

# PAPAKAIO SCHOOL VISION



17 Papakaio Road, 15 K RD, OAMARU  
Phone 0343-17851 email: [office@papakaio.school.nz](mailto:office@papakaio.school.nz)  
[www.papakaio.school.nz](http://www.papakaio.school.nz)



**PRINCIPAL**  
**Mr Damian Brown**



**DEPUTY PRINCIPAL**  
**Mrs Danique McRae**

**WHARE ITI**



**Mrs Chris Allen**  
**Whare Iti 1**



**Mrs Rochelle Moore**  
**Whare Iti 2**



**Mrs Wendy Halvorsen**  
**Whare Iti 3**

**WHARE NUI**




**Miss Nikki Wheeler**  
**Room 5 - Yr 4 & 5**



**Mrs Cat Henderson**  
**Room 7 - Yr 5 & 6**



**Mrs Danique McRae**  
**Room 6 - Year 7 & 8**

8.30 am	Children may enter school grounds. Supervision available	 <p><b>Mrs Megan Fox</b> Office Administrator School Office Open 8.30am - 3pm</p>
8.45 am	Buses arrive	
9.00am	School Begins	
11.00 - 11.20am	Morning Break	
12.30 - 1.25pm	Lunch	
3.00 - 3.15pm	Bus check and Departures	

### Skool Loop App

All emergency communications such as bus breakdowns, school closures or extraordinary events (floods etc) will be made through the skool loop app.

It is your responsibility to download the app, subscribe to Papakaio School and select the groups your children are involved in – especially the blue and yellow bus groups. Turn on notifications. This way you get a notification directly to your phone that school can manage. If you need help with this call into school and we will help you.

**Skool Loop App is also our preferred way for you to let us know if your child will be absent.**

#### Downloading the Skool Loop app - a step by step guide

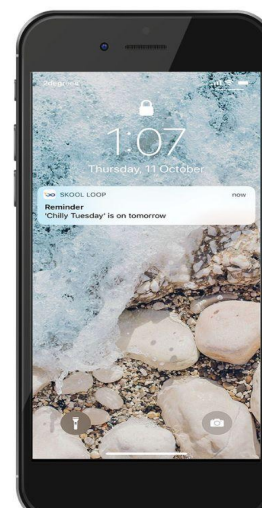
Once you have downloaded the Skool Loop App, via either your Google Play or App store, please follow the below instructions to select your school -

- Open the Skool Loop App - you will land on a welcome page.
- Click the 'select your schools' this will bring you to a menu you can either search your school or follow the country/region prompts.
- Once you reach your school, select it with the tick on the righthand side.
- Tap the 'select schools' button in the top right corner.
- Tap the big orange choose button. This will load your school and bring you to the settings page.
- Subscribe to the groups that are relevant to you, then click the 'go back' button on your phone, which will bring you to the main screen of your schools app.



#### Here's some tips to ensure you receive notices and push notifications

- When you download the Skool Loop App you will be asked if you would like notifications please **tap yes**. Some devices don't ask this question and automatically tick yes for you. This can be changed in your settings
- If your notifications are turned off in your device settings, some phones apply that to all apps when downloading. In the phone settings please make sure your notifications are turned on
- Check your App Store or Google Play regularly for any outstanding updates
- There are 2 different notices school will send out: **push notification** (banner and ding) or a **notice** (visual alert only)
- You will only receive a push notification if you are not using the app at the time
- If your volume is off you will not hear an alert
- You will see a visual alert if a **notice** has been posted. You will not hear a ding
- You will only hear a ding if the school sends a **push notification**.



## **Emergency Procedures** – School Closure, Bus Breakdown

Once the Principal or school office is informed of an issue

- a) A notification will be sent out on the Skool Loop app
- b) Parents will be instructed as to what to do

If school is closing and we have children left with parents we are unable to reach, a message will be left explaining the arrangement that has been made for this child. If we have to evacuate the school they will go with their emergency contact, another parent at school that they are family friends with or a staff member. Otherwise they will stay at school with staff until you can be reached.

## **Absences**

We appreciate a note or telephone message from parents/carers before 9am on the day the child is to be absent. If we do not receive contact from parents/carers we will ring to confirm where your child is.

Reporting absences; Please use the skool loop app or email office@papakaio.school.nz, or call 4317851.

## **Board Of Trustees**

There are six elected parent representatives, one staff representative and the Principal.

They meet monthly and receive reports about the running of the school, financial management and staffing matters.

They also set policies which both support and guide the teaching staff.

## **Home and School Committee**

The Home & School Committee is an active group of volunteers, mostly parents, who organise a number of school activities including fundraising ventures e.g. Papakaio8Hour, calf scheme, as well as helping with Working Bees around the school grounds. Their dedication is reflected in the great job they do and the huge financial contribution they make to the curriculum activities and resources in our school.

