

PUKENUI SCHOOL

“Inspiring learning for life”



2017

King Street West, Te Kuiti
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'Inspiring Learning for Life'

King Street West

Te Kuiti, New Zealand

Principal: Raewyn Jackson

E Mail: office@pukenui.school.nz

Telephone: 07 878 7727

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A warm welcome to all parents and whanau of Pukenui School.

On behalf of the Board of Trustees I have great pleasure in welcoming you to Pukenui School. The staff, board, students and community have worked hard to make this a school to be proud of.

The heart of any school is its teachers, and Pukenui has a staff that is dedicated and caring. Students are dealt with as individuals and are encouraged to achieve their true potential. Every effort has been made to hold down class sizes and we achieve some of the best pupil to staff ratios in the area.

Students are encouraged to participate in both cultural and sporting activities. The school provides a diverse range of activities including all the major sporting codes, Kapahaka, art, languages and swimming.

A major focus in the last few years has been to provide information and communication technology education throughout the school and the board has continued to provide resources as funds become available.

The board and staff have worked hard at providing a pleasing and stimulating physical environment within the classroom and throughout the grounds. Sound financial planning has allowed recent upgrades to the classrooms, library and toilets.

Pukenui is a happy, exciting place to be, where your child learns both academic and life skills to enable them to succeed in New Zealand's diverse society.

We hope you enjoy the unique family atmosphere.

Pania Te Haate
Chairperson
Pukenui School Board of Trustees



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Dear Parents/Caregivers

Welcome to Pukenui School.

This pack will give you all you need to guide you in your early days at our awesome school.

We hope you enjoy being part of our friendly and co-operative learning community and that you get involved in the school. We look forward to seeing you at coming events. Please read the school newsletter that is sent home on Thursdays. This will keep you informed of student achievement, new initiatives and upcoming school events.

We have not set out to explain our teaching methods or list what we teach – rather this is a book of routines and life at Pukenui School.

We encourage you to become active members of our school community. Family and school working together can make the education of your child enjoyable and successful.

Our staff is made up of highly trained, dedicated and caring teachers, teacher aides and support workers – all working towards the common goal – the education of your children. Please feel welcome to share this task with us.

Thank you for giving us the opportunity to educate your children.

Keep in touch. Together we can make your children's school experiences extremely rewarding.

Raewyn Jackson
Principal

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Pukenui School: A-Z

Admission Procedure:

Parents should bring their child/ren to the School Office. Here they will need to complete an Enrolment Form, a Dental permission form and if the child is a new entrant we will need to see their Immunisation Record.

Parents are also asked to bring their child's Birth Certificate. For older children, a copy of the child's most recent report is helpful.

On enrolment of a child, parents effectively agree to support the policies adopted by the Board of Trustees. Children have the good name of the school in their keeping at all times and in all places, and are expected to set a high standard of behaviour inside and outside the school. A copy of the Charter and School Policies are available at the School Office. All children must conform to school policy.

Parents should arrange with the school office for their New Entrant child to spend some time in the class just before their fifth birthday. Please contact the school office about a month before your child's fifth birthday.

Absences:

Parents need to inform the school if their child is going to be absent for the day. Unexplained absences will be monitored, so calling as early as possible saves our staff time following up non-attendance. Please check the attendance section. Children's safety is paramount.

Accidents:

The school keeps a register of severe playground accidents. If there is a head injury or serious injury, staff do try to contact families to let them know.

After School:

Families are welcome to use the school grounds but they are asked to treat our school with respect.

If children are returning to play at school in the afternoon they are asked not to return until 4.00pm.

Assemblies:

Assembly time, on a regular basis, is a time for bringing the school together and developing a positive tone.

Syndicates may organise their own assemblies.

Weekly: Whole School assemblies are held each Friday morning outside or in the Stadium from 10.15am. The senior students run these so that leadership opportunities are utilised.

Mid year: These are a celebration of student success. Three students are chosen from each class for Achievement, Improvement and Contribution to Pukenui School Community. Items may include; whole school singing, a Kapahaka performance or a class sharing.

