter or family member's learning and success at Mangakahia Area School.

Kind regards

**Phil Reynolds**  
**Principal**

## What makes Mangakahia Area School Special?



We are a small area school focused on serving our families and surrounding rural community. What does this mean? Being a small area school we deliver smooth-flowing seamless education from Yr0 up to and including Yr13. Unlike many schools, we have the benefit of building a close working relationship with our students and their family/Whānau which spans their entire primary and secondary education. This means that the school knows the student and their family/Whānau really well, and is therefore in the best position to provide educational opportunities and support. Furthermore small class sizes mean there is a lot of individual attention.

In terms of being family orientated, this means that we are open, inclusive and supportive of families/Whānau. We see family/Whānau as instrumental in all we do, from our decision making processes right down to what we do day by day in our classrooms.

We are a rural school. Our students get to enjoy many opportunities that 'city kids' miss out on. *Show Day* is a highlight each year, where amongst the fun of a country fair, our students can gain prizes and ribbons for many different sorts of animals, livestock and static displays such as sand castles and scarecrows!

Mangakahia Area School is a community school. In terms of our community links we currently have a community health centre operated by the Mangakahia Community Trust. On our school grounds there is a purpose-built, well-organized and busy community Playcentre. Everyone in our community can use our vibrant and well-stocked Community Library, as well as our modern gymnasium (full size basketball, badminton, netball courts), 2 pools, astroturf courts, and fitness trail. Mangakahia Area School also hosts **He Matariki School for Teen Parents** (which is based in Whangarei).

At Mangakahia Area School we not only teach but practice environmental sustainability. Mangakahia is an Enviro-School Green-Gold Award holder - the first school in Northland to hold this award. We offer both junior and senior students Education for Sustainability, as a course subject. We are self-sufficient in terms of water and carry out a full recycling programme throughout the kura, we are also a Schoolgen School, having a number of solar panels generating electricity for us.

Finally, we are a Google School progressing toward an e-learning environment. The school is fully cabled and connected – we have UFB (ultra fast band) and we have several classrooms with one-to-one devices (Chromebooks). We have two computer suites, one for secondary students and one for primary students – pods in the library and staffroom area, and two to four computers in each classroom. Computers are mainly 'thin clients' – screen and keyboard units that run off the school network and servers. The network is strictly controlled, firewalled and cyber-safe.

## Our Values



### Matauranga/School Education

Valuing excellence, innovation, inquiry and curiosity

### Kotahitanga/School Unity

Valuing integrity and respect



### Wairua/School Spirit

Valuing community sustainability

### Whanaungatanga/School Family

Valuing diversity and equality

# Expectations for Students at Mangakahia Area School



When a student joins our kura, they pledge the following:

As a student of Mangakahia Area School I will

Be good to people

Look after my body, mind, heart and spirit

Look after the school's property and belongings

Wear my uniform with pride

- Strive
- Work hard
  - Try my best
  - Aim high

## The expectations unpacked

Our school is a health-promoting, restorative and secure place for respectful, responsible, and safe teaching and learning.

*We require that students*

1. Respect themselves, all other people, and the environment around them, treat them with care
2. Respect the school and its rules and expectations
3. Attend school all the time (a minimum of 95% attendance)
4. Get to every class on-time ready to learn
5. Wear their correct school uniform with pride

*For your son or daughter's safety we ask that*

- Parents dropping students off at school do so in the side carpark entrance (never across the road)
- Bus students obey the driver – failure do so can result in the student being permanently refused transport by the bus owner – this is the owner's legal right
- Parents notify the school of an absence by 9am and send a note on the child's return
- Parents collecting students during school hours sign them out through the office
- Students sign in if late and sign out if going off-site, in case of emergency bells, to track whereabouts
- Students do not cross the road to the Titoki Store before, during or after school (parents who need items from the shop write a note for the school office, who will deal with it)
- Year 12-13 students may drive motor vehicles to school *only* with prior consent of the Principal, including approval to transport another student. Student drivers are expected to comply with the law in regard to all matters related to the use of a private motor vehicle especially conditions applicable to those on restricted licences.

### **Please note**

- The school accepts no responsibility for the loss of, or damage to, personal property brought to school e.g. phones, devices non-uniform clothes and shoes, watches, calculators, Ipods, musical instruments – these are the absolute responsibility of individual owners. Please note all theft reported to Police.
- Students pay for the replacement or repair of anything they damage or break including windows, books, desk tops and other school furniture, and school walls (graffiti)

# Behaviour Expectations for Students at Mangakahia Area School



Mangakahia Area School operate a restorative behaviour management system in order to create a harmonious learning environment where pupils are able to self-regulate their own behaviour and learning.

The restorative approach has been very effective in improving learning and behaviour in primary and secondary settings.

We encourage our students to respect each other by listening to the opinions of others and learning to value them, to take responsibility for their actions, and to develop the necessary skills to identify solutions that may repair harm and ensure behaviours are not repeated.

