



Information Booklet 2018

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**At Opoho School we develop confident life long learners
and place ourselves at the heart of the community. We
facilitate & value...**



Where we believe in the 3 B's



Be kind ☞ **Be responsible** ☞ **Be the best you can be.**

At Opoho School

- ☞ The school's values guide our actions
- ☞ Social skills are paramount and are an integrated component of Opoho School's culture
- ☞ Issues are solved in a climate of collaborative problem solving
- ☞ Setting manageable personal goals for ongoing improvement, striving for excellence and celebrating successes are integral to all that we do

Welcome from the B.O.T chair

Welcome to the school community for 2018. The Board of Trustees is a group of parents elected by other parents to govern the school. When you send your child to Opoho School, you as a parent become an important part of our school community.

The current board welcomes your participation in various aspects of Opoho School and invites you to participate in the reviews and consultations that happen throughout the school year.

Parents are very welcome to attend board meetings and continue to offer help with various jobs that need ongoing attention - from parent help in the classroom, fundraising, assisting during field trips, maintenance of grounds and much more. This parental involvement combined with our caring and experienced team of staff make Opoho School a great place - a community that welcomes you and your children.

We expect 2018 will be another busy and challenging year for the school particularly with the classroom redevelopment underway while school is operating.

The board and staff will continue to develop the school by implementing sound curriculum, new initiatives and by responding to the feedback received from its self-review programme, the Education Review Office and our families. Families have an opportunity to provide comprehensive feedback via a triennial survey (due this year) which helps the board with its work. Responses and recommendations from parents that are adopted by the board are integrated into the strategic planning of the school.

The principal and board are always open to considering ideas and issues as they arise.

The school's strategic plan ensures that resources (both human and material) are available to make Opoho School a safe place and enjoyable place to be.

Opoho School is a friendly, encouraging and positive environment where you are welcome, your opinions and support respected and your child has the opportunity to strengthen all aspects of his/her education. We look forward to your involvement in our school community.

Otto Hyink (Board of Trustees Chair)

Principal's Welcome A special welcome to all families in our school community and an especially warm welcome to families who have moved to Dunedin or Opoho recently. Opoho School endeavours to be a caring and supportive environment for children and families. The classrooms are well organised and the school has many excellent resources. The buildings and grounds are well maintained and although we would enjoy more grassed areas, there are both sunny and shaded areas for the children to use. Many people contribute to the wellbeing of Opoho School in so many ways - parents/caregivers, relatives and friends. Thank you for the many ways that you make Opoho School the special place it is. You are invited to be involved in whatever way you can whether in governance, classroom support, gardening, fund raising or repairs and maintenance.

In 2015 the Education Review Office affirmed Opoho School as a highly effective, positive and progressive learning environment. Recommendations for further improvement are integrated into the on-going plans for the school. Developing flexible learning environments for learning and teaching is underway so it is exciting that this long awaited plan is taking shape. Teachers work passionately to facilitate learning that is meaningful to children's needs and interests. To ensure a respectful environment prevails for everyone, the values and a 'restorative approach' to behaviour education and solving problems is modelled and taught. We constantly review this work and strengthen the behaviour education programme provided at Opoho School. 2018 brings a commitment to embed a programme to support the development of social and emotional intelligence through guided play and empowering language. The programme is called 'Play is the Way'. Your support has been and will continue to be an important part of this work and you will get updates through newsletters and class activities.

Children have many opportunities to develop their special interests and strengthen general learning. Whenever it is suitable, teachers utilise the chance to take children to other learning environments such as the museum, Art Gallery, Botanical Gardens and nearby natural locations, and we participate in other special inter-school events such as Math-o-lon, Scrabble Challenge, Extra (ODT) Current Events Quiz, Pro8 Technology Challenge and the Science Road Show to list a few. As part of a biennial cycle, the Year 5 and 6 classes attend an outdoor adventure camp at the Berwick Youth Adventure in February (scheduled for February 2019). In the alternate year (2018) of the biennial cycle, the whole school presents a celebration of the Arts in the form of a 'production'. This gives all students a wonderful opportunity to learn in and beyond many curriculum areas as well as its focus on the Arts.

Social skills, including the 'buddy programme' are especially important components of our holistic approach to student's education and overall well-being. Themes and learning ideas are published in the newsletter.

Environmental Education is another of our commitments, developing & using skills and resources that ensure we are caring for our environment. The programme aims to help us all develop the means to live in a sustainable way in whatever way we can, when we can.

Educating children is a partnership and the staff looks forward to working with you to support your child(ren)'s learning to ensure each develops to be a well-informed, responsible and caring member of our community and society.

Jenny Clarke

Principal

Opoho School Staff for 2018

Jenny Clarke	Principal
Anna Hailes	Assistant Principal (In Junior classes teaching team)
Tania Henderson	Assistant Principal (In Senior classes teaching team)
Carolyn Bayne	Junior Classes Team Leader
Tania Scarf	Teacher Junior classes team
Rachael McCaig	Teacher Junior classes team
Lucy Marr	Teacher Senior Classes team
Sándor Tóth	Teacher Senior Classes team
Brigid Bloom	Teacher Reading Recovery (Part-time)

Helen Zonneveld Office Manager

Curriculum Support Team:

Deb Robertson	Helga Gunnarsdottir
Claire Nevile	Tracy Crake
Lisa Ryan	Andrea Clarke

School Organisation and Staff for 2017

Senior School

Papakāinga 3	Tania Henderson	Year 6
Papakāinga 2	Lucy Marr	Year 4 & 5
Papakāinga 1	Sándor Tóth	Year 4 & 5

Junior School

Papakāinga 6	Carolyn Bayne	New Entrants
Papakāinga 7	Rachael McCaig	Year 1
Papakāinga 5	Tania Scard	Year 2 & 3
Papakāinga 8	Anna Hailes	Year 2 & 3
Anna Bowen	Part time music teacher for Y 1- 6	
Iain Cook-Bonney	Curriculum extension Y1-6 (Discovery Time)	
Brigid Bloom	Part-time Reading Recovery	

School Values (see poster at the start of the booklet)

Opoho School tries to have as few rules as possible. We aim to develop a caring, responsible attitude in our students who behave respectfully towards others at all times.

