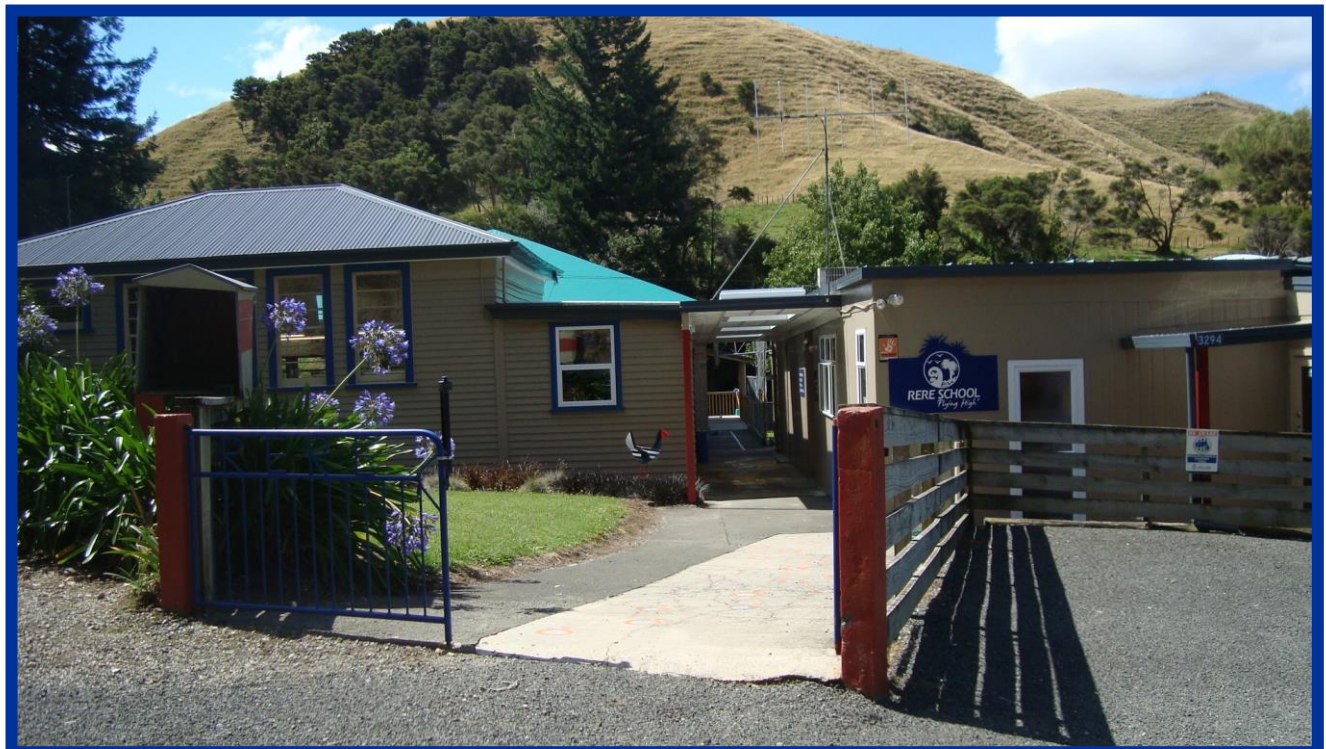




RERE SCHOOL

'Flying High'

INFORMATION HANDBOOK FOR PARENTS/CAREGIVERS



Our Values:

Respect, Resilience, Confidence, Responsibility, Self-Management, Creative Thinkers

Our Vision:

Rere School will develop the whole child enabling personal excellence.

RERE SCHOOL WILL DEVELOP THE WHOLE CHILD ENABLING PERSONAL EXCELLENCE

Rere School, Private Bag 7623, Gisborne 4040 06 867 0868 office@rere.school.nz

INTRODUCTION

Tena Koutou katoa,
He mihi mahana kia koutou, katoa.
Welcome to our School.

At Rere School, the staff and I will endeavour to ensure that the following Strategic Aims are being met on a daily basis:

- All students are able to successfully access the New Zealand Curriculum, as evidenced by progress and achievement in relation to the National Standards of Literacy and Numeracy.
- To have high performing personnel: Board of Trustees, Staff and Principal, who have the knowledge and skills needed to provide a high quality education.
- All parents and whānau are actively encouraged and empowered to support their children to achieve success in their learning through effective engagement and communication.

