



Flying into the future



www.rukuhia.school.nz

Quality Learning in a Caring Rural
Community



The staff and Board of Trustees extend a warm welcome to you as a parent of Rukuhia School. This booklet sets out to give you the essential information about our school. It is hoped that it will be useful and will help you understand various aspects of school life. Please remember that if you have any other questions feel free to phone, check the website or ask a staff member.

Staffing

Principal		Kevin Drury
Deputy Principal		Zac Taylor
Teachers	Room 1	Jane Coles
	Room 2	Leanne Adam
	Room 3	Jenny Scott & Anneke Esselbrugge
	Room 4	Zac Taylor
Office Manager		Petra Alford
Teacher Aide		Jan Monds
Teacher Aide		Jenny Shaw
Reading Recovery		Jenny Wilson

Board of Trustees

Chairperson	Cath Knapton
Principal	Kevin Drury
Property	Owen Pratt
Finance	Rebecca Berridge
Community	Craig Tonkin
Personnel	John Macaskill-Smith
Staff Representative	Zac Taylor



VISION

Rukuhia School – where learning is supported valued and enhanced through teamwork, positive and safe environments and immersion in quality learning programmes

SCHOOL VALUES

**Quality learning is paramount
Everyone is valued and supported
We work as a team
We support each others learning
We care for our environment
We will ensure a safe learning environment.**

Fairness Honesty Helping Others Respectfulness Taking Responsibility

SCHOOL GOALS

**The pupils at Rukuhia School will:
Be capable clear and confident communicators
Creative and flexible thinkers
Independent and self directed learners
Competent in Literacy, Numeracy and ICT
Have knowledge about the environment and the world around them
Be caring and responsible members of the community**

To achieve the above statements we have defined eight shared teaching beliefs to base all our teaching on.

- **Foundation skills of Literacy, Numeracy and ICT are paramount.**
- **The development of a curriculum which emphasises the integration of areas of interest for our school.**
- **Safe, positive learning environments which celebrate success and promote purposeful learning.**
- **The diverse range of programmes will allow children to grow through opportunities to risk-take, experiment and challenge, maximising and inspiring opportunities for learning.**
- **The development of skills, scaffolding, practice opportunities and experiences to enable children to produce quality work.**
- **Provide opportunities to establish clear boundaries, routines and expectations in the school environment.**
- **We will encourage creative thinking, independent learning and develop strategies to foster thinking skills.**



The A to Z of Rukuhia Primary School

Absences:

Parents are asked to phone the school in the morning if their child is going to be absent, or text absences to 027 822 7767. An answer phone operates at all times for parent's convenience. We use an electronic web based absentee system which is monitored by the Hamilton Truancy Services, who will follow up unexplained or prolonged/continued absences.

Activity Fees:

The activity fee is \$40 per child per year. This activity fee is used for school and class trips. It would cover extra activities and outside providers that the school engages etc.

At the end of the year parents have 3 options:

1. Donate the balance to the school
2. Refund - if balance is over \$10
3. Rollover the balance to the following year

The balance of your activity fee is available on request at any stage of the year during office hours.

After School Care:

After school care is available, please phone Sharon Porter on 843 3376 or 027 478 8400.

Assemblies:

These are held every second Friday at 2.30 pm in the Rukuhia Community Hall. They are hosted in turn by individual classrooms. During this time the children share work they have completed in class and we will celebrate and acknowledge outstanding work. Parents are welcome to attend.

Behaviour:

There is zero tolerance to bullying at Rukuhia School. We operate a behaviour management plan that clearly sets out consequences for both positive and unacceptable behaviour. School rules are based on mutual respect, safety and care for property. Parents must contact the school immediately if they have any concerns regarding bullying.

Bus:

We have an arrangement with the Public Bus system. They drop children in our car park in the morning and pick them up from the same place at approximately 3.15 p.m. each afternoon.

Car Parking:

Car parking is available at the front of the school and next to the Hall. Please keep the bus turning bay by the swimming pool clear to enable the bus to enter and turn.

**Contact Us:**

There are many ways to contact us.

They are:

Phone: 843 6967
Fax: 843 6987
Mobile: 027 822 7767 (for texting absences only)
Email: office@rukuhia.school.nz
Email (Principal): principal@rukuhia.school.nz
Website: www.rukuhia.school.nz
Physical Address: 58 Rukuhia Road,
RD 2
Ohaupo 3882

Class Organisation:

Our school has four classrooms. The structure of these varies according to our school roll and the numbers of students at each year level.

Collection of Children:

At the end of the day all children are taken outside and sat down in their class groups. Children are not released until such times as we have sighted the parent or caregiver who is collecting them.

Computers:

Each classroom has a Pod of computers and these are an important tool to support learning in the classroom and preparing our students for their future. Our Board of Trustees are committed to providing current technology throughout the school. Each classroom is equipped with data projectors and Mimio interactive whiteboards.

Country Day:

This occurs each year in the fourth Term. The children have the opportunity to show off lambs, goats and calves that they have been responsible for raising. The animals are judged in a variety of categories. Information is available closer to the time. Country Day is a special, traditional event at our school.

Donations:

Donations are used for spending on requirements not able to be funded by the Ministry of Education. All pupils benefit from these donations, and although payment is not compulsory, your cooperation in this matter would be very much appreciated.

The School Donation is \$25 per Term = \$100 per year per child or \$200.00 per family per year.

