

# *Welcome to Ahipara Primary School*

**Thank you for enrolling members of your family with us.**

Ahipara Primary School is classified as a “Full Primary School” catering for students from Year One through to Year Eight (Form 2).

We hope that your association with our school will be a happy one with close co-operation between home and school to the benefit of your child’s or children’s education.

We also hope that the information contained in this booklet proves useful to you and explains our school organisation and policies. If any details require further explanation, please don’t hesitate to contact the school.

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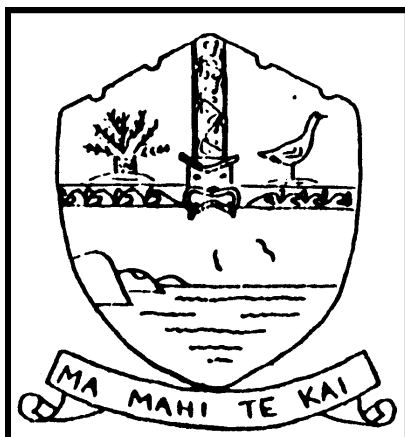
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### **Kura Auahi Kore**

Our school is a designated smokefree area and smoking is not permitted in any of our buildings or on our grounds.

## **1) School Mission Statement**

With the introduction of educational changes in 1989, School Boards of Trustees were asked to develop an Educational Purpose or “Mission Statement” for their school. At a community meeting it was decided to adopt our school motto, a statement that past and present could relate to.



Our mission statement therefore is :

**“MA MAHI TE KAI”**

**TO EAT YOU MUST WORK / TO WORK IS TO PROSPER**

## **Educational Environment**

School and home are jointly responsible for children’s education

- We strive to have a school :

- : Which works in with the community
- : Where parents / caregivers are involved
- : Where children want to attend
- : Where each child feels he or she can make a worth while contribution
- : Where children are given clear boundaries of acceptable behaviour and where guidance and discipline are consistent
- : Which aims to include the values, aspirations and wishes of all people who live in the community and an understanding of the various cultures of our children

*At Ahipara School we endeavour to be “Student Centred.” We aim to promote the whole student : physically, intellectually and emotionally. A student learning here should be developing into someone who is :*



Confident				Responsible
Knowledgeable				Independent
Co-operative	Caring	Skilled	Honest	

***The success in achieving our aims will be indicated by the extent to which children demonstrate:***

- i) effective oracy skills
- ii) effective literacy skills
- iii) effective mathematical skills
- iv) independence in learning
- v) an ability to find and use information
- vi) a capacity to utilise technology
- vii) an ability to work co-operatively with others
- viii) personal qualities of self acceptance, initiative and self confidence
- ix) self discipline and a respect and concern for others
- x) an understanding of historical, social and cultural heritage of others
- xi) an understanding of the natural world and of scientific principles
- xii) creative abilities and confidence to participate in the creative and practical arts
- xiii) a concern for, and an understanding of how to achieve physical health and well being

## **2) Looking Back**

Like most schools we have a strong collective desire to offer programmes and establish facilities which will enhance the learning opportunities for our children and to create a supportive, caring safe environment for this to occur. Today's achievements though, are only as a result of past contributions.

- - - - -

- 1872    Founded as a Mission School with 47 pupils
- 1901    School re-sited in present position
- 1911    P. O. removed from school site
- 1939    New buildings and renovations opened
- 1959    Major fire destroyed 4 classrooms and damaged two others
- 1960    Old school buildings given to Te Ohaki Marae
- 1963    Mrs Marewa McConnell appointed as Principal - first woman Principal of a Maori school of this size.
- 1969    Kaitaia Intermediate school opened, school decapitated to lose Form 1 & 2 pupils resulting in big loss of pupils and replacement of Principal due to downgrading.
- 1970    School initiated Pre-School pilot scheme
- 1978    Jubilee year (106 years)
- 1987    School's application to the Department of Education to establish a Kaiarahi Reo position in the school(full time Resource teacher of Maori) was successful and a community panel was set up to make the appointment. This position was held until 1996 when Kaiarahi Reo positions were ceased throughout the country.
- 1990    A bilingual unit or "Whanau Class" was established to help cater for the needs of Maori children and to promote Te Reo Maori. This class was an integral component of the school structure for 10 years but with the introduction of Kura Kaupapa, the need for the class slowly diminished and was discontinued at the end of the 2000 year.
- 1991    Educational changes meant that our Pre-School Unit had to be disestablished. Rather than look elsewhere, the community successfully campaigned & fund raised to build a new

modernised Early childhood facility on the school site (now called Sandhoppers)

