

OMOKOROA NO.1 SCHOOL

Student A to Z Handbook



I CARE.
I WILL ALWAYS CARE.

CONTACT DETAILS

Cnr of Emeny and Plummers Point Road, RD 2 , Tauranga 3172

Ph 07 548 0755

reception@omokoroa.school.nz

<http://www.omokoroa.school.nz/>

Facebook : Omokoroa No.1 School



'SUCCESS CROWNS EFFORT'

Our vision is to: *'Develop learners who will be prepared for their futures'*

Our motto is: *'Success Crowns Effort'*

We believe: *Students are the heart / manawa of our learning community*

Nurturing individuals to be their best, is paramount

Students will succeed when we all work together; whanau, kaiako and akonga

Angitū nō nāia nei... Angitū āpōpō... Angitū tātou katoa

Success today...success tomorrow...success together

- Omokoroa No.1 School currently has a role of 300 students and is situated in 15 kms from Tauranga.
- We pride ourselves on being a friendly school, family oriented with a high level of community involvement.
- Our children love school and are keen to learn and achieve high success.
- Omokoroa No.1 School is a Decile 10, Primary school (Years 0-8). Opened in 1910.

ABSENCE:

Parents are requested to ring the office, email reception@omokoroa.school.nz or use the eTAP app when their child will be away. Teachers will be notified of children who will be absent each day. When no message has been received, office staff will endeavour to contact the parents. If no contact by parents is made the child will be marked truant for that day. If students are late they must report to the office first and collect a late pass. If students arrive after 9.15 parents must sign them in at office. Students need to be signed out and in at office if they have an appointment to attend.



ART AND CRAFT

The school possesses a good supply of art and craft materials. Conservation and effective management of resources is important.



ASSEMBLIES

Every second Monday 1.30pm – The whole school will assemble at the Dome. This assembly is a really important focus for our children and community. Sharing needs to be high quality and prepared. We start with Jump Jam (Dancing). A high standard of behaviour is expected and it is important that teachers reinforce/discuss this with their class. Whole school celebration assemblies are held each term and led by the house leaders. Various syndicates share their learning. Team Assemblies are held by some syndicates each week.



BELL TIMES

9.00	School commences
10.00	1st interval for morning tea
10.15	Classes resume
11.15	2nd interval
11.30	Classes resume
12.30	Lunch
12.45	Release for lunch eating
1.30	Classes resume
3.00	School finishes

BEHAVIOUR

At the beginning of the year, all classes discuss appropriate expectations regarding behaviour, attitude, effort and develop their own class treaty (or similar).

They should be based on the following guidelines:



We encourage students to become responsible for their own good behaviour by using a 'Growth Mindset' approach. We aim to provide a happy and secure environment where children develop responsibility for their own actions and are able to learn and enjoy school without being distracted or disrupted by others.

BOOK CLUB

Students are able to buy reading books through the Scholastic Lucky Book Club. Pamphlets will be issued regularly. Students Families will need to order these online and books will be delivered when they are received at school.



BUS

The bus leaves at 3.10 pm. When the class is dismissed, bus children must make their way to their bus line. If a child misses the bus, contact will be made with the parents. Students must live within the Enrolment Scheme to use the school bus service. You will need to register for the bus.

CHILDREN IN ROOMS INTERVAL / LUNCHTIME

Fine weather: Children are to be on the field or courts; there is no excuse for children to be inside. *If a teacher wishes a child or children to remain inside then a teacher must be present at all times or leave a note on the board.*

Wet weather Children will remain indoors until 1.00pm. The Duty teachers will make the decision whether to remain in full-time or go outside when the weather has fined up. When children are inside they must be occupied at some quiet activity. Please discuss appropriate behaviours and activities.

CLASSROOM ENVIRONMENT

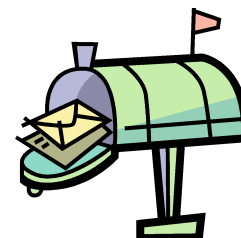
Every effort should be made to keep classrooms looking their best.



COMMUNICATION

All communication with our learning community is via:

- Email
- Facebook
- eTAP App
- Website
- Google Calendar
- Google Docs
- Face to Face



Effective communication is imperative at Omokoroa No.1 School. Please ensure we are positive in our approach to communicating with staff, children, parents and the wider community. Confidentiality and professionalism are important factors as is the need to ensure people are kept informed with issues/events both at classroom level and beyond.

***E* VACUATION PROCEDURES**



If the evacuation of school buildings is required, a long continuous bell/alarm will ring. Teachers are asked to move children safely to the field.

If this occurs during learning time, teachers are asked to take their attendance registers as a roll. If during a break time, a set of class lists will be taken from the office.

Children will sit in class lines and teachers will ensure all children in their class are accounted for by taking the roll.