Our children at Rere School will:

- develop a lifelong love for learning
- develop as independent creative thinkers who have a sense of self esteem
- be encouraged to take risks and accept that failure is a path to learning
- be challenged to achieve their personal best
- be instilled with values that will develop a sense of pride, purpose and respect
- be well prepared to face challenges when they leave our school.

Our school is based upon an improving model that continuously works towards excellence. In order to maintain our positive learning and working environment it is vital that parents let us know when they have concerns and also when they have congratulatory thoughts and ideas to share with us. This helps us design our programmes towards providing the best education to the benefit of all students.

This booklet is produced with the intention of informing you about the day to day running of the school. Please read it and keep it for future reference. Should you have any queries please don't hesitate to contact the school.

Noho ora mai,

Katrina Dekker
Principal



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OUR SCHOOL VISION

*Rere School will develop the whole child
enabling personal excellence.*

OUR MOTTO
'Flying High'

BOARD OF TRUSTEES

Chairperson:	Jody Hume
Principal:	Katrina Dekker
Finance:	Anna Roberts
Property:	Simon Ewen
Parent Representatives:	Mark Steele & Casey Maddock
Staff Representative:	Paula Reedy

The Board of Trustees meetings are held on the 3rd Tuesday of each month commencing at 6.30 pm.

STAFF:

Principal:	Katrina Dekker
Junior Teacher:	Katrina Dekker
Senior Teacher:	Meg Parsons
School Secretary:	Kay Twigley
Financial Administrator	Paula Reedy
Teacher Aide:	Kay Twigley
Library:	Kay Twigley



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A TO Z

ABSENCES

So that staff can ensure that children are safe, parents are asked to ring in to the school between 8.00 - 9.00 a.m. to notify us of any absences. Any absences longer than three days need to be accompanied by a medical certificate and any extended unexplained absences will be reported to the Truancy Services.

Taking children from school during the day: Children are **not** permitted to leave the school grounds during the course of the school day unless the teacher or principal has **prior notification** of this happening. If your child must leave for a medical appointment or personal reasons, please notify the school as early as possible of the time they will be collected and the person who will collect the child.

ACCIDENTS

Should a child suffer an accident at school they will be attended to, and if it is felt a doctor's advice is necessary, then the parents will be informed immediately. If the school is unable to make contact with the parents and there is urgency because of the child's condition, the child will be taken to the hospital, with the parents being informed as soon as possible.

Please advise the class teacher if pupils need to take any form of medication during the day.



ADDRESS AND TELEPHONE

It is important that our records regarding home addresses, telephone numbers, emergency contacts and family doctors be kept current. Should there be any change, please contact the school immediately.

SCHOOL ASSEMBLY

School assembly is held once a week on Monday afternoons at 1.20pm. The assembly is run by the students under the control and guidance of the teacher responsible for assemblies. The assembly generally contains songs, awards, news/sports, notices, shout outs, children's items and the introduction of new students, staff etc.

BELL TIMES - SCHOOL HOURS

8.30am - 9.00am	Students dropped off at school
9.00am - 10.15am	Class time
10.15am – 10.35am	Morning playtime
10.35am – 12.40pm	Class time (brain break of 5mins at 11.35am)
12.40pm - 1.20pm	Lunch time
1.20pm – 3.00pm	Class time
3.00pm	Home time (Eastwoodhill bus leaves at 2.45pm)

NO CHILD IS PERMITTED TO LEAVE THE SCHOOL GROUNDS DURING SCHOOL TIME OR THE LUNCH HOUR WITHOUT A WRITTEN NOTE OR CONSENT FROM PARENTS/CAREGIVERS.

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BEHAVIOUR MANAGEMENT AND BULLYING

The Principal and staff, in consultation with the students and parents, have an extensive Behaviour Management Plan to ensure all students are safe in every way at all times while at Rere School. A full copy of the Plan can be found at the back of this guide. The full plan can also be found on the website www.rere.school.nz

BOOK CLUB

At least once a term, the children take home a Scholastic Book Club form from which books may be purchased. This not only encourages children to have an interest in new books but whets their appetite towards enjoyable reading. When purchases are made through the school, you may pay by cheque or cash. If paying by cheque, please make the cheque out to 'Scholastic NZ'.

BUSES

The Friends of Rere operates three bus runs at present; one up the Wharekopae Road and its subsidiaries, one up the Tahunga Road and its subsidiaries, and one up to Eastwoodhill. If you do not live on a bus run you may be entitled to a conveyance allowance. You may also be entitled to a conveyancing allowance if you are required to transport your child/ren to meet the bus. Forms and information will be provided by the school.

