



# WELCOME TO MAUNGAKARAMEA SCHOOL

Maungakaramea School  
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## **Staff**

Principal:	Kath Edwards
Teachers:	Sophia Roulston
	Trudi Bertie
	Sue Abbott
Teacher Aide:	Jane Anderson
Admin. Officer:	Tania Mocaraka
Cleaner:	Daniel Hood
Caretaker:	Rodney Morton
OSCAR Supervisor:	Lyn Dickinson

# MISSION STATEMENT

"Maungakaramea School aims to be a supportive community where parents, students and staff work together to create an environment where all are valued and each is challenged."

## WELCOME FROM THE PRINCIPAL

Thank you for the enrolment of your child to our school. Maungakaramea School has a long and proud tradition of serving the community. Maungakaramea School is a Decile 5, full primary school catering to children from Years 0 to 8. We are a well resourced school and able to provide for the diverse learning needs of our community and reflect strong traditional values. I am very confident that even with the increasing diversity of our community, more sophisticated technologies, and the more demanding requirements of the modern workplace, Maungakaramea School continues to meet the challenge of providing all our children with sound academic, sporting and social success.

We believe that children need to be given multiple opportunities to become confident members of society, to be innovative and creative learners. To support this learning we are developing as an inquiry based learning school, whereby children are taught to think critically in order to make sense of the world around them and make informed decisions. The school has invested money to provide up to date computers and ICT equipment that is used to support learning in all curriculum areas. Our classroom programmes also reflect the need for our children to receive the best opportunities possible to become self-motivated and successful learners, to be recognised for achievement and diligence, and to develop an on-going love of learning for life. Additionally, our curriculum is underpinned by strong values - namely curiosity, respect, responsibility, integrity and excellence.

Our purpose is to provide a secure and challenging learning environment of equal opportunity for all our students that also emphasises literacy, numeracy, appropriate social skills and an on-going love of learning. We have a vision for our children that, with the full support of our community, they will learn within a positive, safe, friendly and stimulating environment, being encouraged to take risks and accept that both success and failure are paths to learning. In feeling valued as

people and for their efforts they will, in turn, show courtesy and respect for others, developing self control and self discipline with high standards of behaviour.

The students of Maungakaramaea School have the opportunity to gain much more than a basic education due to the high quality of the teaching and support staff that work together to provide a breadth of educational experiences in a friendly and caring school community. I value the professional way all our staff support the children in whatever they are doing while at the same time being able to foster the values that are important to any community. Our staff are also willing participants in extending their leadership and curriculum development by ongoing professional development for the benefit of your child/ren, the school and themselves.

We welcome and encourage parent participation and active involvement in all aspects of school life. We have an active Board of Trustees that meet regularly and you are welcome to attend meetings. You are most welcome to be part of our Parent Support Group that contributes hugely to the "child focus" of our school. We are also a partner in our out-of-school care (OSCAR) programme that supports parents and children in safe and well-organised activities after school.

Welcome to our school.

**Kath Edwards**

Principal

# SCHOOL HISTORY

Maungakaramea School was established in 1875 and in 2000 celebrated its 125 Jubilee. The school has had a number of locations in its time and in 1949 was moved from its site in Old School Road to its present site. The school has very strong traditions and family ties encompassing several generations of families who have lived in Maungakaramea since times of early European settlement.

## THE PRESENT SCHOOL

The school caters for years 1 to year 8 (new entrant to form 2) pupils and is a focal point of the Maungakaramea community.

The school district includes the village, a mixture of lifestyle and horticultural blocks and a number of dairy, sheep and beef farms.

The school ties in closely with neighbouring schools for sporting and cultural activities, and is linked to the neighbouring community hall, playcentre, sports clubs and facilities and the local Maungakaramea service station and shop.