Rules, and ways of “being” are collaboratively developed in all classrooms to ensure they are safe and considerate places for children to learn and play, and teachers to teach. At the beginning of the year teachers and children work together to build a shared agreement to guide them in their learning and playing.

These are constantly highlighted and referred to, and may be refined from time to time. These are consistently about ensuring that....

At Opoho School we aim to:

Be kind, Be responsible, Be the best you can be.

Within these values, the goal is to be caring, considerate, co-operative, courteous and to use common sense.

Most of the time, most children work within these boundaries. If a situation should arise that any individual is not, then teachers discuss issues and endeavour to help a child(ren) make better decisions with regard to his/her work and behaviour.

We also expect children to play in a way that is considerate and safe to ensure everyone’s physical and emotional well-being. If situations of conflict arise, a ‘restorative’ approach to solving issues is used. When a ‘mistake’ or ‘muck-up’ occurs, this approach aims to have individuals take responsibility for their behaviour, find a way to make amends and to restore relationships so harm is minimised and skills are learned for future situations.

To assist us in achieving this goal, please ensure that staff are told of any form of harassment, verbal or physical, as soon as possible. What may seem a minor incident may be the small part of a bigger picture, so please call. Advocating for your child is one of your important roles.

For safety reasons children are requested to wear shoes most of the time while at school, to use only the designated climbing tree for climbing (both during and out of school time) and to wear only stud ear-rings (if any at all).

Children wearing nail polish, make-up, and dyed hair is discouraged.

School Governance In terms of the Education Act of 1989 all schools must observe the regulations as outlined in national charters. A full description of these obligations under the above Act is available from the school office.

The Opoho School BOT holds meetings at least twice a term. Dates are published in your newsletters. If changes occur for unexpected reasons a notice will be in the newsletter which is also on the website <http://www.opoho.school.nz/>

Known dates for the 2018 meetings are: 13 February; 20 March; thereafter to be determined by the board at the March meeting. Watch the newsletters for confirmation of meeting for beyond the first term.

These public meetings are held in the school staff room, open to all parents and caregivers. The minutes from the Board Meetings are posted on the notice board on the deck of the junior school between Rooms 5 and 6.

The BOT will seek your views and opinions about many issues, we try to keep you informed through either a 'Board Sheet' or your regular fortnightly school newsletter and we encourage you to become involved in the governance and operations of the school. The Board members are available by phone. A photo board on the website aims to assist you in recognising who your board members are.

Opoho School Board of Trustees

Otto Hyink	Chair	027 3767978
Leah Garthwaite	Personnel	4764405
Gerald Davis	Property	021 2258811
Rob Fagerlund	Finance	4739445
Sam Whata	Self Review	022 6775101
Carolyn Bayne	Staff representative	4738 019
Jenny Clarke	Principal	4738 019
Helen Zonneveld	Minute Secretary	4738 019

Opoho School Parent Teacher Association

The Opoho School Parent Teachers Association is an important organisation within our school. The Parent Teacher group has a constitution that formalises procedures within this voluntary group.

The group aims include organising fundraising and social activities within the school community. It works closely with the Board of Trustees and teaching staff and raises funds for projects that cannot be funded from the operating grant from the government. This provides additional resources to benefit the children and support the teaching staff. In recent years, funds raised have allowed for donations to support the Year 5 & 6 camp, seating in the garden, climbing wall, books for the library, sporting equipment including the miniball / netball hoop & backboard, classroom equipment and computer technology, the purchase of additional text books for maths, additional reading material, and computer software. The PTA is supporting the Board of Trustees with money for the new classroom development.

We welcome new members, their ideas and their support in small or big ways. Our meetings are informal and provide an opportunity to get to know other parents in the school community.

Contacts: Tessa Thomson 4730 466 Sara Jackson-Falconer 4739 459 Kirsten Bevin 4736 355 Jenni Henderson 4737 198

The P.T.A has regular meetings and these are advised in the newsletter and on notice boards in the foyer and outside Room 6. The first meeting is planned for the 21st February at 7.30 p.m. and the A.G.M is planned for 21st March 2018. Check the newsletter for confirmation of the dates.

School Contacts

The school telephone / fax number is (03) 473 8019 Cellphone: 027 348 0160 Our e-mail address: office@opoho.school.nz Our website <http://www.opoho.school.nz/> Principal's email <mailto:principal@opoho.school.nz>

A community 'support' system aims at introducing families who live nearby in the neighbourhood so that you can get to know and maybe call on in the unlikely event of an emergency e.g. a parent being unwell and needing help to get his/her child to and from school. This is arranged informally through the office manager and / or teachers/principal.

The School Year

The following dates have been determined by the Minister of Education.

The 2018 term dates for Primary and Intermediate Schools are as follows:

Term 1	30 January - 13 April	Term 3	23 July - 28 Sept
Term 2	30 April – 6 July	Term 4	15 Oct – 14 Dec

Public Holidays to be observed by the school are:

6th February – Waitangi Day

Otago Anniversary Day 26th March

Easter Good Friday is 30 March; Easter Monday 2 April; Easter Tuesday 3 April

Queen's Birthday – 4th June

Labour Day – 22nd October

The School Day

8:30 School is open for children & supervision is provided.

9:00 School begins

11.00 – 11.20 Morning interval

11.20 - 12.30 More learning sessions (Fridays only learning session ends at 12.40)

12.30 - 1.25 Lunch break (Fridays only Lunch break begins at 12.40)

1:25 Afternoon sessions start

3:00 School closes

Office Hours

The Office Manager is in the office from 8.15 a.m. until 12.30 p.m. and then 1.30 – 3.15 p.m.

Absences & Lateness

We check absentees between 9 a.m. - 9:30 a.m. each day. Unless we have been notified that a child is to be away, Helen Zonneveld (Office Manager) will ring to check with you that your child will be absent for the day. This is done for safety and security reasons. Please help us by ringing 473-8019 or txting 027 348 0160 before 9:00 if your child is going to be absent or late on any particular day or send a message with a sibling if this is appropriate. Thank you.

Once enrolled in a school, attending school is a legal requirement, and parent(s) have a responsibility to ensure his/her/their child attends school unless sickness or another legitimate reason prevents this occurring. Legitimate reasons would include urgent dental or medical appointments, very special holidays that are unable to be planned for regular school holiday breaks, or bereavement. Shopping, celebrating birthdays, hair-cuts and the likes, are events that are best suited, and can be planned for out-of-school time. To support your child, work missed owing to non-urgent absences will need to be completed at home.

