

confident active creative literate numerate thinkers who show respect responsibility and pride

UPPER MOUTERE SCHOOL

H a n d b o o k 2020



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Kia ora Koutou

Welcome to Upper Moutere School, a school with a proud history in the heart of the Upper Moutere Community.

For 157 years Upper Moutere School's focus has been on learning, the way this has happened has evolved considerably over recent years and will continue to do so at quite a rapid pace.

Our students have greater responsibility and therefore ownership of their learning. They are expected to be leaders of their learning, supported by teachers who work alongside them to meet their learning needs, using an increasingly diverse range of learning tools to engage and challenge them.

We are proud of our students and we are proud of their achievements across the whole curriculum. Our Learning Lights empower and guide our students to achieve within a positive, supportive community environment.

Upper Moutere School strives to ensure that all students are provided with an education which respects their individuality, develops their responsibility and initiative, and challenges them to reach the highest standards of personal achievement, while showing concern for others and the environment.

A Brief History of our school

The first school was first opened in 1857 and was established at the home of the local Pastor (Heine), who later donated land near his home on which a school was built. The name Sarau, which originated in Germany, was used until 1917. The present school was built in 1929, and consisted of two classrooms. A new school house was built in 1939-40.

The original classroom of 1856 was towed by traction engine to its present site on the school grounds, and is thought to be the oldest classroom still in use in New Zealand.

In the early 60's an additional classroom was built onto the end of the 1929 building. The staffroom and office had several developments over the next couple of decades.

In 1999 when Neudorf School was closed, the two Neudorf School prefabs were moved on site, making two additional classrooms and with the Administration space relocated to the end of this block where it remains today.

In 2004 a new classroom was built especially for the Year 7/8 students and in 2005 the multipurpose space (Hall) with an attached classroom was added.

In 2014 a major upgrade was undertaken to the original 1929 buildings and the Neudorf block. This saw

the two attached rooms in each block opened up into each other, the cloakrooms rehoused outside to provide greater internal learning space and more intimate 'breakout' spaces created for smaller group or individual learning. These learning spaces provide greater opportunity for collaboration and flexibility with students encouraged to use them creatively to meet their present learning needs. We have been fortunate to have had access to Ministry of Education property funding to create these exciting environments for our students. The way students access their learning is changing at a rapid pace as is the workplace environment that they will eventually enter and we have been able to rethink how we can provide a learning environment across two thirds of our school that no longer sees students learning within a confined single classroom with one teacher.



We Welcome Parental Involvement

Parents play an essential part in school activities such as the library, classroom programmes, grounds maintenance, transport for school trips and camps and attending our weekly learning celebrations.

We endeavour to get school families together for informal social gatherings through the year, such as picnics or barbecues. Working bees and fundraising are other very valuable ways parents contribute to the school. We have a hardworking group of parents who coordinate our school's fundraising to help purchase special equipment. If you are interested in assisting with fundraising please contact the 'SUMS'.

SUMS – Supporters of Upper Moutere School

SUMS are a parent group that supports the school through organising various social events and fundraising;

- Hold meetings on average once a term
- Brainstorm ideas for fundraising
- Organise events and activities
- Every two years, help organise the school fair
- Support the school however they can
- Are always looking for more parents to help





Our Mission

Strive for Excellence

Our Vision

Empowered by our Learning Lights to be

Confident

Active

Creative

Literate

Numerate

Thinkers

Who make the Right Choices ...

Responsible... We are responsible for our own learning and behaviour

Respect... We show respect for others, their property and the environment

Pride... We take pride in ourselves, our learning and our school

Our Team - Meet our Dedicated Team ...

Our staff constantly Strive for Excellence as they seek continual improvement through review and innovation to provide high quality, consistent learning opportunities for all children

Principal
Deputy Principal

Grant Watson
Heidi Olykan

Teachers

Ramaroa iti (Y0-1)
Ramaroa nui (Y2-3)
Turama (Y4-6)
Marama (Y7-8)
Part time teachers

Rachael Whalley
Jaki van Dijk
Dylan Bird, Julieanne Dowell
Toby Ammundsen, Heidi Olykan, Lauren Scott
Cathy Ellis

Teacher Aides

Olivia Damian, Bridget Druce, Yvette Watson-Cook

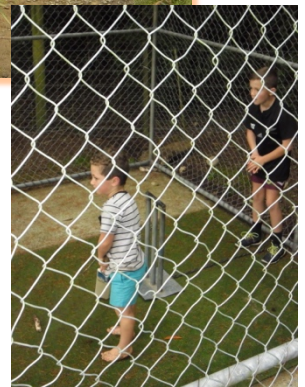
Sports Coordinator
Office Administrator

Cathy Ellis
Saree Dickson

Board of Trustees

Our Board of Trustees make informed decisions based on detailed review and are always receptive to considered new initiatives

Melody Marr (Chair)
Jane Chisnall
Sam Duncan
Iwao Fujii
Elaine Partridge
Heidi Olykan (Staff Rep)
Grant Watson (Principal)

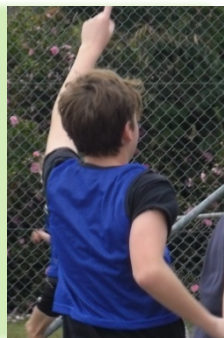


After School Care

An after school programme 'Kidz Klub After 3' operates from the school gym each school day, depending on demand. The programme is OSCAR subsidised for qualifying families. For more information, see our after school care page on our website.