Enrolment Requirements:

A child's birth certificate is required on enrolment. For all new entrants (5 yrs old) an immunisation certificate is also required on admission. For children not born in New Zealand, we need to have copies of residency status.

**Homework:**

Homework is set to foster and encourage study skills and independent work habits and to provide opportunities for child / parent interaction in these areas. The school's homework philosophy, is that it should relate to class programmes. Parents / Caregivers are asked to help children organise their time each evening so tasks are completed. While regular reminders are given and books handed out to students, it is the responsibility of the child to take their tasks home and return them.

Juniors will have reading each night either reading to or sharing reading with parents/guardians.

Middle and Senior Students (Year 3 to 8) are expected to read for at least 15 minutes each night.

If any query arises over set homework direct contact should be made with the classroom teacher.

Interviews/Reporting to Parents:

Dates for interviews and reports will be published in the newsletter and on the school calendar on the website. Informal interviews may be requested and will be held at a mutually convenient time if a specific need arises. Remember you are welcome to phone and make an appointment anytime. Initial Parent Interviews are held in the First Term. Students receive a formal written report, relating to National Standards in terms two and four.

Lost Property:

Please ensure all children's clothing is named.

Lost property is kept at the school office for one term.

Lunches:

At present, students may purchase lunches at school from Monday to Friday, orders are placed at the office from 8.30am daily.

Manual Training:

Year 7 & 8 pupils are taken by bus to Melville Intermediate for manual training. This includes Food Technology, Fabric and Materials Tech. The technology fee and timetable is arranged by Melville Intermediate and will be invoiced at the beginning of the year. Students receive a report on these subjects from their Technology Teachers.

Medication/Accidents:

It is essential that any child receiving special medication for allergies or medical conditions has their medication clearly labelled. This will be held at school in the medical room. There is a form to be filled in should you require our staff to give medication.

In a case of a serious accident we will phone the Parents/Caregivers and emergency contacts. In an emergency the child's doctor is contacted or the ambulance is phoned and the child is taken to hospital. All accidents are recorded in an accident register log.

**Money:**

All payments to the school should be placed in an envelope marked with the child's name, room number and what it is for. Any cheques should be made out to Rukuhia Primary School.

Payments can also be made by Internet banking. Include your surname and item as reference for payment. e.g. Smith/ school donation.

School bank account details are: BNZ 02-0316-0126515-000

Office Hours 2011:

Monday & Friday 8.30 – 3.30 pm

Tuesday – Thursday 8.30 – 2.00 pm

An answer phone service operates outside these hours if the Principal is not in the office.

Photographs:

During the year photographs of the children are taken - class photos and individual photos. Dates for these photos can be found on the Calendar page on the school website once the date is confirmed with the photographer.

Physical Education and Sport:

Physical Education is an important part of the school programme. If your child needs to be excused for any medical reason please send a note to the teacher.

New Entrants:

Children who are enrolled for the New Entrant room have the opportunity to attend morning sessions as an introduction to school prior to starting. We generally recommend two or three sessions. Please contact the Junior Class Teacher, Ms Jane Coles or the Office to arrange the visits.

Records:

Individual records on each child are maintained at school and parents may request to view this data. Emergency contact numbers provided enable us to assist your child in an emergency situation. Please ensure this information is up to date.

Rukuhia School PTA:

The PTA assists in organising social events and some fundraising opportunities for school families. Meeting times will be advertised via the newsletter and school website.

School Newsletters:

Newsletters are sent home with children every second Monday. The newsletter contains up to date and important information regarding the school and events. Please take time to read these. If you would like a copy sent by email please contact the office. Newsletters are also available on the school website.

**Stationery:**

Stationery lists will be sent home in November each year. Families will have the option of buying a complete pack from the school or sourcing their own stationery, however the stationery must be available for day 1 of term 1. Parents/Caregivers are offered an optional stationery account at the school where you can have a \$10 pre-paid account where if your child requires stationery items throughout the year they can be issued as needed. We would contact you once your account falls below \$2 to see if you would like to top it up.

Swimming:

During the summer season swimming is an important part of the Physical Education programme. All children are expected to participate, but should there be a medical, cultural or personal reason why they are not able to swim please let the teacher know.

Telephone Calls:

Parents are requested only to ask office staff to convey a message to children in an emergency. Please advise the office of any change to your telephone numbers.

Times:

Children are encouraged to be at school by 8.30am to prepare for the school day.
School commences at 9.00 am. Interval is from 11.00 to 11.30 am.
Lunchtime is from 12.45 – 1.40pm.
School finishes at 3.00pm

Toys and Valuables:

Except for in exceptional circumstances, it is advisable that expensive toys and valuables should be left at home. Teachers cannot be responsible for the custody of valuable articles.

Uniform:

Rukuhia School has a compulsory school uniform for all students. Hats are compulsory during the summer months. (Term 1 & 4)
Second-hand (preloved) uniforms may be purchased from the school, subject to availability. Please contact the school for further information. All articles of clothing should be clearly named.

Visiting the School:

While parents are welcome to visit at anytime, we would ask you to respect the confidentiality, rights and learning needs of others in the school. Please do not be offended if your child's teacher is unable to speak to you during class time. If you wish to drop in lunches, togs etc during class time it would be appreciated if these could be left at the office so as to minimise disruption to children's learning time.