



# Information Booklet

*Responsibility ~ Kawenga  
Respect ~ Whakaute  
Caring ~ Atawhai*



[www.hurupaki.school.nz](http://www.hurupaki.school.nz)

Hurupaki Primary

# Board of Trustees

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The Board of Trustees has been given the power, by the Education Act 1989, to govern the school.

The Board of Trustees is elected by the school community to act on its behalf in the governance of its school. This governance includes responsibility for monitoring processes related to school property, personnel, school finances, reporting to the Audit Office and school community, all charter undertakings and the meeting of all legal obligations.

Hurupaki Board of Trustees is dedicated to the governance of our school in the best interests of all children in the school. School policies outline Board Protocols and are available for your perusal.

Notice of meetings is communicated through school newsletters.

Any communication to the board should be addressed to the board chair in written form and delivered to the school office.

**Name:**

**Position:**

Brad Flower

Chair

Shelley Solomon

Deputy Chair

Leonie Osborne

Carolyn Davis

Nick Swain

Karen Johnsen

Staff Representative

Robyn Posthumus

Principal

Board of Trustees...



# Support Group

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The Hurupaki Support Group is a friendly group of parents who work together to improve the opportunities for the children at Hurupaki School.

We work to raise money to increase resources, provide services to the school and the wider community, organize social events for the parents and most importantly of all, organize super fun activities for our children!!

Our fundraising efforts improve opportunities not only for our children, but also the Hurupaki children of the future! If you join our fabulous team, you can be involved in as little or as much as you want – you can make a few cups of tea at triathlon each year, or if you are really keen, why not make a cookbook?!

We only have four main meetings a year, and new members are always very welcome!

If you would like to get in touch with us and make some friends for life while helping out your school community, or even if you just have a great fundraising idea you'd like to pass on, please email us at [supportgroup@hurupaki.school.nz](mailto:supportgroup@hurupaki.school.nz)

We look forward to hearing from you!

Support Group...



# Communication

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## **Newsletters**

Full school newsletters are produced fortnightly on a Friday. These are very important and are our primary means of communication with home. We attempt to keep you up-to-date with all the items of interest going on in the school. Newsletters are emailed home and are also published on the website every fortnight at [www.hurupaki.school.nz](http://www.hurupaki.school.nz)

For families that wish to receive paper copies, they are given to the oldest child in the family attending Hurupaki.

Class, sport, etc. notices come home whenever necessary and usually contain items which require immediate response. They may be pertinent to one section of the school only. We may communicate important notices through the Linc Ed Hero app and email.

## **Talking with the Teacher**

Teaching staff are not available to answer the telephone during class time. Please leave a message at the school office and the teacher will return your call as soon as possible. Or alternatively please feel free to communicate concerns through the teacher's school email. In order for time to be made available, it is necessary to make an appointment if you wish to speak to the teacher about matters relating to the well-being of your child.

Teachers do their best to communicate any incidents that may have happened during the school day. This is usually done by email if they have not been able to do so via phone, and generally, they are unable to do this until after 3:00pm.

Teachers and parents/caregivers need to work in close liaison if they are to give children the very best opportunities possible while at Hurupaki. Don't hesitate to come to us about anything.

## **Open Door to the Principal**

Good communication between home and the school is encouraged. The principal is always happy to answer any queries or to address any matter parents/caregivers may have concerning their child. It is important to discuss and deal with minor questions or problems before they escalate to major worries. If the matter requires more time than is immediately available, an appointment will be made for a time suitable to both parties. The principal will generally check that a matter has been raised with one of the class teachers first.

## **Adult Help**

Adult helpers are encouraged to be involved in the school by arrangement with the staff. This might involve classroom assistance, school trip supervision and transport, sporting assistance or library support.

Casual assistance is arranged by the parent/caregiver with the staff member concerned.

## **Your Child's Progress**

Parent/Teacher Meetings are held in Term 1 and Student-led Conferences are generally held at the beginning of Term 3. Reports are available anytime through Linc Ed Hero.

Concerns about the progress of your child may be addressed at any time. Please email the teacher through the office or teacher email, or telephone the school office for an appointment time with the teacher. We welcome your input.

Communication...



