

## **General Information**

### **Absence**

We ask parents to ring the school office before 9.00am if their child is going to be away from school for that day. It is vital that contact is made with the office as this eliminates the worry of child health and safety. **Please** advise child's name, room no. and reason for their absence when leaving a message so we can accurately code the absence. You will receive a text message if your child is absent and we haven't received any notification.

Arriving at school between 8.30 and 8.45 is the most desirable as it provides enough time for the children to organise themselves and see friends before the school day starts formally at 8.50am. However, if you are late arriving we ask them to check in at the office first so their attendance can be corrected on the roll.

### **After-school Care (OSCAR)**

An after-school care programme operates from 3.00-5.45pm in the school hall. For more information to enrol contact Linda 027 4584324 or email [bmnathan@xtra.co.nz](mailto:bmnathan@xtra.co.nz).

### **Allergies**

If your child has a moderate to severe allergy please inform the school office so that we can discuss the appropriate actions that need to be taken and ensure medication is kept at school if required. We know of a number of students who have life threatening allergies to peanuts and eggs and we are able to handle these situations, if we have been fully informed.

### **Assemblies**

These will be held every second Friday, 9.00 - 9.45. Please check the weekly newsletter for any changes to this time. All parents are most welcome to attend.

### **Board of Trustees**

The Board of Trustees meets monthly and parents are welcome to attend. Please check the website for dates and times.

### **Car Parking**

There is a limited number of car parking places for staff in the staff car park. We request that this is not used by parents. There is a drop off bay at the front of the school, please use this, as the less traffic inside the grounds the safer it is for our children. Parking is limited on the street to 20 minutes at peak times. The University parking area should be kept clear for their staff.

### **Cell Phones**

Students are not encouraged to bring cell phones to school and are banned from use in the classroom.

### **Change of Home Address, Email Address and Phone Number**

It is important that the office be kept up to date with records in case of emergencies. If you change either your home/mobile number or street/email address (including emergency contacts) please notify the office as soon as possible.

### **Communication**

School newsletters are emailed every Tuesday. From time to time other newsletters will be emailed from the Board of Trustees, the PTA and teachers. These communications are also available on our website - [www.kts.school.nz](http://www.kts.school.nz). Please refer to this if you have missed items.

### **Cyber-safety**

The school utilises the benefits of information and communication technologies to support the learning programmes. We ask each student to consider their responsibilities for cyber safety and to sign an individual cyber safety agreement. Parents are also asked to sign a cyber safety information sheet.

### **Dental Clinic**

A mobile clinic comes to the school up to twice a year to examine children's teeth and carry out preventative treatment, i.e. radiographs, fissure sealants and fissure protection. Those requiring restorative treatment will be given an appointment to attend a Hub clinic. If you have dental concerns outside of the regular annual check, please phone 0800 TALK TEETH (0800 825 583).

### **Discipline**

At Kohia Terrace we set high standards for ourselves. We have a consistent approach by all staff members who believe in creating a positive, warm environment that enhances self-esteem. Students are encouraged to take increasing responsibility for their own learning and their own behaviour. Respect for ourselves, for others and the environment are important values at Kohia, as well as the family feeling of caring. Students who have problems dealing with their behaviour, and respecting others may find that they have some "time out" to reflect on their behaviour. Parents are notified of any concerns with follow up meetings being arranged as required.

### **Enrolments**

Kohia Terrace School has an enrolment scheme where all students reside in the defined zone. The purpose of the scheme is to avoid overcrowding and facilitate long term planning thereby ensuring quality education. The geographical zones are on the school website. Every year there is a ballot for out-of-zone applications; the date is set by the Ministry of Education.

### **Enrolment Orientation Visits**

Parents will be asked to bring their children for orientation visits before their child starts at school. Orientation days are Wednesdays 1.45 – 2.45pm.

A letter inviting you to attend will be sent out at the beginning of the month prior to the child turning five.

### **Health and Medication**

To provide a safe and healthy environment school staff will not administer medication at school unless there is written permission from the parents. This includes Ritalin. If students become sick at school, parents will be contacted to take them home, hence the need for up to date telephone contact numbers.

### **Home Learner Policy**

Set work will usually be based on work being done at school. It is our hope that students' interest in the work done at school will carry over to the home for further investigation and discussion. The length of time expected for homework will vary, but will generally increase as your child gets older. The senior classes will usually have a homework sheet for the week. This is to encourage students to take responsibility for their own learning and time management. If, as a parent, you feel that enough time has been spent that week on the homework or family commitments have made it difficult to complete tasks set, please let the teacher know. Homework should develop positive attitudes to learning.

Juniors will usually have a book to read and senior classes spelling and revision of tables, basic facts, and maintenance activities. Time spent on recreational reading, reading for information, discussing local or world events, watching television news/documentary programmes, and following their own interests is time well spent by students.

### **Immunisation**

Primary schools are required to see and record the Immunisation Records of each 5-year-old beginning school. These certificates must be seen prior to enrolment for all new students to the school.

