



SOUTH AUCKLAND
SEVENTH-DAY
ADVENTIST
SCHOOL

HANDBOOK

2017





School Philosophy

The South Auckland Seventh-day Adventist Primary School maintains that true Christian Education provides for knowing God the Father, the Son Jesus Christ, and the Holy Spirit as Creator, Saviour and Friend. Seventh-day Adventist Education seeks to give every student the opportunity to accept Jesus Christ as their personal Saviour and to realise their inestimable value as a child of God.

We recognise that all members of humanity, regardless of culture, race, sex, religion or ability, are to be respected and loved as God's children. Seventh-day Adventist Education challenges each student to develop a personal sense of responsibility to give the truths of the Gospel Message to all the world in preparation for the soon return of Jesus.

We believe that absolute truth is found in God, revealed in His written Word and impressed upon the hearts of mankind by the power of His Holy Spirit. This transforming power will direct children to better reflect God's character in their lives through the harmonious development of the physical, mental, social and spiritual spheres.

The full school philosophy statement is available on request from the school.

Aims & Objectives

The aims of this school are many. A few have been listed below. The complete list of objectives is available upon request.

- To provide teachers and other Christians as visiting speakers, musicians or groups who can communicate their personal experience with God the Father, Son and Holy Spirit.
- To communicate through the whole school programme, the infinite value of each student in view of Calvary. Further that this self-worth be manifest in pupils by taking pride in uniform, speech and manners.
- To assist students to develop an understanding of, and appreciation for the worth of all people through interpersonal relationships and curriculum. To extend equal opportunity to all students to fill positions of responsibility within the school.
- Help the students develop a personal religious life of faith, prayer, worship and service to their fellow man. Daily worship periods and Bible classes will challenge students to develop a personal sense of vision for giving the Gospel message to all the world in preparation for the soon return of Jesus.
- Through constant use, to develop appreciation for and understanding of the Bible as the written word of God, and infallible rule of faith and practice for the Christian.
- To encourage students to become intellectually curious.
- To enable students to develop critical thinking skills.

- To provide learning experiences which are based on the use of materials and methods of instruction which reflect Seventh-day Adventist values.
- To provide an educational programme which challenges students to educational excellence within the parameters of the interests, needs and abilities of each individual, which is not based on mere conformity to societies changing standards and customs.
- To provide opportunities for social growth within the context of the moral and ethical standards of the church, engendering respect for the property of others and upholding honesty and purity with other virtues and lasting values in life.
- To prepare students for the duties, responsibilities and privileges of citizenship on earth and in the new earth to come.

OUR MISSION

Growing Young people who **LEARN, LOVE, LIVE** and
LEAD God's Way

Because we are **Educating for Eternity.**

Our school sees its mission as more than educating for this world. We are committed to educating our young people to being a positive difference in this world and in the world to come.

OUR VISION

Growing

EQUIPPED LEADERS who
EMBRACE
OPPORTUNITIES and
MAKE A POSITIVE
IMPACT

OUR VALUES

EXCELLENCE – Turangateitei

We **LEARN** at our very best

‘...Fix your thoughts on what is true and honorable and right and pure and lovely and admirable.

Think about things that are excellent and worthy of praise.’

Philippians 4:8 (NLT)

FAMILY – Fanau

We **LOVE** and **LEAD** others

‘...Love each other. Just as I have loved you, you should love each other.’ John 13:34 (NLT)

‘Yes, Lord... you know I love you...Then feed my lambs.’ John 21:15 (NLT)

RESPECT – Fa’aaloalo

We **LIVE** to honour and serve

‘Now, O people, the Lord has told you what is good, and this is what He requires of you: to do what is right, to love mercy and to walk humbly with your God.’ Micah 6:8 (NLT)

The Puriri Tree – Our Story

by Leah Wolfgramm

There is a tree that stands strong and tall
Whose wood is the toughest and most useful of all
With bark that is smooth and branches far reaching
Bright flowers full of nectar and sweet berries for eating

The Puriri tree is one of a kind
Another one like it is impossible to find
There are many reasons why the Puriri is best
Why it stands so uniquely above the rest

It grows to a great height so all can see
The way it leads and shapes its community
It's wood is durable and is used to make tools
For everyday life in homes and schools

