



Information Booklet

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Principal – Linda Munkowits**Year 0 to 3 Syndicate**

		Room
Deborah Barclay (Deputy Principal Junior School)		
Jan Fenton	Year 2	1
Desiree Ward	Year 2/3	2
Karen Kozuls (Team Leader)	Year 3	3
Michelle Crabb	Year 3	4
Charmaine Peters	Year 1/2	15
Karen de Silva	Year 0/1	16
Lee Rowley	Year 0/1	17

Year 4 to 6 Syndicate

Carol Davey	Year 5/6	5
Sophia Jalil	Year 5/6	6
Emma Thorpe (Deputy Principal Senior School)	Year 5/6	7
Chris Barclay (PE)		
Jan Evans	Year 4	8
Sue Smith (Team Leader)	Year 4/5	9
Luana Kelland	Year 5/6	10

Sue Dickson (Reading Recovery) .5

Carol Scott-Dye (ESOL) .6 13

Libby Mill (Release Teacher)

Office Manager Marilyn Morrow

Office Assistant Joanne Franchi

Property Manager Dave Humphries

Part Time Assistant Caretaker Mark Kerr

Special Education Assistants	Heather McIver	Kim Freeman
	Wendy Nightingale	Alison Shenton
	Lauretta Hannah	Christine Mullen
	Julie McCaffrey	

2 BOARD OF TRUSTEES

CHAIRPERSON	Karen Bland Jane Bentley Rose Polata Sean Ford Lai Tabani-ivi
PRINCIPAL	Linda Munkowits
STAFF REPRESENTATIVE	Sue Dickson

3 TERMS AND HOLIDAYS 2010

Term One **Wednesday 3 February to Thursday 1 April 2010**

Saturday 6 February	Waitangi Day
Friday 1 April	Good Friday
Monday 5 April	Easter Monday
Sunday 25 April	Anzac Day

Term Two **Monday 19 April to Friday 2 July 2010**

Monday 7 June	Queens Birthday
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Term Three **Monday 19 July to Friday 24 September 2010**

Term Four **Monday 11 October to Thursday 16 December 2010**

Monday 25 October	Labour Day
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4 AMENITIES FUND

Each family is asked to make an annual donation to the Amenities Fund, which has been set for 2010 at:

\$180 per family per year - \$160 if paid in first term
\$120 per pupil per year - \$100 if paid in first term

5 ATTENDANCE

Children are required by law to attend school between the ages of 6 and 16, regularly and punctually.

Children absent from school, even for a half day or less must bring a note to the class teacher on return, or alternatively the parent may ring school to explain the absence. If it is known that a child is going to be absent for more than one day, please advise the school

in person, by phone or letter.

If your child is going to be, or has been, late to school please could you inform the school.

Permission for children to leave school before 3.00pm can only be given for urgent and valid reasons.

NB If parents remove their children from school during the school day they must first sign them out from the school office and take the sign out form to their children's class teacher.

6 BEFORE AND AFTER SCHOOL CARE

Safe Kids in Daily Supervision (S.K.I.D.S) offer before and after school care on site. S.K.I.D.S. can be contacted directly on 09 476 1177.

7 CYCLING TO SCHOOL

Year 5/6 children are given permission to cycle to school if:

- They have safe cycles and wear a cycle helmet.
- Parents accept full responsibility for children while they are riding to and from school.

8 DAMAGE TO SCHOOL PROPERTY

Parents will be asked to make a contribution toward repair or replacement where school property is damaged by careless use of equipment e.g. kicking a ball in class

9 HEALTH, ACCIDENT AND SICKNESS

Children who have an accident or become ill at school are treated initially in the school medical room by a qualified first aider. Every endeavour is made to contact a parent, or alternative contact person.

For accidents or sickness requiring immediate medical treatment, it is school policy, that if we cannot contact the parent or alternative contact, we will arrange for your child to be taken to the doctor or hospital. At the time of enrolment we note any restrictions that you wish to place on this treatment.

It is important that we are made aware of existing health conditions when enrolling your child. Your consent is required for hearing and vision checks.

SCHOOL DENTAL CLINIC

The school dental clinic is staffed, part time, by a Dental Therapist.

Parents are notified of any dental treatment needing to be carried out. You have the right to withdraw consent for any treatment. If consent is not withdrawn after one month the treatment will proceed.

The Dental Clinic number is 441 9428

10 LUNCHES

Children are able to buy lunch at school on Friday; menus are available at the office.

Children are to place their money in a sealed envelope, with order, name and room number written on the outside. The children place the envelope in the lunch order basket in class. Orders are distributed by 12.30pm.

All drinks from home should be brought in plastic bottles.

