



# Gordonton School

*Anchored in MANA*

## GORDONTON SCHOOL HANDBOOK



**Manaakitanga | Awhina | Ngākau Pono | Ako**

[www.gordonton.school.nz](http://www.gordonton.school.nz) | 50 Woodlands Road, Gordonton, Hamilton | Phone: 07 824 3602

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## SCHOOL HOURS

Full day 8.55am - 2.50 pm

**Block 1** 8.55am - 10.25am

10.25am Morning Tea eating      10.35am - 10.55am Play

**Block 2** 10.55am - 12.25pm

12.25pm - 1.05pm Play      1.05pm - 1.15pm Lunch eating

**Block 3** 1.15pm - 2.50pm

2.50 End of School day

Kia Ora Whānau

Welcome to Gordonton School

We are a PB4L school which means we focus on building a culture where Positive Behaviour for Learning is a way of life.

Our school motto is **“Anchored in MANA.”** MANA is our school values.

<b>Manaakitanga</b>	Kindness, care, respect for others, ourselves and the environment
<b>Awhina</b>	Supporting others to be the best they can be
<b>Ngākau Pono</b>	Integrity, honesty and loyalty
<b>Ako</b>	Quality teaching and learning together.

Being “Anchored in MANA” means our children can be ready for learning and for life.

This booklet will help you to understand what happens in our school.

We have several forms of communication at Gordonton School. Our school newsletter is emailed to parents every Monday. We use Skoolloop for extra notices and we encourage you to download the app so you can keep up-to-date with notices. We also use FaceBook to post reminders and notices.

Each child will have a Seesaw account for sharing work and this is also used as a way for teachers to communicate with parents.

Once again welcome to our school, Gordonton School.

Keep in touch.

Regards

Mr Keith O’Donnell  
**PRINCIPAL**

Mrs Katy Baxter  
**Presiding Member**  
**BOARD OF TRUSTEES**

# MISSION STATEMENT

To foster a caring environment where every student can develop skills, experiences and disposition to learn and achieve their personal best.

## OUR VALUES



# Gordonton School

*Anchored in*

## **M**anaakitanga

Kindness, care and respect for ourselves, others, and the environment.

## **A**whina

Supporting others to be the best they can be.

## **N**gākau Pono

Demonstrating integrity, loyalty and honesty.  
Doing the right thing.

## **A**ko

Quality teaching and learning together.  
Mahitahi



# A -Z OF GORDONTON SCHOOL

## **Absences**

If your child is absent from school for any reason, please phone the school office on 824 3602, text on 027 482 4360 or email [admin@gordonton.school.nz](mailto:admin@gordonton.school.nz) before 9.00am or send a note to school with a sibling.

If we don't hear from you by 9.15am we will text you to find out why your child is not at school. We also use the *Skoolloop* app which provides the contact details for absentees.

## **Accidents**

Minor accidents are treated at school in the sick bay. Parents are contacted if the accident is more serious or the child needs to go home.

It is important that the school has all of your up to date contact phone numbers.

Any allergies or special medicine requirements your child may have should be made known to the school on the enrolment form when your child first enters school. If it occurs at a later date please inform the school office and your child's teacher.

## **After School Care**

*Lisa Blake* runs an after school programme for children who don't get picked up until later by their parent/caregiver. She provides afternoon tea as well as fun games, the opportunity to go for a swim in the summer, arts and crafts and many other activities. Please contact her directly [lisablake18@yahoo.co.nz](mailto:lisablake18@yahoo.co.nz)

## **AG Day**

The AG Day Committee run this day for children to exhibit calves, lambs or kid goats. The day is held in October each year, at the beginning of term 4.

## **Assemblies**

**Whole School** Once a fortnight on a Friday of even weeks there will be a whole school assembly to celebrate learning. This will start at 2.20pm. You are most welcome to attend.

## **Bicycles and Scooters**

Children who ride a bicycle or scooter to school are to place them in the bike stands provided. They must be aware of the road rules and ride in a safe and courteous manner. Children must wear a cycle helmet at all times.

We also have a scooter track at school which children are able to use during break times. While on the track they must wear a helmet.

## **Board of Trustees (BOT)**

The Board of Trustees is elected by the school community to govern the school. The role of the BOT is:

- **Management of school funds** - monitors the budget and current School Development Plan
- **Formal employer of all school staff** - the BOT has the normal powers and responsibilities of an employer.
- **Property Management** - the BOT maintains the land and buildings and are responsible for running costs.
- **The School Charter** - The School Charter has been written in consultation with staff, community and the BOT and is a legal agreement between the BOT and the Ministry of Education.

