

WELCOME TO OTAUTAU SCHOOL



Otautau Primary School is a U4 full primary school catering for New Entrant to Year 8 children. We take pride in the appearance of our school which has well maintained buildings and extensive grounds that provide a safe and attractive learning environment for our children.

We have extensive, up to date resources and a committed, highly capable team that make up the staff of Otautau School.

Our work at school is important at Otautau School we want your children to look back and acknowledge that we prepared them well for the future. We are confident in this task because we strive to ensure learning is meaningful. As well as looking to the future, we value the past in making Otautau the place where we live today. We innovate and evaluate new ideas and programmes to assist in a better tomorrow. This commitment is summed up in what we think the essence of good teaching is about....

causing learning now...

In essence this means it is our goal to provide your child/ren with programmes and teaching that will enable learning to occur.

It is our desire to do that for your child. We thank you for entrusting us with that privilege.

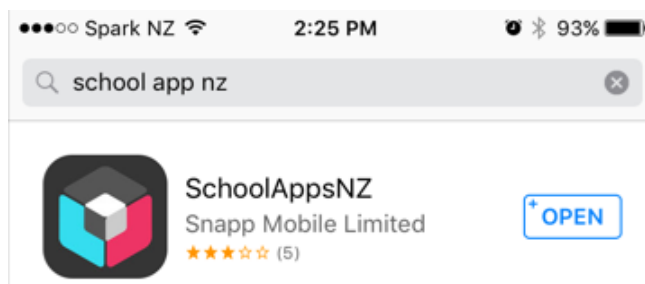
If you would like any further information please do not hesitate to contact me.

Simon Bell
PRINCIPAL

Postal: Elles Road Otautau
Phone: 03 225 8320
e-mail: office@otautau.school.nz
Web: www.otautau.school.nz
Facebook: facebook.com/otautau

SCHOOL APP

We have a school app that is our main form of communication. Permission slips, sports notices, Newsletter, Absentees etc will be posted on this app. This can be downloaded for free from the apple and android app stores. Just search 'School apps nz' and once downloaded search for Otautau School.



ABSENCES

Parents or guardians are expected to inform the school of all absences either through the app or by phone. This should be received before 9.30 am. Absences are recorded electronically on the school network. The school office will contact parents/guardians of children whose absence has not been explained after 9.30 am.

School App Absences

To send an absences to the school through the app:-

Absentee – Email – Fill in the fields – Send.

This will send an email to the school. Please make sure you give a reason why your child is not at school.

ANZAC DAY

A small remembrance ceremony is held close to the 25th April involving pupils, staff, parents and a special community guest when available or appropriate to the programme.

ASSEMBLY

The school gathers Full school assemblies are held fortnightly on a Friday at 10.30am to share news and information and celebrate areas of achievement.

The assembly is run by two senior students who organise the programme and put together the elements that make up this weekly event.

Full assembly reminders are advertised on our Facebook page.

Parents and family are welcome to attend our assembly.

BOARD OF TRUSTEES (BOT)

The Board of Trustees is the schools governing body. Trustee elections are held every three years. Our current board comprises of five elected parent representatives, the Principal and Staff Representative.

Chairperson: Anna Nicolson 027 251 9842

Meetings are usually held on a monthly bases and are advertised in the school newsletter.

These meetings are open to the public.

BUS

The school has two bus runs. Go Bus are contracted by the school to provide this service.



Scotts Gap - Covers Merrival, Orawia, Scotts Gap

Aparima/Bayswater – Covers the Aparima River Road, Hundred Line Road, Ringway Ridges.

If your child is not travelling on the bus on a particular night please contact the school via the school app or phone the office.

New parents to the school can check with the Principal for their child's eligibility for the bus. The Principal is the Bus Controller. All problems and concerns should be conveyed directly to him.