We also help students to work through a supportive process that aims to problem solve and allow them to remain in mainstream education.

Questions we may ask students about their behaviour

- Can you explain what happened?
- How did it happen?
- How did you act in this situation?
- Who do you think has been affected by this?
- How were they affected?
- How were you affected?
- What needs to happen to make things right?
- If the same situation happens again, what could you do differently?

# 2016 Student Achievement Targets



## **Y0-8 Targets**

- Enable students working well below (i.e. 2 years or one curriculum level below) the National Standard to make sufficient progress towards achieving within the expected Standard
- Enable all students to continue to engage in learning and achieving educational success, including meeting the National Standards

## **Y0-10 Targets**

- Enable all students work close to, at, or above literacy and numeracy curriculum Level 5 by end Y10
- Enable Maori students to continue to achieve success commensurate with non-Maori students
- Enable all students to continue to engage in learning and achieve educational success

## **Y11-13 Targets**

- Enable Y11 students to achieve NCEA Level 1 at a level at or above national averages
- Enable Y12-13 students to achieve across NCEA Levels 2 to 3 at or above national averages
- Enable Maori students to achieve UE to the same degree as non-Maori students
- Enable all Y12-13 students leave the school with NCEA Level 2 and UE as per national expectations

## **School-Wide Focus Areas**

<b>Maori achieving as Maori</b>	working with families to meet whanau goals and aspirations
<b>Restorative Practices</b>	working with students to build respect, responsibility and resilience
<b>Digital Technologies</b>	working with students towards becoming successful and safe digital citizens
<b>Sustainable Practices</b>	working with students to minimise waste, grow and maintain edible foods



# 2016 Dates and Times



## Term Dates

### **TERM 1**

Start: Monday 2 Feb, Years 0-9  
Tuesday 3 Feb, Whole School  
Monday 6 Feb Waitangi Day  
March 25-29 Easter break  
End: Friday 15 April

### **TERM 2**

Start: Monday 2 May  
Queen's Birthday Monday 6 June  
End: Friday 8 July

### **TERM 3**

Start: Monday 25 July  
End: Friday 23 September

### **TERM 4**

Start: Monday 10 October  
Labour Day Monday 17 October  
End: Thursday 15 December (to be confirmed)

## Special Events

- Term 1** Start of year Powhiri, School Swimming Sports, Athletics Day, Tai Tokerau Festival
- Term 2** Area School Sports
- Term 3** Matariki, Mangakahia's Got Talent
- Term 4** Show Day, Junior Cultural Festival and Prize giving

Please find our more detailed School Calendar on our website: [www.mangakahia.school.nz](http://www.mangakahia.school.nz)

## School Day

<b>7.30 am</b>	Caretaker unlocks school
<b>8.20 am</b>	Buses arrive
<b>8.40am</b>	Y7-13 homerooms
<b>9.00 am</b>	Period 1
<b>10.00 am</b>	Period 2
<b>11.00 am</b>	Morning Tea
<b>11.30 am</b>	Period 3
<b>12.30 pm</b>	Period 4

<b>1.30 pm</b>	Lunchtime
<b>2.00 pm</b>	Period 5
<b>3.00 pm</b>	School ends
<b>3.05 pm</b>	Buses depart
<b>3.15 pm</b>	After school meetings start
<b>3.20 pm</b>	Late bus departs
<b>5.00 pm</b>	Caretaker locks school

- Students who require breakfast or lunch can have Weetbix, milk, toast, and fruit on request.

# School Buses



90% of our students bus to and from school. Physical and emotional safety is paramount. BOT policies *Safe Bus* and *Town Bus* govern bus procedures. Drivers are valued de facto members of staff, they have daily contact with Senior Managers and office staff, and are included in our VIP morning teas. Contractors Athol Cave and Ritchies have the right to ban students from a bus run if student behaviour is unacceptable.

The students on each bus run meet each term as a vertical whānau group known as Bus Whānau. All teachers are assigned to Bus Whānau as pastoral supporters. The Deans convene Bus Whānau meetings twice each term to promote good behaviour, hear student voice, and monitor progress. Students who walk to school have a separate travel group. Students who travel by car join the whānau of their local bus run.