- 1991 The school's application to the Ministry of Education to recapitate, to be able to retain its Form 1 & 2 pupils, was successful. (In 1969 the Form, 1 & 2 classes had been disbanded or decapitated to make a new Intermediate School in Kaitaia ) The first group of Form 1 pupils stayed back in 1992.
- 1992 Our school built a Whare Mahi or workshop, assembly facility. Due to continued roll growth, this was expanded in 1994 and again in 1999
- 1993 The school built a Whare Rapu Whakaro which houses our school library.
- 1995 The school became a foundation member of the Books In Homes programme. Our school signed up again in 1998 for a further three years involvement with this programme.
- 1996 The school raised \$18,000.00 to build a large shaded area (portico) at the front of the school
- 1997 Two new classrooms were built on the school grounds.
- 1997 The school introduced compulsory wearing of hats at lunch time breaks during the period of day light saving.
- 1998 A two roomed 'Learning Centre' was built to cater for specialist teaching such as Reading Recovery, and Information Technology.
- 1998 We became part of a pilot health project called "Health Promoting Schools" which reflects the holistic approach to health
- 1999 A third new classroom was built on site
- 1999 An Intranet System was established throughout all classrooms, office, library and learning centre and a school website set up
- 2000 New swimming pool complex opened.



Rooms 6,7 & 8 built at the rear of the main block.  
Gardens and seating area modified in 2003



- 2001 Continued roll growth resulted in need to again use school Whare Mahi as an additional teaching space. "Future development" overview commenced to look at contingencies for growth.
- 2002 School house removed, dental clinic shifted and two new classrooms built.
- 2003 Upgrade of new administration facility completed and officially opened, along with the blessing of the carvings which adorn the front entrance.
- 2003 Front wall & windows between Rm's 3 & 5 replaced and new covered verandah attached.
- 2003 Senior area developed which included - shaded seating facility  
- stage and  
- murals along classroom walls.
- 2004 Internal wall between Library & Learning Centre removed to create a larger computerised library with attached research facility.
- 2005 New Learning Centre attachment completed at the end of room 8.
- 2006 Interactive classroom set up in Room 10. Pool changing shed refitted and modified. Shade cover erected over the junior playground area. Native tree planting continued across the river.
- 2007 Upgraded pool.
- 2008 Upgraded school water supply.
- 2009 Front court area concreted.  
New fence around school.  
School main entrance - carving erected
- 2010 New roof on front school block
- 2012 Children's Adventure Playground



Rooms 9 & 10 built on school house site



New administration facility



### **3) School Directory**

#### **Staffing for 2014**

<u>Management:</u>	Principal	Jackie Osborne
	Deputy Principal & Syndicate Leader	Lisa Murray
	Assistant Principal & Syndicate Leader	Jessica O'Dea
	HOD Maths	

#### **Classroom Teachers**

Donna Barry :	NE & Year One	(Room 1)
Briar Lissington :	Year One & Two	(Room 2)
Samantha Smaill :	Year Two & Three	(Room 7)
Margaret Briasco :	Year Two & Three	(Room 10)
Lisa Murray :	Year Four	(Room 6)
Kate Coogan :	Year Four & Five	(Room 8)
Joanne Hammon :	Year Five & Six	(Room 5)
Jessica O'Dea :	Year Seven & Eight	(Room 4)
Tina Takimoana :	Year Seven & Eight	(Room 3)