CONCERNS

There will be times when you have concerns about aspects of your child's education and there will be times when error or confusion arises. On these occasions, it is vital that you direct your concern to the school. We want to know about and alleviate your concerns. In short, if you like what is happening, tell your friends and neighbours. If you do not tell us.

CONTACT DETAILS - YOURS

Should you change address, telephone or emergency contact information – even temporarily – please keep the school informed. Accurate information is vital in the event of an emergency.

CONTACT DETAILS – OURS

Postal : Elles Road, Otautau
Physical: Elles Road, Otautau
Phone: 03 225 8320
e-mail: office@otautau.school.nz

Staff email

You can email any staff member individually.

The standard format is: first and last name (no gaps) name@otautau.school.nz e.g.

simonbell@otautau.school.nz

DENTAL SERVICE

The Mobil Clinic visits the school once per year. Each Child gets a check-up or consult when they are here.

Urgent treatment can be gained by phoning the School Dental Service 0800 570 300.

**DISCIPLINE**

Otautau School requires that every individual takes responsibility for their actions. To assist in achieving this we have a behaviour system that operates throughout the school. If there are ongoing concerns about the behaviour of your loved one you will be contacted.

DUTY STAFF

During morning interval and lunchtimes, designated teachers are on playground duty. There are also staff designated to supervision, road patrol teams and to provide first aid for the injured, the distressed, and, on occasion, the merely upset. Duty staff wear an orange hi viz vest.

EMERGENCY DRILLS

Emergency procedures are practiced each term. Should you be in the school at such a time, you are expected to follow staff instructions and comply with the relevant procedural practice. Please attach yourself to the nearest class or staff member. Evacuation routes are marked on plans beside exits from all rooms. The assembly point is in front of the office block.

ENROLLING YOUR CHILD

This is a relatively painless procedure and may be completed on any day up to and including your scholars first day at Otautau School. Should you wish to complete the paperwork prior to the big day, contact the school office (225 8320) to arrange a time to do so. Please bring your five year old's birth certificate and immunisation record certificate. Parents and caregivers are welcome to tour the school at any time.

NEW ENTRANTS

Prior to your little one turning five, we encourage you to bring your child to school for a series of pre-entry visits. Please phone the office four weeks prior to your child turning five. Julie at the office will book you in for 4 weekly visits on a Wednesday between 9.30 – 1.30pm. During this time we can arrange your child's uniform and books. Parents are welcome to

stay at the visit but are encouraged to leave and have a cuppa in the staffroom when both you and your child feel ready.

HEALTH PERSONNEL

Our Public Health Nurse visits the school on a fortnightly basis. If you have any relevant issues to be addressed, please contact the school. All five year olds have their hearing and vision tested. Those who fail are then retested on a regular basis. Older pupils can also be tested should concerns arise. Contact the office if you have need of this service.

HOMEWORK

This is an age old debate of homework comes and goes. Regardless which side of the fence you sit, maybe you are on the fence, one thing is for sure, there will never be agreement amongst everyone. So as a school we aim for a clear understanding throughout the school as to what is expected. These expectations are based on our experience, knowledge of the business of family life, research into both how the brain functions and the benefits or otherwise of homework.

Therefore at Otautau School homework is

Daily reading, (For junior children this includes high frequency words, alphabet etc. For year 4 - 8 this may include the Lexile programme.)

Daily practice of basic facts

We expect about 20 minutes of homework per week night. If not completed then that is noted for teachers information. However there is no punishment or reward for completed or non completed homework.

You will not get worksheets and endless pages of 'homework' from our teachers. From time to time teachers will put links to digital resources up on the class blogs. We also have a small but growing list of reuses on the school website under 'causing learning'. If you have any questions concerning this please contact me.

HOURS OF OPENING

Bell Times

- 8.55 am Classes commence
- 10.10 am Morning Break
- 10.30 am Close of Break
- 12.45 pm Lunch period commences
- 1.30 pm Afternoon classes commence
- 2.55 pm End of school day for children

FRIENDS OF THE SCHOOL (FOS)

The main aim of the F.O.S. is to link the home and the school and to give parents the opportunity to assist the school and further the interests of children. Parents are encouraged to attend meetings arranged by this group as every endeavour is made to ensure that they are interesting, school-based and informative.