## CORE BELIEFS AND VALUES

At Maungakaramea School we believe that:

- All children have a potential for growth and that everything we do should contribute to children taking some responsibility for their own learning. A positive, confident self-image should be the right of all children. School programmes should ensure that pupils develop a sense of ownership, control, independence and confidence.
- Improvement should be acknowledged and built upon so as to develop pupils confidence and self image.
- All children should have access to school programmes and equipment that will enhance their progress socially, emotionally, physically and intellectually.

# CURRICULUM

PLANNED PRIORITIES	EXPECTED OUTCOME
<p>Inquiry Learning:</p> <ul style="list-style-type: none"> <li>➤ To plan and implement programmes based on the pedagogy of inquiry using the 'Action Learning' model as a basis.</li> <li>➤ To develop an inquiry culture at the school where children are taught to raise questions and use the appropriate skills to support appropriate research.</li> </ul>	<p>Inquiry Learning:</p> <ul style="list-style-type: none"> <li>➤ Action Learning is incorporated throughout the school.</li> <li>➤ Information literacy skills are explicitly taught.</li> <li>➤ Children show progress in Information Literacy assessment.</li> <li>➤ All children are actively engaged in 'real life' learning contexts</li> </ul>
<p>Information and Communication Technology (ICT)</p> <ul style="list-style-type: none"> <li>➤ Develop and modernize ICT equipment.</li> <li>➤ To provide professional development (PD) to staff so that they are able to incorporate ICT in their planning and teaching to improve student outcomes</li> <li>➤ To provide children with ICT skills to support learning in all curriculum areas.</li> </ul>	<ul style="list-style-type: none"> <li>➤ The school is adequately resourced in ICT equipment</li> <li>➤ All staff receive adequate professional development to increase skills and knowledge</li> <li>➤ ICT is incorporated throughout classroom programmes (planning and implementation)</li> <li>➤ We develop ICT networks with other schools to build up knowledge and skills</li> </ul>
<ul style="list-style-type: none"> <li>➤ Monitor literacy progress of children at all levels throughout the school according to National Standards.</li> <li>➤ Literacy facilitator to provide PD for staff in this area.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Establish academic target(s)</li> <li>➤ Test children and report to BOT and parents on progress</li> </ul>
<ul style="list-style-type: none"> <li>➤ Continue Numeracy focus and assess children according to the National Standards.</li> <li>➤ Maths facilitator to provide PD for staff in this area.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Establish academic target(s)</li> <li>➤ Test children and report to BOT and parents on progress</li> </ul>
<ul style="list-style-type: none"> <li>➤ Provide small group instruction for children who have been identified as under-achieving.</li> </ul>	<ul style="list-style-type: none"> <li>➤ To show marked improvement in student outcomes to meet our school-wide targets.</li> </ul>

# TIMES AND DATES

## 2017 School Terms

Term 1:	31 January	-	13 April
Term 2:	1 May	-	7 July
Term 3:	24 July	-	29 September
Term 4:	16 October	-	15 December

## 2017 School Public Holidays

January	Northland Anniversary	- within school holidays
6 <sup>th</sup> February	Waitangi Day	
14 <sup>th</sup> April	Good Friday	
17 <sup>th</sup> April	Easter Monday	- within school holidays
25 <sup>th</sup> April	ANZAC Day	
5 <sup>th</sup> June	Queen's Birthday	
23 <sup>rd</sup> October	Labour Day	

## School Hours

Class	9:00am	-	10:50am
1 <sup>st</sup> Break	10:50am	-	11:30am
Class	11:30am	-	1.20pm
2 <sup>nd</sup> Lunch	1.20pm	-	2.00pm
Class	2.00 pm	-	3:00pm

## Office Hours

The school office will be attended between the hours of 8.30am and 3.00pm on each school day.

