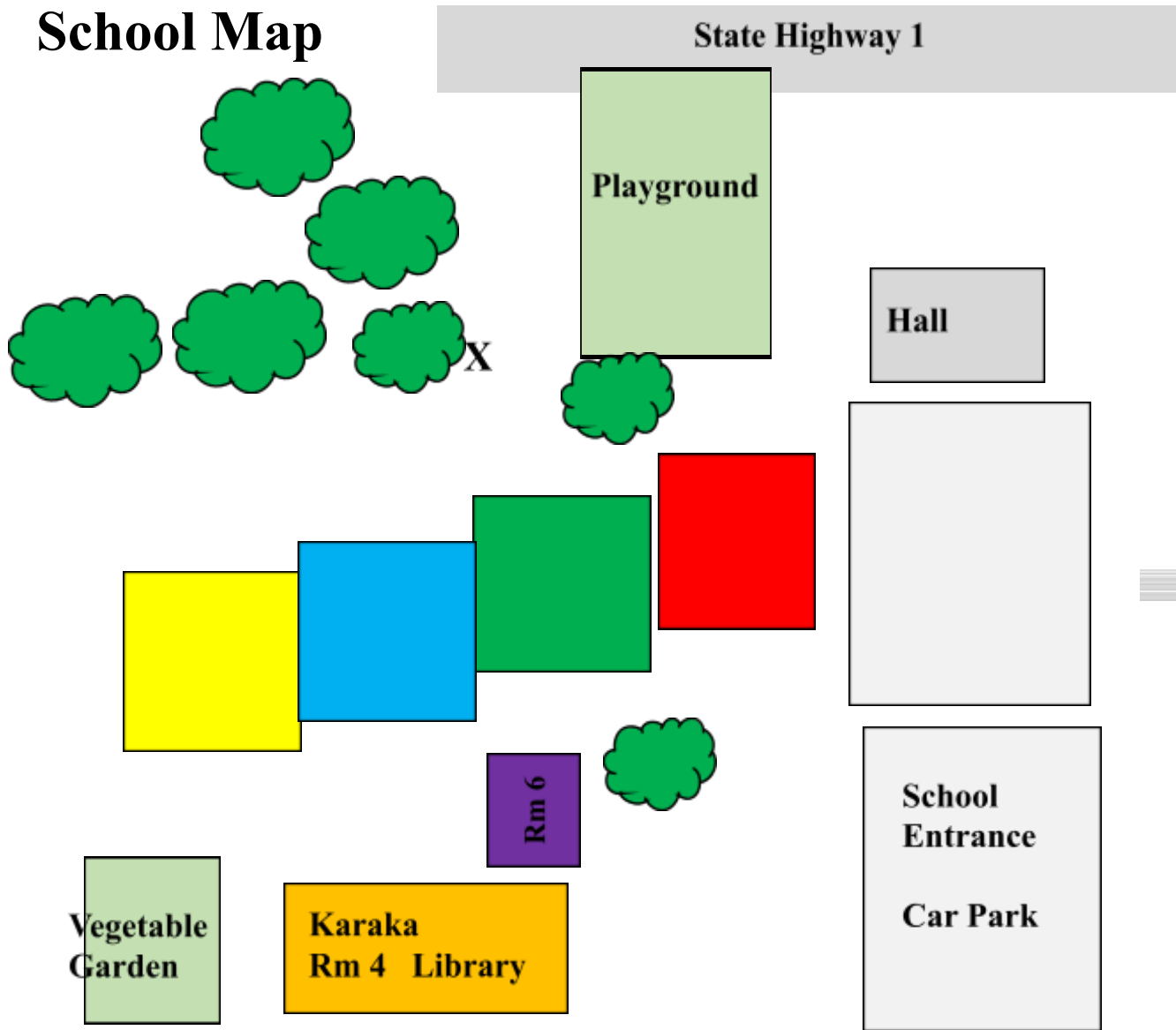




# Totara School



# School Map



**Back Field**

Standing at "X" on map above, looking back towards our class block.





# Welcome

Thank you for showing interest in our school. We appreciate the importance of education today and its impact on your children's future.

Totara School is unique in its history, location, its multi-cultural diversity and the educational success of many of its students.

It is a full primary school, educating students from New Entrant to Year 8.