**EVERY STUDENT HAS THE RIGHT TO TRAVEL SAFELY AND WELL. STUDENTS WHO DENY OTHERS OF THAT RIGHT ARE NOT WELCOME AT MANGAKAHIA AREA SCHOOL**

**SCHOOL BUSES ARE AN EXTENSION OF THE SCHOOL. THE SAME CONDITIONS APPLY REGARDING STUDENT BEHAVIOUR, UNIFORM, ALONG WITH ADDED SAFETY RESTRICTIONS.**

**We fully support our drivers - they are an integral, important part of our school team:**

- **Senior Managers work closely with them** - daily contact, support, newsletters
- **We run Bus Whānau meetings** where bus groups learn how to keep each other safe
- **The bus controller** is the first point of contact for any concerns

**The driver has complete authority - passengers must behave safely at all times:**

- **The driver** judges when behaviour that distracts his/her attention becomes unsafe
- **Distracting behavior** calling out, talking loudly, throwing things, moving about, eating, drinking, making silly noises, bullying, attracting attention of other road users.
- **The driver** can stop the bus, ring the school, and wait for Senior Managers to arrive
- **2 Senior Managers** will drive to the bus and remove the offending student(s)
- **The Deans** will contact parents and a stand-down or suspension is likely

**A driver feeling unsafe can refuse to transport a particular student and request a ban:**

- **The bus owner** has the sole right to ban any offender from using the bus again
- **This could well risk** a student's ability to attend school if there is no other transport

## School Buses

All bus timetables vary depending on enrolments. Please check with reception.



### Poroti

	am	pm
Mc Beth Road	7.50	3.25
Kerehunga Road	8.00	3.15
MAS	8.10	3.05

### Valley - Parakao/Pakotai

	am	pm
Arona's	7.55	3.45
Opouteke Road	8.05	3.35
Parakao School	8.15	3.20
Wilson Road	8.20	3.15
Fraser Road	8.25	3.10
MAS	8.35	3.05

### Tokiri Road

	am	pm
Tokiri Road (far end)	8.10	3.20
MAS	8.25	3.05

### Houto

	am	pm
Houto Road(far end)	7.45	3.55
MAS	7.20	3.25

### Pipiwai

	am	pm
Lovatt Roa	7.50	3.45
Te Horo Schoo	8.00	3.35
MAS	8.30	3.05

### Town Bus

	am	pm
Rose Street Terminal	7.50	3.40
103 Maunu Road	7.55	3.30
Silverstream	7.58	3.28
Tui Crescent	8.00	3.25
Maungatapere	8.10	3.20
MAS	8.25	3.05

### Town Bus

This bus is run by Mangakahia Area School and subsidised by the BOT. Students pay \$25 per week - \$2.50 per trip for regulars, \$3 per trip one way for casuals. Casuals must check at the office at lunchtime if a space is available on the bus, and pay in advance.

# Break Time Supervision, Activities and Facilities



## **Supervision**

Y0-6 classes have strict storage, distribution and supervision protocols.

**Students eat lunch in their areas until released by the duty teacher at lunchtime:**

Y1-6 students on the junior block terrace

Only Y12-13 students may visit the store at break time – to buy healthy food only, for themselves only.

**Students aged 5 - 18 are on-site. Separate areas meet their age-group needs/interests.**

Y1-6 students have their own yard (with playground) in front of the junior block

Y7-8 students have their own courtyard between the gym and art room, as well as a basketball hoop outside the gym, the astroturf courts and the field.

Y9-13 students have the senior block terrace and yard, the astroturf courts and the field (for ball games)

**Late bus students** are supervised by Senior Managers and office staff 3.00-3.20

**2 duty teachers supervise each break-time to monitor activities and behaviour:**

- The junior yard; the senior yard and Y7-8 areas; the field and out-of-bounds areas
- Duty teachers record activities and behaviours, which are reviewed and followed up by deans

## **Activities**

**There are plenty of activities for students to enjoy:**

- Y1-8 outdoor construction activities sand sculpting, miniature cities, hut building
- Y4-13 games and sports physical activities led by senior students / sports council

## **Facilities**

**Library – A large selection of Fiction and Non-Fiction books suitable for all ages.**

**Hard Courts** - Senior yard hoops and table tennis table (with grass area, deck and shade sail);

Y7-8 yard have painted lines and hoops (with grass and shade sail area, outdoor stage);

Junior yard painted lines and brand new playground (including deck, grass area, sandpit, edible garden).

**Astroturf Courts** - Open break times for a variety of ball games using new, modern sports gear

**Gymnasium** - Open break times for supervised basketball – full-size court, modern gym

**Field** - Full size sports field for ball games; fitness trail.

**Pools** - 23m pool with 9m learn-to-swim pool attached. Supervised sessions only.

# Student support and Guidance



In order to learn, students need to be healthy, safe and secure. They cannot learn when they are sick, hungry, tired or upset.

## Health

We are a health-promoting school working with Manaia Primary Health Organisation. The Public Health Nurse visits the school each Monday and is based in the Student Support Centre. Students can self-refer. Parents may refer children through the office or North Health. The Public Health Nurse gives all 5 year-olds a health check with parental permission.

We are a Sportmark school and our Sport Coordinator promotes healthy exercise through sport. The gym is a venue for community evenings of badminton in the summer, and basketball in the winter.

School Dental Service - appointments, checks and follow-ups are made through the school.

## Wellness Team

Senior students drive wellness initiatives e.g. 2013 – *Family Violence*, 2014 – *Keeping Well*.

