



*Welcome to*  
**MAUNGAKARAMEA SCHOOL**

Maungakaramea School  
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**Introducing the staff of Maungakaramea School**

**Principal**

Simon Schuster

**Teaching Staff**

Simon Schuster, Sara Abraham, Leanne Lonergan, Carlyn Condon, Cindy Bowers, Trudi Bertie  
Sarah Morris

**Teacher Aides**

Jane Anderson, Barb Mose, Sophia Barber

**Administrator**

Bekki Fedarb, Sophia Barber

**Caretaker**

Jarrad Pook

**Cleaner**

Jacqueline Brighthouse

**Ruru Supervisors**

Lyn Dickinson, Barb Mose

**Our Vision**

Growing our Future

**Our Mission Statement**

Building Strong Foundations

# *Welcome from our 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. 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 our values – genuine, respect, ownership and whanau.

Our purpose is to provide a secure and challenging learning environment of equal opportunities for all our students that also emphasise 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 Maungakaramea 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. You are most welcome to be part of our MoMs (Mates of Maungakaramea School) that contributes hugely to the child focus of our school. We are also a partner in our out of school care (Ruru) programme that supports parents and children in safe and well organised activities after school.

Welcome to our school.

Simon Schuster

Principal

## *Our School History*

Maungakaramaea School was established in 1875 and in 2000 celebrated its 125th 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 Maungakaramaea since times of early european settlement.

## *Our Present School*

The school caters for years 0 to year 8 pupils and is a focal point of the Maungakaramaea 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, play centre, sports clubs and facilities and the local Maungakaramaea service station and shop.

## *Core Beliefs and Values*

### **GROW**

**Genuine      Respect      Ownership      Whanau**

*At Maungakaramaea 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.

# *Our School Curriculum*

<i><b>Planned Priorities</b></i>	<i><b>Expected Outcome</b></i>
<b>INQUIRY LEARNING</b>	
<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>	<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>
<b>DIGITAL TECHNOLOGY</b>	
<ul style="list-style-type: none"> <li>● Further develop and modernize digital learning tools.</li> <li>● To provide professional development to staff so that they are able to incorporate digital technology in teaching and learning to improve student outcomes</li> <li>● To provide children with skills to support learning in all curriculum areas.</li> </ul>	<ul style="list-style-type: none"> <li>● The school is adequately resourced with digital tools.</li> <li>● All staff receive adequate professional development to increase skills and knowledge</li> <li>● Digital technology is incorporated throughout classroom programmes (planning and implementation)</li> <li>● We develop digital technology networks with other schools to build up knowledge and skills</li> </ul>
<b>LITERACY</b>	
<ul style="list-style-type: none"> <li>● Monitor literacy progress of children at all levels throughout the school according to curriculum levels.</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>
<b>MATHEMATICS</b>	
<ul style="list-style-type: none"> <li>● Continue Numeracy focus and assess children according to the learning progression framework.</li> <li>● Maths facilitator to provide PD for staff in this area.</li> <li>● Provide small group instruction for children who have been identified as under achieving</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> <li>● To show marked improvement in student outcomes to meet our school-wide targets.</li> </ul>

# *Times and Dates*

## *2022 School Terms*

Term 1: 2 February - 14 April

Term 2: 2 May - 8 July

Term 3: 25 July - 30 September

Term 4: 17 October - 15 December

## *2022 School Public Holidays*

31 January	Northland Anniversary - within school holidays
7th February	Waitangi Day (observed)
15th April	Good Friday - within school holidays
18th April	Easter Monday - within school holidays
19th April	Easter Tuesday (a school holiday) - within school holidays
25th April	ANZAC Day
6th June	Queen's Birthday
24th June	Matariki
24th October	Labour Day

## *School Hours*

Class	9:00am	-	10:20am	
1 <sup>st</sup> Break	10:20am	-	10:40am	(Eating from 10:20-10:30)
Class	10:40am	-	11:40am	
2 <sup>nd</sup> Break	11:40am	-	12:00pm	(No set eating time)
Class	12:00pm	-	1:00pm	
3 <sup>rd</sup> Break	1:00 pm	-	1:40pm	(Eating from 1:00-1:10)
Class	1:40 pm	-	3:00pm	

## *Office Hours*

The school office will be attended between the hours of 8.30am and 3.30pm on each school day.

# **The Enrolment Process**

## **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 preschoolers in the Maungakaramea area attend Maungakaramea 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 Maungakaramea School are most welcome. Five year old new entrants commencing their schooling at Maungakaramea are encouraged to arrange pre enrolment visits. These visits can be discussed with the teacher to ensure each individual child's needs are met.

## **How to Enrol Your Child**

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

## **Parent Donations**

Although donations to schools are voluntary, families can feel under pressure to pay them and this can place pressure on household budgets. The Maungakaramea School Board has opted into the government Donations Scheme from 2020 meaning that the school will not be seeking school fee donations from parents.

# **General Information**

## **Absences**

Please notify the school office by phone, email, website or in person 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 sheet at the office. Please also sign your child back in at the office on your child's return to school.