## **Leaving School Grounds**

Children are not permitted to leave school grounds, unless a note is provided by a Parent/Carer.

## **Going Home After School**

Children are encouraged to go directly home after school unless they have permission to do something else. A note or a phone call is needed to let us know where the child is required to be if plans change. If the child catches the bus and staff are not notified the child concerned will be put on the bus.

## **Accidents/Sick Children**

If your child has an accident or is ill at school, parents/carers will be notified so that the child can be collected. If parents/carers are unavailable the Emergency Contact Person will be notified. Where no one can be contacted, the school will take care of the child at the school and contact a doctor if necessary.

## **School Bus**

There are two buses which service our school. The Blue Bus runs west to Georgetown and the Yellow Bus which runs east to Pukeuri and surrounding areas.

Please download the Skool Loop App if your child catches the bus - It is your responsibility to download the app, subscribe to Papakaio School and select the blue or yellow bus group. Turn on notifications. This way you get a notification directly to your phone that school can manage e.g. bus breakdown, bus running late etc.

Children must follow the bus rules, a copy of these are found at the back of this booklet. Any concerns regarding the bus run should be communicated to the principal.

## **Parent/Teacher Interviews and Reporting to Parents**

We know that for best educational outcomes Teachers/Learners/Families all need to know how our tamariki are progressing and what their next steps are. We also know that when we all work together much better learning takes place. At any time you have questions or concerns you are encouraged to contact the teacher directly through email or by phone and make a time to meet. Teachers make a point of keeping parents informed about what is happening at school through general class emails.

**Term 1** - We have a meet the teacher evening aimed at connecting Parents and Whanau to the Teachers of their children. At the meeting teachers explain how they work, their expectations and are available to answer questions. Towards the end of Term 1 there will be a Student Lead Conference where Parents, their children and the Teacher sit down together and the students explain their learning and their next steps.

**Term 2** - At the end of Term 2 the students get an interim report that clearly shows how the learner is progressing, what their next steps are and how you can help at home.

**Term 4** - Towards the end of Term 4 there is a formal report that clearly shows how the learner is progressing, what their next steps are and how you can help at home. This report is more detailed and covers a wider curriculum than the Interim Report.

We encourage parents to come in and discuss any concerns or issues that the reports may bring up. We also make it a policy to contact parents if there is a change in the rate of learning or a change in behavior or sense of well-being. We want Whanau to feel welcome and a valued part of the school and we recognise this partnership as important.

## **School Lunches**

▶ All children sit in the quad area and are supervised and encouraged to eat their lunch. Year 3 and up are allowed to go on the bell and the younger children are allowed to go to play once the duty teacher has sited their lunchboxes. On wet or extremely cold days children eat their lunches in the classroom under the supervision of their teacher.

▶ They are encouraged to eat all that you have given them or take home the uneaten part so that you are aware of the situation.

▶ No sweets e.g. chocolate, lolly pops, are to be brought to school.

▶ Children are encouraged to have an extra piece of fruit to eat at school during 'Fruit Break' around 10am which is eaten while continuing to work. Fruit needs to be cut up in the junior rooms.

## **Hot Eaties**

During Terms 2 and 3 children can bring 'Hot Eaties'. These are lunches e.g. pies, that are wrapped in foil or in a container that can go in the pie warmer to be heated at school. Please make sure that all food is defrosted.

Please keep in mind foods that are considered unsafe for reheating (e.g. chicken). All food needs to be CLEARLY named with room number, as they are re-distributed by the classroom.

## **Newsletters**

Newsletters are sent home electronically each Thursday afternoon. Please ensure the school has your email so you can receive these as they have very valuable information each week (check your junk/spam folder if you are not receiving them in your inbox). These can also be found in the skool loop app under newsletters. If you have an event coming up that you would like advertised please contact the office with the details and this can be added into the Newsletter.

## **Assembly**

Assembly is held most Fridays in the Library at 2.35pm. Family and friends are welcome to join us. Certificates are handed out from each class to those who have been noticed doing something positive or exceptionally well.

## **Stationery**

You can find current class stationery lists on our school website or ask for one at the school office. Please feel free to access stationery from any source you wish. However, for your convenience packs are already made and ready to pick up at Paper Plus in Oamaru or to order online through OfficeMax [myschool.co.nz](http://myschool.co.nz). We have a stationery shop at school, any stationery purchased during the year is charged to your school account.

## **Money at School**

From time to time money is required at school. We will inform you through the Newsletter or class email with the reason and the cost. All money sent to school is in a clearly named envelope.