End of Year: A farewell to year 8 students, a celebration of Achievement, Improvement and Contribution to Pukenui School Community – a further three students per class are chosen. This assembly is the final celebration of the year.

Attendance:

Progress at school is linked to regular attendance. Children need to attend school daily and only be absent for illness.

Please inform the office by 9.15am if your child is going to be absent. This can be done by phone, text, or email: office@pukenui.school.nz.

If you do not inform the school, staff in the office will contact you regarding the absence.

Should there be a change in home circumstances please notify the class teacher as this can affect the way the children are at school.

Behaviour:

We try to use positive guidelines designed to develop students into good citizens. We encourage common sense, respect of others and property, and confidence in one's own ability. We firmly believe in students facing the consequences of their actions. We encourage students in decision making. Classes will develop a set of agreed rules to follow. The school has a behaviour management plan where acting and thinking responsibly is the focus. If teachers are concerned about a student's behaviour their family will be contacted. Disruptive or aggressive behaviour is actively discouraged. Families are expected to support the school to ensure their child is well behaved. Time out spaces are available for those requiring them.

Bell Times:

Children are not allowed into their classroom until the bell rings at 8.30am. School commences with a bell at 9.00am.

Interval commences at 11.00am with fifteen minute "Brain Food Break". A bell is rung at 11.35 so that classes can recommence at 11.35.

Lunch is from 1.00pm, with ten minute "Brain Food Break". A bell rings at 1.40pm and the afternoon begins at 1.45pm.

During wet days three bells may sound to inform children they must come inside out of the rain or they can now go into the playground because it is dry.

School finishes at 3.00pm. Children are expected to leave the school grounds at this time, unless they have sports practices or a written arrangement between their parents/caregiver and the school that allows them to remain in the school grounds at this time.

A continuous ringing tells that there is an emergency evacuation. During class time, the teachers will direct children in the correct procedures. During the breaks, children should make their way to the bottom field and line up in their appropriate places by the goalposts closest to the road.

Bicycles and Scooters:

A bicycle rack is provided for bikes and scooters ridden to school by children. Helmets need to be worn correctly when students are riding bikes. No children are allowed near this stand during school time. Children must walk their bikes and scooters in and out of the school gates, when entering and leaving, at the end of the school day.

Bikes are actively discouraged from the grounds after hours in the winter months because of a mud concern.

Board of Trustees:

Members are elected every 18 months or co-opted as the need arises. The Board is responsible for the governance of the school. The primary areas of concern are delivery of the curriculum, documentation and review, employment, finance and property, health and safety and administration. The principal is employed by the Board to oversee the daily running of the school. Public Board meetings are held on the third Tuesday of each month in the board room at 6.00pm. These are advertised in our weekly newsletters and all parents are welcome to attend. Speaking rights are arranged in advance with the Principal or Board Chairperson.

Brain Food Break:

At 11.00am the brain food break bell sounds. All children eat in their classrooms or outside on seating. When the 11.15 bell sounds the children are released for play. Staff encourage students to have healthy food at these times.

Breakfast Club:

All children are welcome to our Breakfast Club open every Monday, Wednesday and Friday from 8.15 -8.45am.

Budget:

The staff, Principal and BOT prepare annual budgets. All accounts are subject to public audit.

Bus:

Pukenui School draws its students from many areas. This is all made possible by an efficient bus system run by a local bus committee. There is one bus that travels to Te Kuiti High School to connect with other routes. Parents can make arrangements directly with Dobson Motors, phone 878 8025.

Careers Education:

All Year 7 and 8 classes will have exposure to some form of careers education.

Cell phones:

Children are discouraged from bringing cell phones to school. If they need to have them at school, they are asked to leave them at the office until 3.00pm.

Change of Address:

Please inform the school of any change in address or phone number. This is especially important if the school needs to contact parents/caregivers should an emergency arise.

