



Rotorua Seventh-day
Adventist™ School

Te Kura o Te Rā Whitu ki Rotorua

Building for Eternity



STUDENT HANDBOOK 2019

Dear Parents/Caregivers,

Welcome to another year at Rotorua Seventh-Day Adventist School. Thank you for continuing to support your child's learning journey with us.

This booklet provides important information about our school. Please ensure you; your tamariki and family are all familiar with our processes, expectations and procedures that guide our routines and practices. Policies are available from the office, I encourage you to refer to these and the procedures when you need assistance. If you require a scheduled meeting with myself, please arrange a time with our school secretary first, as my availability as a teaching Principal is limited.

Some important information for 2018

- New Entrant– Y3: Room Junior Teina; Whaea Marian Shilton (3 days) & Whaea Lanea Strickland (2 days)
- Year 4-8: Room Senior Tuakana; Whaea Billie-lee Browne
- Secretary; Leonie Gardiner
Office hours: 8.30-12.30 Monday to Friday
- Chaplain; Pastor Tata Strickland. **School Worship held every Monday** at 9.00am. Ps Tata is available on request to meet with individuals and families for prayer, counsel or guidance.
- Before and after school supervision: Teachers are onsite from 8am—8.55am and 3.00-3.15pm. Please ensure drop offs and pick ups are between these times to ensure your tamariki are supervised.

Yours sincerely,

Lanea Strickland
Principal

3 Tilsley Street, Glenholme, Rotorua 3010
Ph 07 3484 689
office@wacs.school.nz

Stationery

www.myschool.co.nz Rotorua S D A School

School Uniform

Check the uniform section at The Warehouse Rotorua

<https://www.thewarehouse.co.nz/c/schools> Rotorua S D A School

Loyalty Number: 9994129

Local School Account Details:

Rotorua Seventh-Day Adventist School

12—3155—0228126—00 ASB

Particulars Code / Reference

Child/Family name *What it relates to i.e.: swimming*

Compulsory Attendance Dues Details:

NZSDA Schools Assoc

03 0175 0182096-002

Particulars Code Reference

Your name *DUESROT* *Your school account number—
see school admin for this*

NZ SDA Schools Association (Attendance Dues Officer)

Private Bag 94200

Howick, Auckland 2145

Ph: 0800 4MY DUES

attendancedues@adventist.org.nz

Lakes Rotorua Dental

0800 LAKES TEETH

Rotorua Intermediate Dental Clinic Malfroy Rd 347 1495

Social Worker in Schools

Nichola Hunia

Nichola.Hunia@fwn.org.nz

Cell: 021510116

Public Health Nurse

Bex Dobbe

Public Health Nurse and Screening Services Building: 2 Ranolf Street, Rotorua

Rebecca.Dobbe@lakesdhs.govt.nz

Ph: 343 7747

CONTACT INFORMATION

Admin

Principal Whaea Lanea Strickland
principal@sda.rotorua.school.nz

Secretary Mrs Leonie Gardiner
secretary@sda.rotorua.school.nz

Teaching Staff

Senior Room Teacher Whaea Billie-Lee Browne
bbrowne@sda.rotorua.school.nz

Junior Room Teacher Whaea Marian Shilton
mshilton@sda.rotorua.school.nz

Support Staff

Teacher Aide	Whaea Apii Viti
Cleaner	Koro Henry Makiha
Caretaker	To be confirmed
School Chaplain /Kaumatua	Pastor Tata Strickland
Social Worker in School	Mrs Nichola Hunia

School website sda.rotorua.school.nz

Parent Portal www.atschool.co.nz For your school billing account online, daily attendance information, medical and consents.