## **Toys and Valuables at School**

Teachers do not encourage the bringing of toys or valuable items to school. At times it is appropriate to have these things at school for a class activity. Teachers cannot be held responsible for the safe-keeping of such items.

## **Parent Helpers**

Throughout the year we often ask for help with various school activities, and we very much appreciate the help that we receive. Some of these activities include, helping in the classroom, sports, coaching, transport, swimming instruction and the use of any other skills that you may have to offer. There are many opportunities for parents/carers to be involved in our school. If you would like to help please talk to your child's teacher or the Principal.

## **School Facebook Page**

Please have a look at our school Facebook page. We regularly put on updates about events happening, notices and plenty of photos.

School Website [www.papakaio.school.nz](http://www.papakaio.school.nz)

Our website includes lots of information, a calendar, newsletters, policies and procedures, contact information and photos.

## **Uniform**

Papakaio School has a uniform which all children need to wear. At the back of this booklet there is more information. **IT IS VERY IMPORTANT THAT ALL ITEMS OF CLOTHING ARE CLEARLY NAMED.**

In an effort to develop personal responsibility we try not to have a lost property box as clothing is either instantly returned to its owner or it will be where it was left.

Named items are soon returned to their owner.

Under our Sun-Safe Policy children are required to wear sun hats in Term 1 and 4 that are **supplied by school**. If they lose their hat they will be asked to sit in the shade during the break times until it is found or replaced. Parents are responsible for buying the replacement hat (\$20.00).

New uniform items are available from Sutherlands Menswear in Oamaru - 205 Thames Street (opposite Subway).

**Papakaio Home and School have some second-hand items available in the school office so please feel free to come and select some.**

Any Navy shorts or pants are to be worn on the bottom half.

Footwear is expected to be sneakers or suitable footwear for all school activities.

It is acceptable to wear navy long sleeved thermal tops underneath the polo tops during the colder months.

Navy tights or long socks are recommended for girls wearing culottes in winter.

# Sutherlands

Mens, Ladies and Kids Wear - Teamwear  
Uniforms - Printing - Sports Shoes  
205 Thames St, Oamaru. Ph 4349194  
jsm@netspeed.net.nz

Short sleeve polo top	\$26.50	CC Navy Track Pants	\$69.90
Polar Fleece-half zip	\$42.00	CC Rugby Jersey	\$95.00
CC Navy shorts	\$34.99	Culottes (girls)	\$60.00
Jacket	\$50.00	Cargo Shorts (unisex)	\$32.00
Merino Thermal	\$90.00	Cargo pants (unisex)	\$38.00
Beanie	\$15.00	Fleece pants	\$25.00



## **Physical Education**

Physical Fitness is part of the Curriculum programme all of our students are required to take part unless there is a sound medical reason for their not taking part. In this case a note from the parents/carers is required.

## **Swimming**

During the swimming season all classes have lessons in our heated pool. All students are expected to participate and parents/carers are asked to send along a note to the class teacher if they wish their child to be excused for health reasons. Children are to bring their togs and a towel EVERYDAY while the pool is open.

## **Technology**

Year 7 & 8 students have technology instruction at Oamaru Intermediate School one week each term. On these days' children need to be at school by 8.55am at the latest to catch the Technology bus into town.

## **Bicycles**

The school allows those children who live in the vicinity of the school to cycle to school.

It is compulsory for children to wear a helmet. Please note that our school policy states that children need to be nine years and over to cycle to school.

## **The Papakaio School Charter**

A copy of the Papakaio School Charter and Strategic Plan is available for viewing in the school and on the school website. This important document provides the basis for the educational direction and programme of work, which this school uses. Our School Curriculum Action Plan, Governance File, Board Policies and the latest ERO report are also available for your perusal.

## **The Privacy Act**

During the time your child is at school some personal information about your child and family will need to be collected and held at the school. Only personal information necessary for administrative purposes and to assess any special educational or health and welfare needs that the school is entitled to be aware of is collected.

The information is held at Papakaio School, 15 KRD, Oamaru and is accessible only by authorised staff members and the Papakaio Board. At any time, you may request access to this information and you may request correction of the information. Papakaio School adheres to the provisions of the Privacy Act 1993.