Charter:

A copy of the School Charter is kept in the school office and available on request. Please return it as soon as you have finished with it. Copies of School Policies are also available. They are continually reviewed and updated and changes communicated to parents through the Newsletter. We welcome parent input into these reviews.

Charitable Appeals:

From time to time the school supports certain charitable trusts.

Children making any door-to-door appeal will wear badges identifying them as members of our school.

Class Makeup:

Composite classes are widespread throughout New Zealand schools and are used to teach children at their own level.

Children are selected by abilities across reading, language and maths curriculum areas, by social skills and maturity, by learning needs and by class level. Every class is a composite class in that there are different levels of ability in every class.

A child is **never** at a disadvantage if placed in a composite class, in fact there are distinct advantages:

- Able to be taught at own level (can be grouped at similar/same level)
- Numbers are kept down
- Children are able to learn from others
- Allows opportunities to be a leader and through this build self-esteem

Clothing:

Clearly named clothing helps save staff time when lost property is collected. Lost property is stored in the cloak bay outside Room 4. It is disposed of at the end of each month. Families are welcome to hunt through it at any time in search of lost items.

Computers:

All computer users are asked to sign an Internet User form before they begin school. This is a promise that they will use the internet appropriately. This is updated yearly.

Complaints:

There is a Complaints Policy. We enjoy a high level of client satisfaction, however, we realise that we cannot please all people all the time. A copy of our complaints procedure and all our policies are available from the office.

Concerns:

We do value everyone's point of view. We would like any concerns to be shared with the class teacher, a staff member, the principal or the BOT. It is our endeavour to follow up any concerns shared through the appropriate channels.

Curriculum:

Education Plans are being written for all Curriculum areas – English, Mathematics, Health and Physical Education, Science, Social Studies, Technology, and the Arts. Parents can request these through the Principal. Because there is such a lot of content expected to be covered. Class programmes may integrate curriculum areas.

Damage to School property:

Vandal damage is considered as a crime against the school community and serious incidents will be reported to the Police. When children damage school property such as windows, equipment, buildings or furniture, parents will be contacted and, where appropriate, will be asked to contribute towards the repair or replacement costs.

Dental Clinic - Mobile:

Treatment is free of charge for children from the age of 2 years to the end of Primary School. Enrolment forms are available at the school office on enrolment.

The mobile clinic will be on site at Pukenui School in Term 2, Week 3-6 this year. These times will be published in the newsletter.

If you have any queries, you can call 0800TALKTEETH or 021 356 243

Duty:

The school has a duty roster which is posted in the office window. Staff work in pairs during the morning and lunch breaks to make sure the children have support and supervision in the playground. Before and after school individual duties are undertaken by staff. The Kea crossing at Fabia is patrolled from 8.20 until 8.40 each morning and again in the afternoon.

Educational Visits / Performances:

The value to children of educational visits shared with other children from their class is well recognised and most classes are able to arrange at least one such visit, or performance, per term. If parents can offer to the school such a venue, which may be of value, please make this known to the Principal.

Board of Trustees approval for school trips is subject to specific supervision ratios of adults to pupils and we are grateful to parents who offer their cars and/or their help.

Performances by outside groups are very carefully screened and usually confined to one or two each term. All groups allowed into the school have the approval of the Principal.

Electronic Mail:

All teachers can be contacted using their school email address. The school's email address is office@pukenui.school.nz.

Emergencies / Emergency Contact:

Parents are asked to provide an emergency telephone number other than their home or workplace number, e.g. Grandparent, close friend, relative or neighbour.

Please remember to advise us of any changes to these numbers immediately, as it is important to have correct information in case of emergency.

Throughout the year the whole school practices what to do in the event of a fire, earthquake, lockdown or other emergency plans.

End of Year

Special assemblies are held at mid year and end of year. All family and whanau are invited. After the end of year children could know the class they will be in for the following year. Children need to bring a plastic bag to take home their books. If books are less than half used they may be saved for the next year. Stationery Lists for the next year will be available from the office.

Enrolments

See Admission section, these are completed at the office.

