



OHOPE BEACH SCHOOL

Dream • Believe • Achieve

**Information
Booklet
2021**

Welcome to Ōhope Beach School

To all Parents and Caregivers

It gives me great pleasure to welcome you to Ōhope Beach School.

Ōhope Beach School is special in that it has a “family atmosphere”. We are proud of our school environment, school culture and the quality of children’s learning achieved throughout the school. We foster an environment of trust, sharing and respect for others so that children will feel secure and enjoy success in everything they do. We want the children to be happily involved in the learning programmes which the school offers.

The school has recently undergone quite a transformation with the new building opened in 2018. The new building includes the administration office, Manuka, Kowhai, Rimu, Totara and Kahikatea learning spaces. The remaining original building includes Manawanui, the school hall, Meremere, Matariki and Awatea learning spaces. On the lower floor we have a space dedicated to music and technology.

The school offers a learners swimming pool, playgrounds, a large field area, a cycle track with bikes, access to a native area adjoining the school and access to Ōhope Beach across the road. We are very fortunate to have such a rich natural environment to compliment the class programmes.

Our Ōhope team includes our administrative staff, our support staff, our caretakers and our teaching staff. Together we are the Ōhope Beach School team. Our committed, hard working staff hold high expectations for themselves and for all students attending the school. The staff are a dedicated team of professionals who strive to provide quality education for every pupil.

The Board of Trustees is committed to the quality education of your child and works alongside the staff to ensure Ōhope Beach School is a place which develops PRIDE in all we do.

The school provides many opportunities for children to take part in. A range of activities, sports and interests that develop independence, perseverance, leadership and creativity are available throughout the year. We encourage your child to take up the challenges that come their way during their time here.

All parents are most welcome to visit the school so that they can be aware, and become involved in their child’s education. Effective communication between home and school can take many forms and assists in the development and achievement of your child. In the first instance parents keep regular contact with their child’s classroom teacher. Many queries or concerns can be resolved at this level.

We look forward to sharing this learning journey with you and your child.

Mrs Cathryn Naera
Principal

Dream, Believe, Achieve

Our Mission Statement






To challenge and support our children to be the best that they can be.
Ki te taki, ki te tautoko i o tātou tamariki, kia tae rātou ki o rātou na paingia

Our Vision

To develop our students as confident, connected, lifelong learners who actively seek, use and create knowledge and skills for life.
In partnership with parents/caregivers, and the local community, we are committed to providing a caring and safe school which provides high-quality teaching and learning programmes to develop students academic, social and emotional development.



Our Values - PRIDE

	Positivity	We participate in all activities with enthusiasm. We say kind and positive words
	Respect	We listen and use our manners We care for our belongings, the environment and each other
	Integrity	We make the right choices and do as we say. We are trustworthy
	Diligence	We try our best in all activities and take on challenges. We work hard to achieve our goals
	Empathy	We think about others and their feelings before we act



OHOPE BEACH SCHOOL

Dream • Believe • Achieve

TEACHERS

Have high expectations of themselves and their pupils.

Support each other and work collaboratively.

Work to address the needs of our pupils.

Develop positive relationships with children, parents/caregivers to enhance each child's learning.

Participate in professional development programmes.

Display and promote PRIDE values at all times.

CHILDREN

Are encouraged to take responsibility for their own learning.

Have strong literacy and numeracy skills.

Participate willingly in sport and physical education.

Participate willingly in a range of cultural activities.

Play a central role in the sustainability of their local environment.

Learn to use a range of information technologies.

Are provided with opportunities for leadership, teamwork and the development of life skills.

Model PRIDE values both in and out of school and are acknowledged for this.

PARENTS/CAREGIVERS

Actively support their child's education.

Share in the responsibility of their child's learning.

Develop positive relationships with teachers and school staff to enhance each child's learning.

Attend parent meetings and student led conferences.

Are involved with and support the ongoing development of the school.

BOARD OF TRUSTEES

Provide the school vision and its strategic direction.

Provide quality governance.

Supports the children, principal and teaching staff.

Fosters open communication.

Nau te rourou
Naku te rourou
Ka ora te tangata

With your basket and my basket we will all prosper.

