

# **MAUNU PRIMARY SCHOOL**

13 AUSTIN ROAD, MAUNU  
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Ph: (09) 438-8060

Email: [office@maunu.school.nz](mailto:office@maunu.school.nz)  
[www.maunu.school.nz](http://www.maunu.school.nz)

**An Introduction to new parents:**

**Our Vision**

*“The Freedom to Soar”*

**Maunu School  
Information Booklet  
February 2018**





## WELCOME TO OUR SCHOOL

### VISION

*“The Freedom to Soar”*

### MISSION STATEMENT

*“Be the Difference, Together we will make a Difference”*

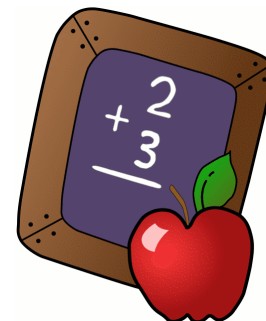
It is a privilege to join Maunu School as principal. We are a proud school with commitment to being an exciting and innovative learning community. We have attractive and spacious grounds, set in a semi-rural environment. The school is very well resourced and employs high quality staff in all areas – teaching, admin, grounds and support. The school is supported by a vibrant community with excellent support from a hard-working, passionate and skilled Board of Trustees and Parent Teacher Association. Programmes are based on shared vision, values and beliefs where students:

- Learn to be **curious** and strive for **excellence**;
- **Care** for each other, other cultures and the environment;
- Develop the skills to be **effective participants** in an ever-changing world;
- Are **respectful, focussed** and show **integrity**.

We welcome you to the Maunu School community and look forward to a positive and fruitful relationship.

Please contact the school for any clarification or information.

Paul Shepherd  
Principal



**OUR SCHOOL COMMUNITY IS:**

Paul Shepherd	- Principal	
Diana Hesketh	- Deputy Principal	
Claire Turton	- Deputy Principal	
	- Senior Team Leader/ Teacher	- Room 14
Mel Bell	- Teacher (4 days)	- Room 1
Andrea Watts	- Teacher (1 day)	- Room 1
Jeni Walsh	- Teacher	- Room 2
Jenny Canty	- Teacher & Junior Team Leader	- Room 3
Alana Fromont	- Teacher	- Room 4
Tina Nimmo	- Teacher	- Room 5/6
Nadine Nicholas	- Teacher & Middle Team Leader	- Room 5/6
Rachel Barclay	- Teacher	- Room 7
Olivia Lansdowne	- Teacher	- Room 8
Jennie Hawkes	- Teacher (4 days)	- Room 9
Angela Fuller	- Teacher (1 day)	- Room 9
Kendra Bradley	- Teacher	- Room 10
James Love	- Teacher	- Room 11
Talei Wilson	- Teacher	- Room 12
Molly North	- Teacher	- Room 13
Jess Radford	Class Release time	Rm 14
Andi Watts	Class Release time	Rm 3
Carol Tipton	Class Release time	R 5/6
Carolyn Scott-Petersen	Class Release time	
Anne Parr	Reading Recovery Teacher & Senco	
Carolyn Boyce-Bacon	Office Administrator	
Michelle Manihera	Office Assistant	
Lynne Adam	Librarian	
Shona Anderson, Edith Mataira,		- Teachers' Aide
Vickie Whitehead, Shelly King, Katrina Waller		- Teachers' Aide
Adrian Lamb	Caretaker	
Salenda & Artika	Cleaners	

**BOARD OF TRUSTEES MEMBERS:**

Bridget Lambert	(Chairperson)	Paul Shepherd	(Principal)
Phil Currey	(Treasurer)	Kate Davies	(Health & Safety)
Todd Leathem	(Property)	Claire Turton	(Staff Rep)
Alison Manson	(Personnel & Communication)		
Claire Turton	(Staff Rep)	Carolyn Boyce-Bacon	(Secretary)

## **BOARD OF TRUSTEES**

The BOT is responsible for the Governance of the school. There are 5 elected parent trustees, 1 staff representative, and the Principal. The Board of Trustee elections are held every 3 years.