# Administration

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## **School Office**

The school office is open during these hours:  
Monday to Friday 8.00am – 3.15pm

Office responsibilities include:

- Receiving absence notifications through website or telephone
- Messages, and general enquiries
- Enrolments
- Monetary matters
- Stationery sales
- Second-hand school uniform sales
- Sick bay supervision
- Educare bookings / cancellations.
- Bus bookings/cancellations

## **School Hours**

- 8.40 am-12.30 noon.  
(Interval 10.30 am-10.50 am)
- 1:00pm -2.40 pm.  
(Lunch 12.00 noon-1.00pm)

We do not close early on wet days.  
Parents/caregivers are welcome to collect  
New Entrants from the classrooms for the first  
few weeks.

## **Enrolment**

Children may begin school on their fifth birthday but must, by law, be enrolled by their sixth birthday. Please supply verification of: residence (bill or other document supporting your address), date of birth (birth certificate or passport) along with your child's immunisation certificate if applicable.

It is best to ring to make an enrolment visit for your child, about 6- 8 weeks before their 5th birthday. It is then possible to arrange suitable days for your child to visit, both with Mum and/or Dad, and on their own. This makes school familiar and easier to cope with on their first day.

An enrolment form needs to be completed for children entering the school from other schools within New Zealand. The school may then request a transfer of records.

## **School Zone**

Hurupaki Primary School is currently a zoned school. The Ministry of Education has put in place an enrolment scheme, which means only children living within the zone are entitled to attend Hurupaki School. Children living within the zone are automatically granted a place at the school. For zone information visit [schoolzones.co.nz](http://schoolzones.co.nz) or call into the office for our map and information.

## **Out of Zone Enrolment**

If there are any places for out of zone enrolments the school will run a ballot process. Information of how to apply for a place can be obtained from the school office, and will also be published in the Advocate before the ballot. These places are given in priority order and the number of places available varies from year to year. Please note: if you are in zone at time of enrolment and move out of zone after enrolment, you must notify the school immediately. An application for out of zone enrolment can be accepted at any time during the year.

Administration...



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## **Enrolment from Outside New Zealand**

Parents of children entering school in New Zealand for the first time must present their passport on enrolment. Evidence of immigration status is required.

## **School Records**

At enrolment, caregivers provide a variety of details regarding home circumstances including telephone numbers, postal addresses, emergency contact numbers and so on. Should this information change please notify the office to ensure our records are correct and up-to-date.

## **Children Leaving**

Should your child be transferring to another school please notify us in advance. Any property belonging to the school, e.g. library books, should be returned and the child's personal property removed. If notified in advance, we can give you information to pass on to the new school at the time of enrolment. The child's school records are forwarded to the new school when they are requested by that school, with a copy of the Enrolment Form being retained at Hurupaki.

## **Money**

Requests for money may be forwarded to parents/caregivers in writing either personally or in a general newsletter. Please make sure, when you send money with your child to school, that it is placed in an envelope with the child's name, pod number and what the money is for, clearly written on the outside.

There are slots in the office where these envelopes can be placed directly. When children arrive with loose money, it is easily lost and the little ones sometimes can't remember what the money is for. If teachers are occupied elsewhere when the child arrives at school, children are often asked to place the envelope in a container on the teacher's table. Loose money is difficult to track down.

We also have the facility for you to pay by EFT-POS at the school office, internet banking, and have Kindo available on the school website.

## **Stationery**

All stationery required by your child is available directly to parents online through My School via Office Max at [www.myschool.co.nz](http://www.myschool.co.nz) (Only to end of Feb) You can pay (online only) with your credit card and have the stationery delivered to you, or you can phone OfficeMax, or go into the OfficeMax store. When paying for your stationery online you are also able to pay for your child's donations and fees. All children are required to have a library bag to carry library books to and from school. You may make your own or they can be purchased at school. If you have any concerns with this process, please contact the school office. New-entrant stationery packs are available for purchase from the school office.

Administration...



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## **School Uniform**

School uniform is compulsory if your child attends Hurupaki School.

- Short sleeve polo shirts (choice of four colours)
- School hat (compulsory in Term One and Term Four)
- A warm item; School jacket. Black long sleeve thermal worn under polo shirt.

As well, all children must wear:

- long shorts, skort or trousers. Black leggings/tights worn under shorts or skort (not considered uniform on their own)
- any shoes, sandals or sneakers

All uniform items can be purchased from Bethells Uniforms in the Strand Arcade in the central city. Also black bottoms and jackets are available at Sportsclub at <https://www.sportclub.co.nz/catalog/38>.

NO jewelry to be worn to school.

## **Lunches**

LunchOnline is currently providing healthy and delicious lunches on Fridays. The menu is online at [www.lunchonline.co.nz](http://www.lunchonline.co.nz). You are able to book your child's lunch weeks in advance if desired.