**TO AID HEALTH and LEARNING – NO LOLLIES OR FIZZY DRINKS PLEASE  
WE ARE A WATER-ONLY SCHOOL – WE PROVIDE FILTERED WATER FOR STUDENTS  
WE ENCOURAGE HEALTHY EATING – PLEASE RESPECT OUR LUNCH ORDER MENU  
WE ARE A SMOKE-FREE AND RESTORATIVE ENVIRONMENT**

## Sickness and Injuries

- Please do not send a sick child to school.
- Please notify the school by 9am. This is URGENT for our school safety system.
- Please send a note with the student to give to the form teacher on return to school.
- We can send work home during prolonged illness or absence – please ring the office.

If a student becomes unwell at school they are placed in sickbay. We phone family or their nominated emergency contact, to collect the child. A day in the sickbay is not an acceptable option for a sick student.

If a student is injured at school we try to contact the parents or the emergency contact immediately. If parents are unable to be contacted, a member of the school staff may take the child to town for medical treatment. We will call an ambulance when necessary.

We record all instances of sickness or injury including the time spent in sickbay and timing of phone calls. Students sometimes claim they were unattended and in sickbay 'all day', please check with the office.

## Medic Alert and Medication

Should your child come under this category the school MUST be notified. Asthmatic drugs and similar medication to be administered are kept in the sick bay. Staff are trained to manage epilepsy and asthma events.

## Health Education

Students study health through timetabled Health classes.

## **Whānau Teachers**

Monitor attendance, support their students, and liaise with families

Room 1	Y0-1	Mrs Henwood
Room 3	Y2-4	Ms Fenton
Room 4	Y5-6	Mrs Davey
Link	Y7-8	Mrs Grieve
Secondary	Y9	Mr. Williams and Mrs Corbett
Secondary	Y10	Mr. Sadgrove
Secondary	Y11	Mrs. Howard
Secondary	Y12 -Y13	Mrs. Van der Klundert

## **Assistant Principals & Deans**

Monitor student learning, behaviour and welfare

Assistant Principal Pastoral Y9-13	Mr. Dunn
Assistant Principal Curriculum Y9- 13	Mrs. Howard
Dean Y1-8	Mrs Davey
RTL B	(Resource Teacher, Learning and Behaviour)

## **Student Support Services**

Pastoral Care and Welfare	Whānau Teachers, Deans, Senior Managers
Discipline and Guidance	Mr Dunn and Mrs. Davey
Sickbay Services	Ms Parata and Mrs Langridge

## **Lost Property**

Lost property is kept at the office. Every effort is made to return named items. Please name all clothing. Students – please leave your flash gear at home!

# Leadership Opportunities and Awards



## **Leadership Opportunities**

Y0-6	In-class and cross-class leadership programmes e.g. Tech Wiz Team, sports monitors
Y7-8	Responsibilities in the Y0-8 area e.g. assemblies, Green-Gold kaitiaki, recycling, William Pike Challenge, Student Council
Y9-11	Responsibilities Y4-6 area e.g. paired reading / writing sessions Y1-6; recycling, Student Council
Y12-13	Lead Wellness Team projects, Sports Council activities, recycling, lunchtime activities, Student Council, House leaders
Yr11-13	Leadership Day in Term 1, OPC end of Term 2

Every second year (alternating with OPC) student leaders attend Akaroa outward bound leadership course. Student leaders represent the school, lead all students.

Senior sports leadership course, strengths in basketball and Area School sports

## **Students Helping Students – Tuakana-Teina**

Older students helping younger students is a feature of our school

At Mangakahia we have high expectations of all students, but particularly older students. They are expected to model positive behaviour and learning and are taught to:

- being mindful of the presence of very young children at the school (conduct, language)
- respecting younger children's' space at break times and guiding them from the senior yard
- supporting needy children through responsible action e.g. advising the duty teacher
- initiating and leading lunchtime activities e.g. games, sports, hut building
- in English class, listening to younger children read and taking paired writing activities
- in physical education and sports tournament times, coaching and/or managing sports teams

## **Awards**

There are a number of Mangakahia Area School awards available to students:

- Sports leadership and coaching
- Outdoor Education Award
- Lions citizenship awards
- Tama tu – Most outstanding Maori student (male)
- Rimiriki Cloak – Most outstanding Maori student (female)
- Student Leader Award (Head students receive this)
- BOT Student Trustee Award
- 'Strive Award' awarded for achieving the principals honour list. It recognizes students efforts and application in living the values of our Kura.

# Years 0-8 Only



## **Our Students**

- In Year 1 to 8 work in four classrooms in the junior block and specialist rooms;
- Use specialist rooms and facilities around the learning areas of art, music, Maori studies, physical education, a range of technologies and horticulture;
- Can enjoy a range of co-curricular opportunities including outdoor art, fitness trail, chess, concerts, kapa haka, sports, whanau competitions;
- Y1-6 enjoy a landscaped play area that includes deck, sandpit, rope-climb, playhouse. Many students enjoy outdoor construction activities – sand sculpting, miniature cities, hut building

## **Learning Programmes**

- Y0-6 programmes - specialist teachers for art and PE, and reporting against the National Standards
- Year 7-10 core programmes in Māori studies, Education for Sustainability, Visual Arts, wide range of Technologies

## **Attendance**

Regular attendance is the key to each child's education. Every day a child is absent, is a day of learning opportunities missed, this is especially so in the early years, when children are learning to read and write. If we have not been notified by a parent or caregiver regarding a student's absence our Attendance Officer will follow this up with a phone call.

