



## INFORMATION HANDBOOK FOR PARENTS/CAREGIVERS

### OUR SCHOOL VISION

Rere School will develop the whole child enabling personal excellence.

### OUR MOTTO

'Flying High'

### OUR VALUES

Respect  
Resilience  
Self-Management  
Manaakitanga  
Confidence



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

We hope your association with our school will be a successful one. It is our close co-operation between our parents/community and staff that ensures quality educational experiences for our learners. We hold the belief that every child will be provided with opportunities to achieve academic, cultural and sporting success. Our learning community values involvement. Our school is inclusive and everyone is valued for their own individuality and contribution.

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.



Nga Mihi

David Milne  
Principal

#### BOARD OF TRUSTEES

Chairperson:	Kerry Worsnop
Principal:	David Milne
Finance:	Richard Candy
Property:	Casey Maddock
Health and Safety:	Georgina Kemp
Parent Representative:	Bart Cheetham
Staff Representative:	Kate McIntosh

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

#### STAFF:

Principal:	David Milne
Junior Teacher:	Kate McIntosh
Senior Teacher:	David Milne
Principal Release:	Ginny Gemmell
Teacher Aide/Librarian:	Kay Twigley
Office Manager:	Paula Reedy

## **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.

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 twice a week on Monday mornings at 8.45am and Friday afternoons at 2.20pm. The assembly is run by the students under the control and guidance of the Principal. The assembly generally contains songs, awards, news/sports, notices, children's presentations and the introduction of new students, staff etc.

## **BELL TIMES - SCHOOL HOURS**

8.20am - 8:45am Learners dropped off at school

8:45am - 10.30am Class Time

10.30am - 11.00am Morning playtime

11.00am - 12.30pm Class Time

12.30pm - 1.15pm Lunchtime

1.15pm - 2:45pm Class Time

2:45 Home time



## 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 gives them an appreciation of books.

## BUSES

The Friends of Rere operates two bus runs at present; one on the Wharekopae Road and one on the Taumata Road. 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.

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 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 online at [www.schooldocs.co.nz](http://www.schooldocs.co.nz)

## 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. There is a blanket permission slip that covers day trips inside the boundaries of the Tairāwhiti region that needs to be filled out at the beginning of the year. 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 and is provided by the school. The learners 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 four.

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

### CONCERNS/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](http://www.rere.school.nz)

### CONTACTING THE SCHOOL

Contact can be made via phone, 8670868, or email, [office@rere.school.nz](mailto:office@rere.school.nz). Emails to [principal@rere.school.nz](mailto:principal@rere.school.nz) will be read and responded to within 48 hours. It is important you download the app [Skoolloop](#) to ensure you are up to date with notices. If you are having issues with the app then please contact one of our staff.



### 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/Facebook. 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 Ilminster Intermediate School.

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

### HEALTH AND MEDICAL

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 on 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 [Administration of 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.



## INTERVIEWS

We have a three-way interview in term one to discuss learning goals and next steps in learning. At the end of term two we have student led conferences 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.

## LAWN MOWING

Our school lawns are mown on a voluntary basis by all the families with students at school. 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.

## LEADERSHIP OPPORTUNITIES AT RERE SCHOOL

We are committed to providing real leadership development and practice with a wide and varied range of opportunities for our learners. We know that leadership is multi-faceted in that there are many aspects to leadership. At Rere School we offer a wide range of opportunities for all students whilst not compromising teaching and learning as our main goal. We have had huge success with learners being selected to participate in the AURORA leadership programme.

## LUNCHES

At Rere School we place emphasis on eating healthy lunches that will support us with our learning and physical activity.

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. **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.

## NEWSLETTER

The school sends out a weekly newsletter on a Monday via email. We urge all parents to read these newsletters because they contain very important information about upcoming events. A copy of the weekly newsletter can also be found on the website [www.rere.school.nz](http://www.rere.school.nz) and on the [School and Community facebook page](#).



## PE AND SPORT

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 participates in the Rural Schools Gymnastics in Gisborne every two years.

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

## 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.

## PLAYGROUND DUTY ROSTER

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.

## STATIONARY

Stationary list will be provided by your child's classroom teacher at the end of the year prior or at the beginning of the new 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 of time or help support fundraising efforts towards school trips. Parents are always consulted by the Principal when deciding on large school trips that may be costly.



## SMOKEFREE

Rere School grounds and buildings are SMOKE FREE.

## SUNSMART

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. The school provides the hat.

## SWIMMING POOL

Our 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 keyholder 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 Principal. There is a pool First Aid kit in the Boys Changing room.

## TECHNOLOGY TRAINING MANUAL

Year seven and eight students attend Manual on Mondays at Ilminster Intermediate School, 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. There is usually someone in the office Monday to Friday mornings.



## 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 public holidays. Dates will be advertised in the school newsletter and on the Skoolloops App.

## UNIFORMS

Rere School has a uniform that students are expected to wear when representing the School in the wider community. They will be told when they are expected to wear their uniforms and this will also be advertised

in the school newsletter. A uniform will be given to your child at the beginning of the year. A bond of \$20.00 is required and refunded when the uniform is returned.