The School Rules apply while students are travelling on the bus. To assist the drivers with maintaining good levels of behaviour on the buses, the Principal may appoint bus wardens who report both good and bad behaviour. Good behaviour on the bus is recognised with mentions at assembly. There is also a Code of Conduct that all children are expected to sign.

If you have any queries/concerns regarding the bus please contact the Principal in the first instance who will redirect you if necessary.

CHARTER / CURRICULUM / POLICY

Charter: A copy of our school charter is available at the school office and on our website www.rere.school.nz for anyone interested in reading it through. This document is an agreement between the Board of Trustees and Government. It declares the purpose and the priority of the school including the intended outcomes for the students so that parents, teachers and students have a clear direction. It also forms the basis for reviewing and assessing the school's performance. As a parent you will be consulted with on a three yearly basis to review and set direction. Parents are also consulted with on an annual basis when the Annual Targets are set.

Curriculum: Curriculum planning is done on a regular basis and is being continually updated in line with national policy. Much thought is put into these planning sessions and teachers are often attending refresher courses to keep up with new ideas and methods. This teacher development is a very important part of our school programme.



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Policies and Procedures: The Board of Trustees and Principal have a comprehensive set of Policies and Procedures that cover all aspects of school Governance and Management at Rere School. These policies and procedures are regularly reviewed to ensure: they are in line with the Schools Charter, they are effective, and they are compliant with current legislation. The Parents and students will occasionally be consulted with on a policy/procedure and some are advertised in the school newsletter. A full set of Rere School's Policies and Procedures may be viewed at the school office.



CLASS TRIPS

As part of the class programme day visits, and occasionally overnight and longer trips, are undertaken by classes. Parents' help on such trips is essential and any offer of transport or supervision at these times is greatly appreciated. Parents written permission will always be sought prior. Occasionally a small contribution from parents is asked for to assist with the costs of school trips. The Principal consults with parents as part of the planning process for longer school trips that may be costly and parental support for fundraising is essential to keep the costs to a minimum.

CLOTHING

Parents are encouraged to send their children along to school dressed sensibly, to suit the changing seasons. During the summer, a sunhat is necessary. The children are given a school uniform to wear for any Education Outside The Classroom events. This includes a sunhat that is to be worn whenever the children are outside for any length of time during terms one and two.



Please name all clothing- this includes footwear, raincoats, sweatshirts etc.

CONCERNS AND COMPLAINTS

Should you have a concern or complaint, a full copy of Rere School's Procedure for Concerns/Complaints can be found at the end of this handbook. We also send this document home on a regular basis. It is also available on the web page www.rere.school.nz

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DENTAL CLINIC

The Rural Schools Mobile Dental Clinic visits Rere School once per year. You will be advised prior to its arrival by way of the school newsletter. If your child needs anything besides routine maintenance, information and authorisation forms will be sent home with your children. Should your child need emergency dental work you should contact the dental clinic at Illminster Intermediate School.

EDUCATION SERVICES

The school maintains contact with, and utilises when necessary, a variety of outside specialist agencies. We also have our own in-school strategies in place to ensure all students needs are met. The Principal, in consultation with your child's classroom teacher and you as the parent/caregiver allocates and decides on the correct support required for individual children.

School Public Health Nurses
Vision / Hearing Tests
Psychological Service
Speech Clinic
Resource Teacher Learning and Behaviour

Traffic and Police
School Library Service
Education Review Office
Advisory Services in all Subjects
Resource Teacher of Literature

Should a child need any of the above services, their parents are informed. Please discuss with your child's classroom teacher if you feel your child might benefit from assistance from an external agency.

EMERGENCY PROCEDURES

Included here are the steps to be followed if the school has to be closed during school time (eg. earthquake, fire).

1. A check will be made to ensure all children are assembled by way of a roll call.
2. No child will be released other than to a parent/caregiver or a nominated emergency person.

A record will be kept noting the name of the person, their destination and time.



HEALTH / MEDICAL REGISTER

Among the school records we keep a health register which contains confidential information about children's health. If children require medicine on a regular basis or an occasional basis, please advise the school office or teacher, with details of the ailment and necessary administering of the medicine. For example for bee stings, asthma, migraines, diabetes etc. Any required medicines will be retained in the medical room cabinet. Clear labelling is required. The school will ask you to fill in an [Adminstration of](#)

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[Medication Form](#) as a record that the parent gives permission for a staff member to administer medication to your child. The School will also keep a record of any medication administered.