We make no apology for following up absences, contacting families whose children are falling behind.

## **Assembly**

The primary assembly is held at a regular time every second week. All welcome.

## **Art**

Children enjoy art education each week. Bring an old shirt to wear.

## **Parents Visiting School**

All parents who wish to see a teacher at the school please do so through the office, unless prior arrangement has been made with the teacher.

## **Reporting to Families**

A whole school BBQ for parents and teachers to get to know each other happens early in Term 1 to discuss learning expectations for the year, and to learn about National Standards and for secondary students' course requirements for NCEA.

Student-led conferences happen mid-year. Teachers train students to present selections of their work and host a 3-way discussion (parent-teacher-child) about their progress against National Standards and next steps. After conference week, parents are invited to discuss any concerns they have with the teacher and how best to help their child at home.





Twice a year your child will receive a written report. This contains an assessment of the child's work in each of the major learning areas and enables parents to see the progress being made against the National Standards. There is also a place for social and emotional development and a general comment.

## **Yr0-8 Outings and Camps**

Educational visits take place throughout the year as part of the junior programme. Due notice is always given and arrangements must comply with the school policy and government regulation.

Adult-child ratios are vital. Parent helpers by invitation only; must attend briefing sessions in advance. The visits are part of the official school programme. Every student must attend unless health problems prevent this.

Please note: they are not open to pre-schoolers, non-enrolled children, or casual adult visitors.

# Years 9-13 Only



## Students

- Year 9-13 work in the senior block and in specialist rooms.
- Use specialist rooms and facilities around the learning areas of art, drama, Media studies, Maori studies, physical education, a range of technologies and horticulture;
- Can enjoy a range of co-curricular opportunities including outdoor art, fitness trail, chess, concerts, kapa haka, sports, whānau competitions;

## Learning Programmes

- NCEA levels 1, 2 and 3 including Art, Carpentry, Computer Studies, Education for Sustainability, Engineering, English, Geography, Horticulture, Hospitality, Mathematics, Media Studies, Sciences, Te Reo Maori, Technologies
- Mangakahia Area School is progressively moving towards Individual Learning Programmes for all senior students within an e-Learning context. This will provide our students will a large range of learning choices and opportunities.
- We are a Gateway School giving senior students opportunities for career and workplace visits

## NCEA Guidance

Students in the senior school (Y11, Y12, Y13) undertake five courses towards National Certificates of Educational Achievement (NCEA). These courses involve the gaining of credits mainly through Achievement Standards, or Unit Standards or a combination of the two.

Students should expect courses to consist of 18 or more credits each year. They will receive course structure and assessment schedules during the first few weeks of Term 1, with information on late assignments, missed assessments and the appeals procedures. The aim for 2016 is that all Yr12 and Yr13 students will have their own Individual Learning Plans.

Students make course choices based upon their individual needs. They should always ask:

- Will this course help me towards my long term goals? (university, trade training, employment)
- Is my course balanced, and does it give me future options?
- Is the course within my abilities?

Students are discouraged from studying by Correspondence School, but can discuss this with Mr Reynolds. Where one subject needed is unavailable, they may arrange that through Mr Reynolds and Mrs McCardle. Only students who are self focussed are suitable for study via a Correspondence School course.

Staff who are able to help students include:

- Mrs Howard is able to answer most questions about NCEA, the credits you need. She also has all the documentation to help you with NCEA and the way it is managed at our school.
- Ms Parata (Careers Adviser, Gateway Coordinator) helps find pathways to your chosen career.
- Subject teachers give information on courses and where those courses might lead.

## Reporting

- Year 9-13 students receive written reports twice a year.
- Y11-13 students receive a NCEA credit summary print out at the end of each term. They may also request a NCEA credit summary at any time during the year from Mrs McCardle/Mrs. Howard.

# Uniform



The uniform is a modern, smart, attractive symbol of school pride and unity. It is practical, comfortable and cost-effective.

All uniform items are available at Bethells (Strand Arcade) and the Warehouse (Okara Centre). Shoes from the Warehouse & other stockists.

## Y1-6 STUDENTS

- blue polo shirt with logo, black bottoms (skirt, shorts or longs)
- navy polar-fleece with logo
- Aussie Style Blue sunhat
- Shoes of any choice
- PE Gear: To be worn at *all PE lessons* and changed into and out of **only at the gym e.g.** plain T-shirt, sports shorts, sports shoes (non-marking soles), white/black socks
- Swimming Gear: To be worn at *all swimming sessions* and changed into and out of **only at the pool e.g.** swimming togs, plain light T-shirts optional, no streetwear/underwear (pool hygiene) and light towel (named), plastic bag for storing wet gear.

