



OHOPE BEACH SCHOOL

Dream • Believe • Achieve

**Information
Booklet
2024**

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, Ngā Huiarau (Rimu & Totara) and Kahikatea learning spaces. The remaining original building includes Manawanui, the school hall, and Kauri (Meremere, Matariki and Awatea) learning spaces.

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, our teaching staff and our Board of Trustees. Together we are the Ōhope Beach School team. Our committed, hardworking 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

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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 2024

Principal: Mrs Cathryn Naera

Deputy Principals: Mrs Sandy Jones and Mrs Alex Hanlen

Ngā Huiarau	Yr. 5 & 6	Ngā Huiarau	Mrs Sandy Jones - Team Leader
	Yr. 5 & 6	Ngā Huiarau	Holly Simonsen
	Yr. 5 & 6	Ngā Huiarau	Merrissa Shipton
	Yr. 5 & 6	Ngā Huiarau	Robyn Galbraith
Ngā Peka	Yr. 3 & 4	Kahikatea	Cherie Walker - Team Leader
	Yr. 3 & 4	Kahikatea	Zoe Webb
	Yr. 3 & 4	Kowhai	Dana White
	Yr. 3 & 4	Kowhai	Karen England
Te Tiwai	Yr. 1 & 2	Kauri	Mrs Alex Hanlen - Team Leader
	Yr. 1 & 2	Kauri	Laura McCarthy
	Yr. 0 & 1	Manuka	Meg Broadhurst, 3 days; Emma Gibson, 2 days
Learning Support Coordinator / Reading Recovery		Angela Gouk	
Release Teachers		Lynda Wylie Jenny Jones	Rowena Findlater
Administration Staff		Jenny McKenzie & Julie Staniland	
Support Staff		Rachel Ford Dominic Espinosa Jo Jarrett	Leizl Lee Vanessa Carmody Sinea Jones
Caretakers		Pete Steward & 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:

Presiding Member (Chair)	Sharnika Dowthwaite
Trustee	Jasmyn Pearson
Trustee	Steve Franklin
Trustee	Paul Wilson
Trustee	Felicity Hernandez
Staff Trustee	
Principal	Cathryn Naera
BOT Minute Secretary	Jenny McKenzie

The 2024 School Year

Term 1	Wednesday 31st January to Thursday 12th April	Monday 29th January - Auckland Anniversary Tuesday 6th February - Waitangi Day Friday 29th March - Good Friday Monday 1st April - Easter Monday Tuesday 2nd April - Easter Tuesday Thursday 25th April - ANZAC Day (in the holidays)
	Teacher Development Day	Tuesday 24 th January (holiday time) Thursday 26 th January (holiday time)
Term 2	Monday 29th April to Friday 5th July	Monday 3rd June - King's Birthday Friday 28th June - Matariki
	Teacher Development Day	One day between Monday 27 May and Friday 7 June Yet to be confirmed
Term 3	Monday 22nd July to Friday 27th September	
	Teacher Development Day	Friday 23rd August
Term 4	Monday 14th October to Tuesday 17th December	Monday 28th October - Labour Day
	Teacher Development Day	Between Monday 21 October and Friday 15 November. Yet to be confirmed

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 key 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 September 2022. The Board is made up of five elected parent representatives, a staff rep and the principal. The Presiding Member (Board Chair) is elected at the first meeting of each school year.

Buses:

From 2022 the bus company providing transport to our school is Go Bus.

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 children catch the bus on a casual basis, they will need to provide a dated and signed note from the parent/caregivers. Please hand this into the office on arrival at school.

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. In the morning the bus stops along Pohutukawa Avenue and the 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 this has been a free service to those travelling to and from school in 2023. The children are still required to have a Bee Card to travel on this bus.

Any issues which arise with bus transport can be directed to the Deputy Principal, **Sandy Jones**.

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.

If transport is required 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 with 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, injury 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:

If your child is unwell please be aware of the 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
Covid-19	7 days isolation. Day 0 is the day symptoms started or the day of a positive test

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 – Alex Hanlen, Cherie Walker or Sandy Jones
- The Principal
- The Board of Trustees

The concerns and complaints policy can be found in the School Docs Policy Site on the school website.

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

This service has not been available, at school, in recent years and we are awaiting updates as to when it will resume.

**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.

Ipads 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.

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.

Emergency procedures are displayed in each learning space and are reviewed regularly.

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 to the School:

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

Meg Broadhurst is the teacher from Manuka who will liaise with you regarding visits and enrolling at Ōhope Beach School.

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

On their 5th birthday, the parent or caregiver will 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 and is included at the end of this booklet. This outlines the zone and has a map to support the description.

An out of zone enrollment application process is carried out twice a year.

Events:

During the school year children will be participating in a variety of events which may include swimming, cross-country, athletics, summer and winter sports, cultural presentations etc.

You will be informed by newsletter, school app, Seesaw 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 endeavors 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 Measures:

We will continue to promote and teach safety measures:

- Hand washing, sanitiser & safe coughing,
- If your child is sick, they are to stay at home and please notify the office.
- If children become unwell at school parents/caregivers will be phoned so they can go home.



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

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

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 may bring reading material home to support class learning. This can be read to, with or by the child.
- 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 by the school office. Parents/caregivers are advised by phone and will be asked to 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, or an ambulance will be called.

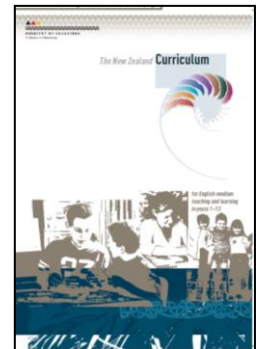
Please ensure that the school has the most up to date emergency contact numbers for your child. Pain killing medication such as paracetamol will not be administered to pupils unless the school has written permission to do so.