## **School Donation**

The Hurupaki Board of Trustees relies on parent donations to provide the best education that they can for your children.

Currently this suggested donation is \$100 for the first child / \$75 for the second child or maximum of \$190.00 per family per year and may be paid on a term by term basis. All donations are receipted.

## **Events/Activity and the Print/Paper/Stationery Fee**

The event fee is reimbursement for direct costs to the school for the added extras, like Life Education and visiting shows.

The class stationery fee is additional to the children's personal stationery pack (which contains most of the items that they are expected to use as an individual throughout the year). The class stationery fee is to recover costs for the stationery that is used throughout the year by the whole class, like felt tip pens etc.

Administration...



# Pupil Welfare

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## **Positive Behaviour**

Hurupaki aims to give its children the skills leading toward self-esteem and self-management. We desire a caring, happy, co-operative learning environment for all.

The school does not condone violence or aggression in any form. Children are discouraged from all physical or verbal demonstrations of anger. A "withdrawal" system of discipline is used with those children who offend, with notification to home when necessary.

A student peer mediation system is in place during most break times and all children are instructed in its operation.

## **Arrival at school**

Children should arrive at school between 8.15 and 8.30am giving sufficient time to prepare for the commencement of the school day. It should be noted that children arriving before this time should wait in the area outside Pod 1 until dismissed, but are not under school supervision at this earlier time. Children should not arrive before 8.10am.

## **Absences /After school arrangements**

Parents/caregivers must notify the school through the school website portal, or by telephone (or a written note) if a child is not attending that day. Messages left on the school message service are checked at 9.15am and 2pm daily.

Please do not leave messages after 2pm. If children wish to visit a friend's home after school, arrangements must be made before coming to school and, with younger children, a note to the teacher is appreciated.

## **Children walking to and from school**

Children must walk to and from school by the shortest and safest route, using appropriate walkways and footpaths, and walk with a friend or in a small group.

No child will be kept after school unless notification has been given to parents/caregivers.

## **Bus**

If your child normally travels home on the school bus but for some reason is not going to on any particular day, parents must advise the school of any bus changes. Please email [message@hurupaki.school.nz](mailto:message@hurupaki.school.nz) or use website or phone to report a change by 2pm that day.

## **Visiting school to see children**

School policy does not allow an adult to speak seriously to any child who is not his/her own. A greeting or casual chat is, of course, fine.

Pupil Welfare...





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## **Collecting children during school hours**

Please let the office know if you need to take your child from school during school hours. For the protection and security of your children, a slip obtained from the office and signed by the office and person removing the child must be given to the child's teacher before the child may leave the school.

## **Children's clothing and other personal items**

Lost property is held outside Pod 4 and may be inspected and claimed by children or parents/caregivers during the school day.

Please name all clothing and belongings clearly with permanent marking as this helps anyone finding misplaced items to return them to the owner.

Do not allow your children to bring valuable/precious toys or jewellery to school. No responsibility will be taken by the school for any of these if they are broken or lost.

## **Sun Hats**

Children must wear regulation school sunhats when playing outside during Terms One and Four. No other hat is allowed to be worn at school. "No hat = no outdoor play".

## **Health (First Aid, Illness/Injury & Medication)**

Basic facilities are provided at the Sick Bay adjoining the school office. In the case of illness or major injury, you will be contacted to collect your child to obtain medical attention if necessary.

It is essential that the school is aware of any health problem or condition affecting your child. This information is usually asked for when pupils are enrolled but situations change after this, and the school needs to be kept up to date should this happen. This is especially important in such instances as allergies to bee or wasp stings which may require that urgent medication or treatment be given, and in changes to asthmatic conditions.

Where children need regular medication and it is essential for this to be given during school hours please see the school office. It is dangerous for drugs to be in school bags. Teachers do their best to help but cannot be held responsible if the medicine is forgotten. Children must also take responsibility for remembering.

Medication for use at school may be kept at the office on in the sick bay. All medication should be clearly named, with full instructions.



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Pupil Welfare...

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## **Dental Therapist**

Please phone the School Dental Service on 0800 MY TEETH or 0800 698 3384 for location of dental clinics or if you have any queries regarding your children.

## **Public Health Nurse**

The Public Health Nurse visits the school. A child may be referred to the Public Health Nurse by parents/caregivers or teachers if a health problem needs investigating.

## **Hearing/Vision Testing**

Hearing and vision screenings are done once at the five-year-old level. Thereafter, further screenings are for children who failed the initial test or who are referred by parents/caregivers or teachers.