The school encompasses a rural setting with strong emphasis on family values.

The teachers at Totara School are motivated and caring. We strive to provide educational programmes that meet the needs of all students. We take pride in their academic, artistic, sporting and social achievements.

The development of the students in all curriculum areas is our main focus, with particular emphasis on Literacy, Numeracy and Social Skills.

We are very proud of our school, the staff and its students.

You are most welcome to visit us or contact us at:

Totara School

Phone / Fax (03) 434 5940

Email: [office@totara.school.nz](mailto:office@totara.school.nz)

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

Facebook: [www.facebook.com/totaraschool](http://www.facebook.com/totaraschool)



Sandra Spekreijse  
Principal

# Our RICH Values

At Totara School we all need to make RICH Choices.  
By making these choices students show themselves to be Respectful, Inclusive, Caring & Honest.

## Respectful

means we treat people and environments with dignity and aroha.

## Inclusive

means we include each other and that we value differences of opinion or beliefs.

## Caring

means we look after everyone in our community

## Honest

means we share truthfully and build on mistakes.

We celebrate our students RICH choices by Having RICH afternoons each Friday. These give students a range of fun activities to participate in, in recognition of displaying our values.

Having certificates at our weekly assembly  
Having a weekly prize draw for our RICH students



# Personnal

## Staff

Principal	Mrs Sandra Spekreijse
Kakariki (Green) / Senior Room	Mr Scott Rawson
Kikorangi (Blue) / Middle Room	Mrs Sacha Miller
Kowhai (Yellow)/ Junior Room	
Secretary	Mrs Aimee Russell
Teacher Aides	Mrs Jeannie Richardson, Mrs Aimee Russell, Ms Melissa Openshaw, Mrs Jennie Hardwick, Ms Llewela Mahon
Cleaner	Ms Nannette Hosking

## Board of Trustees (BOT)

Current Board of Trustees members are:

Presiding Member	Cameron Leckie
Finance / Property	Danny Park
Health & Safety / Privacy	Linton Clarke & Callan Brash
Policies / Community – PTA Liaison	Paegan Dalziel
Staff Welfare	Fiona Dunnett
Staff Representative	
Secretary	Aimee Russell

Parents are invited to attend these open meetings.

The Board of Trustees reports to the community in the following ways:

In the school newsletters

At the Annual Meeting through the Chairperson's report

Minutes of all meetings are available in the school staffroom

When necessary, consultation documents are circulated for the community to make submissions

## Parent Teacher Association (PTA)

Totara School is supported by an active PTA.

The role of the PTA is to liaise between parents and teachers for the betterment of the school.

All parents are invited to join the Committee.

Current Officers are:

President	Nicola Perry
Secretary	Martha Browne
Treasurer	Melissa Milmine





# Uniform

*Our school uniform consists of*

<i>A red polo shirt</i>	<i>\$41</i>
<i>Black Polarfleece</i>	<i>\$37</i>
<i>Plain black shorts or skirt.</i>	<i>Purchase individually</i>

*During terms 1 & 4 students are required to wear a red, bucket hat with a full brim.*

*The uniform is able to be ordered through the school office.*



# Timetable

<i>School commences</i>	<i>9:00am</i>
<i>Numeracy</i>	
<i>Morning interval</i>	<i>10.10am - 10.30am</i>
<i>Literacy</i>	<i>10:30am</i>
<i>Brain break</i>	<i>11:25am</i>
<i>Literacy</i>	<i>11:30am</i>
<i>Lunch</i>	<i>12.30pm - 12.40pm (children to remain seated)</i>
<i>Lunch play</i>	<i>12.45pm - 1.20pm</i>
<i>Topic Studies</i>	<i>1:20</i>
<i>School concludes</i>	<i>2.50pm</i>

# General Information

## Newsletters

Newsletters are sent out each week to parents and the community through email. They are an important link between school and parents and keep you informed of the current events happening within the school. If you do not receive one, please come into the office and we will add your email address to the list.

## Interviews and Reports

In February informal parent /teacher meetings are held, and goals are set for the first half of the year.

Formal interviews are held in Term 2 where parents and teachers discuss the progress and achievement of the child / children.

Parents receive a written report at the end of Terms 2 & 4 on their child's/children's progress and achievements for the year.

