



Information Booklet

RESPECT for Self, People, the Environment and Opportunities

Our Mission Statement

To develop independent, proactive students who give back to society by developing attributes in our acronym - RESPECT: Responsibility, Educational Ownership, Self-Awareness, Poutama, Environmental Action, Character Development and Tangata.

Opoutere School
S.H. 25
Tawa Tawa
R.D. 1 Whangamata
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office@opoutereschool.net



Nau mai, haere mai. Welcome.

A warm welcome to all students and families to the 2023 academic year. The staff are all delighted to have you back and we welcome all new students. We aim to achieve high standards of academic study through a holistic curriculum. The development of sound work habits and a positive attitude to learning are a focus. We strive to have close co-operation between home and school, and we welcome open lines of communication throughout the year.

Please keep this information book in a safe place, as you may need to refer to it throughout the year.

Staff Directory

Principal Deputy Principal	Mr Jethro Dyer Mr Matthew Sheales	
Teina Hub	Kākano Teacher Mrs Emma Driver	Yr. 0 & 1
Teina Hub	Kōwhai Teacher Mrs Natalie Keogh Mrs Michelle Dyer	Yr. 1 & 2
Teina Hub	Rimu Teacher Mrs Brooke Duffull	Yr. 2 & 3
Tuakana Hub	Pūriri Teacher Mrs Beryl Hughes	Yr. 4 & 5
Tuakana Hub	Totara Teacher Mrs Laurie Anne Webb	Yr. 5 & 6
Tuakana Hub	Kauri Teacher Mr Matthew Sheales	Yr. 7 & 8
Teina & Tuakana Hub	Teacher Release Mrs Shelby Garratt	Yr. 0 - 8
Office Administrator Finance Manager	Mrs Jess Matetaka Ms Stephanie Noa office@opoutereschool.net	
Kapa Haka	Whaea Steph	
Allgreenz Envirogroup	Mr Kurt Jacobs	
Caretaker Cleaner	Mr Kurt Jacobs Ms Carlie Fitness	
Teachers' Aides	Mrs Rachel Gordon Ms Anisha Venter Ms Jodi Millar	

Board of Trustees

Board of Trustee meetings held at 6.00pm in the school Staff Room and are usually on a Monday of each month. You are welcome to attend these meetings and if you would like to address a meeting, you must request to do so in writing, briefly stating your intended topic, by the Wednesday preceding the meeting.

Mr Phillip Keogh - Co-chairperson
Mr Steven Trebilco - Co-chairperson
Mr Anton Dorreen
Ms Kassie Philps

Ms Tara Durrant
Mr Matthew Sheales - Staff Representative
Mr Jethro Dyer - Principal

School Hours

9.00am	School Starts
10.30am	First Break
10.50am	First Break Ends
10:50am	Middle Block
12.50pm	Lunchtime
1.30pm	Lunchtime Ends
2.45pm	School Finishes



Term Dates

The school operates the normal primary school terms. The dates are as follows:

Term 1 -	Tue 7 th Feb	- Thurs 6 th Apr
Term 2 -	Wed 26 th Apr	- Fri 30 th Jun
Term 3 -	Mon 17 th July	- Thurs 22 nd Sept
Term 4 -	Mon 9 th Oct	- Wed 20 th Dec
Term 1 2023	Wed 7th February 2024	

Public Holidays

Waitangi Day	6 th February
Good Friday	19 th April (In Holidays)
Easter Monday	22 nd April (In Holidays)
Anzac	25 th April (In Holidays)
King's Birthday	3 rd June
Mataariki	24 th June
Labour Weekend	28 th October





Communication

Newsletter

We produce a fortnightly newsletter at Opoutere School. The newsletter will be distributed via email, fortnightly on Friday, hard copies will be available from the school office, a downloadable copy will also be available through the school website. Newsletters are one place we celebrate learning, sporting achievements, events, share upcoming events and important dates, as well as feature our top school award winners each week.

Class Newsletters

Teachers will often send notices and permission slips home with children when trips and events pertaining to their classes. These notices often have important information so please check your child's bag regularly or even better get your child into a routine where they hand the notice to you when they get home.

Opoutere School Facebook

We also communicate regularly via the Opoutere School Facebook page. This is a quick and effective way to stay up to date with regular communication. Check us out on Facebook page, search: [Opoutere School](#)

Opoutere School Website

Our school website also has important information, including our latest newsletters and school calendar for the year. www.opoutereschool.net

Friday Assemblies

At 2pm every Friday during the term, we hold a whole school assembly led by our Year 7 & 8s, which we welcome parents and caregivers to attend. Assemblies are mainly a celebration of learning and efforts our children have demonstrated over the week but will often feature additional notices or weekend event notices.

Meet with Staff

All our staff are happy to make time to speak with whānau, we will ask that if you do require time with teachers that this does not disrupt classroom learning, our principal is available during school hours if the matter is urgent.