The Puriri's bark is smooth and light
It's soft exterior is a friendly sight
The Puriri's branches grow in pairs
Organised and symmetrical – which is very rare

It's leaves are like hands and are grouped in fives
Cooperation and unity is how they thrive
It's unique flowers are large and bright
Nourishing birds and insects alike

But what is really special about this tree
Are the small, red berries that embellish its canopy
Birds of all different sizes, colours and shapes
Come from all around just to have a taste

But that's not the end of the berry's journey, no -The birds take its seeds with them
wherever they go
They plant them in the places that need more life and love
So birds from future generations can swoop down from above

To be nurtured and protected by a new Puriri
That is the secret of the trees' beauty
See, the Puriri's story goes on and on
Sharing hope and love all day long

We are the tree that stands strong and tall
The most unique and most beautiful of all
Because we grow and serve God's way
Accomplishing our purpose in Him everyday.



STRATEGIC DIRECTION



GROW OUR CULTURE

Special Character
Wellbeing



GROW OUR LEARNING

Highly Effective Teaching
Highly Effective Curriculum
Excellent Outcomes



GROW OUR ENVIRONMENT

Innovative Learning Environments

CULTURAL DIVERSITY

We support all our learners in their understanding and appreciation of cultural diversity through:

Embracing Maori, Pasifika and other languages as celebrated throughout the year through National language weeks.

Planned Integrated learning at the commencement of each year celebrating identity and the diversity of cultures in our school and community.

Embedding of culturally inclusive practices throughout teaching and learning across the curriculum.

School Description

South Auckland Seventh-day Adventist School was established in 1967 and is a State Integrated, Full Primary School. It is situated at 42a Puhinui Road, Papatoetoe, on 2.5 hectares of land. The purpose built facilities include: 13 classrooms, 2 technology classrooms, a multi-purpose library, resource areas and administration offices. The grounds include sealed courts, playground areas and 3 playing fields.

While governed by the Board of Trustees, the school is owned by it's Proprietors, the New Zealand Seventh-day Adventist School's Association. This body, which owns all Seventh-day Adventist Schools within New Zealand, jointly shares responsibility with the Board of Trustees and the School's management for ensuring that the Special Character of the school is maintained.

Community Description

The community of South Auckland Seventh-day Adventist School is not confined to geographical boundaries. Rather, it encompasses the community that it serves, the Seventh-day Adventist Churches of South Auckland.

The Seventh-day Adventist Church has over 20 churches and affiliated groups in the South Auckland region supporting the school. The majority of the school's students are affiliated with the Seventh-day Adventist Church.

South Auckland is one of three Seventh-day Adventist primary schools in Auckland. As the largest of these schools, it acts as a major feeder to the Auckland Seventh-day Adventist High School, providing nearly half of it's Year 9 intake.

The school acts as a full primary educational institution for the Seventh day Adventist Church within the Auckland region, catering for both Seventh-day Adventists and others who wish a Seventh-day Adventist education for their children.

The community expects the school to provide a balanced education in a holistic manner consistent with the Seventh-day Adventist Christian world view.

Administration

The School's Board of Trustees is the principle governing body of the school. The Board is responsible for the formulating and evaluating of goals and policies relating to the school, it's finances, property, staff and curriculum. The School Principal is responsible for the day to day management of the school and the implementation of the goals and policies. Officers and representatives on the School Board are:-

Chairperson	Mr Seluone Seluone
Minutes Secretary	Mr Paul Biggs
Accountant	Edtech Financial Services Ltd
Principal	Mrs Maxine Tau

Parent Representatives: Mr David Cuthers, Mr Simon Hoete, Mrs Varani Moerouru, Mr Seluone Seluone, Mr Metu Tariau.

Proprietors Representatives: Mr Raglan Afu, Ms Metua Bates, Miss Evander Folau and Mr Shane Palipane.
Staff Representative – Karin Saifoloi.

New Board elections will be held in April/ May 2019 for the next three year term.

Parent/Teacher Association

The Parent, Teacher committee is a subcommittee of the Board of Trustees given the responsibility of planning for interesting programmes which foster a more complete understanding, a better appreciation and a greater degree of cooperation between parents and teachers in attaining the aims of Christian education. As well as its meetings to educate and liaise between school and home, the PTA through fund raising aims to provide the school with additional equipment and facilities which it is otherwise unable to afford.

