

General Information

Absence

We do ask parents to ring the school office before 9.00am if their child is going to be away from school for that day. **Please** advise child's name, room no. and reason for their absence when leaving a message so we can accurately code the absence.

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. 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 the school office.

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 12.00 - 12.30 with a different class hosting this each time. All parents are most welcome to attend.

Board of Trustees

The Board of Trustees meets on the fourth Tuesday of each month and parents are welcome to attend.

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 Address and Phone Number

It is important that the office keep up to date with records in case of emergencies. If you change either your telephone number or 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 come home from the Board of Trustees, the PTA and teachers. These communications are available on our website - 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

As we do not have a dental clinic on site our students go to Auckland Normal Intermediate. A mobile clinic comes to the school annually with those requiring treatment being given an appointment to attend the dental clinic. If you have dental concerns outside of the regular annual check, please contact the clinic on **630 0592**.

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 enrolment policy and the geographical zones are obtainable from the school office. 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 on two occasions before their child starts at school. Orientation days are Fridays 9.30 - 10.30pm.

A letter inviting you to attend will be sent out at the beginning of the month prior to the child turning five. Our principal would like a pre-entry meeting with all new families. This will be arranged when enrolling.

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.

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 by Room 9 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.

Lunches

Lunches are offered daily. Orders need to be placed before the start of school in the slot of the desk located in the administration corridor by the office. We as a school promote healthy food and drink options. Monday, Wednesday & Friday is Subway; Tuesday & Thursday is Sushi.

Money

Any money sent to school should be in an envelope and clearly labelled with the student's name, class teacher and amount. Remind your children to give it to the class teachers as soon as the class begins in the morning. Or alternatively you can pay to KTS a/c 12 3048 0433992 00.

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 monthly meetings on a Monday night at 7.00pm 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 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 office or the teacher to make an appointment to discuss these concerns with the class teacher. 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. The class directory has each teacher's email contact.

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 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 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.

Optional school uniform items can be purchased by placing an order through the school office. These include KTS waterproof jacket, sleeveless vest and house PE t-shirts.

The School Day

8.30	am	Children are able to go into the classroom
8.50	am	School starts
10.30	am	Interval
10.50	am	Lessons recommence
12.30	pm	Lunch
1.30	pm	Lessons recommence
3.00	pm	End of the day
3.20	pm	All children to be off site

2011 School Term Dates

Term 1	Tuesday 1 February	to	Thursday 14 April (15/4 Tch Only Day)
Term 2	Monday 2 May	to	Friday 15 July
Term 3	Monday 1 August	to	Friday 7 October
Term 4	Tuesday 25 October	to	Thursday 15 December

Public Holidays 2011

Auckland Anniversary	Monday 31 January
Waitangi Day	Sunday 6 February
Good Friday	22 April
Easter Monday	25 April
Easter Tuesday	26 April
Anzac Day	Monday 25 April
Queen's Birthday	Monday 6 June
Labour Day	Monday 24 October