

Organisation	19
Parking.....	19
Patrols and Wardens	19
Physical education and sport	19
Reading.....	20
Reading Recovery programme	20
Reporting to parents	21
Resolving concerns	21
Rights and responsibilities.....	22
Smokefree School	22
Special Education Needs Children.....	23
Stationery	24
Student Council.....	24
Supervision in the playground	25
Support Agencies.....	25
Swimming	26
Technology.....	26
Te Reo me nga Tikanga Māori	26



Contents

Welcome	2
Vision Statement	3
History	4
Education and Partnership	5
Open Door Policy	5
Educational Environment.....	6
Essential Learning.....	7
School Hours.....	8
After School Care	8
Enrolment Procedures.....	9
A-Z of General School Information.....	10
Index	27



Welcome

We welcome all new families to our school and we hope the information in this booklet will help you.

Please do not hesitate to contact the class teacher, school office or the Principal for further information or queries you have.



A-Z of General School Information

Absences	10
After School Care	10
Assemblies	10
Awards	10
Bicycles	10
Board of Trustees	11
Chinese Studies	11
Clothing	12
Community Emergency Centre	12
Dental Clinic	13
Fees/Donations	13
Fundraising	13
Health	14
Health Nurse.....	14
Homework	15
Education Outside the Classroom	16
Information and Communication Technology	16
International Students	16
Library	16
Lost Property	17
Lunches.....	17
Mobile Phones	17
Money	17
Newsletters to Parents.....	18
Non English Speaking Background support	18
Office Hours.....	18

Swimming

Swimming is part of the physical education programme. Every child is required to participate in acquiring water-confidence and life-saving skills. During the summer months children will have regular swimming instruction in the school's learner pool. Please send a note if your child's health means that they are not swimming on a particular day. Children should not go in the water if they have had diarrhoea in the previous two weeks. Names on togs and towels are helpful.

Years 4-8 children may take part in a range of activities at the Kilbirnie Aquatic centre. These include kayaking, snorkelling, flipper ball and diving.

Technology

Year 7 and Year 8 children attend Mount Cook School Technology Centre. Specialist teachers in food technology, woodwork, fabric technology and metalwork teach technical skills. Children take a bus to and from these classes each week. There is a fee to partly cover the cost for materials and use of equipment. With the recent introduction of the technology curriculum statement there is more emphasis on integrating the technicraft programmes into the classroom programme. Therefore some sessions will be held at Te Aro School with support from Mount Cook.

Te Reo me nga Tikanga Māori

All classes follow programmes for Māori Education based on the Ministry of Education Syllabus "Tihe Mauri Ora!" and using the teacher resource Matariki.

Vision Statement

A welcoming school community that provides maximum opportunities for all to achieve excellence.

Treaty Statement

Our School reflects New Zealand's unique heritage by exploring Maori perspectives.

Equity Statement

The importance of gender, culture, religious and ability differences will be acknowledged throughout the school.

History

Te Aro is a well established community school with a history dating back to 1854, making it one of the oldest schools in Wellington.

The first Te Aro School was built on a site in Ghuznee Street in 1854. A Willis Street site was purchased in 1879 for a new school which opened in February 1881. The present school was built in 1932 on the old Terrace Gaol site.

The buildings consisted of a brick infant block and a timber main block. The infant block was damaged in the 1968 earthquake. It was demolished in 1970. Three temporary demountable unit classrooms were built to replace this block. These classrooms remain today. The interior of the main building was refurbished and renovated in 2006.

There has been a long tradition of community involvement with the school. Enthusiastic parent efforts over the years have provided many excellent resources.

Students past, present and future can be proud of Te Aro School and the motto given the school by its founders in 1854:-

**‘Kake tonu, Te Aro’
‘Ever Upwards Te Aro’**



Supervision in the Playground in School hours

During school terms staff are rostered to oversee the playground for mid-morning break and lunch break. Children stay with their class to eat lunch for ten minutes at the start of the lunch break.

School Playground Use Out of School Hours

The school does not provide supervision in the playground out of school hours and during weekends. The school accepts no responsibility for accident or injury out of school hours.