School is an especially important part of your child's life and well-being, and regular attendance is expected.

Conversely, there are times when children arrive at school unwell. These situations jeopardise not only the sick child's well-being; it also increases the chances of 'sharing the bugs' with other children and teachers. The best place for people who are sick is at home where they have the best chance of recovering as quickly as possible. You also have a responsibility to report **infectious** conditions to the school. Ph: 4738 019

If you are travelling away during school time, we have prepared an easy to carry pamphlet of ideas for '**Learning Beyond the Classroom**'. Talk with the teacher about this. Also before you leave, a letter to the principal is required in advance outlining your intentions to take your child out of school. The letters are required for the Ministry of Education annual audit.

Punctuality

Staff expect children to be at school ready to start their programme by 9:00 a.m. and appreciate when they are here on time. When children arrive late, classroom routines are unnecessarily disrupted and the student who is late begins the day less equipped than (s)he could be. If children arrive late, particularly younger children, they sometimes find it more difficult to join their classmates when they find the class programme already underway. Help your child get the best possible start to each day by ensuring (s)he arrives in plenty of time.

Being late is showing disrespect for the teacher and those students who are ready to begin on time. Research has also shown that for those children who are repeatedly late for class can be disadvantaged in their learning.

Keeping our children safe

All visitors to the school are expected to report to, and sign in at the school office. If you have a friend collecting your children or running an errand for you, please advise them of their obligations to report to the school office and make their acquaintance with the class teacher by saying who they are and why they are at the school. Letting the teacher know in advance that there is a change to the regular routine and someone different than usual will be collecting your child is also another good safety practice.

If you see someone in the school grounds that you are unsure about or appears to be behaving strangely, please alert the principal or office manager immediately. You may also like to introduce yourself and / or ask the person if you can assist them to find the school office.

School Attendance Procedures The NZ Education Act 1989, under Section 25 requires that students who are enrolled at a registered school, under Section 20 of the Act, must attend school whenever it is open.

To meet the requirements of the Education Act the Opoho School Board of Trustees takes all reasonable steps to ensure that students attend the school whenever it is open.

- Student attendance is recorded and monitored by the school using an electronic e-register function in the student management system (Assembly).
- If a child is to be absent from school the board requires parents to contact school each day s/he is absent by :

Calling the school office on 4738 019

Texting the school on 027 348 0160

Emailing the school at <mailto:office@opoho.school.nz>

Calling the principal if you have more serious concerns

- If a child is absent for extended periods or has repeated absences owing to ill health the principal may request a medical certificate from a GP from parents.

It may be possible that work can be organised for a child so they don't get behind or, if it is appropriate and s/he is eligible, an application from the Southern Regional Health School support needs to be put in place. The school is able to support an application.

- If a child is to be out of school during non-holiday period, a request in writing to the principal is required. As per the Education Act it is a legal requirement for parents to support a child to attend school when school is open. If a child is absent for an extended period it is important for parents /teachers to plan how s/he will complete required work, while away or before his/her return to school.
- Parents are requested to contact the school if their child is to be absent owing to a bereavement This is in terms of the school knowing about time off school and other pastoral support that may be required.
- If a parent has concerns re their son/daughter, which they think are impacting on their child's engagement/attendance at school, the school principal and/or classroom teacher are first points of contact. If parents do not feel comfortable addressing school directly the board chair or the MOE (that has a student support person who can advocate on your behalf) can be contacted. Contact the Dunedin Ministry of Education on 471 5200.
- Other support agencies that may be able to assist families are in the "Ready Steady Go" pamphlet. This pamphlet can be obtained from the school office.

Enrolments

Before children begin school at the time of their 5th birthday we encourage you to join the 'Nearly 5's' group that is generally scheduled for every second week of the term (starting 13th February) or arrange some visits to spend time in the classroom. To discuss these visits (either option) ring Mrs Zonneveld at the school office and she will arrange for Carolyn Bayne our New Entrant teacher to call you. If you know of families with a child about to begin school that may not have read this information, please alert them to it.

Enrolment forms are available from the Office Manager. **Please bring your child's birth certificate and immunisation certificate** when you come to enrol him/her.

ENROL Ministry of Education electronic school student enrolment register

When enrolling your child at a school for the first time, you need to provide an official document (full New Zealand birth certificate, passport, residency permit or parent's work permit) to verify their name, date of birth, gender and eligibility for free enrolment. These details, along with your child's current address, are recorded in ENROL. Your child will be assigned a unique National Student Number that will identify their student records throughout their school and tertiary education.

During your child's time at school, ENROL could also record:

- * results of hearing and vision tests
- * whether there are any notes from previous schools that could help your child settle into the new school
- * additional information to help schools with completing required enrolment, statistical and reporting tasks for the Ministry of Education.

ICT Digital Citizenship

Children in Y4-6 and their parents/guardians are required to endorse a contract supporting the safe and responsible use of the internet in teaching and learning. Of course this is expected at all levels of the school however in the senior classes, children are often working more independently at learning tasks that may require or provide opportunities to access and/or search resources on the internet.

There are also opportunities to bring your own device (BYOD) for use at learning times. Guidelines and requirements for this are also outlined in the Digital Citizenship Contract.

To help keep your children safe and well informed about the dangers of the cyber world a couple of links to useful websites are: <http://www.hectorsworld.com/>

<https://www.netsafe.org.nz/>

Learning Links

Opoho School has no formal policy about 'homework' and among our parent community there are various views about the importance of homework as a means of reinforcing learning beyond school or how this should be done. After much consideration a number of year ago, teachers decided to use a slightly different model than in previous years when a weekly worksheet provided a range of tasks that were to be completed over a number of days.

There is much research that highlights the impact on achievement with the interest and involvement parents/caregivers take in their children's learning (in its broadest sense of learning) so another aim of providing learning links between home and school is to provide a purposeful partnership for learning to prevail.

Children in all classes will have regular reading tasks to do at home, while children in the many classes have an additional range of tasks related to spelling and maths basic facts to practise that will reinforce their classroom work. Children are encouraged to attend to these throughout each week. "Practise means progress".

From time-to-time special projects may be provided as extensions, as an integrated part of the class programme. Older students are progressively working in a digital (web based) environment and are able to access their learning using Google Apps for Education.