HOMEWORK

To a large extent this is based upon the needs and age of your child. Time spent shouldn't be more than 20 minutes per night on independent work. Spelling, basic facts, reading are some of the homework types that you could expect to receive each week. Your child's teacher will be able to keep you up with homework needs for your child.

INTERVIEWS

All parents have a student led conference in the second and fourth terms as part of the school's assessment and reporting programme. Parents are free to contact the teachers to discuss children's progress or concerns at any mutually agreed time throughout the year.

JEWELLERY

Children are to be discouraged from wearing jewellery. Children with pierced ears should wear studs or sleepers.



LAWN MOWING

Our school lawns are mown on a voluntary basis by all the families with students at school as a form of fundraising. When it is your turn on the roster you will receive a phone call to check you are available to mow either the top lawns (ride-on) or bottom lawns (push mower) during the coming weekend and then the key for the mower shed will be sent home with instructions.



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LUNCHES

At Rere School we place emphasis on eating healthy lunches that will support us with our learning and physical activity. Every second year we have a real focus within our inquiry programmes about healthy eating and the school newsletter often has little snippets to remind and support whānau with fun healthy ideas.

During terms two and three, students are allowed to bring food to school, from home, to be heated in the oven for a hot lunch on Thursdays. Food must be wrapped in tinfoil (or other suitable wrapping for heating) and labelled with the child's name. All hot food must be put onto the bench before school starts.

When children are bringing a lunch from home, please give some thought to the packaging - it may have a rough ride to school. NO GLASS DRINK BOTTLES PLEASE and ***when a plastic drink bottle is used please put it in a plastic bag so that if it leaks books in the school bag won't get damaged.***

MONEY

If sending money to school please send it in an envelope with your child's name and the purpose for which it is sent clearly marked on the envelope.

NEWSLETTERS

The school sends out a weekly newsletter on a Monday to keep you up to date with school activities. The newsletter is given to the eldest child to take home. We urge all parents to read these newsletters because they often contain very important information and often have permission slips attached which need to be filled out and returned to school promptly. A copy of the weekly newsletter can also be found on the website www.rere.schhol.nz

PARENTAL INVOLVEMENT

A very real feature of Rere School is the high level of parental involvement. Many parents/caregivers take the opportunity to help in various ways such as helping:

- ❖ on the Board of Trustees
- ❖ in classrooms
- ❖ on school trips
- ❖ in the school's Education Outside the Classroom programme
- ❖ at working bees
- ❖ in school administration tasks helping with school projects
- ❖ assisting with fund raising
- ❖ mowing school lawns.

For enquiries contact the Principal.



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PE / SPORT

Regular programmes are organised and carried out at all levels in the school. Kiwisport activities are participated in and many of the students are involved in Saturday morning sport throughout the year. The school also takes part in Inter- School Competitions with the Rural West Cluster including Triathlon, Cross Country, Athletics, Swimming and other sports days. The school usually participates in the Rural Schools Gymnastics in Gisborne.



Swimming is taken every day in the summer months and every child is expected to participate. Should your child be unable to swim on any given day a written note to the teacher is required.

PHOTOCOPIER

The photocopier in the school office is available for community use during school hours. Please contact a staff member before use if the office is unoccupied. There is a list of photocopy charges on the wall above the photocopier and is less when you provide your own paper. Please leave payment in the office informing us of your name, number of copies and amount left – a receipt will be issued.

PLAYGROUND SUPERVISION

A roster system is in place for before school, during breaks and as the students depart in the afternoon. The school has out of bounds areas where ALL students are not allowed unless supervised by a teacher. All students are made aware of the out of bounds areas.

REPORTING TO PARENTS



An information sharing afternoon is held early in term one, followed by student led conferences in terms two and four. A summary report is sent home following the conferences. We celebrate success regularly in our weekly newsletters and present our skills and achievement at the many activities we attend outside the classroom/ school.

SEEING TEACHERS AT SCHOOL

Parents and caregivers are always welcome to "pop" into the classroom **before** or **after** school. It is important you **make an appointment** if you are at all concerned in any way and require some teacher time as we are already at work preparing our day from 8.00am. Naturally, we cannot see you during school hours, and prefer not to receive any phone calls from home during school class time hours unless in an emergency.

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Please when you bring your child to school can you say "good-bye" at the door so that the child can develop independence within the classroom. This will enable the teacher also to have personal contact time with any child requiring it. This is an important part of your child's transitional development.