All parents and guardians with children attending the school are able to contribute to the work and goals of the Committee by attending the Association Meetings. Members of the school staff, and those friends who are interested in the school are also welcome to be part of the association.

Our PTA Team for 2017 are yet to be appointed.

Staffing

The school is managed by a team of senior staff. Should you have any questions about the school or its operation please contact:

Principal	Mrs Maxine Tau
Associate Principal	Ms Rosalina Fautua
Associate Principal	Mrs Karin Saifoloi

The school employs 13 full time classroom teachers with the responsibility for the day to day teaching of it's students.

Any discussion relating to teaching matters should first be addressed to your child's teacher then to the senior staff member who carries responsibility for the team of teachers working together at your child's level. If the matter is not resolved then refer to the Principal or as a last resort the Board of Trustees Chairperson.

In addition to the full time staff members the school also employs 3 part-time teaching staff. These staff help to provide special programmes and support for children's learning. A list giving class levels and classrooms of Teaching staff as well as names of Teacher Aides can be found on the school website www.sasda.school.nz .

Ancillary Staff

To support the operation of the school the staff also employs administrative and property staff to care for general operations.

Administration Manager	Paul Biggs
School Secretary	Mrs Folola Lua
Resource Manager	Mrs Mata Puna
Caretaker (part time)	Eldon Tau

Contracts are let for the cleaning and painting of the school property. Information relating to these services is available on request from the school office.

Administration Information

Admission

Parents who are seeking admission for their child to this school should:

1. Complete an application form
2. Present the Application Form to the School
3. Have preferential status confirmed by the local church Pastor
4. At an interview with the school Principal provide character and scholastic reports from the previous school, except for children commencing in the first class of school, who require birth certificates, pre-school attendance information and vaccination records presented upon enrolment.

The Principal will then submit the above application and supporting documents to the Board of Trustees. Parents will be notified in writing of the decision of the Board. If you have any questions regarding enrolment please contact the Principal.

School Hours

Following are the times that the children are in the classrooms for instruction.

First Session	Morning	8:45 - 10:45 a.m.
RECESS		10:45 - 11:30 a.m.
Second Session	Late Morning	11:30 - 12:45 p.m.
LUNCH		12:45 - 1:30 p.m.
Third Session	Afternoon	1:00 - 2:45 p.m.

Playground supervision commences at 8:15 a.m. in the morning and finishes at 3:05 p.m. in the afternoon. We expect parents to make sure that children are dropped off after 8:15am and collected before 3:05 p.m.

Should you have children at the school outside of these hours, please contact the school and let us know you will be late and realise that there is no direct supervision outside of these times.

As teaching is the first priority of our school staff, we request that no phone calls be made during class time unless it is urgent or you are contacting administrative staff. Please phone the school during the following times if you wish to speak to the teaching staff or you can make contact by email:

8:25 - 8:40 a.m.

10:45 - 11:00 a.m.

12:45 - 1:30 p.m.

After 3 p.m.

If you wish to make contact with the Principal or staff, appointments will be taken by the school secretary and messages passed to the Principal and/or staff. It is understood that in times of emergency a phone call is welcome at any time.

Contact Details

School Telephone Number: **278 6055**.

(Note that we have a 24/7 answering service for absence messages – a message can be left at anytime and we will respond when open).

School Address: 42a Puhinui Road, Papatoetoe
Auckland 2104

Postal Address: PO Box 23598, Hunters Corner
Auckland 2155.

Email Address: office@sasda.school.nz
principal@sasda.school.nz

Fees

An Attendance Due of \$137.50 per child per Term will be charged payable before the commencement of each term, for each student enrolling in the school. The Attendance Dues are charged and collected by the Proprietor. Continued attendance at the school is dependent upon payment in full of these fees before the commencement of each term. This fee is set by the Ministry of Education in consultation with the Proprietor.

Nonpayment may mean exclusion from the school.

