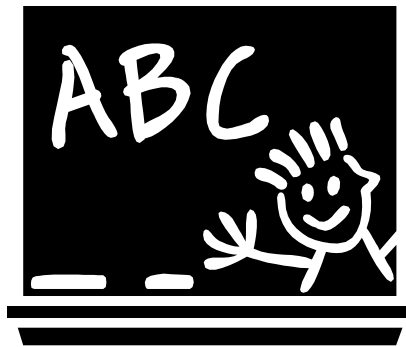


MISSION STATEMENT

Gate Pa School exists to provide equal opportunity for each child to reach full potential academically, socially, emotionally and physically, and to develop a desire to learn within a challenging and supportive environment.



The Principal and Board of Trustees extend to you a very warm welcome to Gate Pa School.

Our experienced and dedicated staff provides a positive learning environment for over 350 children.

Our goal is the same as yours - to ensure your child has every chance to reach their potential in all areas of development.

Our open door policy is promoted to encourage you to share with us your concerns, ideas and suggestions. We welcome the involvement of parents in our school and the education of your children. Any queries or concerns regarding your child's progress at school can be easily resolved by a visit or phone call to the school.

SCHOOL HOURS

8.30am	Children may go into classrooms Teacher on duty
8.55am	Class programmes begin
10.40-11.00am	Morning interval
12.30-1.25pm	Lunch break
2.55pm	Class programmes end
3.15pm	Grounds cleared; teacher off duty

Please note: Children are not expected or supervised at school before 8.30am.

SCHOOL ORGANISATION

Most class groups in the school are composite classes (eg Year 1/2, 3/4 and 5/6). This type of grouping offers the best opportunity to place children in the most appropriate class group. Parent requests for class placement are discussed and given serious consideration before agreement on placement is reached.

PRE-ENTRY VISITS FOR NEW ENTRANT CHILDREN

An early contact with the school for children turning five is most beneficial. Arrangements are made for the parent to bring the new entrant child for familiarisation visits before they turn five. These visits are arranged for the three Tuesdays before they start school, from 9.00am to 11.00am. The parent needs to stay with the child for these visits. It is helpful if contact is made with the school office to confirm these visits so that the New Entrant class teacher can make arrangements within her programme. A child will not stay for a full day until he/she has completed the visits. It is a Ministry requirement that copies of the birth certificate and immunisation certificate be supplied with the new entrant enrolment form. The child will not be permitted to start school until these documents have been provided.

PUPIL SECURITY

The school conducts a pupil absence check each morning. The purpose of this check is to establish if any pupil has left home but is unaccounted for at school.

To assist this system parents/caregivers are encouraged to telephone or text the school to report that the child will be absent. These calls are recorded in the school office.

When teachers call the roll at the start of the school day those pupils who are absent are identified and their names recorded on the electronic attendance register and room/pupil absence sheet. This is sent to the office by 9.10am and matched with the parent phone-in list.

Our Attendance Officer telephones all those who have not phoned

in. It saves so much time if parents ring or text before 9.00am. Our phone number is 578 5325 and press 1 to leave an absentee message. Alternatively you can text our school cell phone on 027 578 5325.



SICK CHILDREN AT SCHOOL

Children who are unwell are referred to the sickbay by the classroom teacher. If the child is unable to continue class activities because of their illness their caregiver is contacted to make arrangements for the child to be taken home. If the caregiver cannot be contacted the child is retained in the sickbay and monitored at regular intervals. Under no circumstances will a child be sent home unaccompanied or to an empty house.

Parents, please don't send sick children to school because, as the above explains, being in our unattended sickbay is not the best environment for a child who is already sick before they come to school.

ACCIDENTS AT SCHOOL

Minor injuries are dealt with at school. A number of staff members hold current First Aid Certificates plus we also have a fully trained nurse on staff and they have the responsibility of making the decision whether or not the child requires referral to a doctor or Accident and Emergency at Western Bay Health. When further medical assistance is deemed necessary, the caregiver will be informed and agreement reached with the school on the course of action to be taken. In cases where a caregiver cannot be reached, the school makes the decision on what further medical care may be required.