Part Time Teachers: Liz Smith

Resource Teacher -Learning & Behaviour: Michele Meyer

Social Worker in Schools (SWIS): Linda Ash

Reading Recovery: Michelle Hammond

Support Staff: John Bowmar, Carole Harding, June Matiu,  
Kathy Harrison, Alison Peters, Rata Williams  
Lisa Tepania, Leeann Weatherall

I.C.T. Support : Alvin Alvarez

Caretaker : Whio Motu

#### **4) Board of Trustee's**

Richard Tepania	(Chairperson)
Carole Harding	(Finance Officer)
Patau Tepania	
Angela Harrison	
Ken Mullarkey	
Nadia Pitchford	
Jackie Osborne	(Principal)
Jessica O'Dea	(Staff Rep)

The School Board of Trustee's is the Governing Body of our school and have considerable control over finances, staffing, school property and policy making. The Board is elected every three years with the next election due in 2013. Our school Board of Trustee's is comprised of the following:

- : minimum of 3 or maximum of 5 elected parent representatives
- : Principal (automatically a member)
- : Staff Rep (elected by staff excluding Principal)
- : Additional members can also be Co-opted at the Board's discretion or specialist members employed for positions such as finance.

Although many sub-committee meetings are held at varying times, the Board holds 10 monthly meetings a year on the 2nd Thursday of the month which are open meetings.

#### **5) School Terms and Vacations 2014**

Term One - Monday 3rd February - Thursday 17th April

Holidays: Waitangi Day - 6th February

Good Friday - 18th April, Easter Monday 21st April.

ANZAC Day - 25th April

Term Two - Monday 5th May - Friday 4th July

Holidays : Queen's Birthday - Monday 2nd June

Term Three - Monday 21st July - Friday 26th September

Term Four - Monday 13th October - Wednesday 18th December

Holidays: Labour Day - Monday 27th October



## **6) Enrolment Obligations**

As a reminder, when enrolling, parents / caregivers signed that they understand they have a legal obligation to :

- a) ensure their children attend regularly
- b) When not able to attend, notify the school as soon as practically possible.

- We expect parents to contact the school, either before, or on the morning of the day their child is absent.
  - \* You cannot always assume that just because your child left for school, that they got there.
  - \* We cannot always assume that if your child doesn't arrive at school, that they are safe with you.
- If your child has not arrived at school before 9.15 and we have not heard from you, we will do our best to contact you.

### **In the best interests of safety for your child, please inform us**

(It is easier for you to make contact with us, than for us to try and make contact with you.)

*Regular monitoring of absences is carried out and concerns or unexplained absences are brought to the attention of our Governing Body and the appropriate Government agency where required.*



On the enrolment form you have provided us with telephone numbers, addresses, and medical information. If any of these change, please inform the school. It is for the benefit of your children.

## **7) The School Day:**

8.00 :	Roma Rd, Foreshore, Wainui, & Herekino Buses arrive
8.25 :	Road patrol
8.35	Town Bus arrives at school
8.45 - 10.10	School commences - Reading
10.10 - 10.30 :	Morning interval
10.30 - 11.50	Writing
11.50 - 12.30:	Lunchtime
12.30 - 1.30:	Math's
1.30 - 1.45:	Break
1.45 - 2.45	Thematic
2.35	Bus bell (Town bus children line up)
2.40 :	Town Bus departs
2.45:	School finishes for the day
3.25 :	Bus Bell- (children on other buses line up)
3.35 :	Herekino Bus departs
3.40 :	Roma Rd, Foreshore Bus departs
3.45	Wainui Bus departs

Although staff members are always present from 7.45 am, official supervision of pupils, with the exception of those children arriving by bus, does not commence until 8.15. Parents can assist by ensuring that children do not leave for school too early to arrive at unsupervised times.