The Adventist school system, of which we are a part, also has costs. To help meet these, a separate charge called the Special Character Donation Contribution is also charged by the New Zealand Seventh-day Adventist Schools Association. This fee is tax deductible and payment is voluntary. Payment of all fees should be made to the Attendance Dues Officer through their Westpac Bank account 03 0175 0182096 02. Please enter your family code as the Reference.

If you have any queries do not hesitate to contact them by phone: 0800 4 MY DUES (0800 4693837) or email: attendancedues@adventist.org.nz .

Student Aid

Assistance in meeting fees or other needs may be available from various sources. If parents require assistance they should contact the Principal immediately for further information.

Attendance

The New Zealand Government requires all children from the ages of 6 through to 17 to attend school regularly and naturally we obey the law. Because our Attendance Registers can be used as legal documents, the school requires a written excuse for every absence. This is generated by the school office staff when parents ring up to identify a student absence each morning. If parents do not ring, then a written excuse will be presented to the classroom teacher by the child on the first day back at school. Where an absence is anticipated it is appreciated if parents give warning to the school as work, if necessary or appropriate, can be prepared for the child before-hand. To ensure the safety of children we expect a phone call on any morning a child is absent.

Pupils are not to arrive at school before 8:15 a.m. and not to be in the school grounds after 3:05 p.m. without special permission.

To ensure a successful scholastic programme, children are expected to arrive at school in time to be ready to start classes at 8:45 a.m. Should a child be late for whatever reason, they will be expected to report to the office with their parent/caregiver to sign them in. The office will then send a late pass with the child to allow them to be admitted to the class for learning.

Newsletters

Newsletters are given to each child in the family attending the school to take home. Each newsletter is dated and it will be sent home every fortnight on Thursday. You will also find a copy of the newsletter on the school's website. You may also subscribe to the newsletter via the website and have it emailed to you each week. The address is: www.sasda.school.nz

Events are also posted on the school website and updates of these are sent to parents who have signed up to the website.

Registration

Parents need to visit the school on Thursday 26th and Friday 27th January 2017 to register and ensure that enrolment details are accurate, attendance dues and stationery fees are paid so as to be sure that their children can commence school on Tuesday 31st January.

Complaints

From time to time parents may wish to enquire or complain about events or happenings at the school. We would encourage parents not to wait but to raise the issue as soon as they see something which they wish to question. Complaints should be directed by phone, in writing or in person to the teacher most directly concerned or to the Principal. If the complaint is about the Principal, then a complaint should be made to the Board Chairperson. A copy of the complaints policy is available upon request.

Student Responsibilities

The school runs a range of programmes designed to grow leadership and citizenship. Children are given opportunities to take responsibilities that enhance the school. It's programme and it's culture. These responsibilities include:

- Prefects and House Captains
- Librarians
- Road Patrol
- Peer Mediators
- Computer Monitors
- Sports Monitors
- Praise and Worship Leaders
- Fruit & Milk Monitors

Arao Te Atua



Travel and Transport

Bus Travel

It is expected that on public transport students will conduct themselves in a quiet, considerate Christian manner. Children who do not behave acceptably on the bus, will naturally attract appropriate discipline measures from the school administration.

Parents are invited to contact Waka Pacific/ Auckland Transport buses on 09 278 5195 in regard to the route information of the bus services provided for the school. Morning Buses are 347 and 002 and afternoon buses are 003, 004, 051.

Road Crossing

Children who need to cross Puhinui Road coming to or leaving school, for their own safety, must do so at the crossing in front of the school.

Travel

Because of the school's legal responsibility for children it is necessary that the following rules be followed.

Children will not enter shops on the way to or from school unless parents write a note of consent for each particular occasion. Shopping is discouraged except in cases of emergency.

Children are not to visit other children's homes, parks, libraries, fun - parlours on the way to or from school unless parents advise the Principal.

Leaving Grounds

The school takes seriously its responsibility to care for the safety and well-being of the children during school hours. Children are therefore required to remain within the confines of the school grounds during school hours. For any other special departure, the child must be signed out at the School Office.

Please do not take your child outside the main school gate into the carpark at Interval or Lunchtime.

Afternoon Dismissal

No child is free to leave the school with parents in the afternoon until dismissed from full school assembly. Teachers will conclude their day by bringing the class to the assembly area by 2:45pm.