The principal and staff are available during the year at any time to discuss matters concerning your child. Please make an appointment for these discussions if possible.

## Hot Lunches

Our school pie warmer is available for children to heat foil-wrapped, named food. The PTA does a sausage on a Thursday.

## Smoke Free

Totara School is a smoke free environment. Smoking is not permitted in or around school





# Student Health

## **Absences**

*If your child is going to be absent, please inform the school. This may be done by either:  
Phoning the school between 8.30am - 9.00am on the day/s of absence.*

*Sending a note to the class teacher for expected absences or by emailing the school office.*

## **Children Who are Ill or Hurt**

*When children become sick at school, parents/caregivers or the person named in case of an emergency will be contacted. As the school is not equipped with a 'sick room'. It is preferable for children who are unwell to be taken home by parents if possible.*

*Any accident at school, where a child is hurt, is recorded and parents are contacted when required.*

## **Medicines**

*If your child has medication to take at school this should be handed to the class teacher or to Secretary at the School Office. Parents must fill in the approved form to ensure that medicine is administered correctly. This is for safety reasons.*

## **Dental Care Service**

*Dental checks and treatment are carried out by the Dental Nurses at the Oamaru Dental Clinic, Oamaru North Primary School, Torridge St, Oamaru.*

*Please enrol pre-school children at the Oamaru Dental Clinic before they start their schooling at Totara School.*

## **Public Health Nurse**

*Public Health Nurses are registered nurses with a special interest in child and family health. They are available to parents, caregivers, whanau and school staff to assess children's health needs and find ways of working together to meet these. With your permission your child's hearing and vision will be tested by the Public Health Nurse.*

*You may be aware that hearing problems can have a serious effect on children's speech, play and development at school. The Public Health Nurse will follow-up and keep a record of your child's immunisation status, vision and hearing results and the initial contact with your child includes giving them an information pack to take home to parents. Should you wish to discuss any of the above or any other matter relating to your child's health and wellbeing we would be happy to do this.*



# Transport

*Many Totara children travel by bus to and from school. We have a rural bus route and there is also a bus to and from Oamaru (charges may apply). Bus wardens are chosen each year to oversee bus routines and safety aspects.*

*The following rules have been put in place to ensure children's safety on the bus:*

## **BUS EXPECTATIONS**

*Children are to remain seated at all times.*

*No food or drink is to be consumed on the bus.*

*No use of cell phones on bus*

*Obey the bus wardens at all times.*

*At the end of the day:*

*Children are to line up in their bus groups immediately on the tennis court.*

*On wet days children line up in the Room 1 bay.*

*Parents are to notify the school of any change of travel plans (written note preferred).*

## **Collecting Children from School**

*Please park in the carpark if you are picking up your child. We ask parents to come into the school grounds and walk their children to their vehicles, for safety reasons. After school students wait to be collected outside Kakariki Room, or inside if it is raining.*

*Please let us know if another person is collecting your children or if you are collecting them unexpectedly as the duty teacher calls a role for the bus.*

*We advise parents not to use the entrance on the Main Highway because of the speed and density of traffic on the State Highway.*

*All children are to be collected from the school grounds by 3:10pm unless school is notified of alternative arrangements.*

## **Leaving School Grounds**

*In the interest of safety and student welfare, children are not allowed to leave the school grounds during the school day without permission.*

*If a student is required to leave school during the day, parents/caregivers must advise teachers in writing, by phone or in person.*



## CODE OF CONDUCT POLICY – 2021

For all School Pupils/Passengers on School Transport Buses.

Please be always respectful of the bus driver and the bus controller and obey by their instructions as they are to ensure the safety of all passengers on the bus.

**By Signing the box below, you are accepting the School Transport terms.**

Pupil Name &Age:	Parent/Custodian/Caregiver Signature:	Telephone Contact Number(s)
School Attending:		Email:

### **Inappropriate behaviour will not be tolerated.**

- Relatively minor incidents will be reported directly to the school by the driver, and the school will then directly consult with the Parents/Guardians/Care Givers as required.
- More serious incidents will be dealt with through a graduated process of warnings, depending on the severity of the incident, including contacting the School and Parents/Guardians/Care Givers; further consequences being explained to the student; meeting(s) with Student, school, parents, company manager, and driver (if required).
- A very serious incident such as endangering the wellbeing of others will see the journey in question being completed if it is safe to do so, but then immediate suspension of the student's continuing ability to use the service until the matter has been resolved through the process outlined above.