Meetings are held on the third Tuesday of each month at 7.00 pm in the staffroom. Parents are welcome to attend these meetings.

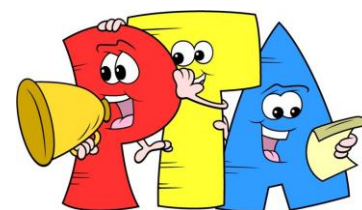
The BOT and the school (through the Principal) are committed to a consultative approach with all parents and the community. We are receptive to any input that you, as caregivers, may give with regard to the education and welfare of your children specifically, and about school life generally.

## **PARENT TEACHER ASSOCIATION**

The school has an enthusiastic group of parents in the P.T.A. who organise social and fundraising events. New parents are always welcome to join. Meetings are held on the second Tuesday of each month in the staffroom.

Being involved in the PTA is a great way to have a voice in what happens in the school, to understand the way the school works and to meet other parents, teachers and principal.

From time to time the P.T.A. hold fundraising activities which parents are asked to support. There is usually one major fundraising event, 'The Maunu School Country Fair,' which is held on the first weekend in November and has been running since 2001, supplemented in alternate years by the sale of chocolate or a quiz evening.



## **SCHOOL HOURS**

The school day starts at **8.55 a.m.** and all children are expected to be at school prior to this to get settled for a good start to the day.

**Interval** is from **10:25 - 10:50 am.**

**Lunch** is from **12.30 - 1.25 pm.**

**School finishes** at **2.55 pm.**

Children sit in class supervised to eat at each break, for 10 minutes at lunch and 5 minutes at morning tea before being released to play.

***Special information for new entrants to our school follows.***



## **NEW ENTRANTS**

Children may start school on their 5th birthday and are legally required to be attending school by their 6<sup>th</sup> birthday.

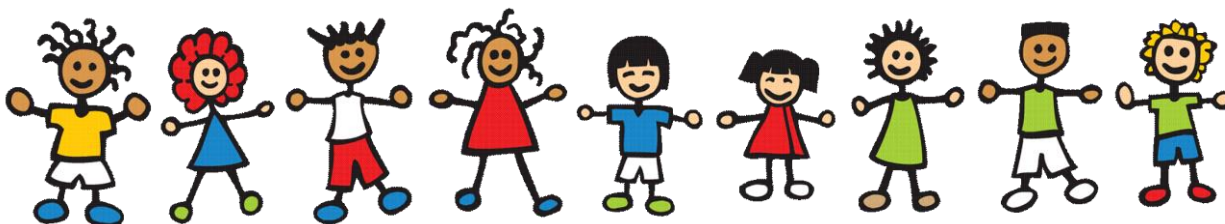
To assist with long-term roll projections, it is preferable that children are enrolled at least 12 months before they turn five.

An Enrolment Form needs completing at the school office.

**Please bring the following along when enrolling your child.**

- Your child's **birth certificate** for birth date confirmation.  
(You can call toll-free 0800 22 52 52 for a copy of birth certificate.)
- **Immunisation Records** and medical history.
- **Proof of home address**- copy of something with your residential address on

Children are welcome to come along for 2-3 visits a couple of weeks prior to starting school. The Junior Team Leader, Jenny Canty will contact you to arrange this.



## **ENROLMENT SCHEME**

In order to avoid overcrowding, or the likelihood of overcrowding, the Ministry of Education and the board of trustees have adopted an enrolment scheme effective 1 March 2008. Under this scheme, students will be enrolled if they live within the home zone described below.