School Policies sites.google.com/a/sda.rotorua.school.nz/policies/

Facebook Rotorua Seventh-Day Adventist School (Public page)
Rotorua Seventh-Day Adventist School Newsletter and Notices (Public Page) *This is for current news, updates and information*
Junior Teina Class (Private page) *For sharing of students learning for parents*
Senior Tuakana Class (Private page) *For sharing of students learning for parents*

Online Lunch Orders—Pita pit (Thursdays only)

<https://www.lunchonline.co.nz/>

SPECIAL CHARACTER

The Special Character of Rotorua Seventh-Day Adventist School is determined by the faith system made up of the Christian beliefs, values and lifestyle of the Seventh-day Church as determined by the General Conference of the Seventh-day Adventist Church through the New Zealand Seventh-day Adventist Schools Association Limited.

The purpose of the school is to support the home and the church in the transmission of its faith system to the students.

The function of the school is to facilitate the development of a mature and understanding commitment to the beliefs and practices of the church so that students will become responsible and caring Christians in the community.

The achievement of these goals is through the school's programme involving every aspect of the curriculum.

SCHOOL VALUES

G - Godliness

I can be God's mirror

R - Rich Relationships

I will be kind to others

O - Ownership of Mastery

Learning is up to me

W - Wisdom in Decision Making

I will choose my attitude and actions with care

T - Transformational Learning

I can make a difference

H - Harvest Focused -

I will start with the end in sight.

ADVENTIST EDUCATION VISION



Our Vision

Godliness

Rich Relationships

Ownership of Mastery

Wisdom in Decision-making

Transformational Learning

Harvest-focus



ADVENTIST EDUCATION • NEW ZEALAND

Girls: Skort or dark navy blue sweatpants with blue polo shirt. (Long sleeve shirts are optional for winter only). School polar fleece sweatshirt. Black or blue socks or stockings only.

Boys: Navy dress shorts with blue polo school shirt. School polar fleece sweatshirt. Dark navy blue sweatpants optional for winter only. Black or blue socks only.

Sports: Black shorts and school sports polo (any colour sport shoe acceptable on sport days).

Shoes: Plain black school shoes (black upper/soles/laces) or Roman sandals only. No jandals are permitted.

Hats: All students must have a wide brim Navy hat. Hats are compulsory uniform to be worn at all times outdoors during Term 1 & 4, and advisable during sunshine in Terms 2&3.



TOYS are not permitted and the school takes no responsibility for any loss or damage.

TRIPS/ACTIVITIES

Classes arrange trips and visits to fit in with their classroom programmes.

Parents are notified in advance of the purpose of the visit, costs involved and supervision and transport needs. A generic written consent can be completed to cover all day trips throughout the year communicated in advance. If there is an overnight stay, written consent is to be signed off by parents. We welcome and encourage parent participation, all parents are given the opportunity to be involved. Without this support many trips would not be possible. All excursions must have the approval of the Principal or Board Chairperson.

WORSHIP Weekly worship (Assembly) with Pastor Tata is a time to be celebrated with the whole school. Students participate in singing, prayer and bible stories. Parents are welcome to join us on Mondays at 9.00am. Achievements and awards will be given out from the week prior.

UNIFORM Students are to present themselves in their uniform, in a tidy and appropriate way. Uniform is to be worn to and from school.

No other clothing should be worn under the school uniform, with the exception of thermal under clothing that is not visible, in winter months.

Hair: If hair is long enough to be tied up, then it **must be tied up during school** times.

Make Up/ Nail Polish: Not permitted at school. If make up/nail polish is noticed at school, students will be asked to remove it immediately.

Jewellery: Pounamu or Bone carvings of cultural significance may be worn. Girls are permitted to wear a plain stud in the lobe of each ear. Piercings in other areas of the body are not acceptable. Necklaces and rings are not permitted. Bracelets are not permitted unless it is a medic alert type bracelet. Watches can be worn at school.

Preloved uniform: The school office appreciates offers of pre loved uniform in tidy condition and are able to be swapped for sizes in our uniform bank.

New Uniform: is available for purchase from The Warehouse.