## **Book Bag**

All pupils are required to have a 'homework book bag' to protect books when they are carried between home and school.

## **Buddy Reading**

Buddy reading is a fun learning activity where younger children, aged 5-9 years old, get read to by an older student in the school. They then read the book back to their buddy. This gives the children a friend that is older than them and can look after them. It also provides the children with some practice reading aloud and to someone they respect, so it helps them to be able to read more effectively.

## **Buses**

GoBus services our school bus routes. Control of the bus services is the responsibility of the Principal. If your child is to travel to and from school on the bus you will need to talk to the school regarding organising this.

Any problems / concerns should be directed to the Principal in the first instance. Co-operation of Parents/Caregivers is sought to see that children wait safely for the buses at the stops. While on the bus, your child is expected to behave responsibly. If for some reason your child is not catching the regular bus at the end of the day, could you please let the office know.

## **Clothing**

Although we do not have a school uniform, children should come to school dressed in sensible clothes for the classroom and playground activities. Younger children should bring a spare set of clothing. Please name all clothing clearly. We do have a sports uniform - see information under sports uniform.

## **Concerns (Parental)**

Occasionally Parents/Caregivers may wish to express their concern about an issue relating to their child's progress or general welfare. Your first line of enquiry should always be with your

child's teacher, as often minor problems that have arisen from a misunderstanding by the pupil and/or misinformation has been passed on to Parents/Caregivers.

For a more serious concern, the Team Leader or Deputy Principal should be approached. They in turn could pass your concern on to the Principal. The Principal, as a professional leader and Chief Executive of the Board of Trustees, has the major responsibility in decision making on action to be taken in resolution of more serious complaints.

### **Curriculum**

Our teachers provide exciting teaching and learning experiences in all of the essential learning areas of the National Curriculum - Science, Mathematics, English, Technology, Social Studies, Health and Physical Education and the Arts. They are also committed to their responsibility to cater for special abilities and run the appropriate programmes.

### **Dental Checks**

Dental checks are held at the Morrinsville Dental Clinic. Parents will receive an appointment from the Dental Clinic. The Dental Clinic can be contacted on 0800 TALK TEETH.

### **Donations (School Fees)**

We ask each family to pay a donation to the school annually to enhance the learning opportunities the school is able to provide. This is currently set at \$150 for the first child, \$125 for the second child and \$100 for any other children, and this is for a full year. We urge you to pay this, which we can assure you, is put to good use to buy those valuable extras for the benefit of all students. During the course of the school year, any new families enrolled will be asked to pay a portion of the annual donation. We have automatic payment options available and you may also pay on a term by term basis.

### **Education Outside the Classroom (EOTC)**

Team sports, class trips and camps play an important part in the school programme. There will often be a charge which we try to keep to a minimum. Parents are always needed to help with trips, camps or sporting activities and we certainly appreciate any time you can give. It is often not possible to have preschoolers on trips.

### **Emergency Procedures**

The school practices emergency procedures, in particular, fire and earthquake drills and lockdowns, so that in the unlikely event that one should occur, the children and staff know what to do.

### **English as a Second Language (ESOL)**

Being a multicultural school enriches us. Normally there is a small number who are ESOL students. These children are privately funded, or centrally funded by the Ministry of Education. We employ a teacher to help these students.

### **Enrolments**

On enrolment, the school needs to sight a birth certificate or passport showing the name and date of birth of the child. Visits to the school for New Entrants, to become familiar with the school surrounds, are organised through the New Entrant teachers. It is also essential that you produce an Immunisation Certificate for the school to hold on file. When we enrol students

directly from overseas we need to hold copies of their passports and other documentation, showing that they are legally allowed in New Zealand.

### **Grounds**

If the grounds are used for sporting fixtures or practices, an arrangement needs to be made with the school. Any concerns outside school hours should be reported to the Principal or Board of Trustees.

### **Hall**

Our school is fortunate to have its own hall. This is where assemblies, school productions and after school activities are held. It is, on occasion, available for hire.

### **Home Learning**

Home learning work is given throughout the school. This varies according to each class. Parents are asked to support and encourage the child's home learning but not do it for them.

### **Home / School Liaison**

Liaison between school and home is an important part of school life. The close co-operation between school and home will ensure a more satisfying and rewarding time for both you and your child.

### **Hours**

School starts at 8.55am and finishes at 2.50pm. Please make every effort to ensure that your children arrive in time. Any late arrivals disrupt the classroom unnecessarily. Children are welcome to school from 8.15am, however, staff will be at school preparing for the school day, not to mind children.