Support Agencies

There are many agencies which the school and teachers may call upon to help the specific needs of children. These include:

- Public Health Nurse
- School Psychologists
- Police Community Officers/Youth Aid and Law Related Education Officers
- Advisers in all school curriculum areas
- Resource Teachers such as hearing impaired, learning and behaviour, reading recovery, reading.

A Special Education Service visiting teacher is available to visit parents when requested by teachers. The visiting teacher works closely with many other agencies who can help children, including school psychologists, health and welfare agencies.

For more information on any of these services please contact your child's teacher.

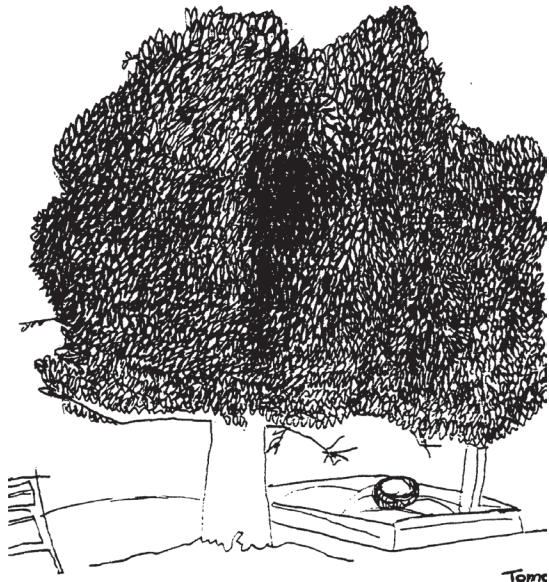
Stationery

Stationery is provided by the school at the beginning of the school year or when your child starts school. An invoice is sent home requesting payment for the items supplied.

Student Council

The student council meets once a week and comprises representatives from each class.

The council aims to encourage students to take an active interest in the school and take responsibility to further positive experiences. The council also gives the children an opportunity to experience the working process of a committee.



Education and Partnership

We place a great deal of importance on the partnership that exists between the home and the school. We strongly believe your child's education is a co-operative effort.

Communication is of vital importance in developing this partnership. We have a number of ways of communicating with one another:

- Formally, through meeting the teacher or parent interviews
- Informally, through meeting after or before school for a chat. If you wish to discuss something in more detail, please telephone the office for an appointment out of class time.

Open Door Policy

Te Aro School has an Open Door Policy. Parents are welcome to join in with school and classroom activities. Teachers also appreciate help given in specific ways such as:-

- Helping to make equipment
- Providing the school with recyclable materials that can be used in the classrooms
- Accompanying classes on trips or sports visits and/or supplying transport
- Taking small groups of children
- Demonstrating special skills – eg. painting, cooking.

Educational Environment

Our school provides a wide range of programmes where all children can achieve by developing their knowledge and skills. Children must experience success and feel good about themselves.

A positive self image is most important.

We have a school:

- where children want to attend
- where each child feels she/he can make a worthwhile contribution and the school can do the same
- where children are given clear boundaries of acceptable behaviour and where guidance and discipline are consistent, firm and fair
- which aims to include the values, aspirations and wishes of all the people who live in the community
- which works in with and co-operates with the community.

It is important to be able to raise any concerns you may have. The school has a procedure for doing so.

Special Education Needs Children

Te Aro School has been supporting and mainstreaming children with special education needs for the past 30 years. The school has a commitment to continue providing support to children with special educational needs.

The Ministry of Education provides discretionary resourcing to enable the school to offer this kind of support. Every attempt is made to ensure that children who are mainstreamed in classes receive appropriate support from trained resource teachers and/or teacher-aide assistance, so that other children in the class/group are not disadvantaged.

Complaints against the Principal

Discuss your concern with the Principal. If the concern is unresolved, contact the Chairperson of the Board of Trustees.

Rights and Responsibilities

Our basic philosophy is that everyone has the right to play and work without fear and without abuse by others. We are committed to a friendly, peaceful, and safe environment.

Once at school, a child may not leave the grounds without the permission of either their teacher or the school Principal.

Children are not permitted to bring dangerous items to school.

Valuables, especially toys, radios or money, are not encouraged and, if brought, are required to be handed to the teacher for safe keeping. The school cannot be held responsible for loss or damage to any property brought to school.