Children going on buses or walking along Puhinui Road to get home will continue to line up in the designated area ready for the duty teacher to take them to the road.

Children whose parents are waiting for them will be dismissed. All other children will be seated at the assembly area until their parents come for them.

All children are expected to have left the school grounds by 3:05pm. The school reserves the right to find alternate care for children left at school after this time. All costs and charges for this will be charged to the family.

During the time that the traffic patrol is in operation, 2:40pm to 2:55pm approximately, the main driveway to the school is closed in the interest of the children's safety. We ask that all parents respect this and that no cars be driven or parked in the main driveway during this time. We would also remind parents that we share our driveway with neighbors', and would request that at no time should cars be parked so as to block access in the driveway for both courtesy and emergency reasons.

The buses for the Western City routes have a site marked on the Southern side of Puhinui Road and west of the driveway, this is a regular bus stop. Parents are advised to avoid parking in this specified area to avoid prosecution.

Children being picked up by car remain seated in the designated area. To pick up your children please drive in the Parent driveway shared with Footsteps and around to stop in the drop zone. Upon picking up your children continue on the exit circle and out the exit driveway.

Please do not park and leave your car unattended in the drop off zone.

Stationery

The school provides Stationery Packs at the commencement of the year. Parents are expected to pay for these at the school office upon registration. The packs provided are good quality products at a good price. Should children need additional stationery during the year a letter will be sent home identifying what is required. This is usually only where a child has not cared for what has been provided.

The only additional item children may like is a pencil case which is not provided.

Teaching and Learning

Curriculum

A wide variety of subjects are presented at the school in line with the NZ National Curriculum Essential Learning Areas. The school's special character obliges it to identify eight essential learning areas. Subjects taught are as follows:

Spiritual Understandings

(Bible, Worship)

Languages

(English including Reading, Written & Oral Expression, Spelling, Writing, Poetry, Listening and Te Reo Maori).

Mathematics

(Number, Statistics, Geometry, Measurement, Algebra)

Science

(Material World, Physical World, Living World, Planet Earth and Beyond)

Social Studies

(Human Relations in personal, local, national, global situations)

The Arts

(Music, Art, Drama and Dance)

Health and Physical Education

(Health, Physical Education, Sport)

Technology.

(Technology, Technicraft)

Readers and Textbooks

Readers and Textbooks loaned to students should be returned in good condition. If books are severely damaged, are mislaid and/or lost, it will be necessary to make a charge to the parent/caregiver to recover the cost of the book.

Excursions

Class excursions are usually held once or twice per term and parents will be informed in writing, in advance. Parents are asked to give written consent as part of the notification process.

If permission is not given, children will not go on the trip. Alternative work will be provided at the school.

Library

The library is a very important part of our school programme. Books can be taken from the library by a child, one book per week. Borrowing procedures, as for most libraries, apply.

When by accident a book is destroyed at home by a preschooler, or a book is willfully or carelessly damaged by one of our school children, or a book is lost, it is expected that this book will be paid for before other books are available on loan. Books not returned at term end will be charged to parents at the cost of book replacement.

Homework

The School Administration is interested in the academic performance in our school. Therefore, each night children will be set homework to assist them with their studies. Instructions for your child's homework will come home at the commencement of the year. Parents are requested to sign the homework book each night to indicate that the homework has been checked and completed. Homework is designed to be brief. Homework should not take more than 15-25 minutes for Koru School, and 30-45 minutes for Pikorua School.

Reports and Interviews

We recognise the importance of both parents and teacher working together to help our children, therefore parent/teacher interviews will be held in March and June to give each parent a verbal report on the strengths and weaknesses of the children and to suggest ways parents may help their children. Portfolios will be issued in March and June and a report in December. Books, work samples and a Learning Profile are available for parents to view during the year upon making an interview time with the teacher.

The School encourages parents to come and discuss any questions that they may have and are requested to contact the office to make an appointment which is mutually suitable to both teacher and parent. It is by working together that we will have success with our children.

If a parent wishes to discuss an issue with a staff member that may be sensitive or confrontational in nature, the normal procedure is to make contact with the Principal first to discuss the issue and also to arrange a suitable appointment time with the staff member concerned.