BEHAVIOUR MANAGEMENT

Our school has a firm, fair and consistent programme for the management of pupil behaviour. Boundaries for acceptable behaviour both inside the classroom and in the playground are made very clear through our school's "Pupil Charter". Positive rewards are given for appropriate behaviour, and negative consequences for inappropriate behaviour. Each child is expected to accept responsibility for their own behaviour.

OUR PARTNERSHIP AGREEMENT BETWEEN PUPILS-SCHOOL-PARENTS

PARENTS/GUARDIANS WILL:-

1. Support the school pupil charter
2. Let the school know by (phone or letter) when children are going to be absent (we have a message facility on our phone)
3. Keep in regular contact with the class teacher – we encourage parent contact
4. Ensure children are at school between 8.30-8.45am so they have plenty of time to get ready for learning
5. Keep sick children at home
6. Keep the school informed on all your child's medical conditions
7. Attend parent/teacher interviews in terms 1 and 3
8. Sight each fortnight the school newsletter to ensure this important means of communication is maximised
9. Offer your support/help in school activities whenever possible; support an open communication policy and make contact with the

class teacher if you have any concerns and to share /celebrate success stories

10. Ensure your child has enough food to last them through the school day; play lunch and lunch
11. Check your child has completed homework requirements and where necessary, assist
12. Care for our school and demand other users do the same
13. Prompt payment of school related accounts

SCHOOL WILL:-

1. Aim to provide a quality teaching and learning environment
2. Ensure your child is safe and secure at school.
3. Provide a range of challenging, interesting, fun, motivating and educational experiences
4. Communicate in an honest open manner in all areas of your child's development
5. Value the home/school partnership and aim to enhance this still further

PUPILS WILL (which are also our school rules) :-

So that learning can take place

Respect and Communication

1. I will respect students, adults and visitors to our school
2. I will respect all property at all times
3. I will help keep the classrooms and grounds clean and tidy

Learning

4. I will come to school ready to learn, bringing with me what I need to learn – THE TOOLS OF THE TRADE - book bags, homework, pens, pencils
5. I will not stop others from learning
6. I will be at school on time

Movement

7. I will sit quietly in Room 7 or 8 bay if I arrive before 8.30am
8. I will then walk to my room with the duty teacher
9. I will walk quietly in single file on the stairs and in the corridors so that I do not disturb others working in class
10. I will walk inside the classrooms
11. I will use the foyer entrances and teacher stairs only during an emergency or if I have permission
12. I will leave the grounds promptly at 3.00pm

Safety

13. I will travel to and from school sensibly and obey road rules
14. I will obey the instructions of the road wardens and use the pedestrian crossing when crossing Cameron Road
15. I will walk my bike/scooter and take off my roller blades in the school grounds
16. I will only leave the school grounds if I have permission during school times
17. I will stay outside during school breaks on fine days
18. I will bring my food and drink to school in non-breakable containers
19. I will eat my food on sealed areas and put all my rubbish in the bins

20. I will only play on the adventure playground when it is dry and safe and at the appropriate times: - Upstairs classes – before school; Downstairs classes – playtime and lunchtime
21. I will play only in the front playground before 8.55am
22. I will play only on the top level of the school grounds at school breaks
23. I will keep away from bicycle stands, caretaker sheds, dental clinic, car parks and the gully unless I have permission
24. I will report accidents or injuries to the duty teacher
25. I will not bring cigarettes, drugs, alcohol, pornography or sharp instruments to school
26. I will wear clothing and footwear to school that is clean, tidy and suitable for school activities. Not allowed are: nail polish, make up, bandanas, beanies or jewellery (one stud only allowed in each ear) Permission is required for jewellery of cultural or religious significance

Problem Prevention

27. I will only bring money to school for school lunches, stationery, trips and other school payments
28. I will only have toys at school with school permission

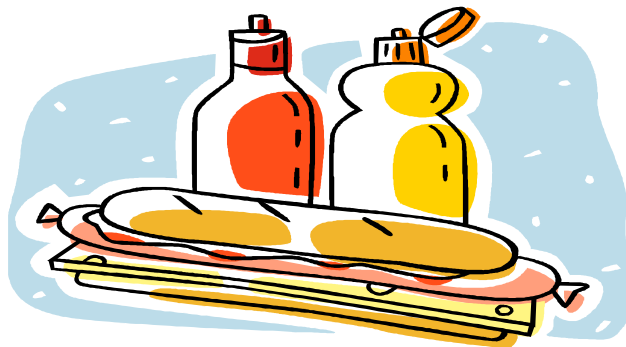
Conclusion

These rules are seen in conjunction with the classroom rules and are signed by all children and their parents.