## **Civil Emergency Organisation**

Should there be a Civil Emergency the children will stay at school until collected by parents, a person listed as an emergency contact or a member of the family.

## **Traffic Hazards**

Dip Road and Three Mile Bush Road pose traffic hazards for our children. Please observe these sensible rules:

Cars must not enter the school grounds to drop off or collect children at the start or end of the school day, unless there is a medical reason and arrangement has been made with the school office. A short walk in wet weather will not hurt children, especially if they wear appropriate clothing.

Please do not use the driveways as a footpath as we teach the children that this is a roadway. Walk on the path provided.

All children and accompanying adults are expected to use pedestrian crossings at all times.

Children must not go beyond the school fence until they see that their transport has arrived.

Please do not park, or stop to let children off, on either the yellow lines or across/in the school driveway entrances. Backing out of the driveway is dangerous.

We encourage parents to simply drop their children off in the mornings rather than parking and walking them into school, as this causes huge traffic congestion - stop - drop and roll.

The student traffic wardens are trained by the Police, and do a superb job. They will not let your children cross until they are sure it is safe. Please wait for the "cross now" instruction. We ask that you be patient and use the crossing yourself if you need to cross the road, giving the wardens the respect and assistance they deserve.

Please drive carefully along Dip and Three Mile Bush Roads at any time that any children may be about. The danger for our children is increasing daily as our roll and traffic increase.

A 5km/h speed limit is in effect within the school gates. Please adhere to this every time you drive into the school.

The children who go across Bush Road or go to the Kindergarten gather to wait for the teacher on duty at the Kauri tree at the base of the hill. The duty teacher takes the children up the hill as a group and watches as the Traffic Wardens cross them safely across the Kea Crossing. Children with siblings at kindy, wait at the tree until parents/caregivers collect them. You are welcome to come down to the waiting area and collect/meet your child if you wish.

These rules are for our children's safety.

Pupil Welfare...



# General Information

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## **Smoke and Vape Free Policy**

Smoking and vaping are not permitted in any of the school's buildings or in the school grounds.

## **Physical Education**

All children participate in a daily fitness programme. If a child has specific injuries which hinder full participation an adapted programme is available to suit.

Children participate in Physical Education lessons at least three times a week. These lessons focus on teaching physical skills. We are fortunate to have many of the sporting codes come into our school to lead skill sessions.

If a child is not to participate in any of the above activities a note is required from the parent/caregiver.

## **Swimming**

Swimming is the Physical Education programme for the summer and, as part of the school curriculum, is compulsory for all children.

Weather permitting, the junior children swim daily and the seniors three times a week. In the event of ill-health, a written note is required to explain the absence of togs. All swimming gear should be named and kept in a swimming (or plastic) bag.

We urge you to have your children wear bathing caps - boys and girls alike.

## **Sport**

Children have the opportunity to participate in numerous sporting activities.

- swimming
- cross-country running
- netball
- cricket
- football
- triathlon

Our hall has sports flooring and the Board have supplied a lot of equipment to enable the children to enjoy physical activity throughout the year regardless of weather.

## **Art and Craft**

This can be a very messy activity. You can protect your child's uniform by providing an old shirt or an old extra-large tee shirt for him/her to wear. In this way, we don't need to worry about damaging clothing.

General Information...



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## **Visiting Performers**

These performances are often used as motivation or information within classroom programmes. Because of this, it is important that all children attend. An annual Event contribution is requested to cover these programmes.

## **After School Care**

An after-school care programme is available through Hurupaki Educare Limited, an outside provider operating from Hurupaki School hall. Hurupaki Educare is available daily through the school term from 2.40 to 5.45pm.

Bookings and cancellations may be made through the school office before 1.00pm each day. Enrolment forms are available from the school office and must be completed before the child can attend. For further information, please contact the provider, Christin Munro, on 435 5316 email [info@schoolholidayprogrammes.co.nz](mailto:info@schoolholidayprogrammes.co.nz)

## **Private Music Lessons**

Children at Hurupaki are able to take 'private' lessons in guitar and/or piano when tutors are available. These lessons happen during the school day but are arranged with and paid to the tutors.

If you are interested in your child taking part, phone the school office for information.

## **Key Competencies and Learner Quality Bands**

The Key Competencies are good learning skills and habits which are an important and essential part of the NZ Curriculum. They are incorporated into the learning throughout the school day. The Hurupaki School Learner qualities have been identified as dispositions that support learning success.

### Learner qualities:

- Adaptability
- Resilience
- Creativity
- Problem Solving
- Initiative

General Information...



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