

A - Z OF MATANGI SCHOOL

ph. 07 829 5735
matangi.school.nz



Matangi School



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WAYS TO CONTACT US

School office	07 829 5735
Email	office@matangi.school.nz
Website	www.matangischool.nz
Facebook	https://www.facebook.com/MatangiSchool
School apps	(Hero / Seesaw) available to download on most smart phones

MATANGI SCHOOL VALUES - TUI VALUES

Whanaungatanga:	Relationships
Whakaute:	Respect
Whai Whakaaro:	Reflection
Manawaroa:	Resilience
Haepapa:	Responsibility



WELCOME TO MATANGI SCHOOL

In 2022 Matangi School has a roll of nearly 200 children, providing a staffing entitlement of 10 teachers. Matangi is a zoned school situated only 5 minutes from the South Eastern side of Hamilton City.

Matangi School has 9 learning spaces in addition to these and the administration block, there is a **hall** and **swimming pool**. The school grounds are large and grassed and well utilized by our children and the community. We have a junior and senior **adventure playground**, which are a favourite meeting place for many of the children. The School Administration block, which is attached to the main teaching area, includes school offices, medical room, staff room and the Principals office.

Matangi School is organised into three areas;

Junior Team (Kowhai & Pohutukawa) Years 0-2

Middle Team (Rimu) Years 3-4

Senior Team (Kahikatea) Years 5-6

Most classes are composite classes.

Children attend one of a number of local kindergarten or playcentres before entering Matangi School as a 5 year old. Our Year 6 pupils move from Matangi School, mainly through to Berkley Middle School.

The school is a central focus of the **community** and we gain much support from both our school parents and the wider community. The community has high expectations of the school. There is strong community support with the school. Most years, among other activities, we have a Gala, Book Fair, a Pet and Agricultural Day, a number of Cluster Schools sports, recreational activities and many other special events that promote a partnership between the home and school.

The **Matangi School Fundraising Group** is always keen to attract new parents onto the committee. This group is an active group of keen parents/caregivers, who come together regularly to organise, promote and implement a number of events/activities that provide additional funds for the operation of the school, while also fostering a partnership between home and school.



STAFF MEMBERS

Mr Bernard Butler	Principal
Miss Ayla Sutherland	Teacher, Year 5 / 6, Year 5&6 Team Leader
Mrs Lisa Murray	Teacher, Year 5 / 6
Mrs Hayely Bacon	Teacher, Year 3 / 4, Year 3&4 Team Leader
Mr Mitchell Pettit	Teacher, Year 3 / 4
Miss Lauren Dawber	Teacher, Year 3 / 4
Mrs Kelly Taylor	Teacher, Year 1 / 2
Mrs Paula Schwikkard	Teacher, Year 1 / 2 Team Leader
Mrs Heather Downing	Teacher, Year 0 / 1
Mrs Karen Mowbray	Teacher, Year 0 / 1
Mrs Kat Osborne	Teacher, Year 0 / 1
Learning Assistants	Sue Smith, Carmen Fletcher, Debbie Lawrence,
Executive Officer	Janelle Bailey
Front Office	Jo Gill
Caretaker	Kent Middleton
After School Supervisor	Josie Kingham
After School Care Staff	Carmen Fletcher, Debbie Lawrence, Brooklyn Bailey

ABSENTEEISM / ATTENDANCE

Children are expected to be at school every day unless they are unwell or they have an appointment. Children must not be sent to school when unwell as they provide a health risk to others.

For safety and attendance reasons, it is important that parents and teachers know where children are. Please let us know if your child is not going to be attending school, by using the School app (Hero), emailing or phoning the office before 9am.

For the safety of our children it is important that home and school endeavour to follow the following procedures:-

- When a child is away from school, the parent/caregiver is to advise the school by phoning 829 5735, using the School APP or emailing office@matangi.school.nz by 9:00am everyday. When the office is notified that the child will be absent from school the child's name is entered electronically.
- If the school has not been advised that a child is absent from school, the teacher will also record this child's name in the electronic register, which is then sent to the school office every morning.
- If the office/class teacher is unaware of reason for child's absence, your child will be marked with a ?
- On the second day if the child is still away and the reason is unknown the teacher will record the child's name and the office will endeavour to contact parent/caregivers. If unsuccessful, contact will then be made with emergency contacts that we have listed on the child's file.
- On the third day the child is absent without reason, School Attendance will be informed and they will carry out a home visit. This will then carry on daily until contact has been made with the family.