Skool Loop

Our handy school app that connects directly to our school newsletters and notices (that are sent via the school office) You can also send through absentee notices outside of school hours and the office will be notified during school hours.

Downloading the Skool Loop app - a step by step guide

Once you have downloaded the Skool Loop App, via either your Google Play or App store, please follow the below instructions to select your school -

- Open the Skool Loop App - you will land on a welcome page.
- Click the 'Select your schools' this will bring you to a menu you can either search your school or follow the country/region prompts.
- Once you reach your school, select it with the tick on the righthand side.
- Tap the 'select schools' button in the top right corner.
- Tap the big orange choose button. This will load your school and bring you to the settings page.
- Subscribe to the groups that are relevant to you, then click the 'go back' button on your phone, which will bring you to the main screen of your schools app.



Absenteeism

The Ministry of Education Regulations require all absences must be satisfactorily explained. **Please phone by 9:15am if your child will not be at school.** We would ask that, where possible, parents avoid taking their children out of school during school hours, as this can be very disruptive to your child's schooling. We do understand that it is not always possible to make doctor or dentist appointments after school but ask that you do so where possible.

Changes of Details

Please inform the school promptly of any changes in your address, landline number, mobile number, and email address. We must be able to contact you or a trusted caregiver in case of an emergency or illness. Returning whanau will receive a confirmation of current details on record. If anything, needs updating please send this form back outlining your new details for these to be updated in our system.



Stationery

This year the school will cover the cost of stationery. However, if students require additional stationery items throughout the year parents and caregivers will have to cover those cost. In which case an invoice of items will be sent out and we ask that these be paid before the end of the term. The most common 'top-up' stationery items are available at the school office. The school sources the high-quality products at the best price. There is no mark up on any items.

School Bus Fees



The Ministry of Education will not fund children's bus travel when families choose to send their child(ren) to a school other than the nearest appropriate one. The Board of Trustees continues to subsidise the cost of bus travel to help minimise this cost. However, all out of zone students who use the bus services regularly (meaning more than once a week) must pay bus fees. The single charge of \$2.50 is applied to students who occasionally (once a week) use the bus. Parents and caregivers will receive an invoice at the end of term. The oldest and only child in the family is invoiced for the year.

Individual Bus Fee = \$65/term.

Family Buss Fee = \$120/term.

We ask that bus accounts are paid at the beginning of each term and a request for payment will inform you of amount of the bus fee still owed. Bus fees are **compulsory** if your child or children catch the bus unless they live in zone and within a designated distance from their nearest appropriate school.

Students from Years 1 – 8 must live at least 3.2km from their nearest appropriate school entitlement zone.

Internet banking is preferred. Options to set up an A/P is also available to spread this cost over the year.

BUS CHANGES

Should your child/children be getting off the bus at a stop other than the usual, or you wish your child/children not to go on the bus for any reason, **the school must be notified**, otherwise we will instruct the driver to let your child/children off at their regular stop. If your child is being picked up by another adult, we must be informed of the change in writing or by phone. We will not accept children verbally telling us that their bus arrangements have changed as sometimes they get the wrong message. Therefore, please phone/send a note to the school **before lunch** to notify us of any changes.

Bus Behaviour and Rules

An Opoutere School Bus Code of Conduct specific to bus travel given to all children who travel on the bus at the beginning of the year. Please read and complete the Code of Conduct with your child/children and return to us to file. Opoutere School Bus Code of Conduct

I will:

- Sit quietly in my seat.
- Put my bag on the floor at my feet.
- Stay in my seat while the bus is moving.
- Walk sensibly from the bus when I get off.
- Wait until the bus is stopped before I leave my seat.

I will not:

- Eat or drink on the bus.
- Throw anything out of the bus.
- Distract the driver while the bus is moving.
- Be disruptive or annoying to other passengers.

Donation Scheme

Opoutere School has opted into the Donations Scheme. What this means for you as parents is that the board of trustees cannot ask you to donate unless it is for an overnight school/kura camp – and then you can choose if you want to pay none, some, or the entire donation. If you choose not to donate, your child cannot be stopped from attending a camp if it is part of the school's core learning programme (curriculum).

- Bus fees will still need to be paid by parents.
- Visiting Tech fees will be covered by the school.
- Stationery will be covered by the school. Additional stationery items will need to be covered by parents.
- You cannot be asked to make either a general or specific donation e.g., a donation for a day trip to a museum or a field trip to a hiking track.

Further information can be requested from the school.

Te Reo Māori me Ōna Tikanga

All children receive some instruction in Te Reo Māori. The focus of this programme is beginner Te Reo and basic tikanga. This is a compulsory part of the school programme.

Opoutere School has a humble Kapa haka Group, both senior, Tānemhuta and junior, Puāwai. Although kapa haka is optional it requires a level of commitment from the children in the groups. Children will be expected to commit to the full year of learning Māori performing arts and attend kapa haka related events.