*Starting on SH 14 at the culvert bordered by safety barriers (ES number 787 included, road numbers 846 and 855 excluded) the zone travels east, including Hawken Road, turning up Millington Road and back down Golf Harbour Drive before continuing along SH 14. Including Te Hape Road and the Highfield Way subdivision, the zone goes as far as Pukenui Estate and then travels back up SH14 to Ngahere Drive, crosses the Raumanga Falls Reserve and follows the Te Hihī Stream south-west before crossing overland to the Otaika Valley Scenic Reserve. After following the western boundary of the reserve the zone crosses to the corner of Cemetery Road and Otaika Valley Roads before turning north-*

*west and heading up Cemetery Road, including Riding Downs Way, to SH 14 and back to the starting point.*

All residential addresses on both sides of boundary roads and all no exit roads off included sides of boundary roads are included in the zone unless otherwise stated.

The enrolment of out-of-zone students is governed by the provisions of the Education Act 1989. The enrolment scheme may be viewed at the school office.

### **SCHOOL DONATIONS**

In order to maintain the high standard of education currently provided by Maunu School, parents are asked to make a contribution in the form of an annual, tax-deductible donation to the school. This covers basic equipment and supplies.

This donation is usually made at the beginning of the year. Provision can be made through the school office to pay the donation in installments.

The donation for the year has been set at:

- **\$110 per child with a maximum of \$220 per family.**

Should you enrol your child during the school year, the fee reduces as follows:-

Jan	\$110	May	\$80	Sep	\$40
Feb	\$110	June	\$70	Oct	\$30
Mar	\$100	July	\$60	Nov	\$20
April	\$90	Aug	\$50	Dec	\$ nil

If you have difficulty making this donation, arrangements may be made if you wish to speak in confidence with the office staff or the Principal.





## **SCHOOL STATIONERY**

Back to school Stationery is ordered through Officemax online via [www.myschool.co.nz](http://www.myschool.co.nz) and delivered to your home before the start of school.

Information about each classes requirements is sent home at the end of the year. The school continues to sell basic stationery items all year at slightly less than most retail prices and children may make purchases from the school office by bringing the money to school before 8.55 am.

New Entrant stationery packs are available at the school office all year and priced at the back to school price.

## **PAYMENTS TO THE SCHOOL OFFICE**

We are happy to accept cheques, cash, EFTPOS or online payments for stationery, book club orders, school camps, trips, photos, etc. **It would be appreciated** if any money brought to school by students be placed in an old envelope **labeled with their name and classroom number**, along with details of what it is for.

These can then be placed in the **POSTING BOX** in the school office. All students need to know where the posting box is so they can deliver their return permission slips and any payments for trips, etc. before school.

## **ADMINISTRATION BLOCK / OFFICE**

When visiting the school, please call in at the school office to sign in. This is an OSH requirement. **Office Hours: 8.00 am to 3.30 pm (Monday to Friday)**  
Please make any appointments to see the Principal through the office (Ph. 438 8060)

## **E-MAIL ADDRESS**

[office@maunu.school.nz](mailto:office@maunu.school.nz)

## **WEBSITE**

visit [www.maunu.school.nz](http://www.maunu.school.nz) to see what's new on the website.

## **MAUNU SCHOOL APP**

Download this App to report absences; receive notices and newsletters on your smart phone.



## PHOTOCOPIER

**We are happy to do your photocopying**

(Original size, reduced or enlarged – in both black/white & colour.)

Black/white = 10 cents per A4 copy / 20 cents per A3 copy

Colour = 75 cents per A4 copy / 1.50 per A3 copy

**After 9:00 am is the most suitable time.**

For large runs a reduced price could be negotiated; please enquire at the school office. We are also able to do A3 and A4 laminating, at the office.



## TELEPHONE & MESSAGES

Whilst we are happy to pass on important telephone messages from parents to their children, we cannot guarantee that these messages will get to your child if the school office is notified after 2:15 pm.

Please NOTE: Unfortunately we are unable to allow children free access to the phone, as it is a business line and we are charged for each call.