Please help by contacting the school each day your child is away.

AFTER SCHOOL

We expect children to depart for home as soon as the school day finishes at 2:50pm. Do not hesitate to telephone the school if your child fails to return home on time. Children not collected by 3:10pm will be enrolled into After School Care, or parents will be contacted to confirm the necessary arrangements.

Children must wait inside the school grounds for their safety until collected.

AFTER SCHOOL CARE

A School Activity Programme (Informally referred to as 'Tui House') operates five days a week from 7.30am-8.30am and 2.50pm - 5:30pm. A wide variety of activities are included in the programme, from art and craft to sports. Children need to be enrolled in order to attend this programme. This can be done via the enrolmy website, you'll find a link to it on our school website. Enrolment forms and full information is also available from the school office or by phoning 07 829 5735.

MATANGI SCHOOL (TUI HOUSE) ACTIVITIES PROGRAMME

Art Activities • Sports and Exercise • Craft Activities • Cultural Activities • Baking

Activities are structured on a "free play" concept set both indoors and outdoors with children free to move around choosing different activities. A range of activities are offered including craft, construction, board games, art, drama, sports, dance, music, swimming, videos, reading and space for homework if needed.

Afternoon tea is provided – e.g. a snack of fruit, pizza, sandwiches, biscuits or similar, and milk/water/juice.

SESSION TIMES:

Morning session: 7:30 - 8:30am
Afternoon session: 3:00 - 5:30pm

FEES:

- Morning session: \$3.00 for each half hour
- Afternoon session: \$7.50 for first hour, then \$3.75 for each half hour after that.
- After 5:30pm: \$20 for every 15 minutes late

ACCIDENTS AND SICK CHILDREN

In the case of serious accident, anaphylaxis reaction (medication will be given and an ambulance rung), as well as any head or mouth injury at school, parents will be contacted **immediately**. If parents are unable to be located, the "emergency contact" person will be consulted and/or family doctor if necessary. If a child becomes sick at school, the class teacher or the school secretary, in order for the child to be cared for at home, will phone parents.

ALLERGIES / HEALTH PROBLEMS

The school would appreciate being informed of any particular allergies, for example stings, or health problems, in order that your child may receive immediate treatment if necessary.

ASSEMBLIES

These are held once a fortnight on Fridays 2:10 -2:50pm. The location can change there will be notification of this in the newsletter.

Parents and family members are always welcome to attend.



BEHAVIOUR

We expect high standards of behaviour at all times. If teachers are concerned, parents will be contacted. If parents are concerned, we ask that the parent please contact their child's teacher.

Our inclusive school philosophy embraces all students within our behaviour management policy. Called 'The Matangi Way', students will endeavour to make good choices, listen and follow instructions, keep hands, feet and equipment to themselves and walk in 'walk only zones'. Our Matangi School Values guide and direct us in creating a positive and restorative approach to managing behaviour. This means all children attending Matangi School are expected to behave according to these values. An effective behaviour policy that applies to all students helps create a more productive learning environment.

At Matangi School we focus on noticing and acknowledging students making a positive impact. We celebrate these successes by placing students on Green Light. When a student is approaching their day going above and beyond school expectations, they are placed on Gold Light. This is very special and is celebrated within the class and at our School Assemblies.

From time to time a student may present challenging behaviours that require the school to intervene and approach this as a learning opportunity. At this time parents / caregivers are notified and involved in the restorative process. This will mean a reflection sheet will come home with the child, ready to be discussed within the family home.

BICYCLES

All children riding bikes to school should have a good knowledge of the road rules and are legally required to wear cycle safety helmets. Bicycle stands are provided and children are expected to keep away from this area during school time.

BOARD OF TRUSTEES

The Board of Trustees meeting dates are advertised in the School Newsletter and School Calendar. Meetings are held in the staff room at 6:30pm. The 2021 BOT portfolio holders are:

Bernard Butler	Executive Officer	
Mr Brad Ward	Chairperson	ph 027 808 2980
Mrs Anna Tootill	Finance	
Mr Andrew Mowbray		
Mr Casey Molloy		
Mr Jo Lane		
TBC	Staff Representative	

BOOK CLUB

Children have the opportunity to buy books at a reasonable price through the Scholastic NZ Book Club. This offer is available on a regular basis and a sheet showing titles and prices will be sent home to each child. There is no obligation to buy. Books ordered will be sent to the school two or three weeks later for distribution to those who ordered.