Computer and Internet Use

The school has identified that its learning programme will be supported by Computers and Information and Communication Technologies. At the commencement of each year parents are asked to consent to their child being able to access the technology for learning. While the school has processes in place to limit access to undesirable material, parents are asked to discuss with their child the appropriate use of such technology and support the school in developing responsible and cautious technology users.

As the school computers are used by all, children are to refrain from accessing and interfering with computer settings and programmes. Inappropriate use of the computer will lead to the loss of use privileges.

Learning Support

Children learn and achieve in different ways and at different rates. As a result some children will need learning support. The school endeavors to provide a range of programmes to cater for all children to enhance learning so as they can function at the best possible level. Programmes run by the school include:

- Reading Recovery
- Rainbow Reading
- Reading Together
- Sonday - ESOL
- ALIM (Maths)
- Enhancement Programme

For further information on Learning Support speak to your child's teacher or the Special Needs Coordinator.

Health and Well-being

Eating

The Adventist diet is one that is proven to promote a healthy, long life and enhance the ability to learn. The school is committed to enhancing student performance by encouraging good eating habits of fresh, healthy and nutritious food.

Parents are encouraged to ensure their children have eaten a healthy and filling breakfast before coming to school and to provide healthy lunches for their children. Soft drinks and energy drinks are not allowed at the school. Having just a packet of chips or a packet of biscuits as a lunch is unacceptable.

Each child is to eat his/her own lunch and is expected to eat all of it unless special permission is granted by the teacher. This, however, is done rarely. The children will be expected to remain seated for a minimum of 10 minutes in the lunch eating area until their lunch is eaten before they can leave to play.

Children are expected not to eat, either coming to or going from school, either walking or by bus. Further they are expected not to chew bubble gum, or lollies either en route to school or at school.

Bubble Gum and Chewing Gum in any form are not permitted on the school grounds. Lolly items that stain the mouth are not acceptable food items for the school.

Lunches

Opportunity is offered each day for children to purchase a fresh, nutritious and healthy lunch currently from Subway for a cost of \$6.00. Lunches are to be ordered at the school office before 8:45am.

The school is part of both the Fruit in schools 5+ a day program and the Fonterra Milk in Schools program. This ensures that each child has the opportunity to have a piece of fruit and a small carton of milk as part of the morning interval break.

Dentist

Children who attend our school are eligible to the free dental care service provided by the New Zealand Government. The children of parents who do accept this service, will be treated in the Dental Clinic at Puhinui School Phone 09 2781975 (Grayson Ave entrance at 2C Grayson Avenue).

Registration forms are provided at the time of enrolment and the Dental clinic will be in direct contact with families to organise appointments.

Sickness or Accident

It is recognised that minor injuries and sickness occur from time to time with children, and these will be treated either as a matter of course or with a letter giving details and recommendations. It is the school policy to contact parents where children have been injured or are sick and are in no condition to remain at school or require medical attention. Parents are requested to maintain an update of phone numbers by which they may be contacted should such events occur.

If they cannot be contacted quickly, the Principal will act in "loco-parentis" and take the children either to Manukau Medical Centre, or Middlemore Hospital Accident and Emergency, and then continue to attempt to notify the parents as quickly as possible. Naturally all medical expenses are the responsibility of the parents. On the odd occasion when children become too sick to remain in class or travel home by bus, parents will be contacted and requested to arrange to have their child collected.

Parents are requested not to send unwell children to school as this often passes on disease and leaves children in class performing below their best.

Hair Care

Christian modesty and a lack of show should be considered in the styling and adorning of hair for school. Boys hair should be kept neat and conservatively cut. Girl's hair should be tidy leaving the vision clear at all times. Modern way out styles, bright coloring and bright colored braiding are not accepted as a part of the school's dress code.

Unfortunately, on occasions children's hair can become infested with hair lice. Parents are requested to check their children's hair regularly and if necessary treat the hair to kill the lice. Thorough, regular, daily brushing with a weekly fine combing will help prevent infestation. Should one member of your family become infested, the rest of the family will need to be checked and possibly in some cases treated. Should the school find lice in your child's hair you will be notified and we will ask you to take the child home and treat them.

School Health Services

The Health Department provide a Public Health Nurse to visit the school regularly and deal with any health concerns. She is available for help with student's physical, mental and emotional problems. If you have a request, please contact the school secretary.

