



Ā tātou tamariki kaitiaki hei muri ako pai ai  
All children, guardians of the future - learn well

Dear parents/caregivers,

Welcome to our school and thank you for your interest.

Karitāne School offers you and your child:

- A school with a unique 'family' feel.
- A positive and relaxed start to schooling.
- Small class sizes, individualised and small group teaching.
- A focus on literacy and numeracy.
- Specialist Art and Music programmes.
- Weekly swimming lessons through terms 1, 2 and 3 with an experienced and knowledgeable coach.
- Opportunities for the whole school to participate in Education outside the classroom activities and school camps.
- A curriculum designed with the principles of Education for Sustainability as the driving force.
- A commitment to children making choices about **their** learning.

Our teachers take a caring and positive approach to all aspects of school life. We focus on learning and overall student well-being. We see our primary function as encouraging our students to be actively engaged in learning and have relationship at the heart of our teaching philosophy. We believe that your child is an individual who should be valued both as an individual and as a member of our wider school community.

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Our teachers have wide and varied backgrounds with expertise in the fundamental areas of numeracy, literacy and across essential learning areas. Their interests include sporting and cultural areas – with a particular interest in the arts.

The school provides an excellent environment with a variety of child-centered grass areas and hard-surface play areas to cater for all students. We encourage our students to be active and support them to undertake a range of games and activities during breaks and lunchtimes. Gardening is an interest we promote, as is learning to cook our garden produce in our large and modern school kitchen.

We recognise the importance of close community involvement, where parents/ caregivers and teachers work together with the school for the best possible outcomes for our students. We have an active Board of Trustees. Our relationship with the local Kati Huirapa Runaka is positive and mutually supportive. We also have extremely strong links with the Waikouaiti River-Estuary care group. We believe that children need their parents, caregivers and whanau involved in their lives and welcome opportunities to have you involved in the daily classroom programme.

Kāritane School offers students opportunities to explore the world of information technology with access to up to date learning and support items e.g. computers, iPad, digital cameras, video, etc. The school has managed internet access, and is constantly looking at new ways to provide opportunities for our students.

If you have any questions or would like to visit, please call. We look forward to meeting you and finding out how we can work with you and your child to ensure a positive school experience.

Kindest regards,  
Nicola Philip  
Principal



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## Learning in the classroom

Kāritane students work in a variety of learning situations. They are usually based in one classroom with one teacher. However, children often join with the other class or teacher for some learning activities.

In the classroom individual, group and whole class activities help students learn to share and work co-operatively.

The school day begins at 9.00am and finishes at 3.00pm with breaks (intervals) at mid-morning and lunchtime.

## Our Curriculum

Kāritane School focuses on the achievement and success of all students.

We follow the New Zealand curriculum with a priority placed on Literacy and Numeracy, especially in years 1-3. Our innovative curriculum is set within the context of 'Education for Sustainability' (EfS).

The New Zealand Curriculum specifies eight learning areas including: English, the Arts, Health and Physical Education, Learning Languages, Mathematics and Statistics, Science, Social Sciences and Technology. Wherever possible these learning areas are approached through an EfS focus. To help manage the curriculum our teachers sometimes use an integrated teaching approach for learning areas.

## Checking Progress

Regular monitoring and assessment helps to identify students' strengths and learning needs.

Kāritane School teachers report to parents on the progress of their child/ren.

They do this using both formal and informal strategies. Parents can also meet teachers to talk about their child/ren and may ask for a meeting with their child's teacher at any time.

Achievement information is used to measure the success of our school's programmes and to provide information for planning and development.



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## Kāritane School General Information for Parents

Kāritane School was established in 1876.

The school consists of one classroom block – comprising two classrooms, Principal's office, small office area and resource room and a library/school kitchen building. The extensive playgrounds include the children's vegetable garden and a large paddock which provides school access to Kāritane beach.

Kāritane School is a contributing primary school, catering for children from Year 1 to Year 6. The school has a supportive community and hardworking and skilled Board of Trustees. The school is well resourced. The current school roll ranges through the year from around 23 to 33 and is organised into two classes – Year 1-3 and Year 4-6.

The library and classrooms have comprehensive resources, which are regularly updated. Wireless internet provides all classes with managed internet access and printing to the administration area.

Teachers are skilled in teaching the New Zealand Curriculum and use a variety of teaching approaches based on current research about learning and teaching. The Board of Trustees places a high priority on teacher professional development and support.

### Board of Trustees

The Board of Trustees is the body that governs the school. It is made up of four parent representatives, the Principal and a staff representative. The Board of Trustees has responsibility for setting school policy and oversees the management of the school and its resources, as distinct from the day to day management, which is the responsibility of the Principal.