CALENDAR OF TERM EVENTS

A calendar of term events is posted at the front of the school on our Matangi School events board and is also available on our website and our weekly newsletters.

SCHOOL CAMPS

All Year 3-6 students go on an annual camp. Parents are informed a term prior to camp through our School Calendar, Weekly reminders, and any other forms of communication from the classroom teacher. Other classes participate in Education Outside the Classroom during this week. Refer to our school policy on education outside the classroom in our administration folder in the school foyer for more information.



CARING FOR YOUR SCHOOL

Grounds

Matangi School recognises that Environmental Education is an important part of life long learning. We want our students to own and work in a healthy environment that they have created, maintained and will pass on to future generations. Working bees are organised on a term basis. The School Board is always interested in your ideas as to how we might improve our school environment. If you have any suggestions, please phone or contact the Board Chairperson.

Community Facilities

The buildings and facilities of the school are regarded as a community asset, and wherever possible, the community is encouraged to use them. Groups using buildings will be held responsible for any damaged incurred. The school hall is available for hire, and any approaches should be made to the school office.

Vandalism

If any vandalism is noted it should be reported to the Principal or the Board. Names of offenders, if known, should be given. Police will be notified.

Swimming Pool

The Board has the authority to open the school pool for use by the community, if appropriate arrangements have been made. A Pool Committee will be set up each season and a set of rules of use and conduct is in place. These conditions will be advised through a school newsletter, just prior to the beginning of the swimming season.

CLOTHING / PERSONAL GEAR

Matangi School has a school uniform, which is compulsory, and can be purchased from the school office. Please **name all clothing**, towels, lunch boxes and school bags.

COMMUNICATION

At Matangi School we continue to refine our forms of communication. If you need to get a message to your child's teacher, we ask that you contact the teacher/s of your children via email or by phoning the school office.

Email – School newsletters or notices to parents are sent via this platform. These notices are normally just applicable to our parents or caregivers. If we receive an email from a parent, we will often respond to this either by replying to it via email or by calling the parent or caregiver as soon as we are able to. We prefer to follow up on emails with a phone call, this is often the most efficient and relatable way to resolve any issues or concerns.

Seesaw – We use this platform to share your child's learning or to provide our children with an online learning option. During Lockdown, we really value this way of engaging with our children and school community. Every now and then, a school announcement may be made via Seesaw. This is to ensure everyone (including our children) receives this message.

Facebook – Our school community is often celebrating special moments that occur in our school via this platform. We use this way of communicating or by sending important announcements, as many of our families regularly use this application.

Hero – We will continue to share/launch this platform with you. It will definitely feature in our up and coming student-led conferences. Hero will be used to report your child's learning to date. Via this Application, you will be able to let us know if your child is going to be absent from school, keep updated on notices that are being delivered in the school, link to our school website and school calendar, and have links to your school financial accounts, for stationary, and school fees.

Enrolmy – Is used for Tui House for bookings and Invoices/Statements. Enrolmy is also used for Matangi School Trips, School Camps and School Sport Teams. Invoices/Statements are sent from Enrolmy for these bookings.

Website – Our website provides Covid alerts and notifications that are important to our school community. An A-Z can be found, referring to many aspects of our school that may be useful to you. Our Matangi School Curriculum can be found on this site, along with contact details of each staff and Board member. There are also links to our newsletters, school calendar, sports information, our last ERO Review, School Policies, and much more.

COMPLAINTS / CONCERNS

Many concerns can be addressed if we know about them. In the first instance, if you have a concern about the progress or behaviour of your child, please take the time to speak to the teacher of your child. **Please make an appointment to see the teacher.** We really encourage this point of contact as we believe most incidences or misunderstandings can be dealt with at this level.

A complaint is deemed to be of a serious nature and the parent/caregiver must put their complaint in writing, addressed to the Principal and/or Board Chair, stating that they are making a complaint, then specifically stating the allegations. A complaint may be the result of actions or speech or deed, construed by a parent/caregiver or a member of the community to be detrimental to the child or children at the school. School Policy 7, Concerns and Complaints detail guidelines and procedures to be undertaken.

DENTAL THERAPIST

The Dental Therapist services visit Matangi School once a year. We advise parents through our school newsletter when they are visiting. If the Dental Therapist has seen your child during a school day, a note is sent home.

DONATIONS

Many schools make a request to parents/caregiver for an annual donation. This donation is used to support your child/ren's learning through the purchase of essential school equipment/resources. If a child is enrolled part way through the year, office staff may request from you an appropriate portion of the school donation.