LUNCH SYSTEM

Our school has bakery ordered lunches available for pupils to order on Wednesday, Thursday and Friday of every week. *To order a lunch please enclose money in a sealed envelope and write on the*

outside of the envelope the child's name room number and the number of the items required. Please ensure the correct change is enclosed with the order. The envelope must be placed in the Red Lunches Box in front of the school office before 9.00am. An up to date lunch order form is available from the office.



PUPIL STATIONERY

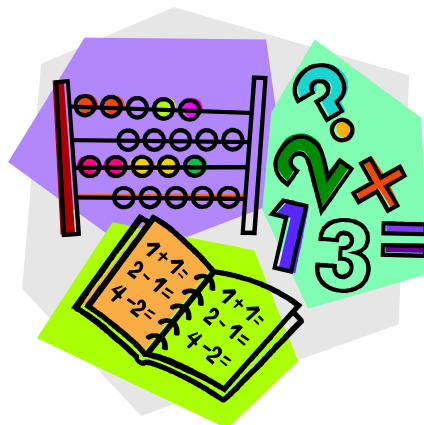
Packs of stationery are available for purchase from the office one week before the start of Term One in each school year so the children can be ready to start learning from day one.

Any stationery that is required by pupils at other times of the year is sold directly to pupils from the school office in the foyer. To avoid difficulties a note is sent home with the pupil indicating the need for the stationery and what cost is involved.

HOMEWORK

In the middle and senior classes pupils home activities should be motivated by classroom interests. There is a natural carry over, especially where parents are interested in their children's work and progress. Work done at home should be limited to 30 minutes each night. This will be based on learning of basic facts:

- Basic spelling lists
- 10 minutes of reading every night
- Basic timetables



DENTAL THERAPIST

Dental Clinic is no longer available on site. A Dental Caravan will be visiting our school during the year. Dates to be advised.

For any urgent attention dental treatment you may contact Tauranga Primary on 578 6914, Tauranga Intermediate on 578 3070 or Greerton Dental clinic on 571 5423.

PEDESTRIAN CROSSING

Many families live on the opposite side of Cameron Road to the school.

To ensure that pupils cross this very busy road safely, school wardens activate the traffic lights which control the pedestrian crossing outside the school. Wardens undertake the monitoring from 8.30 - 8.55 a.m. each morning and from 2.50 - 3.10 p.m. (or until all children have crossed) each afternoon.

While it is the pupils who act as wardens, they have been trained by the police traffic education officer and are supervised by a parent/teacher while they are on duty.

The decision to activate the traffic lights is for the wardens to decide. Often this decision is complicated by heavy traffic flows or cars parking close to the crossing.

Parents using the crossing are asked to assist by being patient and co-operative with the traffic wardens. We also have a patrolled crossing outside the Church car park.

“KIDS ON FEET” WALKING SCHOOL BUS

The walking school bus is a fun, safe and active way for children to travel to and from school with adult supervision. Each bus walks along a set route with at least one adult ‘driver’, picking children up at designated stops and walking them to school. The process is reversed in the afternoons. Our “Kids on Feet” School Co-ordinators are parent volunteers, for further information and contact details please contact the school office.



SCHOOL UNIFORM

School uniform is compulsory at Gate Pa School. The school uniform shop is open on Tuesdays and Thursdays from 8.30 – 9.00. Polo shirts, shorts, skorts and polar fleeces can be purchased during these times only.

School Uniform prices:

Black Skort	\$37.00
Black Short	\$31.00
Beige Polo shirt	\$34.00
Red Polar fleece	\$52.00

There is a selection of second hand uniforms available. During the colder winter months, your child may wish to wear long pants, **plain** black cargo pants or track pants are acceptable.

Wide brimmed red hats must be worn during the summer months, these are available from Postie Plus.

