

PUKEPOTO SCHOOL



AN INFORMATION BOOKLET
FOR PARENTS

Welcome to Pukepoto School and on behalf of the children, staff and Board of Trustees, we wish you a very happy enjoyable and educational association with our school.

PRINCIPAL

MR BARRY MURRAY

TEACHING STAFF

Room 1	N/E-Year 1	Ngauru Heka
Room 2	Year 2-Year 3	Rererangi Mason
Room 4	Year 4 -Year 6	Tracey King/Barry Murray

TEACHER AIDES

Glenys Tahu – Room 4

OFFICE ADMINISTRATOR

Leeanne Isaac

CLEANER

Sine Hoani

R.T.L.B

Keryn Doak

SOCIAL WORKER

Tomo Campbell

PUBLIC HEALTH NURSE

Robyn

READING RECOVERY

Fiona McBain-May

BOARD OF TRUSTEES

Principal

Barry Murray

Chairperson

Jolene Hemana

Staff Rep

Tracey King

Property

Vera Busby

Finance

Kathleen O'Connor

Secretary

Hine King

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ADDRESS:

**Pukepoto School
R.D 1
KAITAIA-0481**

E-MAIL:

admin@pukepoto.school.nz

WEBSITE:

http://www.pukepoto.school.nz

SCHOOL HOURS

The following is the daily timetable of bell times;

8.45 AM	SCHOOL STARTS
8.45 – 10.30	IN CLASS
10.30 – 10.50	MORNING BREAK
10.50 – 12.30	IN CLASS
12.30 – 1.15	LUNCH BREAK
1.15 – 2.45	IN CLASS
2.45 PM	SCHOOL FINISHES



SCHOOL GROUNDS OPEN AT 8.15am – MONDAY TO FRIDAY
SCHOOL GROUNDS CLOSE AT 3.15pm – MONDAY TO FRIDAY

All children must have parent or guardian supervision if they are going to be on the school grounds out of school hours.

ENROLMENT PROCEDURE

Parents may complete an enrolment form at the school office any time prior to their child attending school.

The Education Act requires parents entering children for the first time to produce suitable evidence of the child's date of birth, i.e. Birth Certificate or N.Z Passport.

New Entrants are also required to provide a copy of their immunisation certificate.

BUS TRAVEL FEE

Permission to travel on another bus other than the child's normal bus, can only be granted by the Principal.

In general, permission is granted to use the bus service at a nominal fee. If children are changing their normal way of traveling home a letter or phone call is expected – otherwise your child will be sent home in the normal way.

If you are calling the school to change your child's bus arrangements than a phone call must be received before 2.30pm that day.

Cost per week, per family, using the school bus is \$2.00

STATIONERY FEE

Children will be issued with their first lot of stationery by the school at \$10.00 per child on enrolment. This includes a home reading log which cost \$5.00.

Additional stationery and home reading logs can be purchased from the school office or from a store of your choice.

*Your child's classroom teacher will contact you if your child requires additional stationery throughout the year.

ANNUAL ACTIVITY FEE

Pukepoto school has an annual activity fee of \$20.00 per family or \$10.00 per child, which is payable on enrolment.

ABSENCES FROM SCHOOL

By regulation, children are required to attend school unless prevented by illness, special home circumstances or other similar reasons.

Any absences should be explained by letter to the school.

If it is not possible to write, please phone the school to advise any absence.

BEE STINGS – Other Allergies

When we enroll children, we ask parents to say if their child has any allergies.

Often with 5 year olds, this may not yet be known. We ask that parents inform the school and arrange for a sufficient quantity of antidote to be left on the school premises if the need arises.

BOARD OF TRUSTEES

The Board of Trustees is elected by the parents, guardians and caregivers attending the school at a Triennial Election usually held in April/May.

The Board of Trustees is a statutory body charged with the management of property and certain other matters on behalf of the Ministry of Education.

The functions of the Board of Trustees include:

- a) The control and management of expenditure of Government funds allocated to it.
- b) The control and management of school funds, donations, subscriptions and any other money, which may be received by the Board of Trustees.
- c) General supervision, control and care of the school grounds and buildings.
- d) Care and maintenance of school equipment and furniture.
- e) Encouragement of sympathetic relations between teachers and parents and support of all activities organised to promote the welfare of the school and to maintain the interest of parents in all school matters.