### **Leaving the School Grounds**

Children are not to leave the school grounds for any reason during the school day, unless Parents/Caregivers request them to do so in writing or in person. Any child that leaves with a Parent/Caregiver during the day must be signed out at the office.

### **Library**

Our school library is an important learning centre. Your support as Parents/Caregivers would be appreciated to ensure the care and return of loaned books. A fee will be charged for any lost readers or library books.

### **Lost Property**

Clothing and footwear left lying around the school will be placed in a 'lost property' box. This is located on the deck by the hall. Lost property that is not named will be kept until the end of each term. It is then given to a charitable organisation in Hamilton.

### **LaunchPad (Religious Instruction)**

This is optional for students, delivered by volunteers and we require parental consent for children to attend. This will be on Tuesdays at lunchtime in the school hall.



## **Maori / Te Reo**

Aspects of Te Reo are taken throughout all classes in our school. This gives students an introduction to a language in preparation for secondary school.

## **Money to School**

All money brought to school should be in a sealed envelope with the child's name, the amount and what it is for, written clearly on the outside. The envelope should be given to the class teacher or taken directly to the office.

## **Music**

Class music activities and programmes are run by the teacher. Private lessons are also available, for more information please go to [www.musichouse.co.nz](http://www.musichouse.co.nz)

## **Newsletter**

Newsletters are emailed out every Monday. The newsletter is our main form of communication between school and home. There are often other notes sent home regarding things that require a special mention. All our newsletters are also displayed on our website [gordonton.school.nz](http://gordonton.school.nz)

## **Parent Conferences and Reporting Goals**

**Digital Portfolios** - where rich examples of children's work, commented against by the teacher are posted up weekly. (Team Leaders will advise school requirements as these may differ from level to level)

Summative information against progress and achievement will be uploaded onto SeeSaw at regular times throughout the year.

## **Parent Conference**

- An initial meet the teacher meeting is held during Term 1.
- Three way Conferences between parents, students and teachers is held during Term3.
- Any parents that do not attend the start of year meetings must be personally telephoned in the following two weeks and invited to a meeting.

## **Parent Help**

Our school welcomes parent help in a variety of ways. Firstly check with your child's teacher as to how you may be able to help, as the needs of teachers and children vary from class to class.

Assistance may be given according to such things as:

- Helping with the reading programme
- Help with school trips, camps, sporting outings etc
- Coaching a school sports team
- A specific skill you may have eg sewing, crafts, woodwork etc
- Returning of readers and resources

## **Parking**

Unless in an emergency, Parents/Caregivers are asked not to enter the school grounds in vehicles. Please can you pick your children up from the bus shelter area, and not allow them to walk to your car unless they are with you. Please keep the bus parking area clear of cars. You need to enter our carpark from the left and exit from the right - the safety of our children is paramount.

## **Personal Property**

The Board of Trustees and Staff accept no responsibility in the way of loss or damage to valuables or articles brought to school. While all reasonable care is taken and efforts are made to find lost property, the responsibility rests with the owner. **We do not allow children to bring cell phones, toys or electronic games** to school as they can be lost and cause temptation and they are a distraction to other children.

## **Production**

These are held every second year and involve the entire school.

## **Police Vetting**

All parents wishing to go on any overnight camp with their children will need to be police vetted. This is a requirement under the Vulnerable Children's Act 2016. Police vetting takes approximately 20 days to be processed. If you are wanting to participate in any activities please pick up a form from the office.

## **PTA (Parent Teacher Association)**

We have a small but vibrant and hardworking group of Parents/Caregivers, who work to help the school in a variety of ways. The PTA is well supported by the Staff and Board of Trustees. They hold monthly meetings and are always looking for new members. They have raised funds for many of our school amenities.

## **Safety of Children**

Your child's safety is our prime concern. We promote positive behaviour in our school. No one has the right to intimidate others. It also means that it is okay to tell if you are being bullied. If you are a family who lives in the village, please discuss a safe route for your child to use to get home safely.

## **School Colours - blue and white - Sports T-shirts**

Royal blue and white are our school colours. Sports T-shirts can be purchased from the school. They are reversible, with your child's House Colour on the reverse side. We also encourage the school sports T-shirts to be worn when they are out of school trips.

## **School Photographs**

Class and individual/sibling photos are taken once during the year. You will be advised when this will occur.