LOST PROPERTY

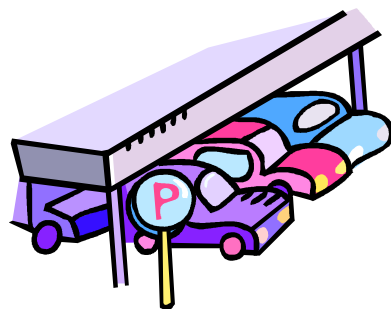
Parents are encouraged to have all their children's personal property clearly marked with their names. Uniform items found that are marked with a pupils name will be left in the office for the pupil to collect. All unmarked items found should be taken to the "lost" property box. Children will be encouraged to check for items in the lost property box. "Lost" items will also be displayed regularly at full school assemblies.

Periodically, after giving children a last chance for identification, remaining property will be given to a worthy cause.

PARKING FOR PARENTS

There is very limited parking on Cameron Road at the moment due to the road works in the area. Parents are asked to use the Church car park for dropping off or picking up of children. This saves congestion at the front of the school and creates a much safer exit/entry area. Parents are asked not to smoke in the Church car park. The carpark is open from 8.30 – 9.15, and from 2.45 – 3.15, and is locked in between these times.

Please do not use the Girls College car park.



NEWSLETTER TO PARENTS

"School News" will be the newsletter forwarded to each school family fortnightly on a Wednesday. The newsletter will be distributed to the eldest child in each family by the class teacher.

The newsletter covers current items that will be of interest to parents, and keep them informed of happenings at the school. It may also include notices on behalf of the Board of Trustees. Local organisations often ask for items to be included - this is done if space permits.

The school is fortunate to receive sponsorship from a number of local businesses. These sponsors are noted on the newsletter and we ask the school community to consider these sponsors when purchasing items that they deal in.

CAREGIVERS AT SCHOOL

There will be times when teachers wish to organise and encourage the visits of caregivers to the classroom for particular purposes. These may include special class activities, or parent/caregiver helpers for specific tasks.

Caregivers visiting the school for minor matters such as bringing lunches, coats, passing messages to children, will call at the office where the matter can probably be attended to without disturbing the teacher.

When a caregiver visits to discuss a child with a teacher, the caregiver will be asked to make an appointment out of class time with the teacher so that the matter can be discussed.

CUSTODY ISSUES

It is now common for one caregiver to request that their child/ren have no contact with the other caregiver. It is difficult to monitor these situations unless they have been formalised through the Court. If these situations have been formalised and a Court decision made, a copy of the Order is requested to be held at the office.

CHILDREN AT SCHOOL

Children should not arrive at school before 8:30 a.m. However with home circumstances some children may need to arrive earlier. On fine mornings children assemble in the bay outside Room 8 and wait to be dismissed by the duty teacher.

No pupils will remain in the school grounds after the 3:15 p.m. bell with the exception of children using the school van.

Children may use the school grounds out of school hours providing:

- (a) it is daylight
- (b) they keep clear of buildings
- (c) they do not ride their cycles in the school grounds

Children are not permitted in the school buildings during morning interval or lunch break. At the discretion of the teacher, and under direct teacher supervision, children may be detained for up to 15 minutes after school as a punishment.

If a child is to be retained for this period of time the teacher MUST notify the caregivers before the event. Teachers will consider delaying the 15 mins until the next day so that caregivers can be notified and not inconvenienced unnecessarily.

REPORTING TO PARENTS

The school reports to caregivers in two different ways:

- (a) on the programmes of work the children will undertake; and
- (b) on the progress of the child

1. *In mid to late February:*

A parent meeting is held, so that caregivers have the opportunity to meet the teaching team for the year. The programme that will be introduced across the school is outlined by the management team, and then the caregivers have the opportunity to meet with the teacher of their child's class. During the outline of the year's programme the Principal will outline about any particular issues that concern the school as a whole.

2. *At the beginning of Term 3:*

A conference is held between the caregiver, teacher and pupil. The school sends home a form on which indicates several points relevant to the child's performance over the past five months, and will form the basis to develop an action plan which will assist the child's progress. This action plan is developed during a discussion between the teacher, caregiver and pupil. It also records the ways in which those present can assist the child achieve the goals agreed. A review date is set to monitor the progress towards achieving the set goals. Conferences are for fifteen minutes duration.