The Matangi School Board of Trustees considers it reasonable to request a school donation of \$120.00 per year. It can be paid off at \$30.00 per term if you so wish. The school also asks for \$10 Paper Levy and \$20 ICT Donation.

Requests for payment of your donation will be sent home through your eldest/only child. Donations may be forwarded term by term or as a lump sum payment. Parents/caregivers may make other arrangements for payments of donations such as automatic payment. Please indicate on payment of your donation whether you require a receipt.

EMERGENCY CONTACTS

Please keep the school office informed of address or phone number changes.

EMERGENCIES AT THE SCHOOL

All children will become familiar with emergency procedures, by participating in practices conducted at regular intervals throughout the year, under the supervision of the Principal.

ENROLMENT PROCEDURES

It is desirable that the school is notified on or about the fourth birthday of any child who may be enrolled at this school. Pre-enrolment information assists the school to plan for future development. New entrant children require a birth certificate for verification of their birth date. Pre-school visits can be arranged prior to the child's 5th birthday, by phoning the school office. Matangi School has a Kick Start Programme for students enrolled which the child will attend roughly half a term (5 weeks) before starting School. This is run on a Thursday afternoon from 1:20 – 2:50pm in the new entrant classroom.

Children are enrolled at the School Office, prior to or on the day of entry to school. The parents of the child complete a form. Parents will be introduced to the Principal and the child's teacher.

FUNDRAISING GROUP

The School Fundraising Group (SFG) is a support body of the school and is open to all parents, caregivers and friends of the school.

All meetings and activities of the SFG are advertised in the newsletter or by word of mouth.

HEALTH NURSE

Our Health Nurse visits our school regularly. A health form is to be filled in on enrolment, giving the nurse appropriate and relevant health information.

HEADLICE

Headlice are small insects that often affect children. Please check your child's hair for insects and eggs regularly. Using medicated shampoo, which is available from the chemist, easily cures them. Special attention must also be made to the clothing and bedding of the child so that the problem does not recur. Should parents be unable to eradicate headlice in their children's hair, the Public Health Nurse will be contacted to assist the school. Headlice prevention can be assisted by:

- Avoiding head to head contact.
- Avoiding the sharing of brushes, combs, hats and other items that come into contact with hair.
- Discouraging children from playing with each other's hair.
- Tying back or plaiting long hair.
- Brushing hair regularly.
- Checking the hair of everyone in the family at least once a week.
- Taking action if a child is scratching unusually – check their head carefully.

HOME-READING

The following points may be of help to you when hearing your child read.

- Avoid times when your child is already engaged in an activity.
- Keep sessions short and frequent.
- Sessions should be regular; for example, the same time each night or morning.
- Stop the session if the child is tired or restless.
- Memory reading is an aspect of early reading.
- Encourage your child to look first at the picture, then at the words.
- At first, encourage your child to point at the words as he/she reads.
- Encourage your child to retell a story in his/her own words.
- Give praise for correct reading:
 - a) When your child reads a sentence correctly.
 - b) When your child corrects himself/herself after a mistake.
 - c) When your child gets a word right after being prompted.

To help your child when they have problems:

- a) Wait, to let your child solve his/her own problem.
 - b) If the mistake does not make sense, prompt with clues about the meaning of the story.
 - c) If the mistake does make sense, prompt with clues about the way the word looks.
 - d) If the word is not correct after two prompts, say "the word is....."
- Continue to read to your child throughout their time at school

HOME LEARNING

Home learning programmes mainly focus on:

- reading practice
- list spelling words
- learning basic facts and tables.

In the Junior School, children will be issued with a home reader in a book bag on most days. However, books will only be sent home when the book bag is returned and signed. Poetry will also be sent home on a regular basis for you and your child to enjoy together.

It is the school's belief that teaching and related learning should be emphasised on school days during 8:55am to 2:50pm. After 2:50pm children can benefit from a home learning programme that promotes involvement in a range of recreational and family oriented activities.