## **8) School Fees**

Our school has two fees

- 1) A Set School Fee of : \$15.00 per child  
and
- 2) An Optional Activity Fee of : \$15.00 per child for junior pupils (Yrs 1 - 3)  
and \$20.00 per child for middle and senior pupils (Yrs 4 - 8)

### **Optional Fee**

During the year ↓ children are often asked to bring along money for a show or outing. At times though children forget, or parents can't find the money, the money is lost on the way to school, or is not handed in and as a result children miss out

The optional activity fee covers all shows and school outings for the year (but not class visits and camps as these vary too much from class to class.)

This fee is optional, parents are welcome to pay as each show or visit eventuates if they prefer.

- 3) Any child that participates in any extra activity or outing will be charged \$5.00 per head.

A comment : Our Fees are very low and rather than have a substantially larger fee, the school has opted to keep a minimal cost and to rely heavily on Fundraising throughout the year. We ask that parents keep this in mind when the raffles “go round” and when “gala time” arrives.

Technology Training Fee : Our Year 7 & 8 (Form 1 & 2) pupils attend Technology sessions on a fortnightly basis at Kaitaia Intermediate School. They charge a fee for this which is set by the Intermediate and we are notified at the beginning of each year as to the amount.

## **9) School Buses**

Times of arrival and departure are as listed under “The school day.”

### **Costs**

- Costs for the Roma Rd, Wainui, Foreshore and Herekino bus service are presently being met by the Far North Bus Transport Network.
- The Town Bus service is not part of the network. It is a separate run organised by the school to assist parents who choose to send their children to Ahipara School rather than send their children to their closest school. If they wish to use this bus, rather than provide their own transport, they have to share in the cost of the service. The School Board of Trustees subsidizes some of the expenses and reserves the right to decide who is eligible to access this service.

## **10) Newsletters:**

A newsletter is sent home every Thursday with the oldest child in the family unless a parent requests that a younger child brings it home. This is our way of communicating regularly with you.

**Please :** Ask your child every Thursday for this.

If parents get into the habit of asking their child for the letter we feel we will have a greater success rate in keeping you informed about school events. It also is a way of your child demonstrating how responsible they are.

## **11) Leaving the School Grounds:**

Children are not permitted to leave the school grounds during school hours without verbal or written consent from a parent or caregiver. For obvious reasons we cannot always accept what a child says so please do not take offence if your child is refused permission to go on an errand or to go to the shops, etc - we do this with the best interests of safety for your child.

## **12) Assemblies**

The school holds two assemblies each week

Monday 8.45 :

School week commences with a prayer followed by recognition of any weekend achievements and coming events.

Friday 2.30 :

Lost property, weekend announcements. Week closes with a prayer

Syndicates also regularly hold their own interclass assemblies with classes contributing items & sharing of individual work.



Fun Assemblies



## **13) Concerns / Complaints:**

Most parents feel comfortable about approaching staff members to raise a concern about their child's education. It is

often easier to talk directly with the person concerned rather than go through another person. Staff members are willing to discuss concerns/complaints with parents, preferably at an early stage when a problem is detected, rather than wait until it becomes an issue. However the staff have been directed by the Principal that should they feel uncomfortable about an approach then the Principal or another senior staff member should be brought into the discussion.

If parents don't feel comfortable about approaching a staff member, or have done so but with unsatisfactory results, then a meeting with the Principal should be arranged. If this meeting still fails to bring about a satisfactory conclusion, or go part way to achieving one, then a formal written approach can be made to the school B.O.T.'s.

## **14) Behaviour:**

The aim for each child within our school is to become self disciplined rather than relying on external controls. However, each child's individual rights need to be balanced with the rights of all within the school and it may be necessary at times to employ behaviour management strategies.