School Staff 2021

Principal: Mrs Cathryn Naera

Deputy Principals: Mrs Alex Hanlen and Mrs Sandy Jones

Nga Huiarau	Yr. 5 & 6	Rimu	Mrs Sandy Jones - Team Leader
	Yr. 5 & 6	Rimu	Miss Sarah Morgan
	Yr. 5 & 6	Totara	Mrs Joanna Northey-Singsam
Nga Peka	Yr. 3 & 4	Kahikatea	Ms. Cherie Walker - Team Leader
	Yr. 3 & 4	Kahikatea	Ms. Merissa Shipton
	Yr. 3 & 4	Matariki	Mr Philip Meyer
	Yr. 3 & 4	Meremere	Mrs Karen England
Te Tiwai	Yr. 2	Awatea	Mrs Jenny Jones
	Yr. 1 & 2	Kowhai	Ms Nicky Baker - Team Leader
	Yr. 1 & 2	Kowhai	Miss Laura McCarthy
	Yr. 1	Manuka	Mrs Abi Berquist
	Yr. 1	Manuka	Mrs Emma Gibson & Mrs Meg Broadhurst
Specialist Teacher / Pastoral Care			Mrs Alex Hanlen
Learning Support Coordinator / Reading Recovery			Ms Angela Gouk
Release Teachers			Mrs Lynda Wylie Mrs Rowena Findlater Mr Ben McDonald
Administration Staff			Mrs Jenny McKenzie Mrs Julie Staniland
Support Staff			Mrs Jude Marsh Mr Dominic Espinosa Ms Vanessa Carmody Mrs Tui Hanlen Ms Rachel Ford Ms Gynice Brits Ms Pam Richardson
Caretakers			Mr Pete Steward Mrs Val Steward

Board of Trustees

The Ōhope Beach School Board of Trustees comprises elected parent representatives, the elected staff trustee and the principal.

Your representatives are:

Chairperson	Mrs Sarah Evans
Trustee	Mr Allan Muggeridge
Trustee	Mr Ben Gibson
Trustee	Mrs Lizzy Horlock
Trustee	Mr Wayne Marriott
Staff Trustee	Ms Nicky Baker
Principal	Mrs Cathryn Naera
BOT Minute Secretary	Mrs Jenny McKenzie

The 2021 School Year

Term 1	Wednesday 3rd February to Friday 16th April	Monday 1st February - Auckland Anniversary Monday 8th February - Waitangi Day Friday 2nd April - Good Friday Monday 5th April - Easter Monday Tuesday 6th April - Easter Tuesday
	Teacher Development Days	Wednesday 27th January (holiday time) Tuesday 2nd February (holiday time) Monday 22nd February Friday 30th April (holiday time)
Term 2	Monday 3rd May to Friday 9th July	Monday 7th June - Queen's Birthday
	Teacher Development Days	Friday 4th June Friday 2nd July
Term 3	Monday 26th July to Friday 1st October	
	Teacher Development Days	Wednesday 11th August
Term 4	Monday 18th October to Wednesday 15th December	Monday 25th October - Labour Day

Absences:

If your child is away from school at any time we require a note, a phone call or a text from you explaining your child's absence. We have a telephone system which allows you to go directly to the answer phone to leave a message or text 027-7503515. You can also notify the school of your child's absence via the school app.

Please notify the school office of your child's absence so it can be recorded accurately.

Children should not be absent from school for reasons other than sickness or family circumstances eg. bereavement. Please inform the principal if the absence falls outside of these circumstances.

Attendance:

The Ministry of Education has placed much emphasis on attendance in their efforts to address student achievement. For most children "Attendance = Achievement". We have procedures in place to monitor and track attendance at school. Regular attendance at school is fundamental to student learning.

Assemblies:

A regular assembly is held each Friday from 8.40am in the school hall - Manawanui. Each week a class hosts the assembly where they share work, acknowledge our PRIDE values and engage in singing. Parents/caregivers are welcome to attend these assemblies.

Board of Trustees:

The Board of Trustees meets at school at least twice a term at 5.30pm. Upcoming meetings are advertised in the school newsletter.

The Board of Trustees have an election every three years, with the last election held in 2019. The Board is made up of five elected parent representatives, a staff rep and the principal. The Board Chair is elected at the first meeting of each school year.