Under Wellington City Council by-laws, dogs are not permitted in the school grounds.

A full list of rules and routines and our behaviour management programme is available on request.

Smokefree School

All schools are required to be smokefree. This means that smoking is not permitted in the school or school grounds at any time.

Essential Learning

Our programmes meet the requirements of the New Zealand National Curriculum which defines essential learning areas and skills.

The essential learning areas are:

- Language, with a focus on English
- Mathematics
- Science
- Social Studies
- Health & Physical Education
- The Arts
- Technology

The essential skills are:

- Communication
- Problem Solving
- Information
- Social and Co-operative
- Numeracy
- Work and Study
- Physical
- Self Management and Competition

Individual children develop these skills to different levels at different rates.



School Hours

School day begins	8.55am
Mid-morning break	10.30 – 10.50am
Lunch	12.30 – 1.30pm
School ends	3.00pm

It is really important that children are at school by 8.45am. The school does not provide teacher supervision before 8.30am so children are encouraged to arrive from 8.30am onwards.

After School Care

Te Aro OSCAR (Out of School Care and Recreation) offers supervised activities at the school from 3pm to 5.30pm on school days. Bookings and information, including fees, can be obtained from the school office.



Reporting to Parents

An informal *Meet the teacher* is held early in the year. This is an opportunity for teachers to learn about your child and set goals. Formal interviews are held twice a year to discuss and review children's achievement.

Written reports are issued at least once a year. Parents or the school may request an interview at any time by appointment.

Resolving Concerns

The Board of Trustees has developed a policy and guidelines to be followed should a parent/caregiver have any concerns about this school.

The guidelines in this policy are:

- Don't wait until the concern becomes a serious problem. Approach the child's teacher.
- If you are not satisfied, discuss it with a senior teacher in the appropriate level of the school, or the Principal.
- The Principal will consult with the teacher. If necessary a meeting will be arranged between the Principal, teacher and parent.
- If unresolved, the parent may contact the Chairperson of the Board of Trustees. If the parent wishes to formalise the concern, a letter should be written to the Chairperson and a copy given to the Principal. The Chairperson of the Board of Trustees will discuss the letter with the Principal.
- The Chairperson will contact the parent to acknowledge receipt of the letter, investigate the complaint and report back as soon as possible. A group meeting may be arranged. The agreement of the meeting will be recorded.

Reading

Junior school children take home a book bag. Reading at home every day has an important part to play in your child's progress. Please allow time for this and be positive – listen and encourage.

If you are concerned about your child's reading or any other matter, talk to her/his teacher.

Reading Recovery Programme

All children are checked at six years. Those in need go on a waiting list for the daily Reading Recovery programme.

This programme aims to accelerate children's achievement and maintain normal levels of progress. Reading Recovery is in addition to the normal classroom programme. There is close consultation between the Reading Recovery teacher and the classroom teacher.

Our school is the centre for the Wellington Reading Recovery tutor. The programme is managed by the Wellington College of Education. The role of the Reading Recovery tutor is to train and support teachers of the Reading Recovery programmes in Wellington schools.



Enrolment Procedures

Children may be enrolled at five years of age. Forms are available at the school office. New families will be met and shown around the school by the principal and office staff.

Te Aro School has an enrolment scheme in place. Please contact the school to see if you are living within the school zone.

We can still accept children from outside our school zone if we have spaces available.

Children and their families/whanau are encouraged and welcome to visit for sessions at different times of the day prior to their child's fifth birthday. Please phone the school to arrange an initial visit.

You will be required to supply the following information when you enrol your child:-

- Birth certificate or passport
- Child's full name
- Parents/caregivers name, address and occupation
- Home and work contact phone numbers
- Name and telephone number of another adult who can be contacted if parents cannot be reached in an emergency
- Medical information, allergies, immunisation record
- Custody situations, names of legal guardians
- Permission to contact a medical service (doctor, hospital) if your child is ill or injured.

Absences

For safety reasons, please phone the office between 8.30am and 8.55am (384-2860) if your child is going to be absent or late to school. When your child has been absent, she/he should bring a note when returning to school. All absences will be followed up by the school. eg phone call.