## **Special Assistance Programmes**

Our aim is to cater for the needs of all children within the classroom programme. However, from time to time special assistance is required. The school currently is able to offer a variety of programmes. If your child's teacher sees that there is a need for extra support, you will be contacted and kept informed of progress. Page 9 of 12

## **Sports / Physical Education**

We encourage all children to become involved in one or more sports. Children have equipment from the P.E shed available during break times. Sporting codes and skills are taught by teachers in a balanced Physical Education Programme. A variety of inter school sports are also played, mostly in the senior school.

We currently offer futsal, cricket, touch rugby, netball, hockey, splash polo and football teams, which are coached by parents and organised by our Sports Committee. If you can help out with any of these, please let us know.

## **Staff**

Gordonton School employs only the best staff. If you have any questions about staff, discuss them first with the teacher, then team leader, Deputy Principal and finally the Principal. If you do not know who these people are, please do not hesitate to ask at the office and you will be directed to the correct person.

## **Stationery**

Stationery packs can be purchased from the office.

The also office sells stationery if there are any required during the year.

## **Sun hats**

The school operates a Sun Safe policy which requires all children to wear a hat when outside during Terms 1 and 4. We do sell bucket hats in the office.

## **Swimming**

All children are expected to partake in the swimming programme. Please send a note to school if your child is unable to take part in swimming. It is a good idea to send togs and towel in a named plastic bag and please make sure that all clothing (including underwear) and towels are named. There are swims available at lunch time.

## **Tech Arts**

This is available to Year 7 and 8 children. Students travel once a week into Peachgrove Intermediate by bus. A levy is charged by Peachgrove Intermediate (currently \$60) to cover the cost of materials used.

## **Wet Days at School**

On wet days children remain inside the classroom and are involved in quiet games and activities. Two teachers are on duty and senior children also assist in the classrooms. **There is NO short lunch times or early finishes.**

## **Where Parents are Separated**

Please inform us if there are any special arrangements for your children. We will do all we can to support you and your child through any difficult times.

# **STAFF**

<b>Principal</b>	Mr Keith O'Donnell	
<b>Deputy Principal</b>	Mrs Tania Rogers	
<b>Te Rākau</b> Yr 7/8 Year 6/7	Mrs Hayley van Hellemond Mr Grant Carter	Room 1- Team Leader Room 2 -Team Leader
<b>Te Māhuri</b> Year 5/6	Mr Peter Hunt Miss Sian Scragg	Room 3 Room 4
<b>Te Pihinga</b> Year 3/4	Whaea Amiria Wikaira Mrs Julie Dons& Ms Nic Hooper Mrs Steph Moloney	Room 6 Room 8 Room 9 - Team Leader
<b>Te Kākano</b> Year 0/1/2	Miss Sian Wells Mrs Neska Steenekamp Mrs Lucinda Ransley	Room 10 Room 11 Room 12 - Team Leader
<b>Part time Teachers</b>	Mrs Michelle Pene	Maori & ESOL
<b>SENCO</b>	Mrs Tania Rogers	
<b>Learning Assistances</b>	Mrs Mel Tapp Mrs Emma McLaggan Miss Mel Saunders	
<b>Librarian</b>	Mrs Kerry Boxell	
<b>Caretaker</b>	Mr Blair Sweetman	
<b>Office Manager</b>	Mrs Kerry Boxell	

## Teams

Our school is made up of 4 teaching and learning teams.

Year 0 - 2 (Rooms 10, 11, 12) Te Kākano - Seed

Year 3 - 4 (Rooms 6, 8, 9) Te Pihinga - Shoot

Year 5 - 6 (Rooms 3, 4, 5) Te Māhuri - Sampling

Year 7 - 8 (Rooms 1, 2) Te Rākau - Tree



# HOUSE COLOURS

Our school also has house colours.

Pōhutukawa	Red
Rimu	Blue
Kōwhai	Yellow
Kauri	Green



## BOARD OF TRUSTEES

<b>Presiding Member</b>	Mrs Katy Baxter
<b>Financial Advisor</b>	Mr Olin Greenan
<b>Property/Grounds</b>	Mr James Gavin
<b>Personnel</b>	Mrs Hayley Van Hellemond
<b>Parent Rep</b>	Mr Michael Grayson
<b>Parent Rep</b>	Ms Jo Soanes
<b>Principal</b>	Mr Keith O'Donnell
<b>Staff Rep</b>	Mrs Hayley Van Hellemond
<b>Mana Whenua</b>	Carol Henry

## PTA (Parent Teacher Association)

<b>Chairperson</b>	Mrs Jenna Bagley
<b>Secretary</b>	Mrs Kylie Dutton
<b>Treasurer</b>	Mrs Kerry Boxes
<b>Members</b>	Mrs Veronica Lenihan
	Mrs Katie Studer