Google Apps for Education offers schools free accounts that include mail, docs, calendar, drive, Google classroom and much more. Effectively, the google drive is like a huge web based memory stick. The children can use their google account from any web browser anywhere in the world. This means they can save, edit and download any work they do in class, outside of class or home easily – and may choose to work on learning tasks from school in their own time.

In addition to these set requirements, there are a host of other activities that can add to your child's learning, enable precious family time and spark your child's interests in the world around them. Features from time to time in the school newsletter will give ideas that you can use to add to your own ideas.

Ways to support your children: Visit <https://parents.education.govt.nz/> where there are ideas for you to use to support your child's learning in reading, writing and mathematics.

Contact your child's teacher or the principal if you wish to discuss any general or specific matters related to your child's learning.

Reading books and other school resources: As we have a limited number of each title of the reading books that your child brings home on a daily basis, the teacher is reliant on the book being returned to school each day for further instruction with your child or for another reading group to use. Please support the school by ensuring and insisting that your child brings the books back – even if it is a "favourite" – your child will get many opportunities at school to read favourite stories.

Children ringing home after school

If your children want to make after-school arrangements please have them organise this in their 'home' time as this is an appropriate time for families to make these decisions. The office phone is often in use after school. Emergency or urgent situations will always be accommodated.

Cellphones

Cell-phones brought to school by children are to be stored in the office before 9 a.m. and uplifted at, or after 3 p.m. In the event of an emergency or when a child needs to use a telephone during the school day, the land-line is available for him / her to use.

Daily Fitness Programme - Suitable Footwear / Clothing

Children are involved daily in a range of activities to develop general fitness and well-being. Suitable footwear is especially necessary for them to be able to make the most of these opportunities. Children need to wear or have suitable shoes available. Teachers appreciate your support with this. Fashion items that prevent full participation in activities at school can be kept and especially enjoyed at the weekend or after school.

Uniforms - Sports teams & Representing Opoho School.

At considerable time and expense, track suits and shirts are provided for members of school sports teams and those representing the school to wear. Caring for these is the responsibility of each child and his/her family. Please follow the instructions provided. Encourage your child to wear the uniform with pride. Looking smart takes some effort and is part of having a positive attitude for oneself, one's school and the event.

Our experience recently has been that some children can be very casual about caring for these items and a replacement or repair fee may be charged if your child loses or damages (beyond what can be considered regular wear). Please help us and insist that care is taken of these items.

The correct uniform will be expected on all occasions when children are representing Opoho School.

After School Care Programme Centre

Opoho School has an After School Care Programme on the school site. Information about the centre, the programmes and enrolment details are available from the school office. The After School Care Centre operates from 3 p.m – 5.30 p.m. Monday to Friday and is located in Room 4. If you expect that you may use the service on a casual basis, for your convenience it is recommended that you enrol your child(ren) prior to needing the service, as once enrolment procedures are complete, bookings can be by phone as the need arises.

Stationery

Parents/caregivers are responsible for the purchase of a child's stationery requirements prior to the start of school, and for on-going supplies as needed. Office Max (Great King Street) provides online or in-store purchasing options for Opoho School.

The stationery list for your child's class (by room) can be downloaded from the website at <http://www.myschool.co.nz/> or collected from Office Max. Stationery can be purchased at any time over the holiday break and 'back-to-school' discounts are provided.

Please be sure that your child has the stationery requested for the start of the school year.

Reporting to Parents/Caregivers About Children's Progress

Parents are invited to a combination of formal and informal interviews throughout the year – with interviews in the second term to discuss the progress and development of their child(ren). These interviews include sharing information and developing goals.

For New Entrants who begin school throughout the year, goal setting occurs at the one-month interview that Carolyn Bayne will arrange with each family as that milestone occurs.

An opportunity to find out about the way your child's classroom works and to offer the teacher any updated information about your child will be held in the first couple of weeks of the new school year. Look out for an invitation from his/her teacher promptly after school starts.

To report mid-year progress and achievement to parents a written report (29 June) will precede interviews to be held during the week 2nd - 6th July. Details will be in newsletters and on the website during the second term. These formal interviews complement the many informal opportunities parents and teachers make to exchange information. This contact is valuable and encouraged.

To report end-of-year progress and achievement to parents a written report is sent home on the 7th December. Again this report identifies on-going goals to support learning.

Duplicate copies of reports are forwarded to parents, caregivers or guardians not living at the child's address by making a request at the school office or on the enrolment form.

You are encouraged to discuss interests and concerns you have about your child's learning/schooling with his/her teacher any time during the school year as you both have a mutual interest in ensuring the most effective ways and solutions are found to support his/her learning and social development.

Expectations for Learning

Standards for Reading, Writing and Mathematics at each year level are represented in a folder in office foyer and in junior school. Alternatively, you can visit the website at <http://parents.education.govt.nz/primary-school/learning-at-school/national-standards-and-nga-whanaketanga-rumaki/> to view this material.

At each level there are also ideas of ways to support your child at home. Visit <http://parents.education.govt.nz/> for ideas of learning beyond school at each year level.

If you have any major concerns please make them known sooner rather than later by arranging a time to meet with Jenny Clarke (Principal).

Swimming Tuition

Opoho School has two swimming sessions a year at the DNI pool. By the time children finish at Opoho School as Year 6 pupils, most are competent swimmers. Senior pupils also have further deep water experience at Moana Pool during their Aquatics programme in November/December of each year.

Opoho School employs professional instructors to provide swimming tuition and there is a cost to parents.

Eight sessions of swimming for all classes occurs during Term 1 from 4 – 13th April and again either late in Term 3 or early in Term 4 (dates still to be confirmed).

Senior classes walk to and from the pool and may sometimes travel back to school by car if rain sets in. Junior classes are transported in private cars. Children under 8 are required to be in the back seat of a vehicle and use a booster seat (the school has a supply of 10). All passengers must have an individual full seat belt. (Refer Policy No 1: Safety and Care of Students).

Library

Each class has one scheduled library session per week and teachers often make use of the facility at other times as well. You will receive your child's library time in a class newsletter.

Children can borrow three books at any one time and to avoid disappointment on their class library day - please help your child remember to return books they have finished reading. In most junior classrooms there is a designated 'Library Box' where library books can be put if they are returned prior to library day.