Buses:

The school has two Ministry of Education bus runs for students. These are the Wainui Road bus and the Harbour Road bus. Under Ministry of Education rules, only children who live further than 3.2kms from school are entitled to travel to and from school by bus.

For Harbour Road this is: 133 Harbour Road - number 10 on the left side and number 17 on the right side of Eruini Street. 162 Ocean Road.

For Wainui this is: 140 Wainui Road

Each year a bus list is compiled and children are checked off these lists each day. If a child is using other means of transport they are required to notify the bus duty teacher. Alternatively parents may phone the office to let the school know their child is not taking the bus.

If children catch the bus on a casual basis they will need to provide a dated and signed note from the parent/caregivers.

The bus times are: Harbour Road: From Port 7.55am

To Port 2.45pm

Wainui Road: From Wainui (Stanley Road) 7.30am

To Wainui 3.30pm

Town Bus

Children from Whakatane may choose to use the town bus to get to school. The bus stops along Pohutukawa Avenue and children use the crossing to enter the school grounds. At the end of the day children catch this bus on Pohutukawa Avenue just past the school. A staff member will accompany the children to the bus.

Parents choose to use this transport and pay for the associated costs.

Any issues which arise with bus transport can be directed to the Deputy Principal, Alex Hanlen.

Class Trips and Visits:

As part of our class programme, day visits (or in some cases overnight camps) are undertaken by classes. These are a valuable extension of the class programme and involve a lot of work and organisation. However their value is unquestioned. Parent/caregiver help on such excursions is essential and any offers of transport or supervision at these times are greatly appreciated.

Parents/caregivers offering transport must have a full licence and provide 3 point diagonal seat belts for all passengers in a car. The car must have a current warrant of fitness and registration.

Classroom Help:

From time to time we ask parents/caregivers to help in school activities (eg. library, book maintenance, sports days etc.). Offers of assistance with in-class programmes (such as reading, story writing or art and craft) are also appreciated. If you feel you have time to make a regular commitment to help in the classroom please contact your child's teacher.

Collecting Children from School:

Many children are collected from school by parents/caregivers driving motor vehicles. Please note that no vehicles are allowed in the school grounds to collect children except in cases of emergency or disability.

When collecting children, you are requested to observe normal courteous road behaviour and park safely. If your child/children are required to cross the road to your vehicle they use the pedestrian crossing and obey the instructions of the road patrol monitors.

Common Diseases:

Period of exclusion from school:

Measles	For at least 7 days from the appearance of a rash until recovery
Chicken Pox	For 1 week from the appearance of rash until ALL scabs are gone
Diphtheria	For at least 2 weeks from onset
Mumps	Until all swelling has subsided and child has normal health
Ringworm	Nil, if under treatment
Head Lice	Nil, if under treatment
Scabies	Nil, if under treatment
School Sores	Until 24 hours after treatment has started (no swimming until completely healed)
Conjunctivitis	While there is a discharge from the eyes

Doctor's advice should be sought in all these matters where information is unavailable from the school or the Public Health Nurse.

Concerns/Complaints:

If ever you have classroom concerns, please contact the class teacher in the first instance. If the matter is not resolved you should then contact:

- The syndicate/team leader for that area of the school - Nicky Baker, Cherie Walker or Sandy Jones
- The Deputy Principal with pastoral care responsibility - Alex Hanlen
- The Principal
- The Board of Trustees

Our school defines a concern as something expressed verbally and a complaint as written. Complaints need to be signed for appropriate follow up to be actioned.

Covid 19:

This pandemic remains a concern for our country and safety measures are in place for the students, staff and families. Please ensure you scan as you enter the school. Posters are available in the office and on the office window.

Hand sanitizer will be available in all learning spaces and in the office.

Health measures are in place. These include hand washing with antibacterial soap, sneezing into elbows and staying home if you are unwell. All learning spaces have tissues provided for student and staff use.

Digital Technology:

Digital Technology is used to enhance the class programme and provides tools to support learning and development. All children will have the opportunity to use a range of digital technologies to support their learning. The school provides chrome books for each child from year 3 to year 6. I pads and other digital devices are available for the children in year 1 and 2.