Special exemptions will be made for emergency use where the safety or welfare of the child may be an issue.



## HATS

Towards the end of 2014 the Board and PTA discussed the introduction of a school sunhat to promote Health and Safety for our children. At the start of 2015 the PTA paid for a wide brimmed sun hat for all children and staff which is required to be worn when outside.

Any children starting school during the year will have to purchase a hat. Similarly, if a child loses their hat, they will need to purchase a replacement school hat. These are available for purchase at the school office for \$13.00 This is a compulsory school hat and the only option available. Students are welcome to wear them to and from school. **The NO hat NO play rule applies and if a hat is forgotten they must go to the designated shaded area.**

An optional Beanie is available to purchase from the school office also at \$10.00 for the cooler Terms 2 and 3.

## SCHOOL RULES

Basically, all that is asked is responsible behaviour based on consideration for others and their property: if it's not sensible, you don't do it! Parents will be informed should any child continue to display inappropriate behaviour.



## **ABSENTEEISM**

Every child is required by law to be at school every day that the school is open, except for when that child has a genuine illness. Parents are advised to plan their holidays around the Gazetted Primary School holidays.



Holiday dates can be obtained from the office, on the school website or on the Ministry of Education Website.

## **NOTIFICATION OF ABSENCE FROM SCHOOL**

To ensure the safety of children, we have a daily check system.

- If your child is going to be absent or late, **please** ring the school before 8.50 am (phone 4388060, dial 1) to leave a message on the absence line. The office is attended from 8.00 am to 3.30 pm daily.
- Use the Maunu School App to notify us of your child's absence.
- These recorded absences are then checked against actual absences and if **parents/caregivers have not phoned in, every endeavour will be made to contact you.**

It is a MOE requirement that parents **inform the school of the reason for a child's absence** by way of a note or phone call as soon as possible.

## **E-LEARNING AND BYOD**

Students at Maunu School use e-learning as a tool to support their learning. All students will have access to the internet and will be publishing tasks on a classroom blog. We have school devices that are shared on a timetabled basis throughout the school.

We are also providing students with the opportunity to BYOD (Bring Your Own Device) to school. This allows students to make strong links between home and school.

An information pack and contract goes home with every child when they start and is reviewed annually.

## **NUTS AT SCHOOL**

Several of our students have been diagnosed as having a potentially very severe allergy to nuts. This is in fact a common problem to varying degrees in the community but, in this case, exposure to them (nuts) in any way is possibly life threatening.



**In order to make the school as safe a place as possible, we ask that you refrain from giving your child any peanuts or products containing peanuts (e.g. peanut butter and some muesli-type bars) in their lunch boxes.** The children's particular allergy is related to all nuts, but we understand that limiting all nuts would be very difficult. All foodstuffs have their ingredients identified on the packaging.

To some this may seem a strong response for a few children. However, in thinking about this issue I would ask you to put yourself in the place of the parents of the affected children or in the place of being a parent whose child inadvertently caused an (anaphylactic) life threatening reaction.

### **SICK BAY**

This is next to the school office should you be coming in to pick up an ill or injured child. All head injuries are reported to Parent/caregivers. The Health Nurse visits the school regularly and is very happy to check on anything you are concerned about.



### **HEALTH & WELFARE ISSUES**

From time to time children will catch common illnesses such as measles, chicken pox etc. We rely on parents to keep us informed of any of these diseases. To minimise widespread cross infection, all children should be kept at home whilst the illness is in its contagious stage. Similarly, children who are afflicted with head lice should be treated before returning to school, and their teacher informed.

### **MEDICATIONS**

Should your child require medication for allergic reactions such as bee stings, or if they are asthma sufferers, please let your child's teacher and office staff know. These medications can be stored in our sickbay; please don't leave medication in children's bags.

Most other medication can be administered, provided a Permission Slip has been signed.