After School Care

Te Aro OSCAR (Out of School Care and Recreation) offers supervised activities at the school from 3pm to 5.30pm on school days. Bookings and information, including fees, can be obtained from the school office. Full-time and regular part-time places are available. Forms need to be completed prior to using this service.

Assemblies

Assemblies are usually held on Friday at 1.30pm. Teachers and students are involved in running assemblies. Parents and caregivers are welcome to attend.

Awards

We use praise to encourage children. Awards are given out at assembly. At the end of each term a Principal's Award is given to one child in each class who has maintained a consistent standard throughout the term.

Bicycles

Bicycles and small wheel equipment are not encouraged because of road danger. Bicycles and small wheel equipment such as skates, skateboards, scooters and rollerblades are permitted in the school grounds on designated days, with teacher supervision. Protective clothing is required for these activities.

Organisation

Te Aro School has nine classrooms; from Year 0 to Year 8.

Each area of the school is under the leadership of a senior staff member. Children address the staff by their christian names.

If you have any queries or concerns about your child, please contact the class teacher, management staff or the Principal.

Parking

For our children's safety, parents and visitors are asked to use the parking area at the far north end of the school. The driveway up to the main block is closed to all private vehicles from 8.30am – 9.30am and when the children are leaving after school 2.45pm – 3.30pm.

Patrols and Wardens

This service is run by volunteers from the senior school. The crossing on The Terrace is patrolled from 8.30am – 8.55am and 3.00pm – 3.15pm.

Parents assist on The Terrace crossing. Your help with this is always welcome.

Physical Education and Sport

All children are required to participate in the physical education and sports activities at school. If your child can't join in for any reason, please send a note to the class teacher. Please make sure they have suitable footwear for outside activities.

Newsletters to Parents

Newsletters about school activities and information for parents are sent home every Thursday, with the eldest child in the family. Newsletters are also sent electronically.

Non English Speaking Background Children

As a multicultural school we actively recognise the value of all languages in the community. We wish to create a climate in which the children maintain their first language while encouraging the use of English to facilitate optimum learning and acquisition of social skills. Children needing NESB support (Non English Speaking Background) are prioritised and work with an NESB teacher or teacher aide in class, small groups or individually.

Office Hours

The office hours are 8.30am to 3.00pm. Children may use the phone for important matters, but must ask first.

Class teachers are best reached during morning interval (10.30am – 10.50am), lunchtime (12.30pm – 1.30pm) or soon after 3.00pm.

Please don't hesitate to call the school (384-2860) over any matter which concerns you.

Board of Trustees

The Board of Trustees consists of up to seven parent/ caregiver community representatives, one staff trustee and the Principal. Board meetings are held monthly, usually on the last Wednesday. All members of the school community are welcome to attend.

A major objective of the board is to encourage effective communication amongst all people involved with our school - any contribution you wish to make is always appreciated.

Chinese Studies

The Board of Trustees is very committed to developing the Chinese programme at Te Aro School as we see the developing links with China as very important for this and further generations of New Zealand children. With a strategic goal in cultural inclusiveness and a newly appointed teacher who spoke Mandarin, Chinese studies began at Te Aro in 2009 with Mandarin lessons for Year 7 and 8 children. In 2010 this programme has been extended to Year 3-8 children. The goal is to ensure that by the end of Year 8 the children of Te Aro have a basic understanding of Mandarin language and Chinese culture. It is hoped that many of the students will then carry this on into secondary school and further in their careers.

Each week all children from Year 3-8 have a forty-minute lesson in mandarin language and study Chinese culture. This has proved very successful and has been fully endorsed by both the Ministry of Education and the Asian NZ Foundation. We are currently a case study school and are the focus of a research programme on the development of Asia awareness in New Zealand Schools.

Clothing

Children are required to wear suitable clothing. Midriff tops and tops that cover only one shoulder do not provide adequate protection from the sun.

Community Emergency Centre

In an emergency such as an earthquake the school premises may be used as an emergency centre for the local area.

Community Emergency Personnel are volunteers who undertake regular training with the Wellington City Council emergency management office. Parents and caregivers are welcome to join the voluntary group of Community Emergency Personnel who meet and train together.

In an emergency during school hours, children will be kept at school until they have been collected by a parent/ caregiver or an adult previously listed at the school.