## **Before and After School Care - Ruru**

Maungakaramea School offers Before and After School Care (Ruru) from 7:15am to 8:15am, and 3.00pm to 5.30pm on each school day for a prescribed fee. Information about Ruru is available from the school office, and bookings are available via Kindo.

This programme is available during school term only.

## **Scholastic Book Club**

Scholastic forms are sent home approximately twice a term so that children may order books 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. Alternatively you can order through Scholastic's LOOP website. There is no obligation for parents to purchase these books.

## **Country Day / Flower Week**

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 calf club day.

Calf club also incorporates Flower Week involving floral arranging and creative projects along with optional baking. Flower week runs the week 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 Country 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 Intermediate programme works on an educational camp 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 Yr 3-6 camp may involve several days away from school and also relies on parent support. The Year 0-2 camp is an overnight stay at school and a day trip to the middle school camp.

Class trips are often related to class studies and units. Children riding in private vehicles must all have a seat belt and under 8 year olds must have a carseat. 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. Children - particularly the senior room - carry out daily duties to ensure standards of cleanliness are maintained. It also encourages the children to take pride in their school.

## **Uniform**

Children are to wear the compulsory school uniform which consists of:

- **Maungakamea School polo shirt.**
- **Maungakamea School fleece jacket.**
- **Maungakamea School sports t-shirt.**
- **Maungakamea School softshell jacket (optional) - can be worn in place of the fleece jacket.**
- **Maungakamea School bucket hat (compulsory in terms 1 and 4) - at least one school hat is to remain at school at all times.**
- **Plain black trousers, shorts, skirts, skorts or tights.**
- **Plain black or white socks (if required).**
- **Any shoes or sandals.**
- **Plain black or white short or long sleeved top - may be worn under a polo shirt as an extra layer.**
- **Kidscan jacket - available at no cost from the school office.**

**Intermediate students have a separate uniform.**

Children are encouraged to maintain a tidy and clean appearance, which includes care of clothing. It is a great help if all removable clothing like sweatshirts, socks, shoes etc can be clearly named. Children participating in inter-school sporting events are required to wear the official school sports shirt and plain black shorts.



## **Home Learning**

Children are encouraged to spend regular time on home learning as set out by the teachers. Each teacher will set appropriate home learning for children to support the classroom programmes. Support and encouragement from parents with home Learning is appreciated.

## **Lunches**

All children need to be provided with a nourishing lunch – remembering that this school has two eating 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 Fridays via Kindo.

## **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 labeled with the child's name, amount and purpose in a sealed envelope. This must be handed to the office for recording.

## **Newsletters**

Newsletters are emailed to all parents and caregivers. If you prefer to have your newsletter sent home, this will happen every second Friday with the oldest 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**

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 parent teacher interviews 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 3 whanau groups:

**Nikau (Yellow)**

**Kauri (Green)**

**Pohutukawa (Red)**

All children are placed into a whanau upon enrolment.

### **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 and Vape Free**

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

### **Sports**

Children are encouraged to play for local teams in netball, rugby, hockey, cricket and swimming. Coaches, gear and training 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. 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 the 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**

Intermediate 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.

### **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 and Student Wellbeing*

*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 free lice treatment 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 chickenpox, 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 school bucket hats must be worn by all pupils while outdoors at school. School bucket hats, \$15.50 each, are available at the school office. You may purchase bucket hats for at home but at least one must be kept at school at all times. Anyone without a hat will be confined to playing in a designated shade area. There is sunblock available at the school office for use by the pupils.

# **Community Involvement**

## **Maungakaramaea School Board**

<b>Presiding Member:</b>	Luana Misa
<b>Members:</b>	Simon Schuster (Principal) Leanne Lonergan (Staff Rep) Steve Xue (Finance) Jayne Southee (Personnel, Whanau Liaison Committee) David Heappey (Property) Nikki Attwood (Policies, Whanau Liaison Committee)
<b>Secretary:</b>	Sophia Barber

The School Board 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. Board members are elected as your representatives to perform a duty. Please feel free to contact them to discuss relevant matters. Board meetings are held approximately twice every term (usually on a Wednesday) and parents are welcome to attend.

## **Clubs and Community Groups**

Sport is a major focus of the Maungakaramaea Community and pupils are encouraged to participate in the various sports available during the winter and summer months.

Practices for these activities are held at the sports complex, across the road after school. Some parents take children to other activities in Whangarei.

Some of the clubs active in the community are squash, bowls, pilates, rugby, cricket, hockey, swimming club, pony club, and Lions.

Maungakaramaea Sports Club and Mid Western 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/Mates of Maungakaramaea School (MoMs)**

Money from the Ministry Grant does not meet all the costs of running the school. The Fundraising committee with the support of the Board administers local funds.

The money raised is used for curriculum in the classroom or other areas that are deemed appropriate and relate to the school's 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 the 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.

## **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 Maungakaramaea/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 Maungakaramaea). 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.