Equipment

Pukenui School is well equipped. Any equipment above code has been supplied by fundraising and donations. Teachers and Teacher Aides spend many hours making classroom equipment. We encourage our students to look after and respect our teaching aids. From time to time students take home small items which break up our sets – if you notice those pieces of equipment at home please return them to the class teacher – it will be appreciated.

Fundraising

Throughout the year the school is involved in many forms of fundraising. This is done with specific goals planned for the money raised. The goals must benefit the children. This is usually done through the Parent Support Group. If everyone supports the venture the whole school benefits. If students are involved in fundraising they must wear badges that identify them as representatives of the school. These are issued from the office and are numbered. They must be returned to the office when the fundraising is finished.

Gala

The PSG organise a biennial gala in November. The Gala is held wet or fine and is recognised as both an integral part of the school culture and as an established event for Te Kuiti. This is a major fundraising effort. It involves considerable amounts of work which is spread over many people. Parents are asked to:

- Help with stalls
- Sell/buy raffle tickets
- Help with fun activities
- Come up with bright ideas

Grounds (after school hours only):

Play in the school grounds is not supervised and therefore parents must accept full responsibility for their own children at these times.

The school grounds have many attractive play areas which children are welcome to use out of school hours. Please let your children know that playing in school grounds after school hours is a **privilege** and that they must observe the following:

- a) Leave the school and go straight home at 3.00pm to return no earlier than 4.00pm.
- b) Leave the grounds when asked by staff, caretaker or other adult.
- c) Do **NOT** enter the swimming pool area at any time
- d) No litter is to be left.
- e) Do not enter the school buildings.
- f) Report any damage to the Principal as soon as possible within school hours.
If you are in any doubt about damage please phone the police.

Health Nurse:

Our Public Health Nurse comes to school regularly and is available to parents and pupils for a free consultation about any health related concerns. Contact can be made directly to our nurse on 07 878 3051.

Hearing & Vision:

Regular checks, each term, are kept on children's hearing, eyesight and speech. Teacher or parents may request a check at any time.

Helping your child at home

Once a child is ready to start school they should be able to look after their own gear. We try to encourage independence at school. We suggest you train your child to put their readers and notebooks in their bags themselves and that they put their own lunch in their bags. At the end of the day they unpack their own bags, deal with their lunchbox and homework, and then repack their bag for the next day. This is also the case with swimming gear in the summer.

Regular routines help your child adapt to school life and become self- responsible.

Home Readers

As part of the reading programme readers are sent home for students to practice what they have read that day. Please ensure these books are kept in good condition and returned to school each day. They are part of a set and are valuable as school resources as groups and classes share these books – your co-operation is appreciated.

Homework:

Most teachers set short tasks in some skill such as spelling, reading or mathematics for children to do at home. The purpose of this regular work is two-fold:

- a) To give the child **practice** in some skill/learning which needs to be retained
- b) To provide parents with the opportunity to share the children's school learning experiences and help them research and use resources in the home.

Always avoid tension or emotional strain helping or supervising children's homework – try to be relaxed and positive so that children know that you are enjoying the experience as much as they should be.

Teachers will discuss with you any problems regarding homework.

Hours:

Monday to Friday – school day is from 9.00 am to 3.00pm. Children should arrive between 8.30am and 8.45am, ready to commence school at 9.00am. There is no supervision available until 8.30am. Children are not allowed in their classrooms until after then. Children must leave the grounds on the 3.00pm bell, unless on authorised activities.

House system:

The school has four houses – Rimu, Kowhai, Pohutukawa and Tawa.

Children are put into a house when they start at the school and families are put into the same house.

Internet:

All school internet users must sign an internet user agreement. This needs to be countersigned, in the case of students, by their parent or guardian.

Interviews / Reports:

Open Day Term 1 – 'Meet our School'.

Student Led Conferences are conducted at the end of Term 2 and 4. Student led conferences are a way of reporting to caregivers on their child's progress. The student takes the initiative for sharing their achievements and goals with family members, using their Portfolio as a basis for discussion.

Written reports are included in portfolios that are sent home at the end of Terms 2 and 4.