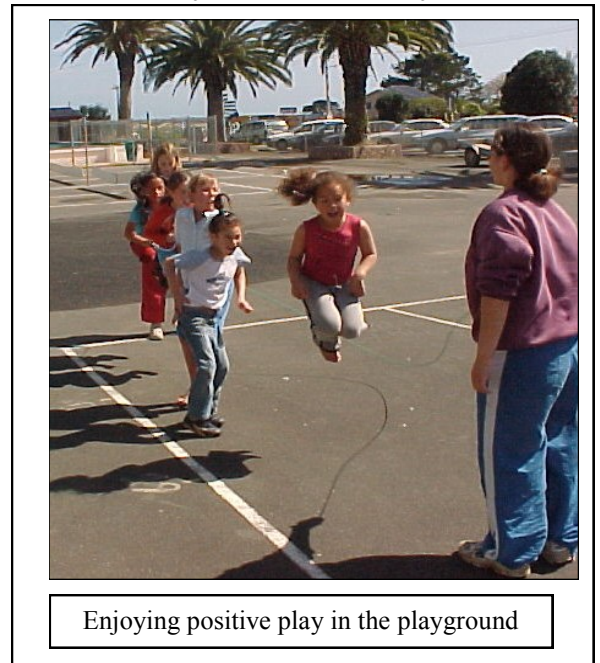
At our school these include:

- : enforced time out
- : restrictions on areas within the school the child is allowed to play
- : exclusion from certain activities
- : delegated duties around the school
- : counselling by another teacher or Principal
- : behaviour modification contracts

For re-occurring cases of disruption consultation with parents or outside agencies (Social Welfare, P.H.N. etc) may be necessary.

As a staff we also believe that if we can keep our pupils occupied or meaningful engaged at break times we will have less problems in the playground. During lunchtime we provide the following;

- A game run by a student council member (Pupils select game)
- A game run by a teacher (Pupils select game)
- A student council member will also run the 'Zone' which caters for all age groups during the week. (Pupils select game)
- We also provide our pupils with a huge range of sports equipment (Morning tea /Lunchtime)
- We also have two teachers on duty at any one time patrolling the school grounds



## **Stand-down, Suspension**

Under Section 13-18 of the Education Act 1989 as amended by the Education Amendment Act (No 2) 1998



Principal's may stand-down or suspend students if:

- a) "the students gross misconduct or continual disobedience is a harmful or dangerous example to other students" or
- b) "because of the students behaviour, it is likely that the student or other students will be seriously harmed if the student is not suspended."

Stand-down means the formal removal of a student from school for a specified period. Stand-downs of a particular student can total no more than 5 school days in a term or 10 days in a year

Suspension means the formal removal of a student from school until the Board of Trustees decides the outcome at a suspension meeting. Following the suspension the Board may decide to

- Lift the suspension without conditions
- Lift the suspension with reasonable conditions
- Extend the suspension with reasonable conditions for a reasonable period
- Exclude or expel the student

### **15) Dental Clinic:**

The Dental Nurse usually visits our school once a year, usually towards the end of term three. On these visits she is normally based at the school for 5 to 6 weeks. When urgent work is required outside of this visit, arrangements can be made through the Kaitaia Dental Clinic or Kaitaia Intermediate Clinic, depending upon which is the designated base Clinic for our school. For further assistance, contact our school office.

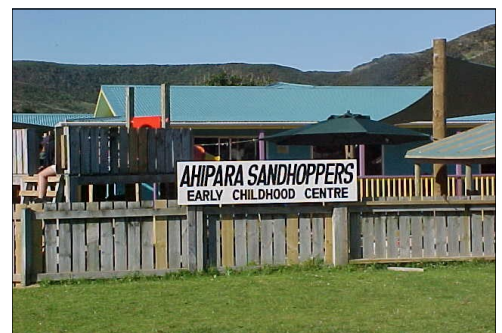
### **16) Canteen**

The school canteen is operated by an outside provider. Students can order either for their morning interval or lunch. Orders are taken in the classroom at the beginning of school to avoid students handling or losing money throughout the day.

If there is a concern with providing lunches please approach the Principal or office. We often assist by making sandwiches

### **17) Early Childhood Education:**

Our school is fortunate to have an Early Childhood Centre on it's school grounds. Although this facility, known as "Sandhoppers" share our grounds and some equipment, the Centre is run by a separate management team to the school. Anyone requiring information regarding programmes, session times, etc will need to make contact with the Centre.