Procedures and processes used within the school are regularly reviewed and updated.

### School Organisation / General Hours

Children's arrival time - between 8.30am and 9.00am

Classes Start - 9.00 a.m.

Morning Interval - 10.40 a.m. – 11.00 a.m.

Lunch 12.30 p.m. – 1.30 p.m.

Classes Finish - 3.00 p.m.



Students are welcome to arrive at school from 8.30 a.m. and are encouraged to leave for home soon after 3.00 p.m. each day.

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### Enrolment

Most students are enrolled at school on or just following their 5th birthday. We cannot enroll students before the age of 5 and students must be enrolled by the age of 6 years. On enrolment, please bring along the completed enrolment form and a copy of your child's Birth Certificate and Plunket Book. We are required to verify the correct date of birth for all new entrants. We are also required to keep an immunisation register on all students. Your Plunket book will contain the necessary immunisation information or you can request an immunisation certificate from your doctor.

### Absences

If your child is going to be absent, please phone the school prior to 9.00 a.m. Calls can be made at any time before 9.00 a.m. and a message can be left on the voice mail system. Alternatively, you can text the Principal on 021 02294055. Should the school office not receive a call, the child's caregiver will be contacted. Students are expected to remain at school until 3.00 p.m. each day. Please let us know if your child will be going home for lunch on a regular basis.



### Children's Support and Welfare - Health Nurse

A public health nurse visits the school on a regular basis, addressing parents' concerns, helping with health programmes, and conducting screening and monitoring programmes. If you have issues that you would like to discuss with the nurse, contact can be made through HealthLine 0800611116

### First Aid / Emergencies / Illness

Occasionally students suffer minor bumps and bruises that require treatment or attention. It is important that emergency contacts are known to us, if we are not able to contact you. Students who receive a bump on the head will have parents contacted, with the suggestion that a doctor see them. Our teachers are trained in first aid.

### Administering Medicines

If a student is to be given medication at school we ask parents to give a written account of when, how often and what dosage the medicine is to be given to the child. Please ensure all medication is delivered to the school in a secure container clearly labelled with the student's name and dosage to be given. Medication cannot be given from bottles / containers that are not prescribed for the child concerned.

### Counselling

A system is set up within the school for students to seek help, support and guidance – should this be required. We make use of Resource Teachers of Learning and Behaviour (RTLB) who are professionally trained in dealing with children who are suffering from emotional and / or behavioural problems.



### Health and Safety

The Board of Trustees is committed to ensuring the school environment is clean and safe for students and staff. All known hazards are either made safe or isolated.

Students are supported to maintain a level of self-awareness of potential dangers in all areas of the school. Prior to any trip away from the school grounds, teachers complete a comprehensive Risk Analysis Matrix (R.A.M.) to minimise possible dangers and risks.

### Sun Care

We ask parents to ensure children are dressed appropriately to protect themselves against the sun. We recommend appropriate clothing should be worn at all times when outside. Shaded areas have been planned for students to play under and to enable students to sit in comfort when having lunch. Children should bring their own appropriate hats to school and teachers actively encourage children to wear hats outside during Terms 1 & 4. Students not wearing hats will be expected to play in sunshade areas. Sunblock is available from the office and children are expected to put this on themselves.

### Parent Help

We are pleased to have parents, caregivers and friends of the school along to school as helpers. Supporters can help in classrooms with children or around the school by making games, mending books, helping in the school library etc. We need you – so please contact us if you can help.

### Helping Children at Home

Once your child/ren have started school you can help them by boosting their confidence, encouraging them, admiring work brought home and showing interest in your child's activities. Encourage early nights – tired students seldom perform well at school. Students will frequently bring home reading books and activities to support their learning.



### School Donations

The payment of a school donation is voluntary. The school asks for a donation at the beginning of each year to assist with the provision of transport to and from swimming each week.

Schools are government funded on a decile rating from 1 – 10. The higher the rating the less per student government funding the school receives. Kāritane School is a decile 6 rating and so the school donation is a vital part of school finances.

Payment of donations by term by term instalment can be arranged. Please remember to retain your receipt as donations are tax deductible.

### School Activities

There is currently no activity fee with the Board financially supporting all learning activities. There is however, a charge for school camp – which we try to keep to a minimum.

### Swimming

Weekly Instructional swimming takes place during three terms of the year at Moana Gow pool at Hawksbury. Specialist instruction is given when children become competent swimmers. We aim to have all children swimming 200 metres independently by the time they leave us in year six.

### Library

The school has a well-stocked school library available to the children. We also have monthly visits to the Waikouaiti Library, when parents, siblings and Learn and Share visitors are also welcome join us also.