STATIONERY

A stationary list will be provided by your child's classroom teacher at the beginning of each school year. Parents of new enrolments during the year will be given a list of anything that needs to be purchased for their child.

SCHOOL FEES

The Rere School Board of Trustees does not require parents to pay school fees. Occasionally throughout the year you may be asked to make a contribution towards school trips. Parents are always consulted by the principal when deciding on large school trips that may be costly.



SCHOOL RULES

SHOW RESPECT FOR OURSELVES, OTHERS AND THE ENVIRONMENT:

- Be problem solvers.
- Treat others fairly, kindly and with respect.
- Wear your hat in summer.
- Be kind to each other and look after each other
- No harmful physical contact.
- Demonstrate our school values at all times.

SMOKE FREE

Rere School grounds and buildings are SMOKE FREE.



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STATEMENT OF RESPONSIBILITY

The Rere School Board of Trustees and staff take responsibility for students within the hours of 8.20am and 3.05pm. This is from the time the students get off the school bus, or are delivered to school in the morning, and when they get on the school bus, or are collected in the afternoon. The Rere School Board of Trustees takes no responsibility for students/persons who visit or use the school grounds outside of the above hours.

SUNSAFE

Rere School has a sunsafe policy – “NO HAT - play in the shade”. Students are asked to wear a sunhat every day in term one and four, and when sunny in terms two and three.



SWIMMING POOL

The pool is a community pool. You are free to use the pool after school hours during the “pool season”. A key must be purchased for \$10 and a contract signed by the key holder for access to the pool outside school hours. Please ensure pool rules are adhered to. All children must be supervised and due care is taken when using the school pool. Swimming togs must be worn and long hair should be tied up or a bathing cap worn. Any problems please contact the school or the pool technician.

TECHNOLOGY TRAINING (Manual)

Year seven and eight students attend Manual on Mondays at Campion College, departing by bus from Rere School at 10am and returning at 1.15pm.

TELEPHONE

During classroom hours you may get the answerphone. Please leave a message and somebody will get back to you as soon as they can – the answerphone service will be checked at 10.15am, 12.40pm and 2.45pm each day. The School Secretary is usually in the office on a Monday and a Thursday.

The telephone is to be used by students only after permission has been granted by a staff member and only for important matters.

The telephone is only to be used by members of the community for school related or urgent matters.



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TERMS AND HOLIDAYS

School **terms** are advertised at the end of each year and as the year progresses in the weekly newsletters.

School will also be closed on the following **public holidays**:

Auckland Anniversary
Anzac Day
Easter Monday
Easter Tuesday

Waitangi Day
Easter Friday
Queens Birthday
Labour Day

Dates will be advertised in the school newsletter.

UNIFORMS

Rere School has a uniform that students are expected to wear when representing the School in the wider community. Uniforms are given out prior to the event or trip and are expected to be washed and returned as soon as possible afterwards.

VALUES

Values at the heart of the Rere School learning community are:

**Respect
Resilience
Confidence
Responsibility
Self-management
Creative thinkers**



VEHICLES and COLLECTION OF STUDENTS

Before and after school and at lunch times, please park your car away from the bus parking area outside the front of the school. We would appreciate if parents who are picking up children after school, would park at the side of the road in the proper places and not double park or park over the gateway.

For reasons of safety parents are not permitted to park inside the school grounds.

It is very dangerous for the children if the cars are milling around the school gates and illegally parked.

Parents running late - The school asks that if for any reason you are unable to collect, or be at home to meet, your child, you set up an arrangement with a close neighbour or another parent with a child on the bus route. In VERY RARE and EMERGENCY circumstances the child will be kept at school until such time as you can collect him/her.