Sports Activities

Our curriculum includes sports activities for all our children. We are fortunate to have a professional sports coach on staff who coordinates sports activities within school time. We also make full use of our swimming pool during the warmer months.



Upper Moutere has a strong sporting tradition and many after school sports opportunities exist. We keep parents informed of these activities throughout the term.



A to Z

Parents play a very valuable part of our school community and help us in all sorts of ways. It is our hope that all new parents will quickly become part of the school community and feel as much at home here as their children.

This section is specifically designed to provide you with information and answers to common questions.

Absence Procedure

If your child needs to be absent from school for any reason, we ask you to phone the school or record your absence in our School App, between 8.30 and 9.00am. It is a Ministry of Education requirement that we record the reason for a child's absence so please let us know the reason for your child's absence so we can meet this requirement with accuracy. To ensure the safety of children we will endeavour to contact parents or caregivers if we have not been informed of any absences. If we cannot contact parents, the Truancy Officer will be informed and will follow up any unexplained absences. This step is to ensure both the safety of you and your child. We also need a note of explanation if your child is not able to participate in any school programme (e.g. sport or swimming) for medical reasons.

Accidents

Although every reasonable precaution is exercised, accidents do happen. Minor ones receive first-aid treatment from the teacher on duty. In all cases of head injury the parent is notified immediately for the necessary medical attention to be sought.

All accidents at the school are investigated, recorded, and if serious enough, reported to the Board of Trustees. In order to keep our Emergency File up to date, would parents please notify the school of any change of alternative contact, (for when a parent is not at home) and change of doctor.



Bus

Transport

The school bus service is provided for students who live more than 3.2kms away from the nearest state or private school of their own denomination, whichever is nearer.

We have two bus routes served by Suburban Bus Lines

To determine the appropriate place and approximate time of pick up or drop of for your child, we suggest you meet with Pete, our bus driver, when he comes to pick up our students at the end of the school day (2.55pm).

Communication between School and Home

We like to keep our community fully informed about what is happening at school. Some of the ways we do this are:

Board of Trustees Minutes - decisions made and issues dealt with by the Board are available in the office.

@school App – downloadable to your mobile device, our notices, newsletters and alerts are regularly posted here, and will alert you if you have notifications turned on.



School Newsletters every fortnight, or as needed about events and activities occurring at school. It is also used for community notices from time to time. Parents with access to e-mail can have newsletters and notices sent this way.

Learning Celebrations (Assemblies) are held every Friday at 2.15pm in the school hall. This is an opportunity to showcase children's learning. Each Learning Celebration is led by a Learning Space and all parents are welcome.

Informal Contact whenever we see you. If you have any concerns please see us as soon as possible.

Student Led Conferences are held twice yearly in Term 1 and Term 3

School Gatherings - sporting, cultural and craft activities are regular events and are a good way to become involved in your child's education. These will be posted in the newsletter.

Our School Website & Blogs – we endeavour to keep our website up to date with news and information

Concerns

Parents are encouraged to discuss any concern they have about their child's progress with the class teacher firstly, then the principal by appointment.

Parents and teachers have the same goal - the best possible education for children. However, differences in approach and in ways of attaining these goals could lead to misunderstanding and misinterpretation. Regular and congenial discussions between parents and teachers are extremely valuable. Our Problems, Concerns and Complaints Flowchart is displayed in the office.

Dental Clinic

The Mobile Community Oral Health Clinic visits Upper Moutere twice a year. To contact them at other times in the year to make an appointment, or seek advice, please contact 0800TEETHN or the Richmond or Motueka Oral Health Clinics.

Enrolment



Children can begin school on or after their fifth birthday. They can be enrolled any time prior to this. When you enrol your child, a birth certificate is needed to verify the age and an immunisation certificate from your doctor. The school may also need to sight some children's passports. We also need to know any medical conditions and we ask you to provide an emergency contact number as well as your home phone number, emergency services number and email if available. Please update any changes to this information.

All new parents receive an information package containing an enrolment form, School Handbook and health record form.

All new entrants will be given a mentor from the Senior School who will visit them at the local pre-school and be their 'Big Buddy' when they start school.

New entrants and their parents are encouraged to visit the school before the child's fifth birthday. Getting to know the school and the teachers encourages a happy start for your child. Please contact the school to arrange visit times at least three weeks before your child's fifth birthday.



Hats

During Terms 1 and 4 brimmed hats are compulsory (not caps). The wearing of hats inside school buildings is inappropriate. In Term 1 and Term 4 the rule is "No hat, play in the shade!"