To enable parents to see what their children have eaten and to assist us in being a zero waste school, children will bring home wrappings and remains.

11 MANUKA BEHAVIOUR PROCEDURE

MANUKA MANNERS / VALUES

Children at Manuka School are expected to;

Respect Others

- consider the feelings of others in what I do and say
- treat others with kindness

Respect Property

- care about the school environment
- care about their belongings
- care about the belongings of others

Be responsible & resourceful

- own up and accept consequences for their actions
- have a go at solving problems themselves

Be honest

- always tell the truth

CONSEQUENCES

IN CLASS

Step 1; Name on the whiteboard

Step 2; Cross by name.

- Y4/6; Letter of apology written and signed by teacher on completion

Step 3; Two crosses by name

- Lunch time in time out area.
- Time out sheet completed, signed by teacher and sent home.
- Copy given to Senior Teacher.

AT PLAY TIME

Step 1; Verbal warning

Step 2; Second verbal warning and name in duty notebook

Step 3; Remainder of play/lunch in time out area, time out sheet completed, signed by teacher and sent home. Copy given to Senior Teacher.

PHYSICAL AGGRESSION

- Any physical aggression will result in 'fast track' to Senior Teacher. Time out form to be completed with Senior Teacher.
- If incident occurs in playground, child will be removed from playground and Senior Teacher notified as soon as possible.
- Parents Contacted by Senior Teacher

PERSISTENT OFFENDERS

- On completion of three time out forms in same term, parents will be contacted
- If appropriate, in consultation with parents and child an Individual Behaviour Plan / contract will be developed
- At this stage, children may also be referred to outside agencies

REWARDS

IN CLASS

- ❖ Stickers
- ❖ Praise
- ❖ Good work in newsletter
- ❖ Individual class reward systems
- ❖ Assembly certificates

AT PLAY TIME

- ❖ Holly Parkin Trophy
- ❖ Certificate at school assembly
- ❖ YO/3 Play time stars
- ❖ Y4/6 stickers

12 NEWSLETTERS

One newsletter is issued weekly on Wednesday to the eldest in each family. If you would like the newsletter emailed to you weekly, please email your details to office@manuka.school.nz.

13 PARENT SUPPORT GROUP

A group of parents and staff form the Manuka Support Group who plan, schedule, organise and operate fundraising projects, as well as assisting with camps and sports coaching.

If you would like to be part of our Parent Support Group, please contact the school office.

14 PARENTAL AND CONTACT INFORMATION

For cases of sickness or emergency we need to have up to date home information and work telephone numbers of parents or caregivers, with an alternative contact phone number in case you cannot be contacted. Please ensure you inform the school of any changes to your address or contact phone numbers.

15 PARENTAL CONCERNS

At Manuka School we have a 'zero tolerance' of bullying. If you have concerns about your child being bullied please inform the school as soon as possible following the incident.

If you are concerned about your child's progress or other matters please make an appointment to discuss this with the class teacher or senior teacher.

Junior School	Deborah Barclay
Senior School	Emma Thorpe

As well as the formalised reporting and interviews, it is important to have communication between parents and school. Discussion is welcome.

16 PERCEPTUAL MOTOR PROGRAMME

In Year 0/1 children take part in the Perceptual Motor Programme (PMP). It is a programme designed to develop gross and fine motor skills through physical activity. PMP develops coordination and skills required when participating in sporting activities. Parent help is always welcome.

17 PERSONAL PROPERTY

Money at School

Only money essential to buying lunches, stationery or for fund raising projects etc should be brought to school. Money to be taken home at the end of the day should be handed to the class teacher for safekeeping. The school takes no responsibility for money not handed to class teachers.

Personal Valuables

The school accepts no responsibility for toys, electronic games, jewellery and other valuables. Knives, matches, radios and fireworks are prohibited. Any child with a mobile phone must bring it to the office before school and pick it up from the office after school.

18 PRE ENROLMENT AND PRE VISIT

To introduce five year old new entrants to school we invite caregivers to enrol the child 3 - 4 weeks before they turn five, in order to pre visit the new entrant rooms before they start school. Children start school on the Monday following their fifth birthday.

When enrolling your child at school for the first time we require a birth certificate and immunisation certificate including MenZB. If your child is born overseas, proof of residency is required e.g. passport.

19 REPORTING TO PARENTS

Term One

You and your child will attend a three way interview to set goals for the year.

Term Two

Your child will bring home a mid year report.

Term Three

Parent Interview based on the mid year report & review of goals.

Term Four

At the end of the year your child will bring home a report, which will include the class and teacher for the following year.

20 ROAD CROSSING PATROL

The pedestrian crossing near the school gate is patrolled from 8.30am until 8.55am and 2.55pm through to 3.10pm.