Uniform Items:

ADVENTIST EDUCATION OBJECTIVES

- ◆ To help the students gain an understanding of God as their Creator and sustainer of life.
- ◆ To provide an environment conducive of a good Christian character.
- ◆ To encourage students to assume a growing responsibility for unselfish service to mankind, and to identify themselves with the Church and other organisations which emphasise service as an ideal.
- ◆ To help students develop healthy living habits.
- ◆ To help students acquire the basic skills of reading, mathematics and communication.
- ◆ To enable students to develop critical thinking skills.
- ◆ To encourage students to make decisions based on good moral and ethics, as well as facts.
- ◆ To provide good opportunities for social growth with the morals and ethics of Christianity.
- ◆ To help students to choose good leisure time activities.
- ◆ To provide opportunity to develop aesthetic values and inherent God given talents.
- ◆ To reflect the values of the Seventh-day Adventist Church as presented through SDA Education
- ◆ To encourage the children to ask questions
- ◆ To develop an interest in the Bible as the Word of God
- ◆ To help children develop their religious lifestyle.
- ◆ To help students acknowledge God's ownership of earth's resources, and humanity.
- ◆ To help students develop a sense of mission
- ◆ To help students develop a work ethic.

Need to Know: A to Z

As parents/caregivers, it is your responsibility to be familiar with our school systems, processes and tikanga (ways of doing things).

Please avoid embarrassment, or offence, by taking time to know the following:

ABSENCES Please phone the school before 9am if your child will be away or send an email to secretary@sda.rotorua.school.nz.

A **medical certificate** will be required for absences due to sickness **of 3 days or more within one week period**. If attendance is below an 80% rate, a meeting will be arranged to discuss the concerns with the Principal and may include referrals to Truancy Officers and the Ministry of Education.

ACCIDENTS If your child has a serious accident at school you will be notified. Please make sure we have your current phone number and an alternative contact number. If we cannot contact you the school will act in the best interests of the child and will seek medical attention if necessary.

ACCOUNTS You are able to access your accounts online through the E-tap parent portal www.atschool.co.nz. Please contact the school office for your login and password information. You will be able to see all payments, donations and charges made to your account and print tax donation receipts.

ALLERGIES We must be made aware if your child has Allergies. A supply of medication may be kept at school if required.

APPOINTMENTS We welcome discussion with you on matters of interest related to your child. **It is essential these are outside teaching hours** and prior arrangement has been made with the Teacher or Principal. Parents/Caregivers **must not interrupt learning time or approach staff in class** unless it is an emergency. If you have a complaint, please ensure you follow the complaints procedure (see page 9).

mately, the Board of Trustees. Parents are not expected to be involved with the usual day to day disciplinary matters. However, early parent involvement is sought if there are any unusual problems in the guidance and discipline process. See our Policy and Procedures for more information.

REPORTS School reports are sent home mid year and end of year.

RTL B Our “Resource Teacher of Learning and Behaviour” is Hugh Maraeroa. Hugh supports learners who need support with academic learning or behavioural.

SMOKEFREE

Our school is a Smokefree environment. No smoking is allowed on school property or at any school activity.

SPORTS DAYS & FITNESS This is part of the curriculum. A note is required from home if a child is unable to participate. Verbal messages from students are not acceptable means of communication. On going Medical issues require Medical Certificates.

STATIONERY Stationery can be purchased through Officemax online. Stationery lists are available on the school website

SUNHATS All children need a wide brimmed uniform hat to wear outside. Compulsory in Terms 1 and 4. Those without hats will be confined to the shaded area during break time. All hats must be named.

SWIMMING The Rotorua Seventh-Day Adventist School provides 8 swimming lessons at the Rotorua Aquatics Centre under the Swimsation programme every year. All students are required to participate and bring their tog and towel for the 2 weeks in Term 4. Students are transported via the School van to the lessons.

TECHNOLOGY CLASSES: Our year 7 & 8 students will be transported to and from Rotorua Intermediate School for an afternoon half school day on Thursdays each year, to attend technology classes—multimedia (wood/metal work) food tech, materials tech, design coding. Costs and details will be advised via a letter to the parents/caregivers.