Progressing through the Classes at Primary School

Classes at primary school are identified in 'Year' levels - e.g during a student's first year at school his/her classification is Year 0-1; in the second year, Year 2 etc. This is straight forward when a student's birthday is near the end or beginning of a year. When a student has a birthday

in the mid-months of the year a number of factors are considered when determining the 'Year' level class the student will be in. As a general rule of thumb, a student spends 3 - 3 1/2 years in the junior school (Years 1-3) and three years in the middle school, Years 4 - 6 (often called the senior school at Opoho School).

Beyond Opoho School, children attend an intermediate school (Years 7 - 8) or a Year 7 - 13 high school.

Sports

In addition to the children learning a range of skills and applying them to different sports as part of the curriculum, opportunities to play organised sport against other schools is available. Usually there is the opportunity to play netball, hockey, miniball (basketball) during terms two and three; t-ball, futsal, and sometimes touch and flippa ball (water polo), during terms one and four. Sometimes our ability to access coaches may determine the sports offered. Fees are required at the same time as registration to ensure your child is able to play his/her chosen sport(s). More information nearer the time.

Music Tuition

All children at Opoho School have general music instruction as part of the NZ Curriculum. Once per week, specialist teacher Anna Bowen teaches each class for music where the children learn the literacies in music – listening and responding to music, singing, playing instruments, creating and improvising, reading symbols and notation, including analyzing and appreciating music.

Opoho School and Sara Brown, a professional private music teacher offer the chance for your child's specialist music tuition to occur during the school day. Sara offers music tuition in a range of instruments, other music education services and hires out some instruments (violin & keyboard) so you get a chance to make sure a child is serious about learning before committing to buying an instrument. Tuition is available in voice, piano, violin, clarinet, saxophone, drums, ukulele and guitar (at an elementary level). Group lessons are also available for TooTs, DooDs and JSax which are pre-instruments for learning flute, clarinet and saxophone. Theory lessons are available as well. If you are interested, contact Sara 4771 465

A pre-school music group occurs every Friday morning from 9 – 9.30 a.m. either in the library or the staff room. Invite friends from beyond Opoho too.

Dental Therapist Services

Dental Services for pre-school and primary school aged children occurs at the Community Oral Health Centre on the second floor of the School of Dentistry (cnr Great King Street & Frederick St) for children in the northern zones of Dunedin. Appointments are sent to your home. If you need to contact the centre Ph:4716 080 or alternatively Margaret on 027 284 9937.

Community Health Nurse

Our Public Health Nurse, Jo Hanning (Ph: 03 476 9749) joanne.hanning@southerndhb.govt.nz makes regular visits to the school and is responsible for the medical welfare of the children. Before enrolling at school, families of nearly 5-year-old children are given information related to the B4 School check-up. The Public Health Nursing Service welcomes any enquiries at Ph: 4741 700.

Chat Bus

The Chat Bus is a counselling service for children under 14 years of age and operates at various schools around Dunedin.

A successful grant application enables Opoho School to engage the services of the Chat Bus for half a day per week for 2018. A professionally trained counsellor will be at the school on a Thursday to support children.

A letter explaining the service (with an opt out provision) is sent to each family near the start of the year.

Children's School Banking

To give your child the opportunity to develop the habit of saving, consider opening a bank account and have him / her do this through the school banking programme. Packs are available at the school office. Banking is managed by our Year 6 banking leaders and overseen by Helen (at the office) and a representative from the bank.

Road Patrol

Year 6 children are on a roster to patrol the crossing outside the Signal Hill Road entrance at 3:00 p.m each day and are supervised by a parent or teacher.

For maximum safety we prefer & encourage children who need to cross Signal Hill Road, do so at this supervised crossing. Please reinforce this practice with your child(ren) if they need to cross Signal Hill Road either regularly or only occasionally and even when your child is in the 'bottom' school and crossing at the Black's Road corner seems like a quicker option. It is a hazardous option! that is putting the safety of the child(ren) at risk. The children can see the cars (sometimes) but the drivers cannot always see the children. Adults are also encouraged to set good role-models by also using the crossing.

"Example is not the main way to influence; it is the only way".

Black's Road Entrance

Because of the traffic congestion at this entrance, we ask parents to observe traffic regulations

when stopping in this area. Lack of visibility combined with illegal parking is a major hazard – and it compromises children’s safety. Again, please help out by using footpaths and park in a safe place, so that everyone is safe at all times.

Our near and not-so-near neighbours, especially in Warden Street also appreciate being able to access their own driveways. Please park in a way that leaves plenty of space for private vehicles to manoeuvre into private driveways in such a narrow street. Your support with this is appreciated.

Newsletters

Regular school e-newsletters will be sent home to every family beginning on 30 January (thereafter every 2nd Tuesday). Unless a family is not on the internet, all newsletters will be sent home by email. This reduces the likelihood of newsletters going astray in cloakrooms and tote-trays and is a more sustainable option. Please update your email address if there have been changes for you.

Sometimes there are other pamphlets or brochures to be sent home as schools are used by many organisations to distribute material. As much as possible we aim to send these out on a Tuesday to have a consistent ‘mail day’.

If you wish to include a notice or information in the community section of the newsletter please forward this to the office by midday on the Friday prior to the publication of the newsletter.

Notice Boards

We have two notice boards, one in each main classroom block. This helps parents check about items of interest including board [of trustee] information and agendas and minutes of meetings to keep you informed of what is happening at school.

A "Who's Who" of members of the Board of Trustees is on the website to help you recognize board members should you need or want to talk with one of them.

Lunch Options

If your child enjoys yogurt in his/her lunch you might consider putting it in a container with a secure lid and one the child can manage (the commercial pottles are not always full-proof and can pop, spoiling other lunch items). Please be sure your child can manage it independently.

Hot Lunches during the cooler months: The PTA may organise a hot-lunch option once a week or fortnight (dependent on help available) during the 2nd and 3rd term. Look in the newsletter nearer the time for information about these options.

A goal inspired by the Piwakawaka Group (Enviro Council) is to minimise the use of glad-wrap (any plastic wrap) for its longevity when dispatched into a landfill. For this reason the PTA promotes a reusable sandwich wrap – ask at the office if you would like to purchase one. Zip bags are also another reusable option that supports sustainability. Encourage your child to bring them home each day so they can be re-used.