Elections are held at the annual meeting usually February. Meetings usually occur twice a term. The contact for this group is Amber Joyce 027 4102031

LUNCHES



Fish & Chips may be ordered at school on Fridays. The Otautau Supervalve supply these. The order procedure is to write on the outside of an envelope, the food required, the child's name and the amount of money which has been enclosed. The envelope is placed in a box in block B corridor before school.

The school owns a pie warmer in which the children can place items of lunch to be heated such as pies etc (no frozen pies please). These need to be wrapped in tin foil and the **child's name** written on them. There is a bucket in each room for the children to place their heat in.

MONEY

All money sent to school should be the correct amount and in a sealed and clearly labelled envelope which should be handed into the school office.

The school is more than happy if families want to set up an automatic payment to spread payments over the year.

The school also operates EFTPOS facilities for your convenience. Sorry credit cards are not accepted, we won't be able to help with your airpoints.

NEWSLETTERS

A school newsletter goes out each Friday. Families can receive newsletters via the School App and Facebook and email. If you require a paper copy please contact the school office.

PARENTAL ASSISTANCE

One of our most valuable resources is the parent body of the school. Apart from providing us with the pupils upon whom we practise our profession, parents provide vital assistance on trips and camps; with sports teams; in the classrooms; on the Board of Trustees and in the Otautau School Friends of the School. All volunteers are gratefully welcomed

PET DAY

Children throughout the school are encouraged to take an active part, as this is an official school programme held during the week.

As all children must attend school on this day, it is strongly recommended that children enter some category of the programme to make the day meaningful to them. The Pet Day is usually held late October, early November.



REPORTING TO PARENTS

Schools are required to report on student progress twice a year. Otautau reports three times a year.

- Term I - Learning Pathway Conferences - Interviews early Term 1.
- Term III – Early in term – Learning Pathway Conferences update
- Term IV December – Formal Report

These are the formal reporting times. You do not have to wait until a formal reporting time to discuss your child's education, so if you have any questions about your child's progress make an appointment to see your child's teacher.

SCHOOL FEES

The school has opted into the Government School Donation Scheme, so the school does not collect donations from parents. Payment is still required if your child enters sports competitions etc.

SPORTING and CULTURAL ACTIVITIES

Pupils not participating in sport activities are expected to have a note from home or have had a parent contact the school.

Appropriate clothing is expected. Teams representing the school should be wearing our school sports/P.E. uniform. This can be purchased from the school office, currently the shirt is \$31.

STATIONERY

A stationery list is issued at the end of the school year for the following year with a note indicating to parents which class their child/children will be in.

This gives parents the opportunity to take advantage of the best deals available.

SUNHATS

During Terms 1 and 4 sunhats must be worn by children when outside.

The School supplies each child with a bucket hat in their house colour.

VESTS - SAFETY

Every child is issued with a safety vest. These are to be worn to and from school. They are also worn when school activities take students off site.

UNIFORM

The uniform is made up of:

- Polar Fleece
- Hoodie
- Skort (girls)
- Cargo Pants
- Shorts
- Polo Shirt
- Senior Polo Top (Year 7/8)
- White Blouse (girls)
- Track Pant



Navy, Black or White socks or tights only to be worn with the uniform

Navy or Black thermals are allowed to be worn under their tops.

Sports Uniform (when children are representing the school)

- Navy or Black Shorts
- School Red Sports Top

Senior Top or white blouse is compulsory for all Year 7/8 children.

All items can be purchased through Uniform NZ or ordered through the school office. They have set up a special website to place orders. <http://otautauschool.uniformnz.com/>

The school has sample uniform if you would like to try on for sizing.