3. At the end of the year:

At this time in the year a written report is prepared by the teacher on each child in the class. These reports are circulated to caregivers one week prior to the close of the school year. This timing allows any caregiver who wishes to discuss any aspect of the school report with the teacher, the opportunity to do so. Any caregiver wishing to discuss the report with the class teacher must ring the school office to make an appointment.

STUDENT PROFILE FOLDER

The student profile folder is sent home prior to each parent teacher interview. It contains a variety of work samples and comments from the teachers. The folder will help keep you informed of what your child is doing at school and of your child's progress through the curriculum areas.

The student profile folder will include at least one work sample or self-assessment in each curriculum area once per term. More than one work sample per term can be expected in English and Mathematics. If you have questions regarding the work, please contact the class teacher. The school would appreciate you making a positive comment regarding the work presented by your child and returning the folder to school. A parent comment page is provided and suggestions on comments that can be made are outlined on page 2 of the folder.

BOOK CLUB

The school operates the Scholastic New Zealand Book Club system.

Twice a term pamphlets advising the list of books available in four

different categories arrive at the school. The four categories are:

- | | |
|-------|--|
| ABC | - suitable for juniors |
| Lucky | - suitable for juniors and middle school |
| Arrow | - suitable for middle and senior school |
| Scene | - advanced level suitable for seniors |

Pamphlets are distributed to children and books may be purchased by parents for their children.

Orders are brought back to school by a time specified on the order form. Orders are brought in an envelope which shows the child's name and room number. Included in the envelope is the order form and payment.

Cheques are accepted and should be made out to SCHOLASTIC NEW ZEALAND.

The books arrive approximately ten days after the order has been sent.

SCHOOL SPORTS

The school encourages all children to be involved in physical education and sporting activities. A house team sports competition is conducted throughout the year during lunchtimes. Those children who are interested in participating in out of school hours sport have the opportunity to participate in:-

- Saturday morning netball
- Saturday morning cricket
- Friday afternoon volleyball
- Friday afternoon miniball

Sports days are promoted at the school for cross country, athletics swimming, and interschool challenges for rugby, netball and touch rugby.

MEDICATION AT SCHOOL

On occasions children are required to take prescription medication during school hours. Medication required should be clearly labelled with the child's name, the dosage and time of day to be administered. Medication must be handed into the school office and children report to the office for the medication to be dispensed. Although the class teacher must be informed, it is the child's responsibility to report to the office at the times required to receive their medication. Panadol or other pain relief medication is not held at the school as a remedy for headaches.

SCHOOL TRANSPORT

The school operates a mini-bus system which may be used by pupils living outside the school area. The direction these buses travel is determined by the location of the pupils using the service. As changes occur in times and pick up points, enquiries about this service should be made to the school office.

PROGRAMMES

The school provides an interesting and varied education programme for all children based on the national curriculum. The school has a wide range of resources and is developing a state of the art information technology system to which all children will have access.

Special Needs

Specialist help is utilised to assist the development of programmes for children with other learning needs.

Reading Recovery

Some children require additional assistance with reading at an early age. All children are surveyed when they turn 6 and those requiring additional help are catered for in the specialised reading recovery programme.

Second Language Children (ESOL)

Those children for whom English is a second language receive instruction in English on a regular basis either in a small group or on a 1:1 basis.

International Fee Paying Students

We welcome International Fee Paying Students. These students will be mainstreamed in individual classes as well as attending 1:1 and group English lessons in the ESOL unit. An information pack is available from the office.

Attached units

The school is a base for hospital class teachers who assist children who are hospitalised for varying lengths of time with their learning so that their education is not interrupted while they are in hospital.

The Visual Resource Teacher works with children with varying degrees of sight impairment throughout the Bay of Plenty.

A Resource Teacher of Literacy is based at the school and works with children who still have reading delay after they have reached the age of 7. This service is available for children in our school and other schools in the district.

Children with special abilities

Where children have been identified as requiring extension or enrichment programmes, it is the responsibility of the classroom teacher in the first instance to provide programmes to cater for the child's needs. When possible, additional programmes are provided for groups of these children.