### Visiting Performers

Performances enhance school programmes by allowing the children to experience events and artists that are not normally accessible to them.



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### Lunches

Kāritane School promotes eating for health. We encourage children to bring healthy, non-processed, non-packaged food to school for lunch and to have only water in their drink bottles. Children often bring left overs to school for lunch, which should be in an oven-proof container with a lid or tin foil. This can then be put in the pie warmer to be heated up for lunch. We prefer that children do not bring food that needs to be heated in the microwave and we do not allow children to make two-minute noodles for safety reasons. At lunch time, children must sit on the verandah for the first fifteen minutes of the lunch hour to ensure that they do actually eat their lunch.

### Sport

Kāritane School participates in a range of sports and modified games at inter-school and regional levels. Students have the opportunity to participate in: Athletics, Cross Country, Swimming, Miniball, Golf, Touch and Triathlon. Our senior pupils also take part in the Sport Otago PALS programme – a programme about leadership skills as well as fitness and participation.

### Specialist Help / Extension

The school employs Teachers' Aides to provide support to individuals and small groups. All teachers aim to provide extension and enrichment activities for children as part of the normal programme. This could involve children working on individual programmes, or withdrawal from the class. Your child's teacher will keep you informed of activities and opportunities.

### Learning Experience outside the Classroom

All classes, at some stage, make use of the wealth of local resources that are available to supplement class programmes. Activities range from aquatics, camps, trips and visits. We aim to increase the student's knowledge of the special features and facilities located in their immediate environment. Parents will be informed prior to events taking place.



### Information Technology

The school is well resourced with laptops, iPads, digital cameras etc. We have a managed wireless service, which enables multiple users to access the internet. Children below year 4 will not be given access to the internet unsupervised. Children year 4 and above must have parental permission and sign an internet use agreement before they are allowed independent access to the internet.

### Assemblies

Sharing assemblies are held each Monday morning 9.10 – 9.30. Assemblies enable successes and achievements to be acknowledged, work to be shared and opportunities for school singing. Parents are welcome to attend. On occasions there are additional assemblies or sharing times with classes or syndicates.

### Homework

Class teachers set some homework for students during the week. This will usually consist of reading practice, spelling words and might include some maths basic facts practice. We do not want children spending more than half an hour per night on homework tasks – we see playing a game or helping to cook dinner as just as important!



### School Newsletter

A newsletter is published each week and sent home on Monday. The newsletter is our way of communicating with parents and friends of the school about the achievements of the children and upcoming events and activities. The newsletter can also be emailed for your convenience. Should you wish to have a notice published, please contact the office before noon on the Friday before. [office@karitaneschool.co.nz](mailto:office@karitaneschool.co.nz)

### Bicycles

Children who cycle to school are required to wear an approved safety helmet. It is the recommendation of the Police children under the age of 10 should not ride to school unless supervised by an adult. Children are not permitted to ride their bikes in the grounds during the school day unless it is an organized activity.

### Dropping Off / Picking Up Children

Children are expected to stay inside the school gate until they can be collected.

### Stationery

Stationery is given out to children as and when required. An invoice will be sent home each term asking for your donation towards the cost of the stationery that has been provided to your child/ren.

### Learn and Share

On Fridays we operate a 'learn and share' session for the Junior room and our local pre-schoolers. This is a great chance to bring your child down to school, meet the teachers and children and participate in a loosely structured, 'learning through play' session at school. It is best to ring the school on a Friday morning if you intend coming to learn and share – sometimes we are away on a school trip and ringing ahead saves any disappointment if we are not here!



## Transition to School Information

At Kāritane School we want this important transition to be rewarding and positive. Welcome to our happy, friendly school!

### Arranging pre-school visits

You can let us know that your child is coming to this school by contacting the school office anytime during the school day or by popping in to see us. A guideline for doing this is around the time your child turns four. If you attend our 'Learn and Share' sessions on a Friday, this can be an excellent way to acclimatize your child to our school in a non-threatening and fun way. To find out about 'Learn and Share' simply ring the school.

We do not have set times/days that we ask you to have your school visits on, rather we prefer to enter into an individual arrangement with parents and child – working with your child's needs and your preferences.

### During a visit

Your child will be encouraged to participate in the classroom activities as much as possible. You are welcome to stay and observe class routines during this time. You will find your child will either want to carry out the activities independently, or they may want you close by, assisting them – both are fine!

### The Start of the School Day

Children are encouraged to organize themselves prior to class starting at 9am. The routines they are encouraged to carry out independently are:

- Unpacking bags and putting reading folders away;
- Hanging up bags and coats;
- Handing in any return slips or money (for trips etc)
- Going to the toilet
- Putting a 'heat up' lunch in the pie warmer in the kitchen.