An internet agreement is completed by parents/caregivers on enrolment and children are expected to follow the rules of safe internet usage.

Dental Clinic:

The mobile dental clinic visits our school once a year and each child is examined by dental therapists.

If your child requires dental care/help outside of this time, contact Whakatane Intermediate School where the dental therapists are based. Phone: 07 3085760

Emergencies:

Regular emergency drills are held in the school to ensure that the children know what they should do should a real emergency occur.

In the event of an emergency, (eg. earthquake, fire, tsunami) children will remain at school, in the care of their teachers, until collected by their parent/caregiver. Children will not be released to any person other than their parent/caregiver unless a signed note from the parent/caregiver, requesting their release, is produced. Identified emergency contacts are also able to collect children from school if parents/caregivers are unable to do so.

Enrolments:

Enrolments are completed by the school office manager, either Jenny McKenzie or Julie Staniland. Once processed, parents and new students are introduced to the principal who, in consultation with senior staff, will complete the class placement.

On enrolment, please inform us of any issues that may be a factor in your child's schooling. We are more able to provide appropriate programmes when we are informed.

New Entrants:

Arrangements can be made for pre-school visits 4 weeks before your child's fifth birthday.

To place a child on our "Pre-enrolment" list contact the office before the child's fifth birthday.

On their 5th birthday, the parent or caregiver must come to the office to complete the enrolment process. We will require the following:

- A birth certificate or passport for all new enrollments
- Immunisation Certificate (available from your doctor) or B4 School Check records

Enrolment Zone:

The school operates an enrolment zone. Further information about this zone can be located on the school website.

Events:

During the school year children will be participating in a variety of events; swimming, cross-country, athletics, summer and winter sports, cultural presentations etc. You will be informed by newsletter, school app or the school website, when these events are to be held.

As a school we welcome all parents/caregivers, grandparents and friends of the children to come along and join us on these occasions.

Extracurricular Activities:

Each year the school endeavours to provide a range of extracurricular activities for the children to take part in. These may include; kapa haka, choir, dynamos, peer mediators, garden club and various sports. We encourage children to take advantage of these activities as they become available.

Health Nurse:

The Health Nurse visits the school regularly to provide specialist assistance to the children. At various times during primary school, the children's hearing and vision are checked by the specialist technicians.

If you are worried about your child's vision/hearing, please notify the school immediately. Our Learning Support Coordinator (Angela Gouk) is the point of contact for this support.

Home Learning:

We encourage children to take part in family activities out of school hours. Parents want to be part of their child's education and this can be done through a number of ways.

- Developing oral language is a critical factor for children and we encourage you to have regular conversations with your child about their learning. Encourage them to speak in a sentence, ask and answer questions, and talk to them as you are carrying out household activities like cooking, shopping, gardening, building etc. Explain to them what you are doing so they develop the language specific to these tasks.
- In the early years children will bring reading material home to support class learning. This can be read to, with or by the child in a positive manner.
- Reading to your child regularly will assist in the development of word knowledge and vocabulary.
- Class teachers and the school librarian can recommend a range of books that can be read to children.
- Number knowledge is vitally important to numeracy development. In the early years being able to count from 1 to 10 in the correct order, make sets to 5, recognise numerals to 5, know basic colours and shapes and ability to sort by colour, shape and size can be extremely beneficial to your child's maths development.

Illness or Accident at School:

Children who become ill or have an accident during school time are cared for in the wellness room (sickbay) which is located near the school office. Parents/caregivers are advised by phone and may collect their child from the wellness room.

All teachers are First Aid certified and are able to administer First Aid and attend to minor injuries. Should it be considered that the child requires professional medical assistance a staff member will take the child to the nearest Doctor, if parents/caregivers cannot be located.

Please ensure that the school has an up to date emergency contact number.

Pain killing medication such as paracetamol will not be administered to pupils unless the school has written permission to do so.

Children with medication at school should hand it to the classroom teacher rather than leave it in their bags. (this does not include inhalers for asthma).

Please keep us fully informed if your child is on any form of medication at any time.

Learning:

Each learning space will provide a balanced programme covering all areas of the New Zealand Curriculum. Curriculum learning objectives are set each year and are based around school wide themes.