Yr7-11	Girls	Boys
Footwear	<ul style="list-style-type: none"> <li>• black shoes (without platforms), worn with black socks OR plain or black pantyhose; flat black sandals no straps (no fancy fashion sandals).</li> <li>• <b>Technology &amp; Science: Feet must be enclosed</b> for health and safety i.e. close in toe, <b>not sandals</b></li> </ul>	<ul style="list-style-type: none"> <li>• black shoes (without platforms) worn with black socks; flat black sandals no straps (no fancy fashion sandals).</li> <li>• <b>Technology &amp; Science: Feet must be enclosed</b> for health and safety i.e. close in toe, <b>not sandals</b></li> </ul>
Bottom half	<ul style="list-style-type: none"> <li>• black straight regulation skirt or shorts</li> <li>• black trousers – regulation only (not jeans, leggings or tights)</li> </ul>	<ul style="list-style-type: none"> <li>• black regulation shorts or black trousers</li> </ul>
Top half	<ul style="list-style-type: none"> <li>• Jade polo shirt with school logo/embroidered monogram; and</li> <li>• Royal blue sweatshirt with embroidered monogram; or</li> <li>• Royal blue woollen jersey with embroidered monogram; or</li> <li>• School jacket or school navy polar-fleece with silver embroidered monogram.</li> <li>• No “layering”</li> </ul>	<ul style="list-style-type: none"> <li>• Jade polo shirt with black school logo/embroidered monogram; and</li> <li>• Royal blue sweatshirt with embroidered monogram; or</li> <li>• School jacket or school navy polar-fleece with silver embroidered monogram; or</li> <li>• Royal blue woollen jersey with embroidered monogram</li> <li>• No “layering”</li> </ul>
PE Gear	To be worn at <i>all PE lessons</i> and changed into and out of <b>only at the gym</b> <ul style="list-style-type: none"> <li>• plain T-shirt, sports shorts, sports shoes (non-marking soles), white/black socks</li> </ul>	
Swimming Gear	To be worn at <i>all swimming sessions</i> and changed into and out of <b>only at the pool</b> <ul style="list-style-type: none"> <li>• swimming togs, plain light T-shirts optional, no streetwear/underwear (pool hygiene) and light towel (named), plastic bag for storing wet gear.</li> </ul>	

Yr12-13	Girls	Boys
Footwear	<ul style="list-style-type: none"> <li>black shoes (without platforms), worn with black socks OR plain or black pantyhose; flat black sandals no straps (no fancy fashion sandals).</li> <li><b>Technology &amp; Science: Feet must be enclosed</b> for health and safety i.e. close in toe, <b>not sandals</b></li> </ul>	<ul style="list-style-type: none"> <li>black shoes (without platforms) worn with black socks; flat black sandals no straps (no fancy fashion sandals).</li> <li><b>Technology &amp; Science: Feet must be enclosed</b> for health and safety i.e. close in toe, <b>not sandals</b></li> </ul>
Bottom half	<ul style="list-style-type: none"> <li>black straight regulation skirt or regulation shorts (not jeans, leggings or tights)</li> </ul>	<ul style="list-style-type: none"> <li>black regulation shorts or black regulation trousers</li> </ul>
Top half	<ul style="list-style-type: none"> <li>White shirt</li> <li>School jacket</li> </ul>	<ul style="list-style-type: none"> <li>White Shirt</li> <li>School jacket</li> </ul>
PE Gear	To be worn at <i>all PE lessons</i> and changed into and out of <b>only at the gym</b>	
	<ul style="list-style-type: none"> <li>plain T-shirt, sports shorts, sports shoes (non-marking soles), white/black socks</li> </ul>	
Swimming Gear	To be worn at <i>all swimming sessions</i> and changed into and out of <b>only at the pool</b>	
	<ul style="list-style-type: none"> <li>swimming togs, plain light T-shirts optional, no streetwear/underwear (pool hygiene) and light towel (named), plastic bag for storing wet gear.</li> </ul>	

### Students are welcome to wear:

- Taonga (pounamu or bone carving) worn around the neck
- Jewellery: one fine plain short chain, one ring (plain and flat)
- One pair of studs or keepers (in ears only, one in each ear) in plain gold or silver
- Other jewellery of a special nature *if kept out of sight*
- Sports shoes for sports activities *at break times only*
- Braided hair for boys and girls (with or without beads)

### Uniform expectations

The uniform is a modern, smart, attractive symbol of school pride and unity. It shows respect for the school. Plain black or blue caps only (no logos or motif) other caps will be confiscated until the end of the school day.