INTERNET: KEEPING CHILDREN SAFE

Matangi School has a policy and set of procedures concerning the use of computers, which is filled in when enrolling. We make every effort to keep our children safe when using the internet. In support of safe practices, Parents/Caregivers can:

- Talk with your child about online dangers.
- Put the computer in a family area of your home, so that you can keep an eye on what is happening.
- Have a password only you know that must be entered before your child goes online.
- Limit the time your child can spend on the internet.
- Spend time online with your child exploring positive sites.
- Randomly check your child's email.
- Install filtering software. For information on filtering software, visit www.software4parents.com

As well as talking to your child about Internet safety, you can also check your child's Internet activities by using the following procedures:-

- Open the browser (e.g. Internet Explorer, Netscape Navigator).
- On the toolbar, click the history button. The history bar will appear, listing the web addresses of the sites visited recently.
- Click on the addresses listed to visit the sites.
- To delete the sites, click on the right button on your mouse and select delete from the drop-down menu.

KICK START PROGRAMME

For enrolled students about to turn 5 - Matangi School offers a Kick Start Programme this is held on Thursday afternoon from 1:20 – 2:50pm in the new entrant classroom and pre-enrolled students attend this roughly half a term (5 weeks) as they transition to school.

LIBRARY

Books are issued for a two-week period and the children are responsible for returning them by the due date. Should a student lose or damage a school library book, a charge for a replacement book will be made.

LOST PROPERTY

Please ensure your entire child's clothing and personal gear is clearly named. Un-named items are collected and placed in your child's classroom. You may view this at any time and periodically.

LUNCHES

All children are supervised while eating their lunch. During the summer, provision is made for children to sit in shaded areas. On wet days, all children eat their lunches in their own classrooms, under supervision. As the children finish eating, the duty teacher dismisses them. No sweets are to be brought to school for mid-morning break or lunch. We encourage every child to bring their own water bottle each day.

MEDICINE

If a child requires medication at school, their teacher **must** be informed. All medication, even temporary, **must** be kept in the school medical cupboard or refrigerator.

Caregivers must complete and sign a consent form requesting administration of medicine at school. Where medication is to be administered during school hours, written authorisation from the child's doctor must be attached. The school may act as an agent on behalf of the parent/caregiver. Consent forms will be held on official school file.

Parents wishing the school to administer any form of medication to their child/ren on their behalf, are to **each year**, visit the school office to complete the appropriate form.

MONEY RETURNS

We ask that whenever parents/caregivers need to send money to school, for example, field trips, stationery, school fees etc; online payment is the preferred method. You can also place the money in a sealed envelope, with your child's name, room number, amount, and purpose of the return marked on the outside of the envelope and hand this into the School Office. For online banking please use the following bank account: 12-3122-0203336-00

NEW ENTRANTS

It is desirable that the school is notified on or about the fourth birthday of any child who may be enrolled at this school. Pre-enrolment information assists the school to plan for future development. For information about arranging a pre-school visit and enrolling your child, see section on ENROLMENT PROCEDURES page 8.

NEWSLETTERS

A school newsletter is **emailed every third Monday**. If you are not getting these emails, please contact office@matangi.school.nz. Please read your Newsletter carefully as they are not only informative, but detail many organisational and administrative features of the school. If you have information to be included, please submit this information no later than **11am, the Friday before publication**. The main points of the school newsletter may also be accessed through our website; www.matangi.school.nz

PARENT / CAREGIVER HELPERS

We need parents/caregivers to help us in many ways with school activities both in and outside the classroom. Training will be provided where needed. If you think you can help in any of the following areas, you would be most welcome. Please contact the office if you can assist.

PARKING

There is ample parking along Matangi Road and in the Reserve carpark for parent/caregiver cars. Please respect our neighbours by not parking in or across their driveways. The school car park IS NOT A DROP OFF AREA and is for staff only.

PLAY GROUP

When possible, the Matangi School Playgroup operates on a Wednesday morning in the recreation hall from 9.00am till 11.30am approx. Parents/caregivers with pre-schoolers are welcome to attend.

PRIVACY ACT

Under the Privacy Act, the school is entitled to collect, retain and use information on children and families attending the school, relevant to the operations of the school. Parents/caregivers may from time to time confirm that the information held by the school is up to date and relevant.

PROMOTION OF CHILDREN

Wherever possible, children will be kept with others of their age.

PROTECTION ORDERS

Parents/caregivers are advised that they **must** inform the school of any protection order or special circumstances regarding custody of children in their care. A copy of proof of agreements, such as a protection order issued by a District Court, is to be handed to the school secretary **each school year**. The school holds such documentation on file for the duration of the current year.

REPORTS AND INTERVIEWS

Parents are invited to meet with classroom teachers to discuss student achievement and learning goals in relation to our Matangi School Curriculum. We hold Learning Conversations toward the end of Term One. This presents you with an opportunity to meet with your child's teacher to discuss their learning and to set goals for the rest of the term or year.

