Ko te aruhei o te tamaiti arahia o tatou mahi

3252 Mokau Road, R.D. 48, URENUI 4378

[principal.ahititi@gmail.com](mailto:principal.ahititi@gmail.com) or ahititioffice@gmail.com

067525890

Let the uniqueness of the child guide our work

Information Book

A picture containing tree, outdoor, sky, grass

Description automatically generated

**STAFF**

Principal Chris Richardson 7525840

Office Admin Cherry Crawford 7525840

Teacher Aide Liz Brandish 7525897

Cleaner Cherry Crawford/Liz Brandish

Grounds/Pool David Innes 7525860

Bus Driver Murray Reed 7529725

**BOT**

Presiding Board Member Becky Johnston 7525913

Secretary/Finance/Staff Rep Cherry Crawford 7525840

Property/Personnel Chris Richardson 7525840

Board Member Glen Evans 7525898

Board Member Manda Rowe

**School Statement** –

Ahititi School operates as a family unit with children from new entrants to Year 8 working both cooperatively and at individual levels. This is an integral, unique, and very important aspect of our rural school.

The school is well maintained and has excellent community support and is a focal point for the community.

The Board and staff work to ensure that the children are taught in a safe, secure, and attractive environment. Excellent resources are provided

**Enrolment Procedure –**

Parents of preschoolers usually contact the school six weeks before their child turns five, although it is helpful to the school if we know further in advance by having a prospective enrolment in our unofficial ‘pre-school roll’. Before turning five, a prospective pupil may be invited to school for half day visits to meet the teacher and other pupils. On the day your child turns five he/she can officially be enrolled at the office and begin his/her school life. Please bring health records ie immunization certificate and also birth certificate.

**Absence of Pupils –**

Any absence from school requires a note explaining reason for absences on the child’s return to school. We would appreciate an email, message, or phone call on the day.

**Accidents and sickness at School –**

At all times the child’s safety and welfare are paramount. Parents will be contacted if the child is unwell or in discomfort or needs medical treatment. If the parents or emergency contact cannot be contacted the child will remain at the school until contact can be made or taken directly to the District Nurse, doctor, or Hospital. Individual medication will be kept at school for children requiring this eg asthma

**Attendance –**

School day begins at 9.00 a.m. and concludes at 3.00 p.m.

Bell - Morning Break 10.30 a.m. – 11.00 a.m.

Bell - Lunch 12.30 – 1.30 p.m.

**Board Meetings –**

Meetings are held on the third Wednesday of each month and are open to parents and members of the public. Minutes are available to be read at any time by the public.

Meetings commence at 3.30 pm.

**Children’s Clothing –**

It is helpful if clothing items are clearly named especially gumboots and towels(in summer)

A lost property box is kept and checked regularly. At end of each term unclaimed clothing will be disposed of.

**Complaints –**

If parents feel the need to take issue over any aspect of their child’s schooling, please contact the principal in the first instance.

If there is still no resolution, please contact the Chairperson of the BOT.

**Dental Treatment –**

The Dental Nurse visits school in the Mobile Unit. You will be advised when your child’s appointment time is in advance. Contact Manukorihi Intermediate if at any other time your child needs treatment.

**Exemption from class-**

No child will be excused from programmed work for medical reasons unless a note is forthcoming from a doctor or parent. If a child is too unwell to participate in PE activities, they are likely to be too unwell to be at school and should be at home.

**Homework –**

Children may have school appropriate homework from time to time. Our preference is that all children read daily at home – either with or to a parent or family member.

**Health –**

The school needs to be informed of any special health requirements your child may have (allergies etc)

Please be vigilant checking for head lice and advise us if necessary.

**Library –**

Children are encouraged to take library books home but should not have more than two at any one time. Books will need to be returned after two weeks. NPDC Library bus is at school every second Friday and families are welcome to use it as well.

**Lunches –**

Lunch is provided thanks to the Healthy Lunches in Schools Programme.

Children only need to bring morning tea. We encourage healthy food options and discourage pre-packaged sugary items. **PLEASE NO LOLLIES/GUM/FIZZY DRINKS AT SCHOOL** – we leave these treatsfor parties and special occasions.

Taps are sited in the classroom as well as outside. We prefer that children only drink water at school.

**Newsletters –**

Newsletters are sent home each Monday. Newsletter also available on Web Site and Facebook Page on Tuesday if you do not receive your paper copy on Monday afternoon.

A community newsletter is published once a term. If you would like anything, put into the newsletter, please drop a note to school.

**Phone Calls – 06 7525890**

If you need to contact school, we’d appreciate it if you call out of class time –

(unless it’s an emergency)

Before 9.00 a.m. – between 12.50 and 1.15 p.m. and 3.00 and 4.00 p.m.

**Photocopying –**

Photocopying available at 20 cents per black and 50 cents per colour copy

**Laminating –**

Laminations available at A4 - $1 A3 - $2.00

**Reports –**

Students reflect on their progress and set goals for their learning to share with their family’s mid-year and at the end of year. Interviews will be offered Term 1 & 4. However, we operate an open-door policy, with parents encouraged to visit school if they wish to discuss something specific about their child’s schooling. Please phone and make an appointment.

**School Bus –**

* Ineligible children may travel on the bus so long as there is room for them to be seated.
* School behavior plan applies on the bus.
* We also expect children will
* Always be seated, seat belts must be worn
  + - * + Nothing to be put out the windows
* If problems occur the driver may -
  + - * + Stop the bus to rectify problem
        + And the bus controller (Chris Richardson) will be advised.

If you have any enquiries about the bus, please phone school.

Please notify the school if there is any change in travel arrangements for your child.

**School Grounds –**

School grounds are used by many people out of school hours, and we have a few simple expectations:

* No animals in grounds
* No smoking, vaping, alcohol in school grounds
* No rubbish to be left around the grounds
* Park in carpark only not on tennis court or grass areas

**Swimming Pool –**

For your safety:

Children under 15 must be accompanied by an adult.

No jumping off sides of pool or changing shed roof into pool

No running around pool.

**School Trips –**

Occasionally we have trips away from school and parents are often asked to help with transport.

The bus will only be used, if necessary, as this is at a cost. A charge of $5 per child will be paid by transported pupil to transport provider via stationery account (Credit to transport provider) If bus is chartered a charge of $5 per child. Drivers must be licensed, and vehicles registered with current WOF.

**Stationery/Fees –**

Stationery is sold at school at a very reasonable price and accounts sent out twice a year with a charge for consumables.

**Technology**

Year 7 & 8 children may attend manual at Manukorihi Intermediate fortnightly.

Parents will need to transport their children into Tech as we do not currently receive MOE funding.

A picture containing tree, grass, outdoor, plant

Description automatically generated