# ENROLMENTS

## **Pre-School Education**

Pre school education is a very important element of a child's learning. Parents with a secure learning environment at home in the first 5 years of a child's life ensure that children are equipped to continue learning when they begin playcentre, kindergarten and school. Many pre-schoolers in the Maungakaramaea area attend Maungakaramaea Playcentre and also Portland Kindergarten. These pre-school institutions prepare children for school by developing skills, routines and social interaction

## **Pre-School Visits**

New enrolments at Maungakaramaea School are most welcome. 5 year old new entrants commencing their schooling at Maungakaramaea may arrange pre-enrolment visits. These are usually organised 1 month before the child's 5th birthday and involve 2 half-day visits then 2 full day visits in the 4 weeks prior to his/her birthday to familiarise the child with school routines. Please contact the school to arrange for these visits.

## **How to Enrol Your Child**

An enrolment pack is available at the school office and parents will be requested to complete the necessary forms and return them to the school office on or before enrolment day. For new entrants please ensure that a birth certificate and immunisation certificate of your child is made available at the time of enrolment.

## **Parent Donation**

Because there is a gap between Ministry of Education funding and staff, parent and community expectations, we need to find ways of bridging this gap. Like all schools in New Zealand funding is always tight and a parental/caregiver contribution will certainly be of assistance. Maungakaramaea School Board of Trustees has set the parent donation at:

\$65.00	per child per year
\$140.00	per family of 3 or more per year

For those enrolling later in the year, donations are payable as from the term of enrolment.

# GENERAL INFORMATION

## Absences

Please notify the school office prior to 9.00am if your child is going to be absent. If you know your child is going to be away prior to their absence, notification in advance is appreciated.

If your child will be taken out of class for doctor, dentist or any other appointments, please inform the teacher and ensure you fill in the Sign In/Sign Out book at the office. Please also sign your child back in at the office on your child's return to school.

## After School Care

Maungakaramea School offers an After School Care and Recreation Programme (OSCAR) from 3.00pm to 5.30pm on each school day for a prescribed fee. OSCAR enrolment forms are available at the school office. This programme is available during school term only.

## Book Club

Scholastic forms are sent home approximately twice a term so that children may order books and software if they wish. To order books the money and the order must be sent to school in a sealed envelope clearly marked with your child's name, book club order and the amount of money enclosed and given to the class teacher. Cheques are to be made payable to the school. There is no obligation for parents to purchase these books.

## Calf Club / Flower Day

As a rural school, calf club day is a traditional focus of our school and usually occurs in late October. Children are encouraged to raise a calf, lamb or goat to present for judging on calf club day. Many also take their animals to Whangarei Central calf club day in early November. With the changing character and lifestyles associated with our school we also have a pet section for pupils to present pets they care for. Due to the presence of livestock, **dogs and/or cats are not permitted** to be entered on pet day.

Calf club also incorporates "flower day" involving floral arranging and cooking/baking. Flower day for floral arrangement is on the day prior to calf club and all work is done at school and judged that afternoon. Cooking/baking is done at home and is brought to school for judging on the morning of calf club day.



### Class Trips, Visits and Camps

As part of the class programme, day visits and overnight camps are organised. These are a valuable experience and involve a large amount of organisation and support from parents.

Our major school camps or trips are usually planned near the end of summer, about the end of November and can include senior, middle and junior children.

The senior programme works on an educational visit/trip one year and an outdoor skills/pursuit camp the next, and usually involves a week away from school and home. Parent help is essential. The middle camp may involve several days away from school and also relies on parent support. The junior camp is usually an overnight stay at school or a night away with the whole school at the camp location.

Class trips are often related to class studies and units. Children riding in private vehicles must all have a seatbelt. All vehicles **must** have a current warrant of fitness and registration and the driver must have a full current licence.

### Cleaning/Caretaking

A cleaner is employed on a daily basis to clean inside the school. A caretaker is employed to look after the grounds and general maintenance of the school buildings. The grounds/fields are mowed regularly by a contractor from the Recreation Society.

Children - particularly the senior room carry out daily duties after school to ensure standards of cleanliness are maintained. It also encourages the children to take pride in their school.