The school operates an Individual Student Assessment Portfolio via our Hero Platform. A feature of this system is the on-going reporting to parents on the progress and achievement of their children. Progress and achievement in relation to the New Zealand Curriculum are recorded in these in Terms 2 and 4.

Parents are involved in reviewing their child's progress and achievements through our Hero Platform. They are informed of identified goals set for future learning.

Parents are encouraged to discuss any matter that may be of concern with the child's teacher throughout the year. If you wish to further discuss any matters with the teacher, an appointment may be necessary.

ROAD PATROLS

A road patrol manned by Year 6 students, under adult supervision, operates from 8:35am – 8:55am, and 2:50pm – 3:00pm on Matangi Road. When children first start school, it is important that they know the correct route to take and if they have to cross the road that they know the proper place to cross.

SCHOOL BAGS

All children hang their school bags from individual coat hooks situated outside/within their classrooms.

SCHOOL CHARTER AND POLICIES

The Matangi School Charter and Policy Statement File are available for perusal in the school foyer. Both the charter and school policies are constantly being reviewed, added to and/or rewritten. Other key documents on display in the office foyer include the School Strategic Plan, School Operational Plan 2012, and the School Charter.

SCHOOL HOURS

8:30am	Classrooms opened for children to enter
8:55am	Classes commence
10:30am	Morning Interval
10:50am	Classes recommence
12:30pm	Lunch
1:20pm	Afternoon classes commence
2:50pm	Children dismissed for home

SCHOOL OFFICE

The school office hours are 8:30am to 3.00pm each day. Children can obtain stationery supplies from the school office. Messages for children and teachers are also received and relayed. Class activities are managed through the enrolmy website. Payments are made via invoice which will be emailed to you. For online banking:
12-3122-0203336-00



SCHOOL ORGANISATION: FIRST DAY OF YEAR

The procedure on the first day of the school year is for children to arrive at school and report to their classroom by 8:55am. Those parents who bring their children to school on the first day can be assured that as from 8:50am, teaching staff will look after all children.

New children to the school, after they have been enrolled at the school office, will be taken directly to their new classroom. New children enrolled in the first week of the school year, will be placed in a class and observed. Should we consider their initial placement not to be appropriate, the parents of the child will be contacted before we move the child to a more suitable class.

Much thought goes into class compositions. At Matangi School, most classes are composite classes, a structure that affords us flexibility in our groupings, allows for further growth in school numbers and maximises the strengths of our teaching staff.

SCHOOL VISITS / EDUCATIONAL TRIPS

Throughout the year children will be involved in activities which include sporting exchanges, cultural activities, study trips and camps. These are advertised well in advance through school and class notices. There is usually a cost involved with each of these activities. Parents/caregivers register their child's attendance to these trips and provide the teacher with the relevant information via Enrolmy.

SECURITY

The school has a security alarm system installed that is monitored by a company in Hamilton.

SMOKING POLICY

A smoke free environment is established and maintained at Matangi School at all times, as a contribution to the health and welfare of all concerned. Please refer to school procedure, Smoking, for further and full details.

SPECIALISED PROGRAMMES / INTERVENTION

Should staffing and/or resourcing permit, the school will provide the following programmes:

Special Education | ORS. / High Health

When and if needed, students with ORS or High Health Needs will be catered for.

ESOL

Children who have English as their second language, and who have significant developmental delays in learning to read, write and speak English, may be considered for a language development and enrichment programme.

Te Ao Maori

Matangi School teaches waiata and kapahaka and includes Tikanga Maori in the curriculum.

Children With Special Abilities

Special needs, gifted and talented students will be offered learning opportunities to enrich and extend them.

IEP: Individual Education Plans

When necessary plans are established, in consultation with parents/caregivers and often a member from Specialist Education Services, to meet specific learning and/or social needs of the student. The plan belongs to the school and is a guide to our intervention programme.

Resource Teachers Learning & Behaviour

Should a student have mild to moderate learning and/or behaviour needs, a referral may be made by the school, for support and/or intervention by a Resource Teacher Learning & Behaviour. Parent/caregiver permission is required as part of the referral process.

SPONSORSHIP

The school offers many opportunities for parents and the business community to build a mutual partnership of promotion and sponsorship. Should you wish to take such an opportunity, please contact the school principal.