**Serious or repeat offending may see the student's right to use the service suspended temporarily or cancelled permanently.**

#### **1. Limit all potential driver distractions**

2. Wear provided seatbelts (*student responsibility, student fined direct by Police if stopped/checked*) 3.

No Bullying, including verbal, by digital device or physical force

4. No foul language/swearing/loud or sudden noises/music/yelling

5. **Expressly prohibited:** Explosives including fireworks, Weapons (knives, blades, firearms/ammunition) Poisonous, toxic, flammable, or hazardous substance. No Smoking/Vaping, Lighters or Matches. 6. No use of; or bringing onboard the bus roller skates, roller blades, skateboards, scooters (*safety issue*) 7. No vandalising of the bus or causing damage by destroying fixtures or fittings, breaking windows, no litter or eating or drinking on the bus. No hanging out or objects out of bus windows. No litter.

8. No standing on bus seats. No running up bus Aisles while bus is moving. No pushing or shoving of students/No verbal abuse of students, bus driver, other parents or teachers, or bus controller, other pedestrians/traffic. 9.

Appropriate clothing and footwear are always required on the bus.



Students are liable for any damage caused to the bus will be billed accordingly.

# Totara School Enrolment Form

Student Details	Office Use Only
<p>Legal Surname _____</p> <p>Legal First Names _____</p> <p>Preferred Name _____</p> <p>Date of Birth _____ Male / Female</p> <p><b>New entrant to have a copy of their Birth Certificate and Immunisations Record attached please (school can photocopy)</b></p> <p>Ethnic Groups _____</p> <p>Iwi / Hapu 1/ _____</p> <p>2/ _____</p> <p>3/ _____</p> <p>Country of birth _____</p> <p>Languages spoken at home _____</p>	<p>Seen by: _____</p> <p>Enrol #: _____</p> <p>NSN #: _____</p> <p>Birth Certificate Sighted</p> <p>Yes / No</p> <p>Immunisations Record Sighted:</p> <p>Yes / No</p> <p>Start Date: _____</p>
Caregiver Details	
<p>With whom does child live? (please circle)</p> <p>Both Parents    Mother    Father    Other (please specify)</p> <p>Any Custody arrangements? _____</p>	
<p>Caregiver 1: ..... Relationship: _____ (hm ph) _____</p> <p>Address _____ _____ (cell ph) _____ _____ Postcode: _____</p> <p>Email Address _____ (work ph) _____</p>	
<p>Caregiver 2: ..... Relationship: _____ (hm ph) _____</p> <p>Address _____</p>	

\_\_\_\_\_ (cell ph) \_\_\_\_\_  
\_\_\_\_\_ Postcode: \_\_\_\_\_

Email Address: \_\_\_\_\_ (work ph) \_\_\_\_\_

Emergency Contact 1.

Name \_\_\_\_\_ (hm ph) \_\_\_\_\_  
Address \_\_\_\_\_ (cell ph) \_\_\_\_\_  
\_\_\_\_\_ Relationship \_\_\_\_\_

Emergency Contact 2.

Name \_\_\_\_\_ (hm ph) \_\_\_\_\_  
Address \_\_\_\_\_ (cell ph) \_\_\_\_\_  
\_\_\_\_\_ Relationship \_\_\_\_\_

**Medical Information**

Doctors name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

Asthma	Yes / No	Hearing Problems	Yes / No	Serious Health Concerns	Yes / No
Allergies	Yes / No	Sight Problems	Yes / No	Medication	Yes / No

If yes, please provide brief details.

Has your child had tetanus immunisation **YES / NO** Date: .....

Has your child had all immunisations prior to coming to this school **YES / NO**

Has your child had a 4 year old Health Check (B4 School Check) **YES / NO**

**General Information**

Members of family already attending this school	Name _____ Room _____
	Name _____ Room _____

Members of family who may attend in the future	Name _____ D.O.B _____
--	------------------------



	Name _____ D.O.B _____
Extra copies of school reports required Yes / No	
What do you want for your child during their time at Totara School?	