### Clothing

Children are encouraged to maintain a tidy and clean appearance, which includes care of clothing. It is important that clothing is appropriate for the seasons (particularly sun hats in the summer) and the activities the children are participating in (e.g. fitness/physical education). It is a great help if all removable clothing like sweatshirts, socks, shoes etc can be **clearly named**. Children should bring a change of clothes to school in the winter months.

Children participating in inter-school events and some school trips are required to wear the official school shirt, which is available for purchase from the school office.

### Gardens

School gardens are part of Maungakaramaea School. During spring (late term 3) all pupils are placed in garden groups and work together to prepare, plant and care for a garden plot at school. Senior pupil leaders may request assistance from others with tools, seeds, plants etc. Produce from gardens is shared when ready near the end of the year. Gardens are judged and the Green Fingers Shield awarded to the winning group at prizegiving.

### Home Work

Children are encouraged to spend regular time on homework Monday - Thursday nights. Each teacher will set appropriate homework for children to support the classroom programmes. Support and encouragement from parents with homework is appreciated.

### Lost Property

All lost property is placed in a box by the juniors cloakroom between Rooms 1 and 2. Items are regularly held up at assembly. Items not named clearly will become lost property. Parents are encouraged to come along and claim lost property. At the end of each term unclaimed items will be taken to the Salvation Army.

### Lunches

All children need to be provided with a nourishing lunch - remembering that this school has two 40-minute lunch breaks. We also have a paper only rubbish policy where children are expected to take home all food and plastic rubbish (i.e. yoghurt containers, fruit peelings etc). The school only deals with paper rubbish.

Lunches are available to be purchased on Wednesdays and Fridays. Menus are available at the school office. Lunch orders are to be placed in a named envelope with your order and money and placed in the "lunch order box" situated at the office. All orders are to be in by 9.00am. Ordered food is given to students at the start of the second break.

### Money

Children are discouraged from having personal money at school. Money for school lunches, book club, and other school activities that are requested, should be as close to the amount as possible so that large sums of change do not need to be sent home. Any money brought to school by children should be clearly labelled with the **child's name, amount and purpose** in a **sealed envelope**. This must be handed to the teacher for recording (except lunch money as above). Cheques for school activities should be made payable to Maungakaramaea School.

### **Newsletters**

Newsletters are sent home every second Friday with the youngest child in each family. Please check your child's bag for these. The newsletters will keep you informed of school and community happenings, forthcoming events and other items related to school. We do occasionally have flyers so please check regularly with your children.

### **Physical Education**

Children require suitable clothing for daily fitness/physical education. Shorts and t-shirt are considered most suitable for most activities, but this is over to individual children. This gear should be at school each day.

Swimming and other physical activities are part of the curriculum and children are expected to participate unless excused by a note from parents for a good reason.

### **Reporting to Parents**

Parents are encouraged to keep in contact with their child's teacher on a regular basis to share in their education both at home and at school.

Twice a year we have formal Three Way Conferences when the child, parents and the teacher meet to discuss the progress the child has made and their goals for the year. Children are expected to attend these interviews, as it is important that they are aware of their own learning. At these interviews parents will be given a written progress report of their child's achievements, particularly in literacy and numeracy. At the end of the year a full written report is sent home.

Parents should feel free to discuss their child's progress with the teacher at any time during the year and appointments can be made at convenient times for this purpose.

### **School House System**

The School has 4 houses: Kakariki (Green), Kahurangi (Blue), Whero (Red) and Kowhai (Yellow). All children are placed into a house. All siblings are placed in the same house.

### **School Photographs**

Individual, family, school and class photographs are taken annually with no obligation to buy. Arrangements are usually made for photographs to be taken in the third/fourth term; dates and times will be notified by newsletter.

### **School Property**

Any school property taken home by children (e.g. text books, library books, stationery, equipment etc) is expected to be treated with respect and returned in the same condition. Children found willfully vandalising school property may be made to pay for its replacement. The playground equipment can be used at any time but we ask that children under the age of 10 have adult supervision.