## **18) School Four Year Old Sessions :**

Parents of 4 year olds are invited to approach the school, prior to their child's 5th birthday, to discuss class contact time. We offer an opportunity of 2 days a week for 2 weeks before they turn 5 years, to help your child settle into class routines. The days for visits are Tuesdays and Wednesdays. The first week is for half a day from 8.45am - 11.50am and the second week is a full day from 8.45am - 2.45pm.

## **19) Health Promoting Schools :**

Our school is one of many schools in the Far North that is part of a programme called "Health Promoting Schools" (HPS). In this programme we take a wider view of health than just care of the body. We try to consider all aspects that influence our children and to create an environment that promotes the health and well being of all students as well as all those within the school.

The broad aims of the programme are :

- : To develop and implement policies to promote the health & well being of all
  - : To create healthy school environments that promote health & well being
  - : To develop an effective partnership between school and community
  - : To co-ordinate school health activities and health services within the school
- The HPS team meets regularly and we would welcome your involvement.

## **20) Emergency Procedures:**

The alarm for an emergency such as a fire or earthquake is a continuous ring of the bell or repeated whistle blasts and the assembly area is on the field as close to the goal posts as practically safe at the time.

Children participate in practises each term to ensure familiarity with procedures. A full list of procedures and directions for emergencies is on the wall of each classroom.

## **21) Education Outside the Classroom:**

Our school has a policy which promotes Educational activities outside the classroom. These include class & school visits, camps, sporting events, cultural exchanges and utilization of our own environment. On these occasions we often ask for parent assistance in the form of transport and supervision and your involvement in these activities is always greatly appreciated by staff and pupils. As much notice as possible of any visits away from school is always given with an attached return permission slip. There are very few exceptions as to when a child will be able to participate in an outing without consent and children are encouraged to return these slips as soon as possible to avoid missing out.



Our champion C.M.P.S team in America for the 2005 tournament

Rock climbing and kayaking at Waiwera (2003)



Returning by boat after the hike around Whangaroa Harbour, (2003)

## **22) Library**

An extensive range of books is held at the school and the children are encouraged to use this facility. Library sessions are allocated to each class during school hours as well as some lunchtime sessions. Children are expected to treat books with care. As books are an expensive item it is necessary to make a charge for lost or damaged books to go towards the replacement.

Community Library: The school also has a selection of books for use by anyone within the community, not just those connected with the school. Many of these books have been bought at the recommendation of adults and we are always seeking further suggestions for purchases. Use of this facility is through the school office.

## **24) Homework: (Homework Policy under review)**

At primary level home studies are an extension of interest and should involve the parents. The most important thing parents can do is talk with their children - which means listening and discussing

With the Junior classes Reading Folders are sent home each night with a **manageable book** (providing they are returned from the previous night). Some work on spelling and independent Topic work may be given where appropriate, particularly to the older junior chn.

With the middle and senior classes the establishing of good work habits and the gaining of general knowledge is important. Homework that is set will reflect this and should encourage independent work habits, usually based on class "Centre of Interest Work. Hopefully, it will also promote good home/family discussions relating to this work. The learning of spelling lists, maths including tables and reading for enjoyment, could also be included.

Rigid setting of nightly homework is not part of the school policy as this can often lead to loss of enthusiasm and result in a child being denied leisure and family time that he/she is entitled to.

However -

children in both middle and senior classes will be required to complete small



assignments or tasks within an allocated time period (eg. a week). Children need to learn to balance their time and spread this commitment within their other pursuits. The homework record of students is taken into account when considering eligibility for trips / visits which extend beyond regular school hours (eg camps)



Making the most of shared reading in the library

## **24) Reporting to Parents:**

During the year we have several occasions to meet the class teachers of your children and to discuss their work and progress.

### Term one:

- In mid March you will be presented with a 6 weekly assessment which will give you an initial indication of child's attitude towards school & their work habits.

### Term Two/Three

- Towards the end of Term 2 a First Half Year written Report is prepared and then is sent home after a Parent, Pupil, Teacher conference is held to discuss the content of the report early in Term 3.