## **P.E. SPORT AND SWIMMING**

These are as much a part of our curriculum as are academic subjects, and children are expected to take part unless they have medical reasons for not doing so.

Weekly programmes incorporating skill building and teamwork development are taken in every class.

## **HOMEWORK**

The expectations teachers have for children's homework are dependent on the child's age and level. Children will be required to do some homework - usually such things as reading, spelling and basic facts.

Normally they will not be given work that they cannot do unaided in a maximum of 15 - 30 minutes.

Teachers will briefly outline their homework objectives for your child at the beginning of each school year. Time management, developing independence and a responsible attitude to homework tasks are key goals of school homework programmes. Please note that some teachers set daily homework, while others will set a weekly task sheet.

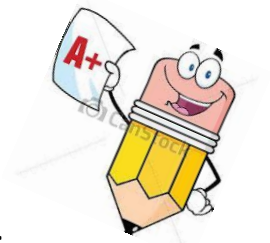
## **PARENT HELPERS**

Classes often go on trips outside the school grounds to support their learning. Parents are welcome to become a "Parent Helper". It is preferred that preschoolers do not come if you are designated as a "Helper", as this is often a distraction.

Many parents also offer help within the class. Please contact your child's teacher as to when they can utilize your help.

## **REPORTING TO PARENTS**

A meet the teacher evening is held in the 1<sup>st</sup> term and 3 way conferences with parent, child & teacher at the end of 2nd term, with interviews scheduled in term 3 and 4 for children who are at risk of not achieving. A full written report is given in Terms 2 and 4. Parents, however, are encouraged to discuss any matter concerning their child with the class teacher whenever a need arises. This parent-teacher



contact is a vital part of our work. Please don't hesitate to get in touch whenever an issue arises.

Teachers are always receptive to an *after school* chat, rather than before school, when the teacher is preparing for the day's activities. However, it may be more productive for you if you were to arrange an actual time to get together to discuss your child's progress.

Please approach the class teacher in the first instance. This clears up most problems for an anxious parent. If, however, you require further information, please feel free to approach the Principal.

### **PLAYGROUNDS**

The BOT endeavour to make all the playing areas of Maunu School as safe for children as possible. Teachers are always on duty during play times and lunch times.

In the unlikely event of a more serious injury, the appropriate first aid procedures are initiated immediately. Parents are always contacted by phone at these times.

### **LIBRARY**

We encourage children to use the school library as much as possible. Parents can play a supportive role in their child's reading and help reinforce skills learnt at school. Please share their Library selections with them at home.



Please **ensure that your children return all Library books to school** promptly, as they cannot get further copies out until books have been returned.

Also to keep our losses to a minimum please make sure they do return all **reading books** issued by the teacher. (Lost books cost \$\$ to replace). All children should have a book bag to protect books they take home.

## **BOOK CLUB**

We operate the Scholastic Book Club once per term: This gives children an opportunity to buy selected children's books at competitive prices with a percentage of sales going to the school, which helps keep our library well stocked.

## **CAR PARKING**

Car parking is a real concern with the huge numbers of children being driven to school. When parking their cars outside the school gates parents are asked to be careful. Angle parking is REQUIRED in Austin Road. When departing, please back out and drive down the road and make your turn using the ROUNDABOUT

**NOTE: Parking on the opposite side of Austin Road is discouraged.** Parents parking cars in the BUS BAY on the main road are asked to leave ample room for the bus and don't park in the bus stop area as marked.

For safety reasons parents are asked to make sure **children don't walk through the hall/staff area of the hall car park but to walk around the edge to avoid traffic.**

## **DENTAL CLINIC**

All dental treatment for Maunu children is done at the Hospital dental clinic. You will be contacted for an appointment. For emergencies or pain relief please contact 0800 6983384 (0800MYTEETH)

## **HAZARDOUS GOODS /ITEMS**

Please do not send along drinks or food stuffs in glass containers which are prone to break, nor allow your child to take to school any other item that could pose a threat to children's safety, such as pocket knives.