Senior Student Responsibilities Year 6 students in the school have some additional responsibilities over and above regular classroom tasks to assist in the day-to-day management of the school. These include 'gate monitor' whose task it is to close gates once school has commenced. This not only stops run-away balls and provides boundaries for scooter-ers and skateboarders; it also prevents delivery vehicles entering the school grounds. The other gates into the school are to be kept shut throughout the day for the safety of all students and especially students still learning about boundaries and staying safe.

The bell-monitor has a schedule of times to ring the bell to signal the start of each session of the day and two 'road patrol' monitors are rostered for a week at a time to patrol the crossing from 3 p.m. - 3:15 p.m.

Our senior students also take responsibility for transferring the paper for recycling to the paper skip. This is part of our commitment to environmental education and one way we can be active in our efforts.

Leadership opportunities occur in their own classroom and in other ways around the school e.g. Discovery Time leaders, bell, banking or 'Day Book' monitors, gymnastics, P.A.L's (Physical Activity Leaders), Super – office managers; special 'Clubs' leaders, First Aid helpers to name some of the 'service opportunities' available at school.

Cultural Courtesies

We encourage everyone to sit on chairs (not tables), and to take hats off inside.

Sweets/Lollies/Candy

Sweets/lollies/candy at school is discouraged to support good dental care.

Sweets as rewards are unacceptable at Opoho School and related programmes e.g. After School Care Programme. Sweets as treats on rare occasions (e.g: Easter, Christmas Discovery Time) are acceptable and acknowledged as such.

We also discourage the increasing trend of children bringing enough sweets or cake to school for their class to celebrate birthdays. Depending on the time of the year, there is potential for a number of children in one class to do this within a short period of time. While the gesture is a kind one, it can put unnecessary pressure on families, there are children whose families make a conscious choice to limit high sugar foods for a range of reasons, and it is more challenging for children to resist these foods in this setting.

Allergies A number of children have significant food allergies. Please check with a teacher before providing food for children other than your own. Also keep a look out in class newsletters for updates about any specific situations regarding allergies. Most children are very responsible about the food they are permitted to eat however the temptations can be overwhelming in a group setting.

School Camp or Musical Production

A camp is held for Year 5 and 6 students each alternate year and the next one is scheduled for 4 – 8th February 2019. The camp is held at the Otago Youth Adventure Trust - Berwick Forest Lodge, located on the Taieri Plains approximately 40 – 50 minutes travelling time from school. As well as team building events and activities designed to develop confidence, a range of outdoor pursuits including kayaking, orienteering, abseiling, tramping & archery are planned. Suitably qualified personnel are responsible for specialist activities while teachers and parents assist and supervise activities and all other camp arrangements e.g. bunk rooms, duty groups, meals etc.

Parents / caregivers receive camp information including the related costs during Term 4 prior to the date of the camp.

A musical / drama production is held on each alternate year to the camp and involves all classes. The next production is scheduled for 2018 – date to be advised.

Snow/Ice Conditions

From time to time snow and / or ice conditions prevail that make travelling unsafe, and decisions are made about a delayed start to the school day or about closing the school for the day. Sometimes decisions are influenced by whether sufficient staff are available.

You can receive messages about late starts or unexpected closures on Twitter by registering to follow opoho_school or (if you don't have a twitter account then) txt 8987 and register to: Follow opoho_school

Alternatively these tweets are automatically uploaded to our website at <http://www.opoho.school.nz/>

Alternatively, announcements are made over the local radio stations Radio One (91 FM) Newstalk ZB (1044 AM) or Radio Network - Classic Hits (89.4 FM) during the cancellation service that generally follows each news bulletin. There is also a pre- recorded cancellation line service which is (03) 4748 426.

School Photos

School photos are generally taken in Term 3 or 4 of each year by a professional photographer and families are free to purchase these as if they wish. Less formal photographs of school sports teams will be taken at the end of each relevant sports season.

Scholastic Book Club

Twice a term, children have the opportunity to order paperback books from the Scholastic Book Club. The books are of good quality and moderately priced including many well-known authors and titles. There is no compulsion to order these.

When ordering please:

- a) Include the correct money or make cheques payable to Opoho School. With new cheque regulations this is helpful because we put in one order and forward one cheque, so your cheques get deposited into the school account in the first instance.
- b) Put money in a sealed envelope. Please ensure the child's name and room number is on the order slip and envelope.
- c) Return orders and money by the Friday of the same week that you receive the advertising about the books. (Order forms are usually sent home on a Tuesday.)

Fund for Activities during 2018

Families are requested to pay \$100 per junior child (Y1-3) and \$120 per senior child (Y4-6) much of which enables us to provide a wide range of activities and experiences as part of your child's programme during the year. Without this funding the range of learning experiences offered is more limited than we would want.

Each year we spend many dollars paying for bus transport to field trips, admission to museums and displays, sports events and swimming, including the aquatics programme for seniors.

Some of the extra-ordinary resources to support the school's 'Discovery Time' are also met from this activity fund, particularly the 'take-home' components.

We also invite musicians and other performing artists into the school. Most of these events or trips cost a minimum of \$6 per child. Some cost more.

Although the logistics of collecting small amounts of money is a time-consuming task for class teachers, an administrative nightmare and no doubt causes the occasional hassle at home when you can't find change at 8.30 a.m. in the morning, this will be one of the options available for parents during 2017 to pay for these activities.

While the cost to the school is spread across the year this amount is invoiced in the first term and can be paid as one sum.

If you prefer to spread the payment of this fund throughout the year, or pay a term payment of \$25 or \$30, please notify the office by the 24 February your intended method of payment. New entrants pay the appropriate amount as calculated at the date of enrolment.

If you wish to discuss this activity fund please do so early in the year. The principal/BOT reserves the right to invoice families for one-off events beyond the end of Term 1 when the activity funds are not paid or you have not indicated your intended method of payment. On these occasions, you will be able to select for your child to stay at school where work related to the event will be provided.

To provide a reminder to families of outstanding accounts, copies of overdue accounts will be invoiced at the end of each term. The school also reserves the right to add an administrative fee when additional clerical time is required to attend to these matters repeatedly. A regular automatic payment is a useful way of progressively keeping up with payments related to your child's education.

Telephone or Internet Banking

Monies for the payment of various school activities and items can be paid using the internet. Internet banking is a preferred way to receive payments owing to the school if you have this provision.