Please notify the school of any changes to your nominated list of adults authorised to collect your children from school.



Lost Property

Parents are encouraged to name and label their children's clothing and personal property. Unnamed items found in the school are kept on a clothes rack in the Main Block until the end of each school term. Unclaimed property is then sent to a local charitable organisation.

Please come and look through the clothes rack if your child has lost anything.

Lunches

Children must bring food for lunch every day. This will ensure that children feel healthy and are able to focus on learning.

Mobile Phones

Children who bring mobile phones to school are required to leave them at the school office when they arrive at school in the morning and pick them up at 3pm.

Money

Any school requests for money will be in writing. Children are discouraged from bringing other money to school. If they need to bring money it must be given to their teacher for safe keeping. The school accepts no responsibility for money that is not given to teachers.

Education Outside the Classroom

This is an important part of the curriculum and includes such activities as sporting, cultural and educational trips, local walks and visits, educational programmes at the museum, zoo and farms etc. Sometimes we travel by bus. At other times we ask for parent help with transport. There is often a cost involved, although we try to keep it to a minimum.

Information and Communication Technology (ICT)

Our school is networked internally. Each class has computers for student use in classroom programmes.

We are also linked to the Internet. All students and staff are required to sign an Internet Use Agreement and permission for On-line and Paper Publication of students' images and work.

International Students

Te Aro School accepts International (Foreign Fee Paying) Students living with their parents or a legal guardian. However there is a Code of Practice which we implement when enrolling International Students.

Library

The library plays an important part in all our school programmes. It is fully computerised. Some children help with the issue and return of books. The library is open at lunch time on certain days, when adult supervision is available. All children are scheduled to use the library at least once a week for book changes and acquiring and developing information skills. Please help by ensuring books are returned regularly.

Dental Clinic

Children attend the mobile Dental Van which visits our school on a regular basis. A note is sent home when they are required to attend. Please let the Dental Therapists know if your child attends a private clinic. Parents and caregivers are welcome to accompany their children attending the dental van for treatment.

Fees/Donations

The suggested donation, which is set by the Board of Trustees, is a donation made by parents to school funds. This money is used to buy educational equipment and materials which are not provided for in Government grants. There are also fees for Technicraft to cover the cost of materials used at the Mt Cook Technology Centre.

Fundraising

A group of parents, and teachers co-ordinate fundraising for the school. The money is used to purchase learning resources and subsidise such things as children viewing cultural performances.

Offers of help or fundraising ideas are always welcome. Please leave your name and phone number at the office and someone from the group will contact you.



Health

We have a medical room and first aid facilities at school. If children become ill at school we attempt to contact parents so the child can be collected and taken home. It is important that we have updated phone numbers and emergency contact numbers. An accident register is kept to record all injuries and treatment/ action undertaken.

Parents are asked to tell staff when a child is taking medication during the school day, or of any allergies their child may have.

Contagious childhood illnesses such as measles, mumps, chicken pox, rubella, whooping cough **must** be advised to the school office so that we can alert the school community.

Particular care should be taken with headlice and impetigo (school sores). These should be treated properly and the school notified. This will assist in the prevention of the infection spreading.

Vision and hearing checks are carried out regularly, again with your permission.

Understanding Changes of Puberty programmes for Years 7 and 8 children are part of the curriculum. Parents will be notified when this programme is to take place.

Remember to keep us informed of any health issues that may be affecting your child's well being.

Health Nurse

The Public Health Nurse regularly visits the school. The nurse is also available to discuss health matters with parents.

Please do not hesitate to contact the school if you wish to have the nurse check your child.

Homework

Teachers vary as to the type of homework they set. It is policy that homework should be revision or an extension of current classroom work. It should not be new or difficult. Very often, children are set homework of an open-ended nature or work which they do not see as "work" – hence the common comment, "We have no homework."

Homework may include activities such as:

- Read to yourself for 10-20 minutes
- Read the newspaper for 10 minutes and prepare some current events or talk
- Learn your basic facts
- Learn your spelling
- Complete unfinished work
- Research a current study topic

Extra-curricular activities such as music and sports are also important. It is good to strike a balance with homework.

If in doubt please contact the teacher or the Principal.

