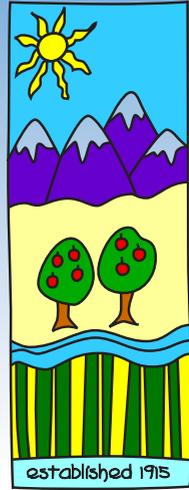


Mahana School



Handbook



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Welcome, Kia Ora, Tena Koutou Katoa...

Welcome to families who are new to Mahana School. If you are new to the community, we hope your involvement with the school helps you to settle into your new location.

Our shared vision at Mahana School is to create a positive learning environment in partnership with our community, with a focus on developing academic, social, cultural, and physical excellence.

*strong, positive, brilliant, responsible,
contributors*

About the School

Situated on School Road (off Old Coach Road) Mahana School is located between the communities of Upper Moutere and Mapua. The school was



established in 1915 to cater for a rural community, and today teaches some third generation students from this community. We have a dynamic mix of families from both land-based and professional backgrounds.

Mahana is a full co-educational primary school providing for students from years 0 – 8. The diversity of ages within the classroom and the school encourages friendship, support and caring attitudes throughout the school.

We welcome enrolments from new entrants to students transferring from other schools. Please phone and let us know when you would like to visit. Our principal teaches part-time in the Kotuku room but can be available to show you around given advance notice.



New entrant visits can be adjusted to meet family needs and new entrant hours are flexible until the child is settled.

Mahana School offers:

- A supportive environment where each child and their family is known to the teaching staff, their individual needs known and met.
- A diversity of ages within each classroom and the school which encourages friendship and support. It also provides opportunities for peer mentoring, and leadership.
- A motivated parent body and supportive rural community.
- A buddy system for all students.
- A special needs teacher aide for remedial and extension work.
- Reading recovery support.
- A large format LCD screen and laptops in each classroom - networked and with internet access.
- A modern library, swimming pool, and adventure playground.
- Sports, drama, music and other activities in conjunction with other schools in the Moutere Hills schools cluster.



Staff

There are three full time registered teachers, including the principal, and one part-time teacher. The Principal and the part time teacher share the teaching in the Kotuku classroom.



To assist each child to reach his/her potential learning levels the school funds a Special Needs Teacher Aide to work with individuals and small groups in remedial and extension activities, such as the GATE (Gifted and Talented) programme.



Children requiring reading recovery are supported by a Reading Recovery teacher through our cluster involvement with

Upper Moutere School.

The school has a music teacher available all year round to provide individual tuition for those who would like it.



The ABC's

Absences

We prefer at least one day's notice of a pending absence but we recognise that sometimes these things cannot be predicted. Please phone the school prior to 9 am if your child is going to be absent.

After School Programmes

Various after school programmes are run throughout the year and are usually sport or art related. These are run independently of the school, but use the school facilities.

Assemblies

Celebration assemblies are held every Friday at 2.30pm. Families and caregivers are encouraged to attend if possible.

Board of Trustees

The board of trustees is responsible for the governance of the school. A Board of Trustees meeting is held twice each term. The date is published in the school newsletter. Meeting agendas and minutes are available to read at the school. Parents are welcome to attend.

Buddy System

We operate a buddy system for all pupils which encourages a family atmosphere at school and helps new pupils to settle in comfortably.

Bus Service

Mahana School has its own bus service that reaches school at 8.35 in the morning and leaves on the return run at 3.30 pm. The morning trip takes the following path but other roads can be included depending on location:

Mapua – Coastal Highway – Gardener Valley Road – Best Road - George Harvey Road – School Road - Mahana School.



Camps

School camps are held biannually. Interest visits to the local community are organised frequently to enable children to become more aware of the wider community.

Concerns/Complaints

The school has a complaints procedure that must be followed if a problem arises. It is best to speak first with your child's teacher, or the principal. Complaints of a serious nature should be directed to the principal in the first instance, or the Board of Trustees Chairperson if this is not appropriate in the circumstances. The complaints procedure can be viewed in the school office.

Dental Care

The school does not have its own clinic, but works in with the Richmond School dental service. All children are encouraged to have a dental check up each year. A system to support this is in place. Parents may contact the dental service at any time if they have a question or concern about their child's dental needs. The phone number is 539 5320.