## **BUSES**

Although few children are legally entitled to travel to school by bus, (i.e. live more than 3.2 km from the school), currently there is room on the school bus to allow all children on the route to be carried to school.

Children traveling on the buses are under the control of the driver,



and they are expected to remain seated throughout the journey and to behave in a sensible manner.

The school reserves the right to exclude any child from traveling on the bus should their poor behaviour warrant such action, or, if numbers of children who live within the entitlement rise to fill the bus.

These routes and times are approximate as it all depends on the number of stops.

🌀 **Route 1 morning (1102)** Departs bottom of Cemetery Rd at 7.55am and travels up Cemetery Rd picking up children onto Maunu School.

🌀 **Route 2 Morning (1290)** Leaves Hawken Rd at 8.05am and travels via State H/way 14 to Maunu School.

🌀 **Afternoon Bus for all Maunu School children (1290)**

Leaves Maunu School at 3.15pm travels via State H/way 14 to Cemetery Rd turning at the Timber treatment plant and back onto Hawken Rd.

**N.B.** The way the routes are designed ensures there is no need for children to cross any road at all. ***A bus roll call is taken at the start of the pm run only.*** All enquiries to our bus controller, Deputy Principal, Ms. Hesketh or phone the school office.

## **BICYCLES**

Bicycles may be ridden to school, but children under Year 4 are discouraged from doing so unless accompanied by an adult, due to the dangerous nature of Maunu & Austin Road. It is advisable to padlock all bikes, even when they are in the school playground.



**All cyclists must wear helmets.** Helmets are expected to be worn by skateboarders and roller bladers also.

## **LUNCHES**

Most children bring their own lunches to school, but may go home for lunch if the class room teacher is notified by a parent/caregiver. All children eat their lunch in the classroom until 12:35pm when they're released to play.



### FRIDAY PTA SAUSAGE SIZZLE

*Sponsored by Pak n Save Whangarei*

The P.T.A. offer sausages and juice on FRIDAY'S for lunch as a fundraising venture. Prices are **\$1.50 for Sausages**  
**\$1.00 Juice**



This is ordered via the [www.lunchonline.co.nz](http://www.lunchonline.co.nz) option with all proceeds going to the PTA.

### WEDNESDAY LUNCHONLINE

Parents and caregivers can order lunch online for their child by visiting [www.lunchonline.co.nz](http://www.lunchonline.co.nz) and registering, making a payment and placing an order. Lunches are delivered to the school office in time for lunch. Orders must be in by 8.00am.

### TUESDAY SUSHI

Maunu Sushi sell sushi from the School Hall every Tuesday at morning tea time. There are 3 choices to choose from at \$1.00 a piece. Students line up and wait to be served.



### UNCLAIMED PROPERTY

Children are encouraged to be responsible for their belongings. Named property seldom gets lost. Please name all property, even with child's initials. **An "unclaimed box" is in the walkway area beside Room 10.** Unclaimed property will be donated to a local charity at the end of each term.

### MAUNU EDUCARE

Is an "After School Care Group" run independently by Christin Munro and operates each day in the School Hall - 3.00 to 5.30 pm, Monday to Friday. The coordinator Christin Munro can be reached on 021 946019 or 946 0119 to take bookings. Users must remember to **book children in before 1pm on the day required or cancel by 1 pm on any day not required** or a penalty is incurred.

An initial enrolment fee of \$10 per family then hourly fee of \$5 is charged. Family rates apply. Paid supervisors organise suitable activities to keep the children entertained and afternoon tea is provided. Children must be enrolled at Maunu Educare before they can attend. Maunu Educare is Oscar approved and this helps some families with the cost. Please check with the co-ordinator to see if you may qualify.