SPORTS CONTACT NAMES AND NUMBERS

Each year we publish in the school newsletter, details of coaches and managers for sports teams.

SPORTS AND CULTURAL ACTIVITIES

The staff at this school encourage sporting activities, especially the idea of being a member of a team. Teachers are very happy to co-ordinate teams, skills training and organisation for team sports, but do rely on parent/caregiver participation for mid-week and Saturday games. The following sporting opportunities are likely to be available:

Swimming | Hockey | Netball | Cricket | Rugby | Football | Lacrosse

STAFF AND TEACHER MEETINGS

Meetings are held on Wednesday afternoons, at 3:00pm. Parents are asked not to make appointments or delay teachers on these days.

STATIONERY

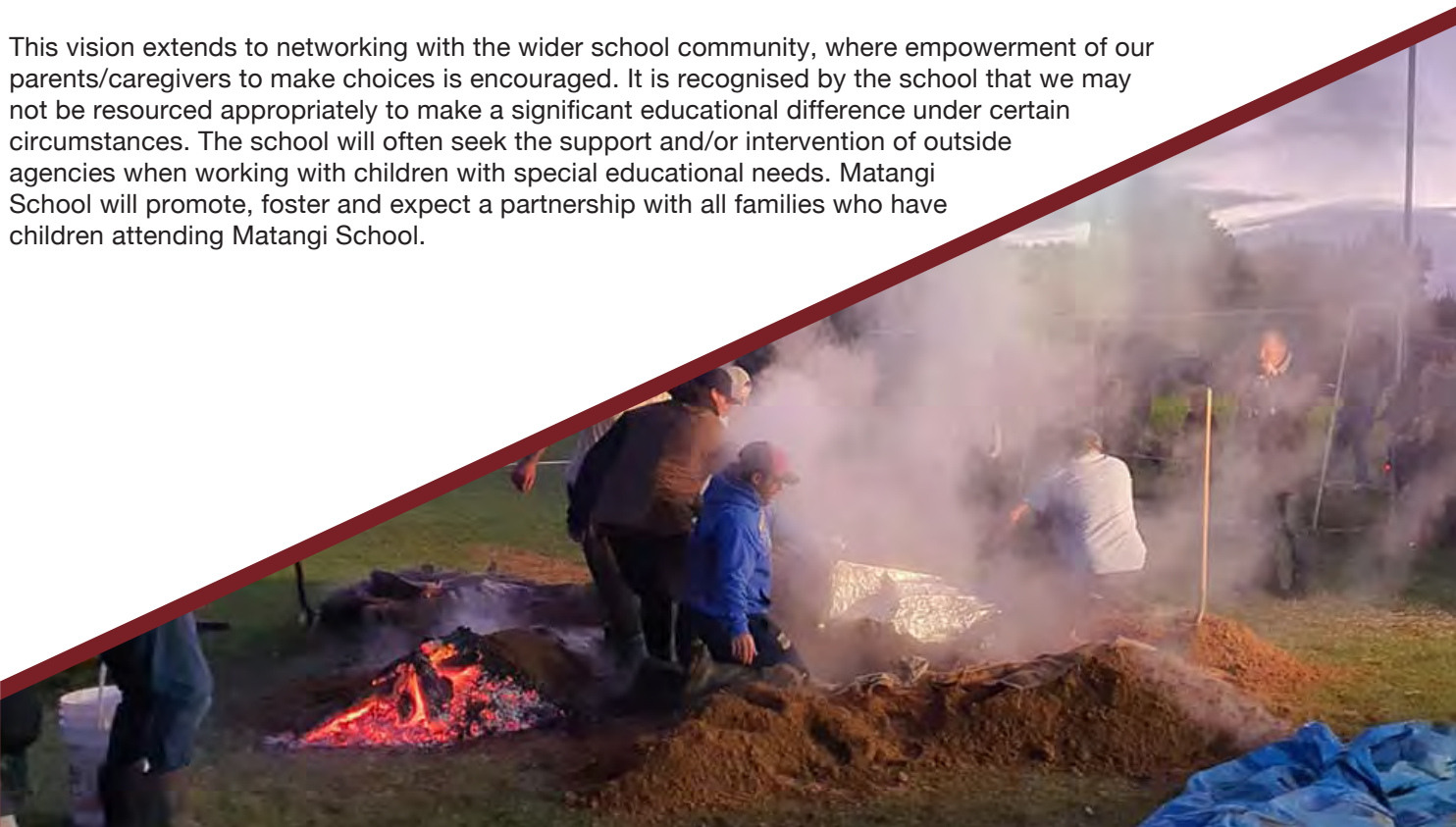
All exercise books and stationery for use in the classroom are available through the school office from 8:30am to 8:55am. We will advertise the school stationery through a school newsletter; parents may also request from the school office, a current stationery list with prices.