## Cyber Safety Agreement

*I understand and agree to the following conditions of use of the school ICT facilities:*

- 1. The only use for school computers and other information technology is to support teaching and learning.*
- 2. I must have parental/caregivers' permission to use the school ICT facilities.*
- 3. I must have teacher/staff member permission and supervision when using ICT facilities at school. Downloading of files or programmes will only take place with their permission.*
- 4. I will respect the rights of copyright or software that prohibit copying.*
- 5. I will look after our school ICT equipment.*
- 6. ICT facilities are accessed outside of classroom time only with the permission and supervision of a teacher/staff member.*
- 7. I am not permitted to access or send offensive or inappropriate material, through school ICT facilities.*
- 8. I will not put personal information, such as surnames, addresses and phone numbers, on the internet or email, without parent/caregiver permission.*
- 9. All work is checked by a teacher/staff member before publishing or emailing.*

*If I access inappropriate material, I must follow the school procedure:*

- 1. Turn off the monitor immediately and inform the teacher.*
- 2. Refrain from sharing the site with other children.*

*Inappropriate use of ICT facilities will result in restricted use or total loss of ICT facilities at school.*

*Inappropriate use includes:*

- 1. Accessing and/or sending objectionable or personal material.*
- 2. Misrepresenting the school or any members of the school community.*
- 3. Decrypting systems or passwords.*
- 4. Downloading any material without a teacher's permission.*
- 5. Copying software without permission of the owner.*
- 6. Deliberately introducing viruses or interfering with files.*

Signed: Student..... Date:.....

Parent/Caregiver.....Date.....

*Google Apps for Years 4 - 8*

*Whilst using individual google accounts students adhere to the above conditions.*

*I give permission for my child .....  
to use a google account provided by school to create and store work.*

*Signed.....*



# Totara School BYOD Agreement

## **Bring Your Own Device Agreement**

### *Definition of “Technology”*

*For purposes of BYOD, “Technology” means a privately owned wireless and/or portable electronic handheld equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, handheld entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.*

*Devices must be able to run Google Chrome.*

*BYOD is intended for Years 4 – 8 in the senior rooms only.*

*I want my child to bring their own digital device to school for use in the classroom learning programme. I understand:*

- *All devices brought to school are my child’s responsibility and the insurance for the device is my responsibility.*
- *That teachers will provide a locked cupboard in which my child may place their device when not in use. If my child does not use this facility, then the school holds no responsibility for any loss or damage which might occur.*
- *All devices must arrive at school each day fully charged and that my child may bring a charger for use during the day if required.*
- *Devices are only to be used under adult supervision.*
- *Devices brought to school are for the use of my child. Any sharing is at my child’s discretion.*
- *Teachers will encourage the use of personal digital devices whenever possible and students will be able to use them for classwork activities.*
- *Students will use Google Apps for file management. Parents will have access through the Hapara Programme.*
- *Rules, including the cyber-safety policies, governing the use of any school-owned digital device will apply to student-owned devices, while they are school.*

*Signed.....*

*Name.....*

# Totara School EOTC Agreement

Education Outside the Classroom (EOTC) is the name given to all events and activities that occur outside the classroom, both on and off the school site.

- Our school believes in using a range of environments and experiences to enhance our students' learning.
- We have ready access to the beach, rivers, mountains and the bush in our area and beyond. We are also close to various environments in our community. These areas are rich learning environments for our students both in and out of school. They need to learn how to be safe. Our school also values the concept of providing students with opportunities. Thus some of the learning for students occurs beyond the school site and this document is seeking your consent for your child/ren to participate in such learning.

The school uses a process to identify and manage risks at every level of activity which is monitored by the board and the principal.