Discipline

The school works towards encouraging its students to take responsibility for their own actions and to be considerate of others and their property. We operate a restorative justice programme to encourage appropriate behaviour. We involve parents as soon as possible so a mutual resolution of the difficulties can be achieved.



Home and School

The school has strong support from a Home and School Association made up of parents and family members. It organises social events in the community and undertakes fundraising for the benefit of the school.

Parent involvement is welcomed and a notification of meetings is printed in the school newsletter. Taking part in the association is a good way to get to know other parents in the community.



Illness or Accident

Minor injuries are treated at school. Parents will be contacted in the event of illness or more serious injury. It is essential that we have the names of at least two contact people in the event of the parent not being available. We update our records regularly, but we ask parents to see that we are made aware of any changes.

Library

We are very proud of our school library, which was built with strong support from parents, the community and staff. The library is computerised, well-stocked and is used regularly for class visits and by the children during the intervals.

A keen group of children keeps the borrowing and return departments functioning.



Local Services and Community Organisations

We recommend that you obtain a copy of the Mapua and Districts Business Association Telephone Directory. In addition to useful information, the first few pages list contact details for the many community groups and facilities in the area. Please feel free to contact Board of Trustee members, staff, or parents who will be able to help you further.

Lost Clothing

Even though we are a small school we still encounter the perennial problem of lost clothing. We recommend that children's clothes be named so that we can send/return any lost items to you.



Medication

Medication must be handed to the teacher or to the school office with a letter from the child's parent authorising the administration of the medication and clear instructions as to dosage and times to be taken. Where possible medication at school should be avoided. Please let the school know if your child has any allergies or conditions that may influence their welfare at school.

MoTEC

All Year 7 & 8 pupils travel to Motueka once a week to the Motueka Technology Education Centre (MoTEC) for learning such subjects as Biotechnology, Food Technology, Materials Technology, Production and Process, Structures and Mechanisms, Electronics & Control and Information & Communication.



Newsletter

The school produces a fortnightly newsletter which is emailed or sent home with the eldest family member and can also be viewed on the school website. Notices are also circulated via Facebook and Twitter. Contact the office for information on how to obtain Twitter notices. The newsletter is an important vehicle for consultation with our community and keeps parents informed on what is happening in and out of the classroom.

Parent Help

Parent help in the classroom is welcomed. It is an excellent way to keep in touch with what is happening in your child's classroom and improves learning opportunities for all children.

Please recognise, that care must be taken not to disrupt routines and to allow children to develop independence. Contact the class teacher if you would like to be scheduled as a parent helper.

We appreciate it if parents who call to pick up their child at the end of the day do not enter the classroom during the last 10 minutes. This is a busy time and the appearance of mum or dad can be distracting.



Policies/Procedures

The school has policies that apply to most areas of school life. These are updated annually and can be viewed in the school office. Some of these include:

Animals at School, Road Safety, Accident and Injury, Smoke Free, Anti-Bullying Complaints and others.

Pupil Progress

We use a combination of written, parent / teacher / student goal setting conferences. Examples of your child's work are always available in class or on-line. Parents are encouraged to make appointments to see their child's teacher at any stage to discuss any matter or concern. Teachers may also initiate an interview.

Road Safety

Children cycling to school have to use the winding public road and by law must wear approved cycle helmets. Please ensure that children cycling to school are proficient cyclists with a sound knowledge of the road rules. Children under 10 years old should not cycle to school without an adult. We strongly encourage children to use the Woollaston walkway/cycleway along Old Coach Road.



Parents providing transport for class trips need to show a current drivers licence and that their vehicle has a current WOF.

School Donation

This is a voluntary payment requested annually by most schools. The so-called 'donation' is in fact an important part of the school's operating budget and for example, is used to purchase learning resources, pay for additional teacher aide hours, subsidise class trips etc. At Mahana School we ask that parents pay a nominal fee which is set each year. School donations qualify for income tax rebate.

School Hours

Children are welcome at school from 8.30 am. They are expected to be in their classrooms ready to start at 9 am. Children are not permitted in the classrooms past 3.35 pm.