### Term 4

- In December a 2nd Half Year Written Report is sent home.

Although the school arranges the above reporting procedures, parents are encouraged to visit the school at anytime throughout the year to talk with the Principal or staff, so that a close Home-School liaison can be established.

## **25) Road Patrol**

Patrols are in operation 8.25 - 8.45 and 2.45 -3.00

Because of the congestion a staff member is present to supervise the afternoon patrol however the morning patrol, once set up by a staff member, is only periodically checked.

## **26) Lost Property & Valuables:**

While the school cannot accept responsibility for this it will provide every assistance to recover lost property for parents. Please label clearly all belongings and clothing, children just don't seem to recognise their own possessions. A lost

property basket is situated in the office area. We try to hold up all lost items at Friday's assembly, however parents are welcome to inspect the basket for themselves.

Any clothing unclaimed after one term will be forwarded to places such as Churches, Refuge Centres, etc.

Although the school endeavours to provide an atmosphere of trust and care for others property, children should be discouraged from bringing large sums of money, valuable articles and expensive toys to school. Staff will do their best to safeguard such items if given to them to look after. CD players, walkmans etc, are not to be brought to school

## **27) Public Health Nurse:**

The Public Health Nurse visits our school on a regular basis and also does examinations of all five year old children entering school for the first time. Parents are invited to attend this examination if they wish. If parents have any worries relating to the health of their children they may contact the school and arrangements will be made for the nurse or another visiting specialist to see the child.

The staff often utilize the opportunity of the nurse's visit to check a child whom we may have a concern for - sores, runny ears, continual tiredness, etc . We appreciate the professional advice.

If parents do not wish this service for their child please inform the school

## **28) Swimming Pool:**

During the summer months regular swimming lessons are taken for all classes All pupils are required to take swimming instruction except where a note is supplied by a parent.



## **29) Office Services**

The school provides a photocopying, laminating and fax service to members of the community. Our copier can enlarge and reduce and operates up to A3 size. For information on prices, please contact our school office.



Fun in the pool at a lunchtime swim

### **30) School Grounds:**

Groups in the community are able to book the school grounds or request use of rooms through the Principal or Board of Trustee's. Although it is not necessary to pre-book the grounds, casual users may find they clash with those who have booked who will be given first priority.

Respect for school property, following school rules and certain restrictions relating to vehicles etc apply. The Board retains the right to withdraw approval should these not be adhered to.

### **31) Stationery:**

All stationery required for school use is available through the school office although parents are welcome to shop elsewhere. A list stating initial requirements for the year will be sent home on the first day of school. In the case of a pupil requiring additional stationery, a "Stationery Note" signed by the class teacher will be sent home indicating the requirements.

### **32) School Uniform**

Our school uniform policy has come into effect from the start of the 2009 school year and it is a requirement that all Ahipara School students wear our school polo shirt, polar fleece (cooler weather) and hat. Our uniform policy is available at the school office or on our website [www.ahipara.school.nz](http://www.ahipara.school.nz).

These items are available at Postie Plus Kaitaia. We have endeavoured to keep the cost of our uniform as low as possible but if you are on a low income, family assistance for uniform purchases is available through WINZ.

### **33) Telephone**

If parents wish to speak to staff members the best times, and least disruptive to their classes, is during intervals. It would also be appreciated if parents did not ring to speak to children during class hours. Children may have access to ring from the school if the reason is of sufficient importance and permission has been given.

### **34) Waste Material / Recycling:**

The school has a continuous need for materials that can be utilized for art & craft activities such as

wool	cotton reels	corrugated card
plastic containers	buttons	wine/juice boxes (3 & 4L)

We would be very pleased to receive any of the above.

### **35) Cell - phones**

As a general rule children will not be permitted to bring cell-phones to school at any time during the year. However, if you feel that it is important for your child to bring a cell-phone you will have to provide a note explaining the reason. The cell-phone must be handed to the office for safe keeping & at the end of the day the child may collect it. Children caught with cell-phones will have them confiscated & parents will be asked to come & collect the phone from the Principal.