The Ministry of Education's EOTC guidelines identify four EOTC activity types, each with recommended types of parental/caregiver consent. In brief they are:

Type of Event	Activity Description and Consent Type
A	At school, or within the immediate local environs, for example, sports events, fun days, nature studies. <b>Consent required: <u>Blanket consent</u></b> - provided on enrolment and from time of establishment of EOTC Procedure.
B	Off-site events occurring entirely in school time and finishing no later than 4pm, for example, zone sports, team sport events, class trips to the museum. Parents are informed that the event is to occur and if it is of higher risk than that associated with average family activity separate consent would be sought. Parents are advised of finishing time if it is later than 3:15pm. <b>Consent required: <u>Blanket consent</u></b> - provided on enrolment and from time of establishment of EOTC Procedure.
C	Off-site events occurring in one day - finishing after school finishes. <ul style="list-style-type: none"> <li>• Low risk environments - Parents informed that the event is to occur and the nature of the activity.</li> </ul> <b>Consent required: <u>Blanket consent</u></b> - provided on enrolment and from time of establishment of EOTC Procedure. <ul style="list-style-type: none"> <li>• Higher risk environments - involving risk assessed to be greater than that associated with the average family activity.</li> </ul> <b>Consent required: <u>Separate consent required.</u></b>
4	Off-site events occurring overnight, for example, school camp. <b>Consent required: <u>Parent/Caregiver Informed Consent</u></b> - for each event or programme.

**All EOTC activity categories** require staff to undertake an analysis of the risks, and identify the management strategies required to eliminate, isolate and minimise the risks. Emergency procedures are also in place.



I/we agree to the participation of ..... In lower risk category A and B and C

EOTC events while a student at **Totara School**.

I/we have provided the school with up to date medical, supervision and learning information through the enrolment form and will make every endeavour to keep this information current.

Name .....

Signature.....

Date

.....

Name.....

Signature.....

Date

.....

By signing this form, you consent to your child participating in Category A and B activities and low-risk Category C events.

Details of all school trips will be in the newsletter at least a week beforehand.

## Student Images

We often take photographs involving students engaged in opportunities that we provide for them, both inside and outside the classroom. These images may be displayed on our website, facebook, Seesaw, in the newsletter, prospectus and occasionally the press.

With this in mind it is important to ensure we have your consent allowing us to publish photos, videos and images which may involve your child either directly or indirectly.

If you could please indicate in the table below by circling Y for yes and N for no, indicating your consent.

Option	Consent
Website	Y / N
Social Media	Y / N
Newsletter	Y / N
School prospectus (may be uploaded online)	Y / N

Other publications (including the newspaper)	Y / N
Signature:	Date:

# Totara School Medication Form

**Administering of Prescribed Medication at School**

Totara School has a policy which protects all those involved with the administration of prescribed medication at school. The following are the guidelines under which prescribed medication will be stored, distributed, and taken at school. If you agree to these guidelines, please sign the permission form below and send it to school with the clearly marked medication.

**A MEDICATION AGREEMENT**

**Parent/Caregivers to complete.**

Please Note:

In the case of regular administration of some medicines, eg asthmas, the student may be independent and able to manage their own medicine administration. You need to notify us in writing if that is the case.

For other medication the school will take every care to ensure the student receives the prescribed medicine. However we cannot guarantee that this will happen and will not accept responsibility for doses missed or wrongly administered.

It is not always convenient or possible for classroom teachers to administer medicine so this task will be completed by a nominated administration staff member or teacher aide.

Medicine must be sent to school in the original container with the pharmacy name, medication, dosage frequency details on the container.

A record will be kept of all doses administered at the school.

Any changes in dosage or frequency of administration must be notified to the school in writing.

The school reserves the right to decline or to discontinue administering medicine to any student at any time. Parents will be advised first in the likelihood of this decision being made.

I understand and agree to the above conditions.      Date: .....

Name: ..... Signed: ..... Parent/Caregiver

**Individual Student Details**

Name of Student: .....

Date of Birth: ..... Room No: .....

Address: .....

Parent/Caregiver Contact Name 1: .....

Contact Phone Number: .....

Parent/Caregiver Contact Name 2: .....

Contact Phone Number: .....

Family Doctor: ..... Telephone: .....

Prescribing Doctor: ..... Telephone: .....

Signed Parent/Caregiver Medication Agreement received?      Yes / No

Name of Medicine(s) to be administered: .....

Medicine Type (eg tablet, liquid, inhaler): .....

Dosage: .....

Frequency: .....

Are there any possible side effects?      Yes / No

*If so, who are these reported to?.....*

*Name of Staff Member/s administering Medication.....*

*Other details.....*



# Totara School Complaints Procedure

## DEALING WITH CONCERNS & COMPLAINTS PROCEDURE