Kapahaka:

This year the whole school attends kappa haka on Friday 11.35am. There may be occasions when groups of students may perform at school or local/cultural events. Practice is during school times.

Library:

The school has an excellent library collection. Children are encouraged to use the library as a resource centre for learning.

Please ensure that books brought home are cared for and returned promptly on the due date.

Books are issued for *one* week.

We encourage children to join the local Te Kuiti town library.

Lost Property:

This is located in the cloak bay outside Room 4. Families are encouraged to check for items.

Lunches / Supervision / Passes / Orders:

All children are expected to have lunch. The lunch bell rings for the start of lunch at 1.00 pm.

Children are under the supervision of a duty teacher for the first 10 minutes of the lunch break.

They are required to sit quietly and eat their lunch during this time. Any uneaten food should be taken home.

We reinforce the principles of good nutrition. We discourage the consumption of food high in fat, sugar and salt. A wholesome, interesting lunch should be provided by parents/caregivers, plus fruit and something special for Brain Food Break at 11.00am.

If you wish for your child to go home regularly for lunch please advise the school by written note at the beginning of each school year. Any occasional changes to lunch arrangement must be supported by a note

Lunch passes are issued from the office – all children leaving the school at lunch times must sign the “in and out” book at the office.

Parents may withdraw their consent for a lunch pass or have their child added to the list by notifying the school, preferably in writing.

Lunches can be ordered from Queen Street Dairy through the school. Children must complete a lunch order form, which is posted in a box at the office. The lunches are brought to school at lunchtime.

Sausage Sizzles are run occasionally. Notices are sent out to parents informing them of the date of a sausage sizzle and to request parent helpers to cook the sausages. We appreciate those families who support this fundraiser.

A bell rings at 1.40pm to tell the children to put away sports equipment, get a drink, go to the toilet and head to class.

Medical Treatment:

Any child taking medicine which could affect their behaviour or schoolwork please contact the teacher.

If children have ventilators, or similar, they should be brought to school and be available for use. Should children be allergic to anything, for example, bee stings, please advise the school.

Accidents at the school – depending on the circumstance or situation, we:

- Give minor first aid
- Contact the family if in doubt
- Phone the Ambulance / Doctor

Our admin staff hold current First Aide certificates.

Messages for Children:

It is appreciated if parents avoid telephoning the school with messages for children. We are, however, pleased to help in an emergency. Likewise, children are only permitted to use the school telephone if the matter is important. They must have permission from the teacher to use the phone.

Money / Valuables:

Parents are advised by the school when money is required for stationery, trips or fundraising etc. Money brought to school for these purposes needs to be handed to the office or class teacher first thing in the morning. If a child needs to have any large sum of money or valuables at school, it should be handed to the class teacher or office before the start of school. Please send all money via the children in a sealed envelope with your child's name, room number and what the money is for, written clearly on the envelope.

New Entrant Visit:

Prior to your child's fifth birthday you are very welcome to visit and spend time in our new entrant class so that both your child and you are familiar with the class and the school. We are very flexible about what days and times you may visit with your child.

We try to work around what best suits the needs of the child and the parents/caregivers. Please, come in and discuss what day/days and times suit both you and your child.

Newsletters:

Newsletters are published on a weekly basis every Thursday to keep you informed of school developments, coming events etc. These are distributed to the eldest or only child to bring home. Please read these thoroughly as they provide a very useful link between home and school. If you do not receive your newsletter regularly please let us know.

Office:

The school office is open daily from 8.30am – 3.30pm.

Outdoor Education

Education outside the Classroom (EOTC) is an important part of life at Pukenui School. We value the opportunity to give children experiences that will further their learning. These experiences can vary in size and form. Often these experiences cost the school to run so a charge is collected from students. Some fundraising may be undertaken to cover costs.

These experiences can be day outing's/trips, overnight stays and camps. Please remember that Teachers who take camps do so of their own free will and often at considerable personal expense.