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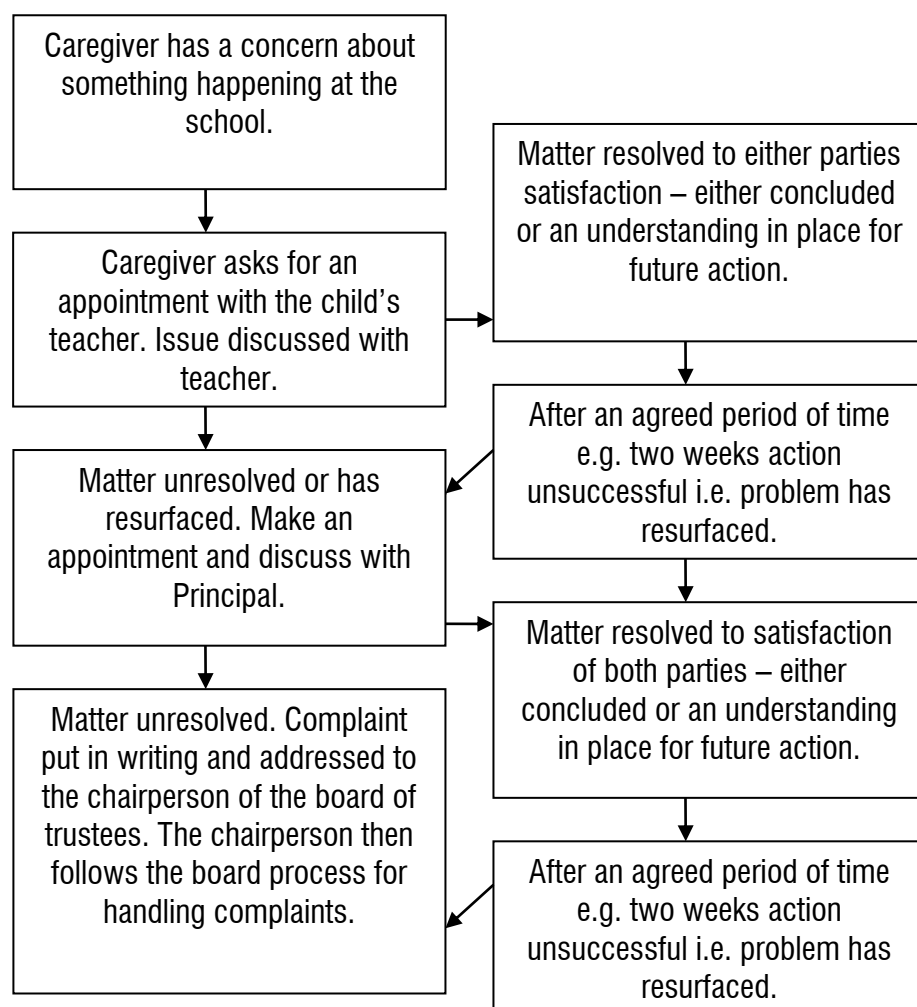
CONCERNS

Please remember that if you have any concerns or queries we are always here to listen. You will get the answerphone during class time however it is checked often and somebody will get back to you as soon as possible.



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Complaints Procedure for Rere School and Rere School Board of Trustees



Stage one: School Community Process

1. While minor issues may be able to be discussed in a quick informal chat with a staff member, normally in order for both parties to give the matter full attention, arranging a time to discuss the matter is the preferred option.
2. If the complaints procedure has not been followed the board will normally return any letter of complaint to the writer and ask that they follow the procedure first.
3. The board needs to formally receive a complaint in order to act on it. If a complaint is serious enough for the board to deal with, it is serious enough to be put in writing. If you have concerns about expressing the matter clearly in writing please discuss the matter in confidence with the board chair [or another delegated board member] to enable them to assist you with this. The staff/board member handling the complaint will keep documentation of all formal complaints.
4. All parties to a complaint may bring a support person to any meeting where the issue is to be discussed.
5. If the classroom teacher's child is involved the Principal or Board Chair will be present at the first and all subsequent appointments to ensure that the process is unbiased.

COMMUNITY INVOLVEMENT

COMMUNITY PLAYGROUP

Playgroup for all pre-schoolers is held every **Wednesday morning** from 9am until 11.30am in the Community Room. This is a most valuable beginning to your child's education and the teaching staff recommend that all children have some form of pre-school education before entering school. Contact the Rere Playgroup person or the school for any further information.

Parents/caregivers are totally responsible for their pre-schoolers when they are in the school grounds and they should be supervised at all times.

Prior to children starting school arrangements can be made with the junior classroom teacher for your child to come into school for a morning or afternoon once or twice a week to get them familiar with the school environment and routines. Parents/caregivers must be on the school grounds and responsible for their pre-schoolers during these times.

COMMUNITY LIBRARY

The Gisborne Library provides a selection of books for our Community Library. This is located in the Community Room and all adults are encouraged to use it. Please contact the community library contact person for information about using this section of our Library.

COMMUNITY ROOM

A lovely room has been built on the school grounds and is available for community groups to use. Please contact Grant Hickling or Anna Roberts if you require the use of this facility. Alternatively you may contact the school for further information.



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