Behaviour

Many of the children in the school behave very well and we are proud of the way they play together and respect their peers, teachers, school, and visitors. The behaviour we have is relative to the vigilance of the staff and the expectations of parents. It is essential to have a school environment where children feel secure to learn. All members of Opoutere School are entitled to belong to a learning community that fosters an intrinsic approach to behaviour management through the creation of a safe physical and emotional environment. Our behaviour management belief is to develop strong relationships with our students and manage behaviour through restorative practices.

Swimming

Swimming is an integral part of the Physical Education programme; all children are required to take part in Term 1 and the latter half of Term 4. If, for any reason, your child/children cannot swim on any given day or time, a note or a phone call is essential. Children need suitable togs and a towel, both of which should be named and in a suitable bag. We cannot allow children to wear cotton t-shirts in the pool as they draw chlorine from the water and compromise water quality. Rash shirts, wet suits and other items designed specifically for swimming are permissible. Supplying your child with sun block is advisable.

Clothing

Please ensure your child dresses appropriately for school. No high heels or midriffs showing. Clothing should be suitable for daily fitness.

PLEASE NAME ALL YOUR CHILDREN'S CLOTHING. At times through the term, lost property will be available at Monday morning assemblies. All unclaimed clothing will be given to the Opportunity Shop at the end of each term. Please check the lost property manual outside the hall.

Sun Safety

All students must be sun safe. In Terms 1 and 4, students *must* eat their lunch under the shaded areas provided (i.e., the Wharekai or under the shade sails) and must wear hats in the playground. Sun hats are worn during any school event or class excursion during the terms mentioned.

Valuables

We ask that children do not bring valuable toys or other items to school, as we cannot ensure the safety of these items. The use of mobile phones is prohibited at school. Any children who bring a phone to school should hand it to their class teacher and collect it after school. Yr. 7/8 students may apply for approval to have electronics on the bus through Mr D.

Visiting Tech

Technology for Year 7 and Year 8 children is at the Whangamatā Area School. Children are to wear closed shoes when doing workshop and without these they cannot go. Transport to and from visiting tech is provided. The cost for Manual is \$20 per term per student and is covered by the school.



Adventure Learning

This is an exciting and unique part of Opoutere School curriculum. Adventure learning looks to develop the following core values; Adventure, Environment, Leadership, Service, Excellence and Tikanga/ Te Reo. Students in each class explore the following themes throughout the year:

Term 1: Te Moana / The Ocean

Kayaking / Conservation / Environmental Studies / Marine Science / Water Safety



Term 2: Matariki / Māori New Year

Tikanga / Te Reo / Astronomy / Leadership / Māori Games & Art / Gardening / Service



Term 3: Te Whakataetae / Adventure Racing

(Literal translation – competition)

Navigation / Teamwork / Fitness / Leadership / Strategy / Maths / Bushcraft / Survival



Term 4: Te Haerenga / Expedition



Safety / Risk Management / Planning / Teamwork / Leadership / Geography

All students participate at their level. Safety is paramount and EOTC guidelines adhered to when managing these activities. Teina have adventure learning on Wednesdays and Tuakana on Thursdays. A blanket consent and medical form sent home at the start of the year to cover day trips. Overnight trips require separate parent consent. Other notices will come home informing parents of gear children may need and on what days.



School Policies & Procedures

To view our School Policies and Procedures please go online: <http://opoutere.schooldocs.co.nz>

Login: opoutere

Password: tawa

If you do not have access to the internet at home and you would like to access School Policies and Procedures documents, feel free to come into the school office and use one of our school computers. Copyright: Except where stated, the content on this site is the copyright of SchoolDocs Ltd. It may not be reproduced without written permission from SchoolDocs Ltd

Reporting to Parents

End T1	-	Junior and Senior Showcase
End T2	-	Student achievement reports.
End T3	-	Junior and Senior Showcase
End T4	-	Student achievement reports.

If classroom teachers feel there are any concerns or celebrations around a child's learning, they will contact parents regarding these. Please do not be afraid to contact your child's classroom teachers, they are more than happy to talk with parents and caregivers.



Issues and Concerns

There may be times when you have concerns about aspects of your child's education, social or emotional wellbeing. On these occasions, it is important that you bring your concerns to the school via your child's classroom teacher or the principal, as we want to deal with your concerns immediately within the school environment.

Calendar of Events

February/March	Whanau fun Pool Party/ BBQ Swimming Sports
March/April	Beach Hop
April	Reports to parents
May	Opoutere School Adventure Race
June	Grandparents Day / Mataariki Celebrations Reports to Parents
July	Classroom Learning Showcases
August	Cross Country
September	Classroom Learning Showcases
November	Snr WHOT Sports (Athletics days) School photographs
Nov/Dec	Reports to parents
December	Break-up night (Prize giving)