The New Zealand Curriculum gives schools direction for learning through vision and guiding principles. Key learning areas are: English, The Arts, Health and Physical Education, Mathematics, Science, Social Sciences and Technology which incorporates Digital Technology. Key competencies and values are integrated through class programmes.

Children can learn in a variety of approaches and styles and teachers endeavour to deliver motivating and stimulating programmes that assist students to develop and enjoy their learning.

Library:

The school has a well stocked library available to the children. We encourage children to take home the library and reading books and appreciate getting books back in good condition.

You may be asked to pay the replacement cost of lost or damaged books.

If you have any enquiries about the library please see Julie Staniland in the office.

Lost Property:

Problems with lost property are made considerably easier if all items are named. A large lost property box is kept near the hall and parents/caregivers are welcome to look through it any time. Articles remaining in the box at the end of the term are disposed of.

Lunches:

We expect all children to be provided with healthy lunches. This should include brain food (non-processed snacks). Please encourage your children to bring home uneaten lunches, and try to limit the amount of rubbish you create.

Subway is available to order online, using the Subway website, on Fridays only.

Medication at School:

No medication is administered without parental consent. If your child brings medication, for a short period, it needs to be handed into the office and collected each day. This will be administered by office staff.

If your child suffers from asthma please ensure they have the necessary pump or spacer at school with them. Please ensure you check expiry dates on a regular basis.

Newsletters:

Newsletters are produced weekly (usually on Thursday each week) to inform parents/caregivers of coming events, changes or developments in the school.

The newsletter is emailed (if email address is provided), it is also available on the school website, the school app and the school Facebook page.

Oasis - After School Care:

This service is provided on site and is a privately run business. The school hall is used for this and runs from 2.30pm to 5.30pm Monday to Friday.

Parents wishing to find out more information can contact Vanessa Carmody 021 0308960

Office Hours:

Our school office managers are Jenny McKenzie and Julie Staniland. The office is open from 8.00am to 3.00pm each day. Outside of these hours the phone will go directly to our answer phone.

Parent Fundraising Committee: (Friends of the School)

This group provides a vital role in providing support for the children of our school. They involve themselves in supporting events, organisation of social occasions, involvement in special projects and fundraising. We are particularly fortunate in the dedication and enthusiasm shown by this group.

Meetings are held regularly at school and are open to all parents/caregivers. New members are always welcome.

Physical Education:

All children take part in the school's physical education/fitness programmes unless a note is sent from home requesting exemption for health reasons.

The swimming component of the physical education programme is taught in the school pool and children bring their swimming togs/towels to school every day during the swimming season.

Children are encouraged to bring a change of clothes to school for physical education sessions.

Policies:

The Board of Trustees have overall responsibility for setting the school policies and procedures. Policies are guiding documents for the governance of our school (e.g Finance, Property, Curriculum Delivery)

Procedures relate to the day to day running of the school (e.g internet use, emergency evacuations, pupil assessment etc.)

A copy of the school Policies and Procedures are available online in School Docs.

Possessions:

Children often bring possessions from home (toys, skates, skateboards, games etc.) to play with or use at school. Whilst every endeavour is made by staff to ensure that the property is looked after while at school, we will not accept responsibility for lost, stolen or damaged property. Please assist us by ensuring that all property is named and by discouraging children from bringing valuable possessions to school.

Progress and Achievement:

Parents/caregivers are encouraged to contact the school at any time during the year if they have concerns regarding the progress of their children. If you would like an interview, please arrange a time, in advance, with the classroom teacher involved.

Term 1 - February	Family Picnic evening and an opportunity to meet your child's teacher in an informal setting.
Term 1 - March	"Setting the Scene" - Child centred conferences
Term 2 - Week 10	Student Led Conference (including Interim written report)
Term 4	End of year written report
New Entrants are assessed after a month at school and discussions are held with parents/caregivers.	
An "open door" policy exists for parents, however be aware that all teachers are responsible for teaching from 8.30am to 2.30pm. Any issues can be addressed by meeting outside of these times or by arranging a suitable time with the teacher.	