The schools' bank account details are:

Bank/Branch Account-Number 020908 0008512 00

Please ensure that the reference details include

1. Child's Name, Family Name 2. Payment Description e.g. Stationery, Camp Fees, Swimming, Activity Fund

A receipt will be sent home towards the end of the month.

Sending money to school for payments: Please enclose money in an envelope and write your child's name on the envelope including the purpose of the payment. A receipt will be issued and returned to you, often with your child.

Lost Property / Personal Possessions

Please name your child's clothing and personal items. A name put on the label of the garment with pen (biro) is surprisingly long-lasting and helps us reunite item & child when it gets left behind. Most of the clothing that is collected throughout the year is unnamed, and it is surprising how many children are unable to recognise their own belongings.

Lunch boxes and drink bottles also gather in large numbers never to be claimed again! Again, a name on these could save you time and money 😊

Encourage your child takes responsibility for his / her items. You are developing life-skills that your child can apply to so many aspects of his/her work and play.

Safety in the Sun

Opoho School has a 'Safety in the Sun' procedure that identifies the rationale / importance of decisions. A school sunhat is our only item of 'school uniform'. The hat can be purchased at the school office.

It is intended that the school sunhat is left at school so it is always available for use during Term 1 & 4.

A 'No hat, no play' policy prevails, and teachers are expected to provide a positive role model by wearing the school sun-hat. 'Safety in the Sun' programmes are part of our health curriculum. This topic is a useful one for families to discuss at home too – the helpful and harmful effects of the sun, and an awareness that even on overcast days the sun's harmful rays can provide a danger to our skin. This is valuable information for children.

Our need for Vitamin D is an important consideration as well. Recent research is suggesting that in our efforts to protect ourselves from the harmful effects of the sun, we might be sacrificing some of the benefits.

For the general population, some sun exposure is recommended for vitamin D synthesis (<https://www.health.govt.nz/system/files/documents/.../vitamind-sun-exposure.pdf>) however in the school environment that is challenging to manage overall with individual needs, skin types etc to consider. We hope parents can attend to this, and help children progressively take some personal responsibility as they get older. As a general rule the school will encourage the use of sunhats during Term 1 and 4, and the use of sunscreen for those times of the day when the UV factor is considered most concerning (between 10 a.m. and 4 p.m.)

If your child's size of hat is not available in school stocks, it will only take a few days for us to get one for her/him. Another hat can be worn in the interim. It is expected that all children (and teachers) wear the navy style hat on sale from the office.

Online Publication Information

When a student begins at Opoho School a parent or guardian is provided with information about the procedures we follow at this school about publishing on-line, and is requested to complete an authorisation form regarding publishing his/her child's work or images on the Internet.

There are also guidelines for the use of the Internet in classrooms to promote and ensure the welfare and safety of children and staff. See Policy Folder – Top & Lower school foyer & cloakroom Our school website is <http://www.opoho.school.nz/>

To help keep your children safe and well informed about the perils of the cyber world visit websites <http://www.hectorsworld.com/>

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

Playground

Children are welcome to use the playground out of school hours and it is hoped they will continue to exhibit a sharing and respectful attitude to others who may also be playing. Please encourage your children to take care of their school after school hours. Please report incidents of vandalism to the principal or a member of the board of trustees.

In order to create a positive school culture we as parents and teachers need a commitment to work together to help all children, and being consistent teaches children that (generally) rules are not just for selective times.

There are areas that are out of bounds during school time and other particular restrictions e.g. there is only one climbing tree which is near the play-shed building on the eastern boundary. The bush covered bank directly opposite R 5 & 6 between the top and bottom blocks is out of bounds, as is the area behind the play-shed (fish shed) and Room 3, and the fences and gates are not for climbing on.

We would like children (and families) to respect these restrictions when using the playground in their own time and we request your support with this.

Dogs in the playground are prohibited at all times even when on a leash.

Caring for our playground and buildings The BOT and leadership team of the school are mindful of their responsibility to maintain the school and the BOT operates an ongoing property check system. A 'Hazard Manual' for recording hazards is located in the staff room. If you notice situations that you think should be identified in this manual please notify Helen at the school office and it can be added if it is not already noted. Caring for our school is a team effort and your concern and interest is appreciated.

Health & Safety is everyone's responsibility.

The progress of managing, minimizing or eliminating hazards is recorded in the Hazard Manual or reported through the monthly reports or the minutes of board of trustees meetings. If you notice something in the school environment that needs attention, please notify someone – a teacher, the office manager or the principal.

Smoke-Free Environment

Opoho School buildings and grounds are a Smoke-free environment at all times including out-of-school hours, weekends and holidays.

Emergency Procedures

An Emergency Resource for our school outlines valuable information to use during an emergency, e.g. evacuation procedures; emergency services - plumber, electrician, etc, parents work telephone numbers, after hours numbers etc. A complete copy is held in the school office & a copy of evacuation procedures is in each classroom. As part of a regular review process we update information for parents about emergency procedures in the newsletter from time to time. Evacuation procedures for fire are practised once a term and teachers are required to discuss with children procedures to use in the case of earthquake.

In a major emergency, we are guided by Civil Defence procedures. We will contact parents/caregivers as soon as possible and only release children to parents or authorised caregivers identified by you as listed in our Emergency Contact folder.

If information you provide to the school at the time of enrolment changes, please alert the school so we can update your details in our records.

Opoho School Policies and Procedures

Opoho School works within National Guidelines issued by the Ministry of Education. Local guidelines decided by our school community may be added.

Policies are developed by parents, staff and board members and ratified by the Opoho School Board of Trustees.

Rather than print all policies in their entirety, they are listed below. If you wish to read any one or all of these you are of course very welcome to do so - they are available in a spiral bound book in the office foyer or on-line on our school website at <http://www.opoho.school.nz/>

If you want a copy of a particular policy please arrange this at the office.

Concerns and Complaints Procedures

Rationale: Opoho School encourages parents and caregivers to communicate directly at the earliest opportunity with the relevant classroom teacher with worries and concerns at the earliest opportunity. A better understanding of all the issues and solutions usually results from these discussions. Unresolved issues or complaints will be attended to in a fair, timely manner.