- Students must be in correct uniform before entering classes.
- Uniform must be clean and tidy and in good repair, acceptable to staff and Principal.
- White T-shirts may be worn under uniform in cold weather.
- Hair should be clean and tidy at all times. Long hair must be tied back.
- Uniform must be worn on school buses unless otherwise directed by staff.

### But please note that:

- Piercings on the face cannot be worn at school for health and safety reasons
- All jewellery must be taken off for swimming, sport or PE and lodged with the teacher
- Any jewellery is worn at student risk - staff are not responsible for any missing items
- Confiscated items are logged and stored in the office for collection at the end of term
- If a student repeatedly does not wear the correct school uniform (including PE or swimming gear), disciplinary actions such as school detention or Stand down may occur.

## Option/Subject Fees & School Donation



- There are minimal fees for take-home consumables: art, computing, technology, home economics, workshop, agriculture/horticulture and carpentry/engineering. They vary across subjects, and are detailed in the stationery list. Every student pays a \$10 computer fee. A flat fee of \$20 covers consumables for Year 1-6 students.
- We accept year, term or weekly payments. Please contact us in confidence for assistance.
- School Donation: \$20. The School Donation amount is collected so as extra facilities and activities can be provided to all students in our school. We appreciate your payment of this donation.

## Community Links

### ***Whānau Support Group – A Modern PTA***

The group increases and enriches the involvement of all students' families and community in school life -

- By arranging early evening events children and families enjoy eg BBQs, film nights (5-7pm or 6-8pm)
- It is not about fundraising – it's about having fun and feeling comfortable and sharing school facilities;
- The group intends to contribute towards the gym foyer fund but only as opportunity arises (optional)
- Events advertised in fortnightly school newsletters and / or fliers – just turn up!

### ***Local Marae***

Korokota (mana whenua) Matua George Tuhiwai Tau Henare (Pipiwai) Maungarongo (Poroti), Te Aroha (Parakao), Te Tarai o Rahiri (Pakotai), Parahaki (Nukutawhiti), Eparaima Makapi (Kaikou)

### ***Community Groups***

Adult Art Group, Christian Fellowship, Gardening Club, Landcare Group, Lions Club, Playcentre

### ***Titoki Store***

John and Judy Laird (Proprietors)

The Store provides school lunches, catering and mail service – store staff are valued friends of the school.

- They provide a school lunch menu that students can order through school before school starts.
- This is a healthy foods selection in accordance with school policy - no fizzy drinks, lollies, hot chips.
- They do not take individual phone orders at the store – orders through the school only.
- Y12-13 students take turns collecting and directly distributing ordered lunches at 1.20pm.
- Office staff sort out any wrong or missed orders or incorrect change directly with the Store (rare).

**PLEASE NOTE** Many younger children eat home-made lunch at morning playtime (11.00) and are hungry at lunchtime (1.30). Students need a good breakfast and play-lunch each day. Thank you.

# Board of Trustees



The school community elects and expects trustees to govern the school on their behalf.

- Work as a close-knit team to support and resource teaching and learning.
- Govern according to NZ government law and regulation (Education Act, NAGs)
- Set annual goals and plans to meet them – these are part of the school's charter.
- The Principal is fully accountable to the Board, in writing, on a monthly basis.
- The Board is fully accountable to government through annual reports and ERO reviews.

## **Board of Trustees 2016-2016**

The Board of Trustees (BOT) elections are held in May every 3 years (e.g. May 2016, May 2019).

<b>Parent Trustees</b>	Susan Henderson, Rachel Cocks, Rangi Tuhiwai, Judy Laird	
<b>Chairperson</b>	Susan Henderson	leader and facilitator, finance
<b>Deputy Chair</b>		
<b>Principal</b>	<b>Phil Reynolds</b>	reporting Key Indicators and variance
<b>Board Secretary</b>	Lesley McCardle	business manager reporting finance and property
<b>Staff Trustee</b>	Leon van Rooyen	staff perspective and liaison
<b>Student Trustee</b>	Piri Tohu-Hapati	student perspective and liaison

## **Board Meetings**

- Full Board meets twice a term as advertised in the school newsletter
- In the staffroom 3.30pm for tea-coffee-mix and mingle, 4.00pm start, 6.30pm ends.
- Board reports sent out to trustees 7 days prior to meeting
- Agenda order Key Indicator Reports (e.g. visiting presenter), administration, Focus Reports  
Variance Reports (Principal - finance, property, personnel, safety, events etc)  
Special Issues Reports e.g. curriculum, achievement, current projects or issues  
previous minutes, correspondence, next meeting agenda and date

## **Board Policies**

**The School Charter and Board Policy folder** are available at the school office.

They are working documents and are often highlighted in newsletters.

The Board insists on a high standard of teaching, learning, behaviour, and uniform.  
The Board provides a safe school environment and values good community support.  
In the interests of student health we are a water-only, lolly-free, healthy eating school.