PAYMENTS There are **two separate accounts** to which funds are deposited to depending on what the payment is for. Therefore it is important that, **before any deposits are made, payment details and references are confirmed with Leonie** to ensure the funds are applied to the correct account.

Payments for Stationery and activity fees and out of school events are made to the account of the school:

Rotorua Seventh-Day Adventist School
12—3155—0228126—00 ASB

Particulars	Code / Reference
Child/Family name	What it relates to i.e.: swimming

If paying by internet banking to Rotorua Seventh-Day Adventist School account please send an email advice to secretary@sda.rotorua.school.nz to ensure your payment is noted and receipted.

Payments for School Attendance Dues and Special Character Donations are made to the account of New Zealand Seventh-day Adventist Schools Association:

NZSDA Schools Assoc
03 0175 0182096-002

Particulars	Code	Reference
Your name	DUESROT	Your school account number— see school admin for this

This account is managed by Seventh-day Adventist Schools Association in Auckland. However, any queries you have regarding your account or invoices can be discussed with Jennie.

POLICY & PROCEDURES All Board policies and procedures may be viewed at the office and copies are available on request or on our School Policies website— sites.google.com/a/sda.rotorua.school.nz/policies/

POSITIVE GUIDANCE Children are encouraged and led to take responsibility for their behaviour and try to develop skills to make great choices. Reflection on behaviour is encouraged and skills taught to make good choices. Serious misbehaviour such as physical contact, defiance or open disobedience, stealing etc are given immediate consequences and are written into our class software (etap).

Minor behavioural issues are dealt with by the classroom teacher using proactive positive guidance strategies.

Responsibility for discipline at the school is with the teachers, Principal and, ulti-

ATTENDANCE DUES Attendance dues are a compulsory fee collected by the Proprietor's (NZPUC) for the upgrading of the school facilities. This is a legal charge and not a donation, nor is it tax deductible. If a parent or caregiver doesn't pay attendance dues, the student will be removed from the school.


Annual Attendance Dues = \$570

A non compulsory special character donation is also included on your quarterly statements. This money is used for resources and teacher training to maintain the Christian nature of the education your child will receive. Your account will include an amount for Special Character Donation, as well as for a Building Development Donation. Every cent is needed to preserve the SDA Christian Character which makes our schools special. The amount on your account is merely a guideline. Any amount will be accepted with gratitude, whether it is less, or more than the specified amount on your account. If you choose not to pay this it will be removed from your statement at the end of each year.

Note: Payments received from you will be allocated to compulsory Attendance Dues first. Only then will further payments be allocated to Special Character Donation and Building Development Donation.

Rotorua Seventh-Day Adventist School
COMPULSORY ATTENDANCE DUES 2019

\$570 for the year
\$142.50 for a term
\$14.25 per week



Please pay to:
NZ SDA School Assoc
03-0175-0182096-02
Reference: Your Family Code

Call: 0800 4 MY DUES (0800 469 3837)
Accounts Officer: Stephen Higgins

There are two options for paying school dues:

1. Pay a term/year in advance by cash or cheque direct to the accounts department or at the office.
2. Automatic payments - weekly, fortnightly or monthly.

CHARTER Our School Charter outlines our educational purpose, goals and strategic direction. You are welcome to read this, or get a copy made from the school office.

CODE OF BEHAVIOUR Attendance at school represents a combination of privileges, rights, and responsibilities. Positive guidance comes from our values, where expectations are clear and embedded in school culture.

Students will;

- Cooperate with staff and peers, and treat others fairly.
- Be responsible for managing their own behaviour.
- Use language that is pure and kind.
- Be respectful of other persons; including property.
- Demonstrate an active concern for others.
- Observe safe practices when in the school property.
- Seek the conservation of the school environment and school equipment.
- Remain in the school grounds within school hours.
- Wear school uniform correctly.
- Make restitution for damage to school property or other pupil's possessions when this is the result of non-accidental damage.
- Complete homework when set.