### **Smoke Free**

Maungakarama School is a smoke free environment. Smoking in the school buildings and grounds is strictly prohibited.

### **Sports**

Children are encouraged to play in local teams in netball, rugby, hockey, cricket and swimming. Coaches, gear and trainings are arranged by the appropriate sporting groups.

Sports days are organised during school time with other local schools and our school teams and individuals compete in events arranged in Whangarei by Sport Northland.

### **Stationery**

This is to be bought by parents. Stationery is available for purchase at the school throughout the year - however the school cannot compete with prices offered by town stationery firms. At the end of the year a list will be sent home for parents to purchase stationery in time for school to start the following year.

During the year it is important that lost or used stationery is replaced and that pupils have stationery and equipment needed to complete their work at school.

**Please check regularly** with children that they have pencils, pens, rulers etc.

### **Swimming / Swimming Pool**

Swimming during summer months is part of our physical education program and all children are expected to have swimming togs and a towel for swimming every day. If there is a good reason why a pupil cannot swim a note excusing them should be written to the teacher from their parent/caregiver. Regular swimming develops confidence and skills in the water and should be encouraged.

The use of the school pool facilities is offered to school families over the summer season. A fee is payable for keys and key holders are expected to care for and respect the facilities.

### **Technology / Manual Training**

Year 7 & 8 pupils will attend Tauraroa Area School (TAS) technology training one morning a week. Technology areas worked on include such topics as food technology, materials technology, computers, workshop crafts and bio-technology. There is a fee payable to Tauraroa Area School for this resource.

### **School Shirts / Caps / Hats**

Our school has an official school shirt with the school name and logo printed on it. This is required to be worn during inter-school activities and on some school trips. The maroon and black shirts are available at school along with caps or bucket hats. All children must wear the school shirt to appropriate events.

Prices 2017:	Shirts	\$30
	Caps / Bucket Hats	\$10

### **Use of School Grounds / Facilities**

The school is part of the community and grounds, playgrounds, court, pool and other facilities are available for community use. Users are asked to respect and care for equipment and facilities and to report any concerns or damage to staff or board members.

# HEALTH

*It is absolutely imperative that the school's records of home/work/doctor and emergency contact details are current and up to date. Please advise the school promptly of any changes.*

## First Aid

If a child is injured at school, teachers/staff as required will administer first aid. If a serious accident occurs, teachers/staff will use common sense and give basic medical care immediately and parents/caregivers will be notified.

## Head Lice - "Nits"

Head lice can be a frequent occurrence at schools. Parents/caregivers are to inform the school immediately if their child has head lice. Please speak with your local pharmacist about appropriate treatments for your child. The school does have a Robi-Comb available for use by parents/caregivers. A notice will go in the school newsletter for all parents/caregivers to check their child's hair. Should the problem persist, a check will be done on all children at the school (pursuant to the "nit" form signed at enrolment time) and parents/caregivers contacted whose child has head lice. It is the responsibility of the parents/caregivers to treat their child if affected and children are not allowed at school until the problem has been treated.

## Health Services

### *Audio Visual*

At set times during a child's time at school, testing is carried out for vision and hearing. If an area of concern is apparent parents are advised by letter to make follow-up appointments with either their own doctor or the appropriate specialist.

### *Dental Nurse*

The school dental service moves around a number of schools. You will be contacted by them to make an appointment when they are in the area. To make contact with the dental nurse please phone 0800 MY TEETH - 0800 698 3384.

### *Public Health Nurse*

A public health nurse is readily available to our school when required. The nurse calls regularly at the school to check on any concerns. Her contact details are available at the school office should you have any concerns.

### **Illness/Infectious Diseases**

Children should not be sent to school if they are unwell.

If a child becomes unwell at school, the parents/caregivers will be contacted and asked to collect the child.