21 SCHOOL HOURS

School starts	8.55am
Morning Interval	11.00 - 11.20am
Lunch	12.30 – 1.30pm
School finishes	3.00pm

The school cannot take responsibility for any child arriving before 8.15am. Children are asked to leave by 3.10pm. They will not be kept past this time without the school notifying a parent. Only those children directly under the supervision of a teacher or sports coach may stay at school. Any variation from these times is printed in the newsletter.

22 SCHOOL LIBRARY

Children have regular opportunities through class visits and at lunchtime to borrow books from the school library to take home.

The school must be reimbursed for lost or damaged books.

23 SCHOOL UNIFORM

The Manuka Primary School uniform is stocked at the Postie Plus store in Birkenhead.

The uniform can be purchased any one of five ways:

1. From the Birkenhead Postie Plus store
2. Telephone orders - Freephone 0800 507 807 from Monday to Friday 9am to 5pm
3. Fax orders on 0800 802 820
4. Email orders on schooltex@postie.co.nz
5. Mail order – send your order form to SchoolTex, PO Box 4525, Christchurch

Prices are subject to change, please refer to Postie Plus.

UNIFORM RANGE

Description	Style No.	Sizes	Price
Contrast Polo – Navy/Red with logo embroidered	704096	4 – 16 yrs	\$34.99
Polo – Red with logo embroidered	59706	4-6 yrs 8-16 yrs	\$23.99 \$24.99
Contrast Polar Fleece – Red/Navy with logo embroidered	704095	5 – 16 yrs	\$34.99
Polar Fleece Top – Navy with logo embroidered	704974	3 – 7 yrs 8 – 14 yrs	\$39.99 \$43.99
Sweatshirt – Navy with logo embroidered	704973	3 – 16 yrs	\$27.99
Skort – Navy	702046 702046	4 – 10 yrs 12 – 18 yrs	\$27.99 \$32.99
Inverted Pleat Skirt – Navy	36278	4 – 16 yrs	\$32.99

Bootleg Pants – Navy	33986	6 – 12 yrs	\$19.99
Cargo Shorts – Navy	142000	4 – 16 yrs	\$29.99
Cargo Pants – Navy	110000	4 – 16 yrs	\$35.99

Please note that the navy skorts, skirts, bootleg pants, cargo shorts & cargo pants must be purchased from Postie Plus to ensure a consistent look for our school uniform. The Postie Plus range is low cost, high quality and designed to be hard wearing, fade & stain resistant. The uniform also has a high sun protection rating.

The uniform is compulsory. If you have any concerns or questions, feel free to either phone (444-8775) or email (office@manuka.school.nz) the office.

24 STATIONERY

At the beginning of the school year, or on enrolment, stationery packs are available for sale from the school office.

The cost for stationery packs is as follows:

Starter Pack \$40.00 (for new entrants)

Year 1 \$35.00

Year 2/3 \$35.00

Year 4/5/6 \$30.00

Cash or cheque only. No credit card or eftpos facility

25 SUN PROTECTION

We ask that children wear sunscreen to school during the summer months and bring a named sunhat or cap to wear at morning interval, lunchtime, and outdoor activities. During summer children sit in the shade for supervised eating of lunch, and must play in the shade if they do not have a sun hat.

26 TRAFFIC CONGESTION AND SAFETY

To avoid congestion and danger to children we ask that cars are not brought into the school grounds. Exceptions are made when parents are coming in to assist during school time and for families of children with special needs. Families with special needs are asked to display a parking pass in their car (available on request from the school office).

Parents are asked to co-operate by stopping and/or parking only where legally permitted. Traffic Department signs clearly show where and when stopping is restricted or not permitted.

27 USE OF SCHOOL GROUNDS

We encourage use of the school grounds outside school hours provided all school property is respected. Parents take full responsibility for their children's safety and behaviour at this time.

Procedure for dealing with General Complaints

Procedures

Complaint made to staff member:

- Staff member discusses complaint with complainant.

Not Resolved

Complaint referred to the Principal

- Complainant raised complaint with Principal.
- Principal investigates complaint.
- Principal and complainant discuss the issues and outcomes.
- Insurer must be notified if complaint is serious.

Not Resolved

Complaint referred to the Board

- Complainant puts complaint in writing to the Board.
- Board acknowledge the complaint and undertakes to investigate it.
- Board replies to complainant including a recommendation for action.
- Where resolved the nature and outcome of the complaint should be recorded and signed.

Not Resolved

Complainants should be made aware of external options for resolution.

Early communication can save difficult situations from developing. If you have a problem please contact the school sooner rather than later.