### **KTS Shop**

School payments can be made online. We encourage families to pay for your children's school expenses using our online school shop. To set up your account go to our website [www.kts.school.nz](http://www.kts.school.nz) and click on KTS Shop to register. Alternatively you can pay directly into our school bank account 12-3048-0433992-00. Lunches can also be ordered on line through the KTS Shop.

### **Library**

Borrowing of books from the library by students is encouraged. All classes will be rostered so that they access the school library each week. Parents will be charged the cost to replace lost or damaged books.

### **Lost Property**

All items that come to school must be clearly named, so that if they are lost they can be returned to their owner. Items are kept initially within the classrooms, and then into two centralised areas. There is a box in the corridor of the administration block and one in the area of Rooms 1 & 2. Feel free to check these boxes when an item is missing. From time to time, lost property is checked and displayed in an attempt to return clothing and footwear. Other items such as jewellery, watches, phones etc. can be claimed from the office.

### **Lunches**

Lunches are offered daily through the KTS Shop online ordering system. Orders are taken up until 9am each morning and delivered to the school at lunchtime. For more details check KTS website.

### **Parent Help**

We welcome parents/grandparents/caregivers' help in the school. There are many roles that can be played including, helping and developing resources, assisting with road patrols, coaching sports teams, assisting in the library, developing teaching resources, help on trips, and in the classrooms. Contact your child's teacher for further information on duties and times.

The PTA (Parent/Teacher Association) of the school usually hold meetings each term in the staffroom – meeting dates will be advised in the school newsletter. Everybody is welcome.

### **Playground Supervision**

Two teachers are on duty at morning break (10.30–10.50am) and over the lunch hour (12.30 – 1.30pm). They are easily identified as they wear a fluorescent vest and carry a first aid kit.

Classrooms are open from 8.30am and we do encourage all students to arrive after this time. If, for some reason, a student is earlier than this we ask juniors to wait outside Room 3, and for middle/senior students to restrict their play to the top court area. This area is in close proximity and access to the school buildings for their safety.

All students are required to leave the school grounds promptly at the end of the day to allow teachers to attend meetings and to prepare for the next day.

### **Reading Support Programmes**

We carefully monitor students' progress in reading and will put in place either small group or individual support for those students who require additional support.

We also offer the services of a specialist teacher who works with selected students with specific learning disabilities (SPELD approach).

### **Road Patrols**

The crossings at Gillies Avenue and Kohia Terrace are patrolled by senior students who have been trained by the Police. A teacher or parent helper always supervises these patrols. This patrol begins 20 minutes before school starts in the morning and continues for 15 minutes at the end of the school day. Please use these crossings as we live in a very busy part of the city.

## **Sports**

Most of our major sports codes are offered for the students to participate in during the year. Opportunities to represent the school in interschool competitions are offered in swimming, athletics, cricket, softball, netball, soccer, tennis, rugby, touch, and cross-country. We encourage all children to participate but as a small school often require parental support with coaching or transport. If you are in a position to help with coaching, please contact the school office.

## **Stationery**

All stationery items required at school can be ordered on line from Office Max [www.myschool.co.nz](http://www.myschool.co.nz) or purchased through Office Max, 32 Normanby Road, Mt Eden. The school will carry a limited range of stationery for replacement purposes only and can be purchased from the school office between 8.30 – 8.45am Monday – Friday.

## **Sunsmart Policy**

Students are expected to wear sunhats outside during Terms 1 and 4. As part of the school's health and safety policy, every effort must be made to reduce the incidence of skin cancer. Lunch is eaten under the shade of the trees or appropriate shaded areas. Consideration of outdoor activities will be made where possible to avoid the heat of the day.

## **Teacher Contact**

If you have any concerns or queries regarding your child's progress please do not hesitate to contact the class teacher to make an appointment to discuss these concerns. The class teacher should be the first person you contact to discuss class issues. It is advisable that an appointment is made so the teacher can organise their time to talk with you.

## **Telephone Calls**

Urgent messages to teachers or students may be relayed through the school office. Students are not permitted to use the telephone unless specific permission is given by a teacher.

## **Toys**

Students are not encouraged to bring toys to school.

## **Trips**

Our learning objectives encourage the use of the local and regional environmental resources to enrich students' learning. On each occasion you will be invited to give permission for your child's involvement. In an attempt to keep costs down, often parental help is requested for transportation. Your support is always appreciated. Legally we are required to have a set ratio of children to adults, this varies slightly with the type of trip experience. If a child is travelling in a car they are required to wear a seat belt (not including a lap belt) and should always be in a smoke free environment. Proof of a New Zealand Drivers Licence and current Warrant of Fitness may also be required.

## **Uniform**

Uniforms are compulsory at Kohia Terrace School. The school uniform can be purchased from the School Uniform Centre, 553 Remuera Road, Remuera Village, or by visiting their website where you can order everything you need and have it delivered to your door, [www.schooluniformcentre.co.nz](http://www.schooluniformcentre.co.nz) Please note that they stock tops S, M, L, and Adults and will make one-off sizes. Hats are expected to be worn during the summer months (see Sunsmart Policy above). Students are not to wear other coloured clothing items in addition to the school uniform. Shoes and sandals need to be black, brown or dark blue.

House t-shirts can be purchased through the school office.