**SPORTS AND CLUBS** - The school supports all the extra-curricular sporting codes that children participate in: soccer, rugby, netball, hockey, mini ball, tennis and cricket. Contact the school office for more information on sporting contacts. Like many schools, we rely on parents to help with coaching and the managing of teams. If we have the parent support and the child numbers to form a team, we will consider any sporting code.

**KAPA HAKA** - A Kapa Haka group operates with Tutors employed to teach the children aspects of te reo and tikanga Maori and to provide opportunities to reconnect to and feel proud of their cultural identity.



### **SCHOOL CLOSURES**

**The only days** that the school will **close early** are on the **days when parent interviews** are held and on the **last school day of the year**.

In terms 1, 2 & 3 school always finishes at the usual 2:55 pm time.

Occasionally on Sports Days, or when we have open days for parents, children may go home with their parents if the programme is running ahead of time.

**Unlike some schools, who have shortened days when it is raining, (by reducing lunch time) we do not, as we operate a bus.**

The school could close due to a Civil Defence emergency or if the Health and Safety of children was at risk. On these occasions the welfare of the children is paramount and they would either remain (or be moved to) a place of safety. The local radio station/ Maunu School App and email tree would be used to make announcements of school closure.

**In the event of emergency, the child's teacher must be informed before a child is taken home.**



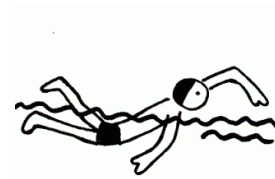
### **USE OF SCHOOL GROUNDS**

The use of the school grounds after hours and weekends is encouraged, but an adult must accompany and supervise children. A toilet adjoins the swimming pool for public use. If you see people using the grounds or facilities in an inappropriate or suspicious way, please feel free to call the police or principal.

### **USE OF SCHOOL POOL**

The School hires pool keys at \$90 for the season, available from the school office.

An **ADULT** must supervise the swimmers. The key entitles the holder's family to access the pool at any time during weekends and holidays between the hours of 10 am and 8 pm. Sensible behaviour, and adherence to the **School Pool Rules** issued with the pool key, is expected. The Principal, or his delegate, has the right to refuse entry to any person who is behaving in an unreasonable manner.



### **SCHOOL HALL**

We are very proud of our hall and wish to see it well used by the community. If you wish to use it, please contact the school office for hireage details.

### **FURTHER QUERIES**

Should you have further questions about aspects of your child's schooling, please feel free to discuss these with your child's teacher or the principal.



***We hope that you as a parent/caregiver have a long and happy association with our school and that your child enjoys all aspects of Maunu School life.***

***One in which they can grow academically, physically and socially so that they are given the sound educational base that they deserve.***



## **SCHOOL DESCRIPTION**

Maunu Primary School, which was established in 1884, is a contributing primary school occupying an area of 3.36 hectares, attractively set out with mature stands of trees and expansive lawns and fields bordered with historic stonewalls. From rural beginnings, Maunu can now be classified as predominantly an urban school, with over 95% of its children coming from within the Whangarei City boundary.

The present roll is approximately 340 students, comprising mainly European children with approximately 14% Maori and 8% Asian.

The facilities within the school are excellent, comprising an administration block, resource area and 15 classrooms. We also have a school/community hall, a good sized swimming pool and a well-stocked and attractive Library, which we are proud of. While most of the classrooms are relatively new or recently renovated we have five more to refurbish.

Maunu School is well resourced, and as well as the usual support services available to the school, we operate a reading recovery programme the perceptual motor programme, which assists children's co-ordination. We have programmes in place for both children with special needs and children with special abilities.

The school is structured into junior, middle and senior teams. The children are grouped in composite classes ie. Mixed levels, yr1&2, 2&3 etc. The teachers work together for planning and other organisational purposes.

Within a team environment, the Board, Parents and Staff are committed to making Maunu School a place where children receive a high quality of education.