PUBLIC HEALTH NURSE

The Public Health Nurse visits our school on a regular basis. If parents have any worries over matters relating to the health of their child, they may contact the school and arrangements will be made for the nurse or another visiting specialist to see the child.

CLOTHING

Please label clearly all belongings and clothing. Every effort is made to ensure that pupil's belongings are not lost or damaged, but the school does not accept responsibility when this occurs. Any clothing left unclaimed after one term will be sent to such places as Churches, Salvation Army, Missions etc.

HOMEWORK

The most important thing parents can do is talk with their children – which means listening and discussing.

Home reading is important for children of all ages.

The school has a home reader booklet for the younger children, New Entrant to Year 3 and regular daily reading is actively encouraged. Informal homework is given in Year 3 and 4 to Year 6 in the form of spelling notebooks, maths tables and on occasion, math's practice exercises, as well as work related to Centre of Interest of Social Studies.

At primary level, home studies are an extension of interest and should involve the parents.

LIBRARY

An extensive range of books is used at the school and children are encouraged to use this facility at all times. Library sessions are allocated to each class during school hours as well as before school, playtime and lunch time sessions that are run by library monitors.

Children are expected to treat books with care.

There is a replacement charge for books that have been either damaged or misplaced by students.

PLAYGROUND EQUIPMENT

The school has many pieces of playground equipment that are regularly inspected and
Every child is encouraged to use this equipment at his or her own level of development.



PHOTOGRAPHS

Parents can obtain class, individual or family photographs through the school every year. Any old photographs of the school, or classes, or class visits could be donated to the school or loaned to the school for a duplicate copy to be made so that our 'History of the School' photograph albums are a worthwhile asset.

TELEPHONING THE SCHOOL

Should you wish to speak to a teacher, please phone the school during lunch-time or after school unless of course your call is urgent. Alternatively you can leave a message on our answer service and we will contact you as soon as possible.

Telephone messages are checked at regular intervals.



REPORTING TO PARENTS

During February a 'Meet the Teacher' evening is held where parents have the opportunity to discuss with the teachers their child's interest, hobbies, attitude to school/school work, relations with other children/adults, what they do in their spare time and any other relevant data that the parent wishes to communicate. We would like to know as much as possible, so that together, we may give the best possible education to your child.

In the second term, usually June, arrangements will be made to conduct Parent/Teacher interviews. At this interview parents will receive, and have an opportunity to discuss, their child's report.

At the end of the fourth term, a written report will be sent home. Although the school arranges the afore mentioned reporting for parents to discuss their child's progress with teachers, parents are encouraged to visit the school at any time throughout the year to talk with the Principal or Staff so that a close and harmonious home-school liaison can be established and continued.



SWIMMING POOL

During the summer months, regular swimming lessons are taken for all classes daily.

All pupils are required to take swimming instruction except where a note is supplied by the parents.

SWIMMING POOL KEYS FOR PARENTS OF THE SCHOOL

By arrangement with the Pukepoto BOT & Office Administrator, parents can purchase a key to the pool (*conditions apply*) to supervise their own family swimming out of school hours.

The Pool Key charge for the season is \$50.00. This price may vary due to the increasing costs of operating the pool, (chemicals etc). Parents must sign a pool key form and pay the key charge prior to a key being issued.

At the end of the swimming season all keys are returned to the school office and a \$5.00 refund issued.

If you lose/misplace your pool key, you will not be re-issued with another key, or receive a \$5.00 refund and you will also be unable to purchase a pool key in the future, so *please* take care and ensure that your pool key is kept in a safe place. Each time a key is lost the whole set and lock need to be replaced and this becomes a very costly expense for our school.

The toilets beside the school library are also available to families who purchase a pool key. Your pool key will open both the boys and girls toilets. Please ensure that you lock the toilets when you leave the school grounds. Parents are welcome to use any playground equipment the tennis court, etc during 'out of school' hours.

PARKING IN THE SCHOOL PLAYGROUND OR IN FRONT OF THE CARETAKERS SHED IS NOT PERMITTED

Please use the car park provided at the office entrance.