Open Door policy

The school has an open door policy. We welcome all communication between home and school. Because teachers are busy with their classes during class contact time, we ask families who need to see the teacher, to make an appointment so there is no disruption to the class. The school holds open days from time to time for special occasions where families can visit the school.

Parent Help and Involvement:

Pukenui School is fortunate in having excellent parent help. The teachers encourage and welcome parents to help. It also helps you, as parents, to gain a greater understanding of what your child is doing every day. If you have time and would like to help, contact your child's teacher or the school office. The Parent Support Group is also happy to have help whenever you have time.

Parent Support Group (PSG):

The Parent Support Group (PSG) plays an integral role in fundraising ventures that will benefit the Students and the school. They also serve the school's community by arranging social activities that will encourage unity and harmony.

The purpose of the PSG is as follows:

- a) To foster goodwill through organising social events that bring the school and the community together
- b) To organise fundraising which will supplement the school's operational grant, especially to allow the purchase of designated items of equipment as decided by the Board of Trustees in conjunction with the PSG and Staff
- c) To care for the school environment and provide staff support.

If you would like to be part of our active and supportive PSG, please contact the school office and your name and phone number will be passed onto them.

All PSG meetings will be advised in the school newsletter.

Parking at School:

It should be remembered that parking outside the school's entrance is restricted. There is plenty of parking for parents in the Little Theatre/ Stadium car park. Our bus stop is reserved for the bus only. The parking behind the stadium is reserved for staff only.

Personal Possessions

We discourage students from bringing items of value, toys and trinkets to school. If these do need to be at school they should be clearly named and left at the office for safe keeping.

Photocopying

We do offer photocopying services to families who may need small amounts of photocopying done from time to time. There is a cost per page. Please enquire at the office.

Photos:

Photos of class and family groups are taken during Term 2, sports photos are taken in Term 3. These are available for sale to those who wish to purchase them. No compulsion is made to have these photos taken or to purchase them. These are all available for sale through the office. Families are notified closer to the time of the specific detail.

Physical Education:

Physical Education is a curriculum subject. All children participate in regular physical education lessons.

Emphasis is placed on fitness and the mastery of skills. The school uses Kiwi Sport and Project Energise programmes which offer a wide range of activities for the children.

Teams compete in a wide range of sports including athletics, hockey, swimming, netball, cricket, soccer, mini ball, touch and rugby.

All children are expected to take part in these activities and are encouraged to wear appropriate clothing.

Playground, school grounds

Sports gear and sandpit toys are dispersed during play times at 11:15am and 1.10pm by a dedicated team of students. If the weather is inclement a Red flag indicates play only on the sealed areas. A Green flag indicates play only on the sealed areas and the adventure playground. The community is welcome to use our playground after hours. It does cost us to upkeep and maintain it so we do appreciate families who endorse high standards of care when using it. We appreciate anyone noting any suspicious activity to notify the caretaker or the police.

Portfolios

Each term the teachers select criteria to include in the students portfolios. During the year there will be an entry from all areas of the curriculum. Maths, Reading and Written Language will have an entry each term. Students will be able to discuss their entries. Portfolios have a section of goal setting for the students and a comment section for the parents/caregivers.

A mid and end of year report on your child's achievement for National Standards will be included in the portfolios at the end of Term 2 and Term 4.

Public Health Nurse

We receive regular visits from the public health nurse who keeps a general eye on child health. The Health Nurse makes home visits as necessary.

Pupil Profiles

The teachers keep a profile on your child's progress. These provide an overview of the topics covered and the progress being made. A hard copy of the latest sample of reading and written language is also collected.

Principal

The principal is available to meet with families. The role of the principal is to be available for parents and to listen to their concerns. The school values the partnership between home and school. We would rather you shared your concerns through the right channels so they can be sorted out. We know that sometimes problems arise and we believe that when these are brought into the open and discussed, a positive solution can be reached. A school, where home and school work together can only benefit the students.

Because of the workload of the Principal, an appointment may be needed to share your concern.