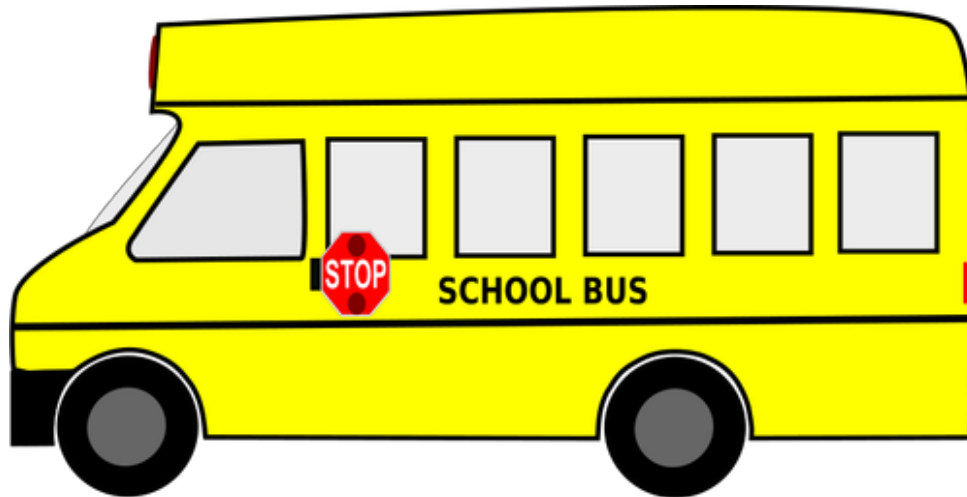
## **Dental Nurse and Health Nurse**

They may be contacted through Community Oral Health Service on 03 434-6170

The Public Health Nurse makes regular visits to the school and keeps in close contact with the students' needs.

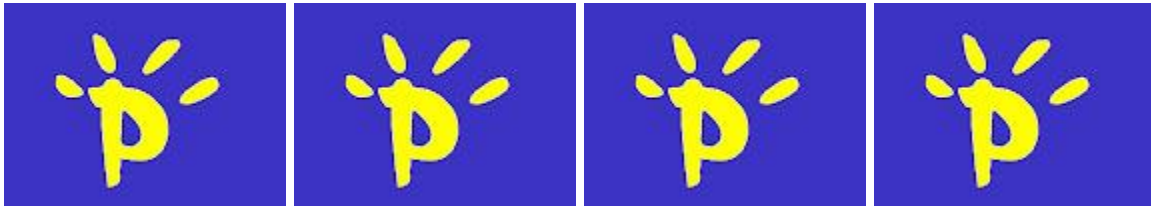






## **BUS RULES**

- All children to be at pick-up point, ready for the bus FIVE minutes before pick-up times.
- Children are to remain in their seats while the bus is in motion.
- No eating or drinking on the bus.
- No shouting or swearing on the bus.
- Good behaviour is requested at all times.
- Children must stay on the side of the road after getting off and wait until the bus is two power poles away before crossing the road. If there are no power poles children are to wait until the bus is a safe distance away before crossing. If your child is under the age of 7 years, we require that a parent be there before the bus arrives.
- Any damage by children to the bus, will be reported to the school and paid for by the parents of the children involved.
- Unless the children are at the gate by the appropriate time, it will be assumed the children do not require a ride to school. "You wait for the bus, the bus doesn't wait for you".
- Pupils will be notified if there are any alterations to the timetable.
- Any complaints should be addressed to the school principal not the bus driver.
- Parents and all vehicle drivers are reminded that the maximum speed when passing a stationary school bus is 20 kph. We require the support of all road users to prevent accidents.



**Founded in 1867**

**Papakaio School** is a rural school that caters for New Entrants to Year 8 students

The school's catchment area extends north to the Waitaki River, south to the hill properties near the Waitaki Plains, east to the Pacific coast and west to encompass the Awamoko district. The school is located 15kms from Oamaru directly beside State Highway 83, which runs through to Kurow and on to areas of Central Otago.

A major strength of Papakaio School is its supportive, rural community. Parental involvement in the school and its community is substantial. We are a community school.

The school is well resourced and is committed to helping children fulfil their educational potential and to develop their character to produce good citizens of tomorrow's world using available technologies and 21st century methods.

Teacher/pupil ratios are maintained at a favorable level and quality teaching is upheld by an enthusiastic staff. The School is sensitive to children's needs and makes a strong effort to provide for them.

The School and the Papakaio Board promote a strong sense of co-operation, community, learning and family. We extend to you an invitation to be a part of our progressive school



This booklet will attempt to answer some of the question's parents ask when enrolling their children.

For further enquiries please either email us at: [office@papakaio.school.nz](mailto:office@papakaio.school.nz) or ring on (03) 431 7851  
Look us up on Facebook - PAKAKAIO SCHOOL



**Donna Hurst**  
**Teaching Assistant**



**Sonya Eckhold**  
**Teaching Assistant**



**Fiona Stuart**  
**Teaching Assistant**

**Murray Singleton**  
**Teaching Assistant/Caretaker**

**Ann Fry**  
**Teaching Assistant/Cleaner**