Library and toilets are to be checked by teachers whose classes are next to these facilities. Leadership Team staff will manage the situation, and indicate when it is suitable to return to class.

EMERGENCY DRILL: These will be conducted occasionally. Staff should ensure that children know procedures for and assembly areas. Each room should display the emergency drill notice in a prominent place.



***E* OTC - Education Outside The Classroom**

Any such venture begins with the permission of the Principal. A trip outside Tauranga involving an overnight stay requires BOT permission and application forms for it must be submitted to Principal at least 4 weeks in advance. Costs incurred are the class' responsibility and children must be levied for these. Trips within the local community, whether requiring transport or not, require written application using correct forms one week in advance. Class excursion where students are transported by car: all students must be seated, wearing across shoulder seat belts, even for short trips. Cars must have current rego/WOF.



***F* ACEBOOK**

We use a school Facebook page to share the wonderful learning action that takes place at our school. We also make regular posts to remind parents of the latest school news, photos, and special achievements.

Official Facebook page : ***Omokoroa No.1 School***

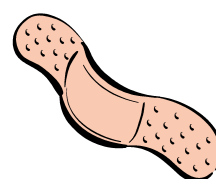
Community Page : ***Number 1 Parents***



***F*IRST AID – MEDICAL CONDITIONS**

All staff are required to have current First Aid certification. The BoT pay for First Aid course expenses. Depending on the circumstances or situation we will:

- give minor first aid
- contact parents if child is injured or sick
- phone family doctor where appropriate
- take the child to emergency medical facility



Teachers are not to phone home on behalf of an unwell student – it must go through the office where details can be recorded. Students feeling unwell during class hours should be sent to the office with a covering note from the teacher. In the case of a major accident an 'accident report' is to be completed in the accident book held at the office, by a teacher who was present at the time of the accident.

Medication is not to be administered in the classroom. Tablets or medicines must be brought to the office. Students then come to the office where medication will be administered.

Please alert office to any medical changes ASAP so our records can be updated.

H*ATS*

All pupils are expected to wear a school wide brim hat during Term 1 and 4 when outside the classroom.

H*OUSES*

All pupils are allocated a 'House' each year. Points are accumulated for various activities, sports etc. House leaders are from the Year 7 & 8's.

This provides great opportunities for leadership, team spirit across the school....and FUN!

Houses are Rangiwaea, Matakana, Motuhua and Mauao. A shield is given at the end of the year and the winning House at the end of each term gets a prize.

H*OMEWORK*

Homework should be assigned but it must be relevant and meaningful to both the needs of the pupils and the nature of the classroom programme.



Homework is set by individual teachers, which could be reading to a parent, essential learning tasks of previously taught skills, completion of unfinished work, consolidating knowledge, researching newspaper articles or finding material needed for school. It should not take children in Junior classes longer than 10 - 15 minutes, Senior classes 20-30 minutes each night.

I*NTERNET USE*

All classrooms & computers are connected to the Internet. The school has procedures governing the use of the Internet. Please ensure that you are familiar with these and that students adhere to the guidelines.



Kotare Te Momoho - The Successful Kingfisher

Our icon for excellence 'Te Momoho' was developed in 2018. He represents our students who all strive for excellence in everything they do.

On his wings he carries the 4 corner stone Vision statements from the NZ Curriculum – ***Confident, Connected, Actively Involved*** and ***Life Long Learners***.

Te Momoho is celebrated at School through:

- Principal certificates
- School wide 'Learning Incentive' Programme
- School Values
- Graduate Profile



LOST PROPERTY

Students are encouraged to have all clothing named. All lost property will be collected and stored in the storage trolley by the Dome. All unclaimed property will be donated to charity.

LAPTOPS & iPADS, AND CHROMEBOOKS

For all Year 3-8 students we have 1 to 1 digital technologies available when required to support student learning. Year 1 and 2 students use iPads to support learning programmes. Teachers all use Apple MacBook Air laptops.



LIBRARY



This is a major asset. The library is to be used as such and is not a general meeting room for pupils. Staff are asked to ensure that the library is left in a tidy state.

This is one of the focal points of the school. Each class has allocated time each week. During this teachers are expected to permit some time for the exchange of books, instruct pupils over a series of lessons in Library skills and prepare programmes based on literature appreciation – book selection etc. Silent reading will be engaged in on other occasions when teachers can discuss aspects of reading, books in general, etc with individuals or small groups. No books are to leave the library unless they have been issued.

LUNCH

The 1st 15 minutes of lunchtime will be seated under the sun shades or shade of the Dome. A bell will ring at approx 12.45pm to indicate children may be released at the duty teachers discretion. Rubbish must go back into lunch boxes.

MOBILE PHONES AT SCHOOL (Students)

Students are not to bring mobile phones to school. In special circumstances it can be approved by the Principal and will be held in the office during class times.