Policy:

Concerns 1. **Talk to the teacher first:** Parents or caregivers who are concerned about something happening at school ask for an appointment with the child's teacher to discuss the issue.

2. **Talk to the Principal next:** If, after a period of two weeks (or other agreed time), the matter is unresolved or has resurfaced, make an appointment to discuss the issue with the principal. The action taken is recorded by the Principal and dated with the record of the concern. There is limited access to the records.

Complaints

3. Write to the Board: If a matter remains unresolved (after a period of two weeks or other agreed time), the parent or caregiver puts the complaint in writing and forwards it to the chairperson of the Board of Trustees.

Process:

a) All letters received by the chairperson of the board are for the whole board. The chairperson cannot decide

independently as to what action is taken.

b) Issues of a serious matter, eg allegations of physical abuse, may require a special meeting of the board to be

called.

c) Resolution or dismissal of the complaint must not be discussed before all the information is to hand.

d) Conflict of interest is determined on a number of issues, including whether the complaint involves the actions

of any trustee, or a trustee bringing a complaint as a parent.

e) The Board must exercise caution when dealing with complaints regarding staff or the principal, particularly in

relation to confidentiality and process to ensure the principles of natural justice are met. It is advisable to contact the regional NZSTA personnel/industrial adviser in such cases and consult Chapter 18 of the STA Trustee Handbook "Complaints / Disciplinary Action / Competency Procedures". The board will consider the relevant staff disciplinary policies, employment contracts, and expert advice from the NZSTA adviser. Staff members are advised to seek union advice and assistance so that their rights are protected.

f) The board recognizes that all complainants may not be satisfied with the outcome of a complaint. After one

re-consideration, if the board is confident of its decision, it will refuse to enter into further discussion or correspondence.

References: STA News May 2000 "Dealing with complaints – how effective is your process"
NZSTA Trustee Handbook Chapter 18

Opoho School Policy and Procedure Documentation

Health and Safety NAG 5 Policy 1: Safety and Care of Students Policy 2: Protection of Children from Abuse

Supporting documents:

- Safety in the Sun
- Smoke Free Environment

- Road Safety
 - Sexual Harassment
 - Religious Instruction
 - Cell phones
 - Administration of Medicines • Drug Use and Misuse
- Nuts & Bolts Folder – (Administration Manual for Teachers)
- Opoho School's Values
 - Cybersafe
 - On-line Publication of Students' Images and Work
 - Responsible ICT Use Agreement
 - Emergency Responses
 - Risk Analysis and Safety Management
 - Hazard Management
 - Accident Procedures
 - Maintenance Management
 - Property
 - School Attendance Procedures

Curriculum NAG 1 Policy 3: Curriculum Delivery and Monitoring of Students' Progress Policy 3A: National Standards

Supporting Documents

- National Education Guidelines
- National Administration Guidelines
- Education Outside the Classroom
- Learning & Behaviour Needs
- Students with Exceptional Abilities
- Improving the Achievement for Maori Students
- Animal Welfare
- Opoho School Curriculum Plan & Supplementary Plan

Personnel NAG 3 Policy 4: Equal Employment Opportunities Policy 5: Performance Management Policy 6: Appointing Staff

Supporting Documents

- Protected Disclosures

- Police Vetting
- Allocation of Units
- Staff Leave
- Concerns and Complaints

Administration NAG 4 Policy 7: Financial Control and Reporting

Supporting Documents

- International Students
- Fundraising

OPOHO COMMUNITY GROUPS, CLUBS AND SERVICES

The following information may be a useful directory for new and not-so-new residents of Opoho.

LEITH CHILDREN'S ATHLETICS

Time: Monday night from 5:30 – 6.30 pm at Māori Hill School, 9 Passmore Crescent

Contacts: David Barton - home ph: 4731159 mobile: 0211374491 Email: daru@maxnet.co.nz

Margaret Knox 027 469 6688

Website Address: <http://leithharriers.com/pages/childathletics.html>

For information about bus services contact Otago Regional Council on 4796 487 or www.orc.govt.nz

COMMUNITY PLAY GROUP for 0 - 5 years

Tuesday & Wednesday mornings 9 – 11.30 a.m. Venue: NEV Baptist Church Hall Contact: 473 9413

<http://www.cab.org.nz/Pages/CommunityDirectoryDetail.aspx?id=542153f3-1332-df11-9b4b-005056ae001d>

DUNEDIN CITY LIBRARY BUS

Thursday 3:15 - 4:30pm outside the Church, Signal Hill Road

GYMNASTIC CLUB Information

Contact: Sport Otago Ph: 4746 350

<http://www.sportotago.co.nz/>

ISLINGTON ST CHILDHOOD CENTRE

16a Islington Street Mon - Fri 8:45 am - 12:15 pm Contact phone: 473-7490

JONATHON RHODES KINDERGARTEN

336 North Road - North East Valley Contact: Ph: 4739107

KELSEY YARALLA KINDERGARTEN

4 Trent Street (this is in the University area) Contact: Ph: 4776674

MEDICAL CENTRE - Gardens Phone - 473-0144

Associated Services: Psychotherapy & Body Symmetry

DUNEDIN NORTH MEDICAL CENTRE Ph 4777 583

OPOHO PLAYCENTRE

28a Signal Hill Road, opposite Windsor Street Playcentre phone: 025-520129 or 473 0819

OPOHO PRESBYTERIAN CHURCH

Cnr Signal Hill Rd & Farquharson St Parish Clerk: Philip Somerville Phone 4738 862 Minister: Margaret Garland (03)395 6129 or cellphone: 027 757 2367

<http://www.opohochurch.org/services>

FRIENDSHIP GROUP

Meets 2:pm on the 4th Wednesday of the month

OTAGO DAILY TIMES

Contact: Circulation Dept. Phone 477-4760 ext. 846

RECYCLING/REFUSE COLLECTION DAY

Opoho area Monday mornings

SCOUTING OPOHO

Keas (6 - 8 years) Thursday 5:00 – 6:00 pm Cubs (8 - 10 1/2 years) Thursday 6 – 7.30 pm Scouts (10 1/2 - 14 years) Wednesday from 6:30 pm Boys and girls welcome.

Contact: Dave Sutherland Ph: 4737 046

OPOHO BROWNIES/GUIDES

Venue: Opoho Presbyterian Church Hall – For inquiries contact Bev Rooney Ph: 4544 493