School hours are:

Start time – 9 am

Morning Play – 10.30 am – 10.50 am

Lunch – 12.30 – 1.30 pm

Finish Time – 3 pm



Smoke Free

We are a smoke free school with no smoking allowed in any school building or on the school grounds at any time.

Sports

The whole school takes part in interschool swimming and athletics with other Moutere schools. Pupils also take part in gymnastics, cross-country, orienteering activities, and a variety of tournaments.

Winter and summer games are organised between individual schools. Weekend and after-school teams are managed and coached by parent volunteers.

Stationery

For convenience, and to ensure children have the correct books, the school keeps a stock of all



stationery requirements that your child will require. At the start of each year the school takes advantage of the large discounts made by stationery suppliers and passes these savings onto families in the first week of school. Stationery is available through the office.

An account is issued at the end of each term detailing purchases and a receipt will be issued upon payment.

Sun Smart

We require that children wear suitable hats with brims/flaps to protect neck, ears, and face. Mahana School hats are available to purchase from the office. We also recommend the use of sunscreen.

The school provides ample areas of shade for children.



Swimming Pool

The school is fortunate to have an excellent pool for swimming instruction. Children are expected to participate in the swimming sessions, with togs and towels brought to school every day during the swimming season (generally from November to March).

Please send a note if you would like your child excused from swimming at any time.



Keys are available for family use in summer evenings, weekends and during holidays. Parental supervision of children is required outside of school hours. Pool testing is a mandatory requirement and parents may be rostered on to assist during weekends/holidays.

Toys

Care should be taken in allowing children to bring toys or other little treasures to school. The school can accept no responsibility for loss or damage.



Uniform

Mahana tops and hats are available through the school office. We ask that children wear these on special occasions such as the Moutere Hills Interschool Sports Day. There is no requirement to wear a school uniform on normal school days.

Use of School Grounds

Children can use the school grounds to play in out of school hours, within daylight hours, providing that all school property is treated with respect. Parents/ caregivers are

responsible for their children's behaviour and actions during this time.



Year Level System

The Ministry of Education year level system is based on a child's number of years at school, not the academic level they are working at. At Mahana School placement is also determined by a child's academic and social needs.

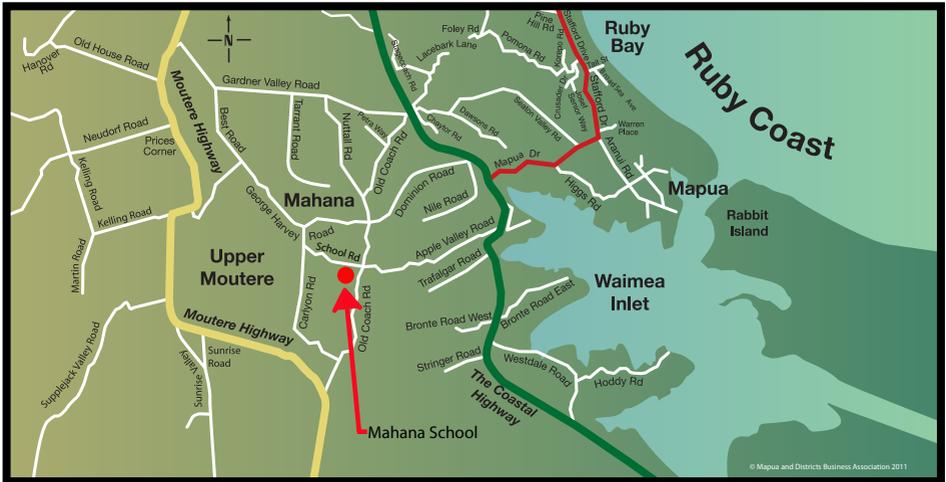
The year level system works as follows:

Year 0 – children who begin their schooling between 2 July and 31 December

Year 1 – children who begin their schooling between January and 1 July (and this continues on to year 13 which is the last year at college).



Every student's Year of Schooling is increased by one on the 1st January each year except for around 6000 students who reach year 7 before commencing intermediate level and have to have their Year of Schooling reset accordingly.



Contact Details

Address: Mahana School
School Road, Mahana
RD1, Upper Moutere
Nelson 7173

Telephone/Fax (03) 543 2887

Email office@mahana.school.nz

Website www.mahana.school.nz