Children with medication at school will hand it into the school office rather than leave it in their bags (this does not include inhalers for asthma). If medication is to be administered during the day a form will need to be completed giving permission for this to be done. Office staff will be the only staff who administer medication. 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 including NZ Histories 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 endeavor 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 this at 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 fortnightly (usually on Thursday) to inform parents/caregivers of coming events, changes or developments in the school and to share student work.

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

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. School health and safety measures apply to children attending Oasis.

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. 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 named 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, Health and Safety and Personnel)

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. These can be located on the website.

Possessions:

Children often bring possessions from home (toys, skates, skateboards, games etc.) to play with or use at school. Whilst every endeavor 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 to set up for the year.
Term 2 - Week 10	Student Led Conference (including midyear written report)
Term 4	End of year written report

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 available. We have set up a school app which you will be able to download and gives you access to school information on your mobile phone.

You can download the app by searching for SchoolAppsNZ.

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 and are to be worn by all children and staff during term one and four. Children without hats must play in a sunshade area. Any bucket style hat can be worn (no caps).

This year the school has partnered with Osprey Sports and we have a range of school clothing available for purchase. The online shop will be available at various times of the year.

Notification of the online shop availability will be in the school newsletter.



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 and Town bus depart

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.

2024 voluntary donations are set as follows:

- 1 child = \$150 (\$37.50 per term)
- 2 children = \$280 (\$70 per term)
- 3+ children = \$390 (\$97.50 per term)

School Bank Account:

ASB Whakatane 123253 0057930-00 Ac/ Name - Ohope 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

Seesaw:

The staff will use Seesaw to share student learning with families. Information will be available, from your child's teacher, for accessing the school Seesaw portal and your child's shared learning.



Stationery:



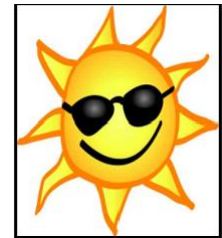
Stationery can be purchased from Paper Plus prior to starting school. If you are new to Ōhōpe Beach School, let Paper Plus know and they will give you a discount. Stationery lists are available on the school website.



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.



Ventilation:

Windows and doors will be open as much as possible to provide ventilation.

**Visitors to School:**

All visitors to school are asked to sign in at the office on arrival and when leaving the school. This is not required if you are picking up your child at the end of the day or dropping them off at the start of the day.

Water Bottles:

Children need to bring a water bottle to school each day. This can be refilled at school, if needed, throughout the day.

**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.*

OHOPE BEACH SCHOOL (1857)

ENROLMENT SCHEME EFFECTIVE DATE 10/12/2008

The guidelines for development and operating of enrolment schemes are issued under section 11G (3) of the Education Act 1989 for the purpose of describing the basis on which the Secretary's powers in relation to enrolment schemes will be exercised.

Home Zone

All students who live within the home zone described below (and shown on the attached map) shall be entitled to enroll at the school.

The boundary starts at the rear of 125 Otarawairere Road, then travels south-west around other properties on this road to the beachfront coastline.

The boundary then continues south-east along the coastline, around the Ohopi peninsula (Ohope Golf Club), then continues west along the Ohiwa Harbour coastline to the rear boundary of 1015 and 1015A Wainui Road.

The boundary travels south, to capture addresses on Wainui Road to the intersection of Wainui Road and Stanley Road.

The boundary then travels west, around the rear of odd-numbered properties from 19 to 1189A Stanley Road.

At 1189A Stanley Road the boundary travels in a northerly direction along the western boundary of 1234 Stanley Road (this address is excluded from the zone), and further north through the Kererurtahi Forest to 197 Te Kooti Road.

The boundary then travels north along the rear of even-numbered addresses on Te Kooti Road Wainui Road and Burma Road to the intersection of Burma Road and Maraetotara Road. The boundary continues along Burma Road, capturing addresses on both sides of the road, to the intersection of Burma Road and Ohope Road.

From the intersection of Burma Road and Ohope Road the boundary travels north, through the Wharekura Reserve to the Kapu Te Rangi Historic Reserve.

The boundary then travels back along Kopi Point Lookout Road, and eastward behind addresses on this road, and Otarawairere Road, to end at 125 Otarawairere Road (the starting point).

Addresses on Ohakana Island and Uretara Island, both located in Ohiwa Harbour, are included in the zone.

Out of Zone Enrolments

Each year the Board of Trustees will determine the number of places which are likely to be available in the following year for the enrolment of students who live outside the home zone. The Board will publish this information by notice in a daily or community newspaper circulating in the area served by the school. The notice will indicate how applications are to be made and will specify a date by

which all applications must be received.

Special Programmes

The school does not operate a special programme

If there are more out-of-zone applications than places, applicants not securing a place will enter the selection process for places at the school on the same basis as other out-of-zone students.

Applications for enrolments will be processed in the following order of priority:

- **First priority** does not apply, as the school does not operate a special programme.
- **Second priority** must be given to applicants who are siblings of current students.
- **Third priority** must be given to applicants who are siblings of former students.
- **Fourth priority** must be given to any applicant who is a child of a former student of the school.
- **Fifth priority** must be given to any applicant who is either a child of an employee of the board of the school or a child of a member of the board of the school.
- **Sixth priority** must be given to all other applicants.

If there are more applicants in the second, third, fourth, or fifth priority groups than there are places available, selection within the priority group will be by ballot conducted in accordance with instructions by the Secretary. Under Section 11G (1) of the Education Act 1989. Parents will be informed of the date of any ballot by notice in a daily or community newspaper circulating in the area served by the school.

Applicants seeking second or third priority status may be required to give proof of a sibling relationship.

Proof of residence within the home zone may be required.