STUDENTS WITH SPECIAL EDUCATIONAL NEEDS

Within existing parameters of staffing and other resources, we endeavour to cater for the individual differences of students. When parents and the school combine their resources, energy, and commitment in a non-threatening, non-judgemental and supportive way, the child gains the greatest benefits.

Matangi School believes in inclusiveness, where each child may be catered for, recognising their right to an education appropriate to their functioning level. We will endeavour to provide students with special education needs, with the supports and services they need to receive an education in the least restrictive environment possible.

This vision extends to networking with the wider school community, where empowerment of our parents/caregivers to make choices is encouraged. It is recognised by the school that we may not be resourced appropriately to make a significant educational difference under certain circumstances. The school will often seek the support and/or intervention of outside agencies when working with children with special educational needs. Matangi School will promote, foster and expect a partnership with all families who have children attending Matangi School.



A large, leafy tree with several children climbing on its branches. The children are wearing red and black school uniforms. The scene is set outdoors in a grassy area with other trees in the background.

SUN SAFE

Matangi School is a Sun Smart School. The school recognises the increased health risks to children from harmful UV rays of the sun. Children are particularly vulnerable to sunburn and need guidance in protecting themselves from the sun. Our SUN SMART procedure details guidelines and acceptable practices. This procedure includes the following statements;

- This procedure will be implemented in Terms 1 and 4.
- Suitable hats are defined as giving protection to the face, neck and ears.
- School sun hats are available for purchase from the school office (\$20 per hat).
- The school requires all children, when they are in the school grounds, to wear a sun hat; “No hat, play in the shade!” Children without a sun hat will be required to be in the shade during playtime and lunchtime.
- Students will be encouraged to apply sunscreen SP30+, before going outside to participate in activities. The school provides sunscreen, however children may bring their own from home.

SUPPORT SERVICES

On the advice of teachers and parents, support services will be sourced in by the Principal or SENCO to assist children with specific needs. These include;

- R.T.L.B. Resource Teachers Learning and Behaviour
- Speech and Language Therapist
- Hearing and Vision Testers
- Psychologist
- Health Nurse
- C.Y.P.S. Children And Young Persons Service
- School Advisory Services
- School Attendance Services
- Police
- others as required.

SWIMMING

During the swimming season, all children are expected to swim every day, unless parents have notified the school in writing/phoning to the contrary. Teachers do not permit children who have open cuts or sores to swim. The swimming season usually commences towards the end of November, and finishes early April weather permitting.

Matangi School is an official Swim Safe School meaning we follow the Swim Safe programme and use Swim Safe instructors for professional development. If the school pool is going to be available to families outside of school hours, the Board of Trustees will advise parents through a school newsletter.

Students must wear a swimming cap for class swimming. The School office has these for sale for \$3 each.



TAKING CHILDREN FROM SCHOOL

Children may only be taken by parents/caregivers from school during teaching contact hours, with the permission/approval of the principal. If removal during school hours is to be regular, then a written request from the parents/caregivers must be made to the school.

TEACHER ONLY DAYS

Most years the principal will call for a Teacher Development Day, when teachers will meet for whole-school development or teacher in-service training. Most of these days are taken during school holiday periods.

TERM DATES

Please refer to the calendar on our website for the most up-to-date information. Term dates for 2022 are as follows:

Term 1	Tuesday 3rd February	to	Thursday 14th April
Term 2	Monday 2nd May	to	Friday 8th July
Term 3	Monday 25th July	to	Friday 30th September
Term 4	Monday 17th October	to	Friday 16th December

TOYS

Please keep toys at home, so they do not get lost or broken while at school.

TRANSPORTATION OF STUDENTS IN PRIVATE VEHICLES

Matangi School will take due care in respecting the safety of students being transported in private vehicles to and from organised school activities. Refer to Transportation of Students in Private Motor Vehicles school policy in the administration folder in the foyer for further information.

VISITORS TO SCHOOL

Visitors to the school, during teaching hours, 8:55am-2:50pm, are required to sign in and out at the School Office.

WHEELS DAY

Every Friday students may bring scooters, bicycles, skateboards etc to play on. Safety helmets are required.