## Senior Management Team

<b>Principal:</b> Phil Reynolds	Y0 to 13 learning, contracts, personnel, Teen Parent School, community, Board of Trustees
<b>Deputy Principal:</b> Rosemary Grieve	Y0 to 10 assessment, Y0-8 syndicate, special needs, year events, EOTC
<b>Senior Manager:</b> Terri Cunningham	Teen Parent School Senior Manager/lead teacher, MAS Senior Manager
<b>Assistant Principal Pastoral &amp; School Administration:</b> Barry Dunn	Pastoral care, student leadership, school events, school administration, community liaison; deans
<b>Assistant Principal Curriculum &amp; School Administration:</b> Rita Howard	Curriculum & student academic monitoring, school administration/enrolments,

## Year 1-8 Teaching Staff

Carolyn Henwood	Room 1	Y0-2	new entrant liaison, Reading Recovery
Kate Fenton	Room 3	Y3-4	PB4L team
Kaye Davey	Room 4	Y4-6	teacher-librarian; Enviro School co-leader; Dean
Rosemary Grieve	Link Room	Y7-8	i/c Y1-8;
Nikki Mathews	Technology	Yr7-8	Visiting Technology classes

## Year 9-13 Teaching Staff

Barry Dunn	Y1-13 PE; Y7-10 Health; Sports/Wellness/PB4L teams
Lesley McCardle	Y11-13 IT (at Teen Parent School and MAS)
Rita Howard	Yr9-13 English
Chris Williams	Y9-13 Mathematics
Denton Pitiroi	Y1-13 Te Reo Maori
Karen Corbett	Y9-13 Social Science, Education for Sustainability; Y11-12 Tourism
Dave Sadgrove	Y9-13 Sciences
Louise Spraggon	Y7-12 Media Studies, Photography, Food Technology (on Study leave 2016)
Mandy Van der Klundert	Y1-13 Visual Arts
Leon Van Rooyen	Y7-10 Hard Materials Technology; Yr11-13 Automotive/Carpentry; Visiting Technology classes
Heather Willcoxson	Y9-13 Food technology/hospitality, Y9 Social Studies, Senior Career Guidance

## **He Matariki Teen Parent School (TPS)**

He Matariki (Raumanga behind North Tech) is a new purpose-built facility, a department of our school since 2006. We operate as one school across two campuses.

Terri Cunningham	i/c TPS / curriculum; Lead Teacher; Hospitality, Technology teacher
Muriel Willem	i/c Careers Education, Gateway; Early Childhood Education, STAR
Carolyn Findlater	TPS administration
Michelle Groome	Mathematics, Science
Marion Maplesden	Material Technology
Roz O'Shea	Health, Physical Education, Active Living
Elizabeth Sugrue	English

## **Support Staff**

Lesley McCardle	Board of Trustees, finance, payroll, TPS
Leith Dee	Caretaker / grounds
Daphne Nikora, Bob Parata, Marlene Tuhiwai	Cleaners, kaumatua-kuia runanga
Katie Langridge, Juanita Parata	Clerical, library and administration staff
Juanita Parata	Gateway, Sports/Wellness/Kapa haka/ He Kakano teams

## **Agency Support**

At-risk Youth	FamilyWorks; Campus Cop and Rubicon; CYF; WINZ; Y-Dub
Health	PHN: Manaia PHO; Dental/Hearing/Vision Services; Te Roopu Kimiora
Learning	Team Solutions; RTLB Cluster; RTLit Cluster; GSE; YTS; North Tech
Environmental	Northland Regional Council
Professional	Team Solutions; Ministry of Education; ERO (Auckland)



## Concerns / Complaints



Please discuss your concerns before they become complaints

- If you have a concern please let us know, we are here to listen and to assist.
- It pays to ring the Principal or a Senior Manager in the first instance (staff list above) you can then check your concern against the facts.
- If you have discussed your concern and still feel unsatisfied, please follow it up, ask for a meeting with the Board Chair and/or Principal, or write a letter of complaint
- Your letter will be tabled in the correspondence and discussed by the Board of Trustees, the dialogue can continue (within reason) until resolution, consensus or compromise.

Mangakahia Area School will work with Whānau/parents/caregivers to support the well-being of all its students.

## 10 Ways You Can Help

**Your support is always appreciated. Thank you.**

1. Send children to school every day they are well – 90% is the national NZ attendance average.
2. Send them off with a good breakfast, in the right uniform, with the right gear.
3. Ring us before 9am to report an absence and before 2pm with change of travel home plans
4. Tell children your expectations – e.g. that they work hard, do their best, and always aim high
5. Have older children read this booklet with you and younger ones understand key points.
6. Read the fortnightly newsletters and check the school website so you know what's going on, what's coming up.
7. Ring the office to update your address / contacts so we can reach you in an emergency.
8. Check reported 'facts' of any situation with the class or homeroom teacher in the first instance.
9. Come in to meet your child's teachers, see where they learn and play, join in school events
10. Please talk to us about your any concerns as soon as possible – working together is good for us all.