Infectious diseases such as chicken pox, measles, mumps, whooping cough, glandular fever, hepatitis etc, do often occur. Parents/caregivers should inform the school if these diseases are diagnosed by a doctor and check whether there is a suggested time before children should return to school. Bouts of influenza and viruses spread rapidly in a school and we ask parents/caregivers to consider this before sending children who are not well back to school. This also refers to children who have other infectious ailments such as impetigo (school sores).

### **Medication and Allergies**

Please advise the school of any health problems your child may experience which were not advised at enrolment time. Asthma or allergies need to be discussed and children who have inhalers **must** have an action plan. Where medication is necessary please send it to school clearly labeled where it will be kept in a safe place. It is the parents/caregivers responsibility to ensure that all medication is kept current.

### **Sun Smart**

During the summer terms sun hats must be worn by all pupils while outdoors at school. School caps and bucket hats, \$10 each, are available at the school office. Anyone without a hat will be confined to playing in a designated shade area. There is sun block available at the school office for use by the pupils.

# COMMUNITY INVOLVEMENT

## Board of Trustees

Commissioner: Derek Birt  
Members: Kath Edwards (Principal)

The Board of Trustees (BOT) is elected by parents at mid-term elections and consists of elected parent representatives, one staff rep and the Principal. As the need arises other members may be co-opted or appointed up to a maximum of ten members.

Duties include the care of buildings, grounds and equipment, management of funds received from various sources and responsibility for policy making regarding school activities. BOT members are elected as your representatives to perform a duty. Please feel free to contact them to discuss relevant matters. BOT meetings are held approximately twice every term (usually on a Tuesday) and parents are welcome to attend.

## Clubs and Community Groups

Sport is a major focus of the Maungakaramea Community and pupils are encouraged to participate in rugby or hockey during the winter months and cricket during summer. Practices for these activities are held at the sports complex, across the road after school. Some parents take children to other activities in Whangarei. Pippins, Brownies and Guides for girls are active at Mangapai and a number of our pupils attend.

Other clubs active in the community are squash, bowls, croquet, indoor bowls, swimming club, pony club, and Lions.

Maungakaramea Rugby & Squash Club periodically offers sit-down and takeaway meals and refreshments for adults and children. Mid Western Swimming Club operates during the summer at Tauraroa Area School (TAS) pool.

## Fundraising Committee/Parent Support Group

Money from the Ministry Grant does not meet all the costs of running the school. The Fundraising committee with the support of the Board of Trustees administers local funds. The money raised is used for curriculum in the classroom or other



areas that are deemed appropriate and relate to the schools strategic plan. Parental support for these fundraisers is greatly encouraged.

### **Parental Participation**

We call on our parents to help in many ways. Regular parent helpers assist in the classes with listening to children read, making resources and other worthwhile class activities. Working bees, library help, curriculum resources, transport to school activities, parent helpers on trips and visits and supporting school teams and activities are other areas where assistance is greatly appreciated.

Parent's interests and expertise in areas of craft, culture, sport, hobbies etc that could be useful to our school would be most welcome.

Parental help is welcomed and very much valued. Talk with your classroom teacher and make an offer if you can. I suppose consistency is the key to volunteer help especially if working with kids.

# TRANSPORT

## Buses

Buses are provided to transport eligible children between home and school. To be eligible for a school bus regulation states:

- children under 10 years must live 3.2 kms or more from the school;
- children 10 years and over must live 4.8 kms or more from the school.

The Ministry funded buses serving Maungakaramea/Mangapai are managed by Tauraroa Area School and transport their pupils as well.

A number of user-pay buses also run from Whangarei to TAS (via Maungakaramea). You may be eligible for a transport conveyance allowance. These forms are available at the school office and are to be completed by parents/caregivers and forwarded to the Ministry of Education.

## Pick Up / Drop Off

Parents are asked to exercise extreme care when dropping off/picking up their child/ren - especially when parking on the opposite side of the road. The area in front of the fire station must be left clear at all times. Please ensure that you cross your child safely at the designated crossing area. Please avoid parking/stopping near the designated crossing to ensure clear visibility is maintained at all times.