Road Patrol:

Year 6 children with adult supervision, operate the road patrol crossing every morning and afternoon. Parents/caregivers are asked to:

Respond to the signals in a polite and courteous manner

- Use the pedestrian crossing
- Keep clear of the bus stop, school entrance and No Parking areas near the crossing.

Roles and Responsibilities:

We encourage and provide opportunities for children to take on roles of responsibility. Senior children will be appointed to a range of roles which assist in the development of the school culture. Participation in these roles develops communication, participation, contribution and social skill development and continues to develop a sense of whanaungatanga (sense of belonging).

Safety on the Roads:

Children should know how to conduct themselves on their way to and from school. They should be aware of how to cross the road and on which side of the road to walk.

Other safety rules to be taught are:

- Look both ways before crossing the road
- Keep to the right of the road if there are no footpaths
- Walk smartly across the road, using a pedestrian crossing, if available
- Children should not loiter on the way home from school
- Children should not visit friends without permission
- Children should be warned against going anywhere with strangers
- Children below year 5 should not bike to school unless they do so with an adult

School App:

Currently there are a number of communication tools in use for the school. We have set up a school app which you will be able to download and have access to school information on your mobile phone.

You can download the app by searching for SchoolAppsNZ.



This is the logo you need to be looking for.



Once you have downloaded this app you will be prompted to search for the School. You will be asked to select groups you wish to receive alerts from. You will be able to notify the school of student absences via the app either by phone or email.

Other features will evolve over time.

We look forward to keeping our communication with parents as accessible as possible.

School Clothing:

Hats are compulsory to be worn by all children and staff during term one and four. No hat - no play. Children without hats must play in a sunshade area. Any bucket style hat can be worn (no caps). All children in year 3 to 6 can purchase an Ōhope Beach School sports shirt available from the school office.

School Grounds:

Families are welcome to use the school grounds during out of school hours. However, parents/caregivers must accept responsibility for the behaviour of their children and the sensible use of facilities.

School Hours:

8.00am	School opens
8.30am	Classes begin
10.30 - 11.00am	Morning tea break
12.30 - 1.15pm	Lunch break
2.30pm	Classes end
2.45pm	Harbour Road bus departs / Town bus departs
3.30pm	Wainui Road bus departs

Pupils waiting to be collected from school will wait at the school entrance.

School Voluntary Donations:

Donations are a vital component in the financial functioning of the school. These are set annually by the Board of Trustees and a request is made to parents/caregivers for the amount on a term-by-term basis or an annual basis.

2021 voluntary donations are set as follows:

- 1 child = \$100 (\$25 per term)
- 2 children = \$190 (\$47.50 per term)
- 3+ children = \$240 (\$60.00 per term)

School Bank Account: ASB Whakatane 123253 0057930-00 Ac/ Name - Ōhope Beach School
Please use your child's name as the reference.

School Website:

Information about the school can be accessed via the school website. www.ohopebeach.school.nz

See Saw:

The staff will use See Saw to share student learning with families. Information will be available for accessing the school SeeSaw portal and your child's shared learning.

Stationery:

Stationery can be purchased from Paper Plus prior to starting school. If you are new to Ōhope Beach School, let Paper Plus know and they will give you a discount. Stationery lists are available on the school website.

Sun Safety:

Our health teaching programmes make reference to the need for sun sense and the children are frequently reminded to wear hats, shirts and sun-block when playing outdoors. Sun block is available in all classrooms.

Our school has adopted a “no hat, no play” policy for terms one and four. Each child is required to wear a bucket style sun hat (no caps).

Swimming Pool:

As part of the school’s aquatic programme children are expected to bring named togs and towel to school each day from the beginning of term one. If children are unable to swim for medical reasons, a note to the class teacher in explanation is expected.

The swimming programme extends for up to the first eight weeks of term one, weather permitting. Children are not able to swim if they have school sores.

Visitors to School:

All visitors to school are asked to sign in at the office on arrival and when leaving the school.

Warrant of Fitness - Pupils

Education is a partnership between home and school. It would be appreciated if children were sent to school with a current “warrant of fitness” which includes:-

- *Plenty of sleep.*
- *To be well fed.*
- *To have a positive attitude.*
- *To have the correct gear.*
- *To be on time.*