MONEY

When parents need to pay for school trips, stationery, sports fees, school donations and any other school associated costs please pay using our online school shop (Kindo). This can be accessed from our school website or directly from: <http://www.omokoroa.school.nz/shop.html>



If you do not have access to the School Shop (Kindo) please bring payments to the office clearly labelled.

MUSIC

Instrument Tuition:



Students are offered small group tuition in a range of instruments. The lessons are taken before and during during school. All tutors are engaged privately and payment for their services is between the parent and the tutor. Parents who are interested in their children participating may contact the

Music Teachers directly Micheal : Ph 0277566166 and Dianne : Ph 021 02279868

NEWSLETTER

Newsletters are our main means of communication with parents, and as such we consider them very important. School newsletters are published every fortnight, on a Monday.



The Board of Trustees and Fundraising Committee also produce regular reports to keep parents and caregivers informed of their activities.

PARENT HELPERS

We aim to make this a parent friendly school! Parental help is welcomed and very much valued. Think about whether you would like parental assistance, and in what form. Guidance is needed for these helpers to enable them to perform to their best. They must take their direction from the classroom teacher involved.

***P*EEER MEDIATORS**

Year 6 children are trained to mediate during lunchtimes. They will wear bright coloured vests and will report to the duty teacher if required.

***PE*EQUIPMENT**

Physical Education equipment for PE lessons is stored in the PE Shed on the field next to Room 13. Some PE gear is available to children through the issuing monitors during lunchtimes only.

***S*AFETY**

Maintaining a safe environment for our children is paramount. Please continue to be safety conscious and ever watchful.

Specifics include:

- under no circumstances are children to leave the school boundaries without adult supervision
- children must not leave the school grounds without the permission of the Principal
- any children in the pool area during school hours must be directly supervised by a teacher or adult staff member
- immediately report any suspicious persons or happenings to the Principal or Team Leader
- children must be well supervised at all times, particularly in the pavilion and library.

***S*PECIAL PROGRAMMES**

We have a number of programmes planned specifically for students who have learning needs, or simply require a “boost”. Students selected for these programmes will be decided by the senior leadership team in conjunction with all teachers.

IN CLASS SUPPORT AND LEARNING ASSISTANT SUPPORT

We are fortunate to have excellent Classroom Learning Assistants who work with teachers in most classes, to help children and their learning. Classroom Learning Assistant hours are allocated to areas of need in the school.



All planning is to be undertaken by the classroom teacher although preparation can be the responsibility of the Classroom Learning Assistant.

Timetables for the Classroom Learning Assistant are prepared by the Senior Management Team and reviewed at team meetings.

SPORT

A concerted effort is made to promote participation in the summer and winter codes offered to students. The management of these sports is overseen by Aaron Joe. Parents are expected to coach sports teams. Whilst parent support and involvement is necessary, the school also plays a significant organisational role. Aaron Joe will oversee the running of school sport, with various teachers assuming roles for specific sports and events.



STATIONERY



Each year children start with a 'First Day Stationery Pack'. Parents need to order stationery with Bay Office Products on their website <https://thebacktoschoolstore.co.nz/> and paid for accordingly. These will be delivered to school. All children who start school during the year will also require a stationery pack. Supplies of exercise books and other pupil requirements are available through the school office. The school provides this as a non-profit making service.

SWIMMING



The normal swimming season runs during Term 1 and Term 4. During each swimming season a timetable for pool usage by classes will be drawn up. Children are not allowed to be in the pool or the pool surrounds without teacher supervision. School parents are able to purchase pool swimming keys for \$130 (which includes a \$30 key bond) during the summer.

UNIFORM

Our school uniform consists of a school polo shirt, polar fleece/jacket, black shorts/pants/skorts and a hat which must be worn during Term 1 and 4. All items can only be purchased from our online uniform store: <https://no1uniformstore.co.nz/>

Values

Our 5 school core values of:

- | | |
|-----------------------|-----------------|
| I - Integrity | Pono |
| C - Confidence | Maia |
| A - Aim High | Hiranga |
| R - Respect | Whakaute |
| E - Empathy | Aroha |



Heart

Student voice / agency is valued

Encourage service to school and community

Grow a positive, inclusive and respectful school culture and identity.

Nurturing individuals

Personalise learning eg assessment for learning, goal setting, tracking, provide feedback, feedforward and purposeful reporting.

Take time to get to know each and every child and their circumstances, needs, passions and foster these.

Connected Together

Open Communication (approachable, available)

Collaboration across learning community (work together in lots of different ways)

Listening, understanding, accepting, respecting, sharing and showing empathy

Providing joint learning opportunities, whole school community.

Success Crowns Effort

Best Every Single Time

Put in your best effort to gain individual growth

Students will learn to persevere, be resilient, be independent and self managing in order to always give their best effort to reach their potential.