Reading Recovery

The school provides Reading Recovery, an early intervention programme, for identified at risk readers. The child works in the programme for 30 minutes a day until they are discontinued when a desired standard is reached.

Road Patrol

The Princes Street crossing is supervised by an adult for 20 minutes before school (8.20am until 8.40am) and by an adult and trained students each day for 15 minutes after school (3.00 pm until 3.15 pm).

The back gate on South Street crossing is covered by a teacher.

The Bus roll is supervised by a teacher.

Saturday Sport

The school is involved with a number of sports – both summer and winter.

In the summer there is cricket and touch and in the winter children can play soccer, rugby, hockey, mini ball or netball. Children from the school can also play badminton next door at the Waitomo Sports Stadium.

Scholastic Book Club:

From time to time Scholastic Books send fliers home with books that can be brought through the school. The school does not receive commission for the sale of these books but does have access to a few buying specials or free issues. We do not pressure students to buy. Please have orders to the office by the due date in a named envelope.

School Donations:

The Board of Trustees endeavours to ensure that the best range of teaching resources and equipment is provided. This is not possible with the funds provided by the Government. Each family is asked to contribute \$30 per child per year (2 or more children \$50 per year). Payment can be made by cash or cheque. The forms are available from the office.

The tremendous support from the Parent Support Group provides us with fundraising events throughout the year which keeps our request for additional funds to a minimum.

School Song

The school has a number of songs/waiata that are sung at powhiri, assemblies and school celebrations. These were written by L Crown.

School T Shirts / Dress Jackets:

When students represent the school they are issued with school tee-shirts. These are numbered. They need to be laundered and returned to the school as soon as possible after the event.

Dress jackets are also provided to groups representing the school.

Sickness:

Most families are considerate and co-operative keeping their children home when necessary – if in doubt please contact the school.

If infectious diseases are involved your Doctor will advise when a child is able to return to school. Please notify the office, daily, if your child is absent due to illness.

Head Lice are a recurring problem. It would be appreciated if parents could regularly check their child/ren's hair for head lice and treat as necessary to avoid the problem being spread to other children. It is school policy for parents to be notified in writing if their children are found to have head lice. Parents who realise their children have head lice, are asked to please treat the problem as it is not considerate to other children and parents if the problem is left untreated and is passed on to others.

Sports Wear:

When students are taking part in their PE lessons appropriate clothing is expected to be worn – shorts, t-shirt and footwear. Senior swimming – full costumes are expected for girls. No underwear is to be worn as an alternative to clothing.

Stadium:

We pay an hourly fee of \$20.00 to the stadium committee for the use of the Stadium and Little Theatre.

Staff:

Pukenui School is an Equal Employer Opportunity School. It is our endeavour to be staffed with qualified, quality staff. Teachers all hold New Zealand recognised certificates. Teacher Aides are employed to support specific students and specialised programmes.

The office is staffed throughout the day. The office staff have specific duties to carry out.

The school employs a full time caretaker who is responsible for cleaning and maintenance of the school grounds and buildings.

Stationery:

In order that stationery needs are quickly available and are standardised, we ask that children purchase supplies from the school office. All stationery is sold at competitive rates. The teacher will advise you of your child's stationery requirements. Stationery is sold to the children from the office before school – 8.30 – 8.55am.

Student Medication

For some students it is necessary to have prescribed medication in school hours. These can be left at the office with instructions on how to administer by the staff member in charge of first aid. Parents are required to sign on the enrolment form if a child is on medication long term. Where possible, parents should administer this medication.

Long term/ongoing medications for behavioural/psychological conditions shall be administered only by parents/caregivers/medical professionals or persons appointed by the family, in writing.

Sun sense

The school's policy states that for the Terms 1 and 4 all children in our playground will wear school hats. Those not wearing hats will be confined to the shaded areas in the school. We encourage students to wear sunscreen and cover as much skin up as possible while exposed to the sun.

Swimming:

Swimming is part of our Physical Education programme. All children are expected to take part. Those not taking part need a note excusing them.

Senior children get opportunities to swim at the local public pool.