Home Learning

The rationale for home learning is to enhance communication between home and school, to encourage skill development, self-development and a sense of responsibility. Objectives are:

- Share with parents some of the classroom activities
- Reinforce school activities, eg., basic facts, spelling, reading, etc
- To encourage self-motivation

Home learning should be a positive link between home and school and should be an enjoyable experience for all involved. If this is not the case, please talk to the class teacher.



Internet – E-Learning

Upper Moutere School has a commitment to ICT and all rooms are fully networked with PCs, laptops and ipads. There are also digital cameras, a digital video camera and data projectors. We have our own website and parents can subscribe to have our newsletter sent by email.

Digital Citizenship is constantly discussed to ensure all children are aware and their responsibility to stay safe.

Lost Property

Please name your child's clothing to prevent loss. Unnamed clothing is placed briefly in the Lost Property bin in the school hall. Please encourage your child to look through the bin for any missing clothing. The bin will be cleared regularly and unclaimed clothing is donated to charity. Named clothing will be returned.

Pre-School

Upper Moutere Village has a long established and very well run early education and childcare centre, 'Country Kids' – check out their website for more information:

<http://www.countrykids.org.nz>

We are also served by 'Harakeke', which provides quality childcare and pre-school education.

Public Health Nurse

The school has regular visits from the Public Health Nurse, who can assist teachers or parents with any queries. She can be contacted 03-541 9517.

Religious Instruction

This occurs each Monday afternoon from 2.30pm until 2.55pm and it is based on an inter-denominational Christian curriculum. The BOT and the local community see this as a valuable contribution to school life, encouraging self-esteem, values, choices and identity. Parents should advise the school in writing (or on enrolment form) of their preference to attend.

Reporting to Parents

- End of February – Meet the Teacher evenings are scheduled to allow teachers to outline programmes and discuss expectations of home and school.
- Term 1 – A Written Report is issued followed by 45 minute Student Led Conference
- Term 3 – A Final Report is issued followed by 45 minute Student Led Conference

You are most welcome to make an appointment with your child's teacher at any time throughout the year.



School Donations

Each year parents are asked to pay a donation to the school. This is to provide support for your child's learning needs e.g. photocopying. The Board of Trustees keeps donations to a minimum. If you have difficulty paying, please contact the school and we can make special arrangements.

The School Day

School opens when the first bus arrives at approximately 8.20 am.
School closes on departure of last bus at 3.40 pm.

School begins	8.55 am.
Interval	11 - 11.30 am
Lunch	1 - 1.45 pm
School finishes	2.55 pm
1st bus departs	3.00 pm



While children are allowed to use the grounds outside of these hours, parents are reminded that this is at the child's own risk.

We prefer that children arrive after 8.15 am to allow teachers uninterrupted preparation time. Any other arrangements need to be discussed with your child's teacher.

Stationery

A range of exercise books and other general stationery is available at school. New Entrant Stationery Packs are available from the Office.

"Top up" stationery can be provided throughout the year. Please send stationery money to school in a sealed and named envelope or pay online via internet banking..

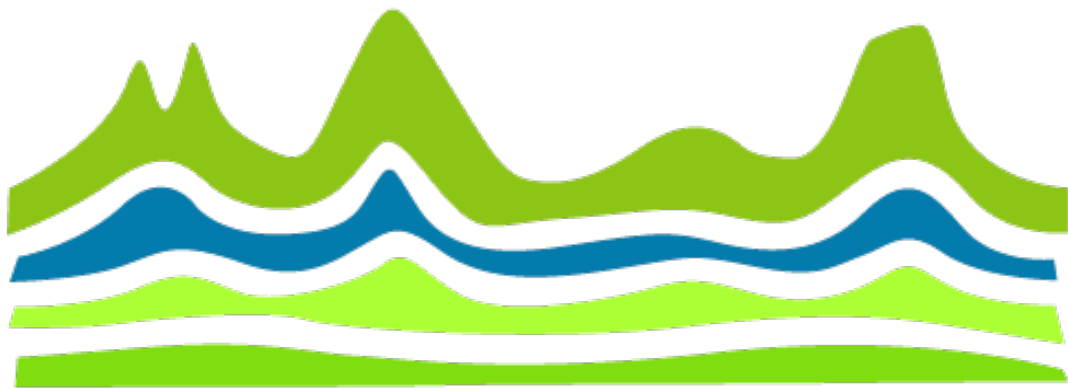
Swimming Pool

We are fortunate to have a swimming pool at the school and all children participate in the swimming programme. During the swimming season children should bring clearly named togs and a towel every day. If a child is unable to swim on a particular day, please send a note of explanation to school.

The pool is available for use outside school hours by hiring a pool key. The BOT is responsible for the use of the pool at these times and issues a list of rules and regulations when keys are issued. Contact the office at the start of the swimming season should you wish to hire a key.

Uniform

The school T-Shirt can be purchased at various times during the year, or can be loaned through the school. T-Shirts should be returned in good condition at the end of each school year. The school T-Shirt is worn with pride when representing Upper Moutere School. Children are encouraged to wear the school uniform at sporting and other community events.



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