Discipline

The ultimate object of discipline is self-control that leads to polite and responsible behavior. With this as the objective, the school has high expectations of it's pupils and therefore the children's behavior and language, whether at school, traveling to or from school, or wherever the school uniform is worn, should be such as upholds Seventh-day Adventist standards.

The school identifies its standards through four short statements These are:-

- i. Respect for God
- ii. Respect for others
- iii. Respect for self
- iv. Respect for property

Children will be actively encouraged to develop and then comply willingly and cheerfully with these principles and all school rules. If children exhibit this behavior they will receive recognition from the school's reward system. Children caught being good in the playground have their names put into a box from which names are withdrawn and a reward choice offered. Classroom teachers will reward children with merit certificates. 10 merit awards qualifies the child for a Principal's Award.

If children should exhibit behavior which is not welcome in this school e.g. lying or thieving etc. staff will initially apply redemptive discipline strategies to modify behavior. Where this is not effective, parents will be involved.

The school operates on a three strikes policy. Strike 1 – Warning, Strike 2 – correction and warning, Strike 3 – Parent conference. Where this is still not effective in bringing about the desired change in behavior the Board of Trustees will make a decision on continuing attendance at the school.

General Information

Telephone

The school telephone is primarily available to improve and also aid in the running of the school. It is not for general student use and pupils will not be brought to the phone to receive messages. In an emergency, messages will be taken from a parent or guardian and passed on to the child. When there is a special emergency, the Principal may give permission for a child to use the telephone, the cost will be charged to the parents.

Wet Weather

During wet weather children will be permitted to enter the school rooms before school and during the lunch break.

School Bags

Because the school is endeavoring to develop school spirit and school pride, the bags of our school children are to be free of stickers and graffiti. At school they are to be kept in the locker area. Because bags are personal property, no one is permitted to go into another person's school bag or interfere with their possessions in any way.

Mobile Phones

The school recognises, for safety purposes, the need for parents to be contactable by their children on the way to and from school. For this reason, the school permits children to bring mobile phones to school. They are to be handed into the school office before school commences and collected when dismissed in the afternoon. The school expects that all children who have phones will have been taught by parents the appropriate use of their phone and have the phones regularly monitored to ensure children are only using them for safety reasons and not cyberbullying, or making abusive or nuisance calls. Parents who want to contact their children during the day should either phone the school or leave a message on the child's phone to be checked when the phone is collected from the office after school.

Valuables

Children with money or valuable items are advised to give these to their teacher as soon as possible in the morning for safe keeping during the day. The school will accept liability only for those valuables entrusted to teachers or the school office for safe keeping.

Department

For their own safety children are not permitted to run inside the buildings, cloakrooms, through doorways, around corners, and on concrete area and paths adjacent to the buildings.

Body contact games such as rugby and wrestling are not permitted or encouraged. Children will receive detention for ignoring this practice.

In an endeavor to develop school pride and protect school property, pins, stickers or pictures are not to be pasted or stuck on to desks.

To ensure fairness at all times, items will not be brought to school to be swapped, given or sold, to other children.

Electronic devices, iPods & Electronic Games

For the safety of the owners the items noted above are not acceptable at school or traveling to or from school.

Sports Equipment

Children are not to bring their own sports gear, especially balls to school. Children may borrow sports equipment from the classroom.

Lost Property

Parents must name all items of clothing brought to school, to assist the school in being able to return them to their rightful owners should they be misplaced. Property that is lost and cannot be returned is placed inside the double doors at the rear of the school's administration area. Unclaimed lost property will be disposed of at the beginning of each term.

Breakages

Any damage to school property must be reported immediately to the teacher in charge and then to the Principal. Children will be required to pay for all breakages that are not accidental or result from careless, uncontrolled or dangerous behavior. Children will not be required to pay for accidental damage i.e. when a child is obeying all the school rules and teachers' directions.

Cleaning Duties

We wish our children to have a sense of pride in their school, all children will take part in cleaning duties. This encourages a sense of responsibility as well as belonging.

School Uniform

The wearing of the complete school uniform is compulsory as a pledge of loyalty to the school and an important contribution to school tone. Summer/Spring (1st and 4th terms) includes hats for all students and the option of Black Roman Sandals.