Gate Pa School offers:

- * Extension programmes
- * Specialised reading support
- * Second language support
- * Learning Assistance Programme
- * Information Technology Centre
- * Modern library
- * Extra curricula options
- * Outdoor education camps
- * Maori Culture Group
- * Drama productions
- * Transport to school
- * Saturday Sports teams



2010

Term Dates

School Donation

School Staff

Phone: (07) 578 5325
Fax: (07) 578 6115
Mobile: 027 273 5943
Email: office@gatepa.school.nz

Principal: Richard Inder

School Staff 2010

Mr Richard Inder	Principal	027 273 5943
Mr Terry Furmage	Associate Principal	
	Year 5/6	Room 15
Mrs Marilyn Fredrickson	Associate Principal	
	Reading Recovery/ Special Needs/Senco	
Mrs Anne-Marie Stocker	Year 2	Room 4
Miss Helen Maxey	Year 5/6	Room 14
Mrs Yolanda Bennett	Year 5/6	Room 13
Mrs Diane Madgwick	Year 1	Room 6
Mrs Erica Welman	Year 2	Room 1/Senco
Miss Delwyn Last	Year 3/4	Room 9
Ms Yasmin Waltham	Year 3/4	Room 10
Mr Bruce Robertson	Year 5/6	Room 12
Mr Graham Woodhead	Year 3/4	Room 2
Mrs Janette Blake	NE/Y1	Room 8
Mrs Jan Beets	HPP/PPP Liaison/Part time release	
Mrs Judi Clout		
Mrs Kerri Friar	Resource Teacher Literacy	
Mrs Irianny Beauchamp	Office Manager	
Mrs Debbie Higgs	Accounts Manager/Librarian	
Mr Roger Ward	Caretaker	
	ESOL Tutor	
Mr Andy Phillips	Absence Officer/Teacher Aide	
Ms Marian Fitzsimon	Teacher Aide/First Aide Nurse/Uniforms	
Mr Stuart Conway	Teacher Aide	
Mrs Julia Lerke	Teacher Aide/Resources	
Mr Kevin O'Hanlon	Teacher Aide-"Smart Start"	
Mrs Bronwin Severnsin	Teacher Aide	
Liam Herchley	Teacher Aide	
Ms Yvonne Dockery	Cleaner	
Mrs Louise Morgan	Van Driver	
Mrs Julie Rigger	SWISS	
Mrs Shona Woodhead	Hospital School Teacher	
Mrs Robyn Meikle	Hospital School Teacher	
Mrs Jean Bennett	Hospital School Teacher Aide	
Mrs Marie Northcote	Resource Teacher Visual	
Mrs Fiona Hansen	Resource Teacher Visual	
Mrs Jackie Wilson	Visual Resource Administrator	

BOARD OF TRUSTEES

Board of Trustees Members

Board Chairperson	George Holt
Secretary	Jacqui Holt
Treasurer	
Principal	Richard Inder
Teacher Representative	Anne Marie Stocker
Members	Russell Ngatoko
	Glenn Lynn
	Gail Philpot

BOARD OF TRUSTEES MEETINGS

The Board of Trustees meet every 3rd and 8th week of the school term in the school staffroom.

Meetings start at 5.30 p.m. All parents, caregivers and interested community members are welcome to attend.

2010

Terms and Holidays

Term 1: Thursday 4th February to Thursday 1st of April

Term 2: Monday 19th of April to Friday 2nd of July

Term 3: Monday 19th July to Friday 24th of September

Term 4: Monday 8th of October to Wednesday 15th of December

Public Holidays

Queens 'Birthday Monday 7th of June

Labour Day Monday 25th of October

2011

Terms and Holidays

Term 1: Tuesday 1st February to Friday 15th April

Term 2: Monday 2nd May to Friday 15th July

Term 3: Monday 1st August to Friday 7th October

Term 4: Tuesday 25th October to Wednesday 14th December

School Fees

\$60.00 per child per year discounted to \$50.00 if paid by end of Term 1.

Or

\$15.00 per child per term

Children enrolling at our school during the course of the year will have their school fees adjusted accordingly.