Telephones:

Students may use the office phones for emergencies only. They must have permission from their teachers to do so. Staff are happy to pass on messages to students from family members phoning the school. Cell phones are discouraged. If there is a need then these are to be left at the office on arrival and collected at the end of the day.

Trophies:

A number of trophies are won by the school. These are on display in the office area.

Visiting the School:

Please call at the office and sign the ' in and out ' book - so that we are able to know who is on site at anytime.

If you wish to meet the teacher please make a formal appointment time. From 9.00am until 3.00pm the teachers have class contact and, are usually, not available to meet with families.

Waikato Full Primary Association:

The school is a member of the Waikato Full Primary Association. This provides students in Years 7 and 8 with a chance to compete in activities with other full primary schools in the Waikato area. These activities include: athletics, swimming, cross country, speeches

Pukenui School - Staff

Principal	Raewyn Jackson
Deputy Principal	Raewyn Mitchell-Burnard
Lead teacher Junior area	Raewyn Mitchell-Burnard
Lead teacher Senior area	Dorothy Carr
Teachers:	
Room 1 Yr 7 & 8	Pat Loft
Room 2 Yr 6 & 7	Dorothy Carr
Room 4 Yr 4 & 5	Aroha Carnachan
Room 5 Yr 2	Jenny Crown
Room 6 Yr 1	Raewyn Mitchell-Burnard
Room 8 Yr 3 & 4	Joanne Bentham
Special Education Needs Co-ordinator	Pat Alderson
Reading Recovery teacher	Pat Alderson
RTLB (Resource Teacher Learning Behaviour)	Susan Armitage
Support Staff	Nadine Turner Christine McCormack
Te Reo Teacher	Lyn Crown
Kapa haka Tutors	Lyn Crown, Aroha Carnachan, Jenny Crown
Office Staff	Vivien Katipa-Maikuku
<u>Board of Trustees:</u>	
Chairperson	Pania Te Haate
Members	Samantha Baggott Jordaane Tangihaere Pat Loft (Staff Rep)

2017 Term Dates:

Term 1	Wednesday 1 st February to Wednesday 12 th April
Term 2	Monday 2 nd May to Friday 7 th July
Term 3	Monday 24 th July to Friday 29 th September
Term 4	Monday 16 th October to Wednesday 20 th December

PUBLIC HOLIDAYS

- 30th January Auckland Anniversary
- 6th February - Waitangi Day
- 14th April - Good Friday
- 17th April - Easter Monday
- 25th April - Anzac Day
- 5th June - Queens Birthday Weekend
- 23rd October - Labour Day

PUKENUI SCHOOL SONG

Music by Dale Garratt

Words by L Crown

We come from a town in the King Country

The name of the town is Te Kuiti

We strive to live in harmony

All as one together in unity

Pukenui is the school we go to in the King Country

Pukenui is the school we go to in the town of Te Kuiti

We always try to do our best in all activities

Our motto is Kia Mataara, meaning be alert.

WE WILL, WE WILL ROCK YOU

Words by L Crown

We will, we will rock you
We will, we will rock you

1. We come from a town called Te Kuiti
It's right in the middle of the King Country
There's "Pine Tree Meads" and the King Country Rams
They're definitely not to be taken for lambs

We will, we will rock you
We will, we will rock you

2. We've got the Waitomo Caves and the Honking Holes
Great places to visit when you've got the whole
Day off work or a week or two to spare
Spend time our way; you'll have a good time here

We will, we will rock you
We will, we will rock you

3. We're the Shearing Capital of the World
With a statue down town to show you all
And opposite this is a garden new
To represent our Sister City of Tatsuno

We will, we will rock you
We will, we will rock you

4. There's a Pa on the hill overlooking it all
It's named Tokanganui-a-noho
It's the pride of the Maniapoto Iwi
Gifted by the Prophet Te Kooti

We will, we will rock you
We will, we will rock you

5. We've got the Arts and Cultural Centre as a hall
A facility which can cater for all
Conferences, weddings productions and the like
A wonderful place to celebrate life