Adornment

Make-up and jewelry are not part of the school uniform and therefore are not permitted. This includes but is not exclusive to nail polish, ear rings, chains and rings and bangles. Students who get their ears pierced during the school year will be asked to not wear ear rings during school time.

School Uniform Requirements

Uniform is available for purchase from The Warehouse in Cavendish drive Manukau.

Uniform requirements are as follows:





Use	Item	Description
Girls	Blouse	White, short sleeved with Logo on collar
Yrs 0-5	Pinafore	Tartan check
Yrs 6-8	Skirt	Tartan check
	Socks	White crew socks, Black opaque tights
	Shoes	Term 1 & 4 Black Roman Sandals optional Black leather school shoes (not sports)
	Hair Ties	Simple ties in black, blue, navy, white or red
Boys	Shirt	Blue, short sleeved with Logo on collar
Yrs 0-5	Shorts	Navy with elastic waist
Yrs 6-8	Shorts	Navy dress shorts.
	Socks	South Auckland SDA School socks.
	Shoes	Terms 1 & 4 Black Roman Sandals (optional) Black leather school shoes (not sports)
General	Sweatshirt	Royal Blue, V neck with logo
	Jacket	Navy with Logo
	Sports Polo Shirt	Royal Blue, Black and White, black shoulder strip collar stripes, with logo
	Sports socks	White ankle length
	PE shorts	Plain black shorts.
	Sports Shoes	Sport shoes suitable for running and sport activities
	Hats	Terms 1 & 4 Wide brim royal blue hat or plain royal blue bucket hat
	Winter warmers	Plain Black scarf, beanie or gloves worn to/from school only

School Calendar 2017

Jan	26/27	Registration Days
Jan	31	Classes Commence
Feb	2	Community Picnic – Meet the Teacher
Feb	6	Waitangi Day (No school)
Feb	13	Teacher only day (No school)
Mar	23	Parent Teacher Conferences – 1.00pm close
April	6	Cultural festival – Night Markets
April	10	Week of Prayer commences
April	13	School Communion
April	14	First Term Break (Good Friday)
May	1	Second Term starts/ Remembrance day ANZAC
June	5	Queens Birthday (No school)
June	30	Mid Year Reports go Home
July	4	Parent Interviews
July	7	Swimming Carnival
July	7	Second Term Break
July	24	Third Term starts
Sept	5-6	Papatoetoe Schools Music festival
Sept	26-28	School production – full school
Sept	29	Third Term Break
Oct	16	Fourth Term starts
Oct	20-22	Open day and 50 th Jubilee reunion
Oct	23	Labour day (No school)
Nov	9	Athletics Day
Nov	15	Class & Full school photos
Dec	6	Year 8 Banquet
Dec	7	Carols by Candlelight
Dec	11	Graduation
Dec	13	Last day of school (Community Picnic)

Please note that these dates may change. All updates and additions will be advised in the fortnightly newsletter and on the website.

School Philosophy	2
Aims & Objectives	3
School Description	7
Community Description	9
Administration.....	10
Parent/Teacher Association	11
Staffing	11
Ancillary Staff.....	12
Admission.....	13
School Hours.....	13
Fees	15
Student Aid	15
Attendance.....	16
Newsletters.....	17
Registration	17
Complaints.....	17
Travel and Transport.....	19
Bus Travel	19
Road Crossing	19
Travel.....	19
Leaving Grounds	20
Afternoon Dismissal.....	20
Stationery	21
Teaching and Learning.....	22
Curriculum	22
Readers and Textbooks	23
Excursions	23
Library.....	23
Homework	24
Reports and Interviews.....	24
Computer and Internet Use	25
Eating	26
Lunches.....	27
Dentist.....	27
Sickness or Accident	27
Hair Care.....	28
School Health Services	29
Discipline.....	29
Telephone	30
Wet Weather	30
School Bags	30
Mobile Phones	31
Valuables	31
Deportment.....	31
Electronic devices, iPods & Electronic Games	32
Lost Property	32
Breakages.....	32
Cleaning Duties	33
School Uniform	33
Adornment.....	33
School Uniform Requirements	33
School Calendar 2016	34