BELL TIMES	School starts	8.55 am
	Morning Tea	11am—11.20am
	Lunch	12.45- 1.40 pm
	School Finishes	3.00 pm

Students may not leave the school grounds during intervals or lunch hours unless being picked up by their caregiver and advising staff first.

BIKES, SCOOTERS & SKATEBOARDS Students can bring these to school providing they wear helmets at all times when using them AND that they are stored in the correct space while at school. Misuse or unsafe riding may result in students losing this privilege.

BOARD OF TRUSTEES 2019

Maraea Van Gent	Board Chair
Lanea Strickland	Principal
To be elected	Staff Rep
Justine Esposito	Proprietor Appointed
Glenn Benfell	Parent elected

MONEY It is safer for schools not to hold amounts of cash. It is encouraged to deposit money using automatic payments or via online banking ensuring you enter your name as a reference. If money is sent to school, ensure it is in a labelled envelope and given directly to Leonie.

NEWSLETTER Paperless and available online. It is emailed out every 2 weeks. Please ensure you have the correct email address and you are subscribed. Newsletters are also posted to the School Newsletter and Notices facebook page.

PASTORAL CARE All students and families are able to access our Pastor & School Chaplain if and when needed for spiritual guidance and support.

PARENT HELP Excursions and trips require the support and help of Parents to ensure safety in ratios and without you we couldn't enjoy education outside of the classroom. Parent Helpers will need clean drivers licenses, and WOF and REG of vehicles will be checked before transporting students. No smoking and phone free hands required on all excursions, no exceptions. Overnight stays require a full police vet. Please complete a vet if you are interested in helping out and this will be kept on file for 3 years.

PARENT PARTICIPATION (FOTS) We encourage parents and caregivers to become involved in the school. Specific requests for assistance may be included in school or newsletters. Particular tasks for which help may be required are:

- Boxing reading books, processing/mending/cataloguing library books
- Organizing, coaching or supervising sports teams
- Helping with special programmes for children with special needs or special abilities
- Publishing children's written work
- Running/helping with fundraising
- Help in classrooms for teachers

Parent involvement is encouraged through the school. Your contribution in the smallest ways can make a huge difference to what we can achieve to promote better learning opportunities. Parent help is essential for school trips and class outings. Volunteering to help out with sports, cooking, reading, gardening and other odd jobs is much appreciated in small schools. Police vetting may be required under the vulnerable children's act.

All hair long enough to be tied up must be tied up during school hours. The most effective and free treatment is combing through damp conditioned hair with a lice comb to remove eggs and lice. The Ministry of Health fund a free silicone treatment with no smell or chemicals called DIMETHICONE please ask your doctor for this free treatment. When lice are detected, you will be notified. **If the problem persists you may be asked to collect your child from school and return when hair is treated.**

HOMework

- Junior students have home reading every night.
- Senior students must complete any unfinished class work for homework.
- Reading Eggs, Mathletics are available, and expected to be accessed for homework.

LIBRARY The Rotorua Mobile Library Bus visits our school once a fortnight. Children are allowed to borrow two books from the library. Books are usually issued for two weeks but can be extended as necessary. When a book has not been returned, a reminder will be sent home giving the title of the book. If you are unable to trace it, please let us know. In accordance with our library policy, accounts will be sent home for lost books.

LOST PROPERTY All clothing, including swimwear, hats, shoes, coats and jackets should be clearly named. Lost property is stored each classroom and parents are welcome to check it at any time.

LUNCHES A balanced diet is key to students learning and development. A healthy balance of foods is encouraged. **Chewing gum, chocolate, lollies and drinks (except water or low fat milk drinks) are not allowed in school.** We have a Water only at school policy to encourage dental care, health and wellbeing. Only on special occasions will the school supply drinks alternative to water or low fat milk. Hand washing is expected upon classroom release at kai times. Free Fonterra Milk is available to students daily.

Online lunch ordering is available on Thursdays through Pita Pit at www.lunchonline.co.nz/. Orders need to be made the day before.

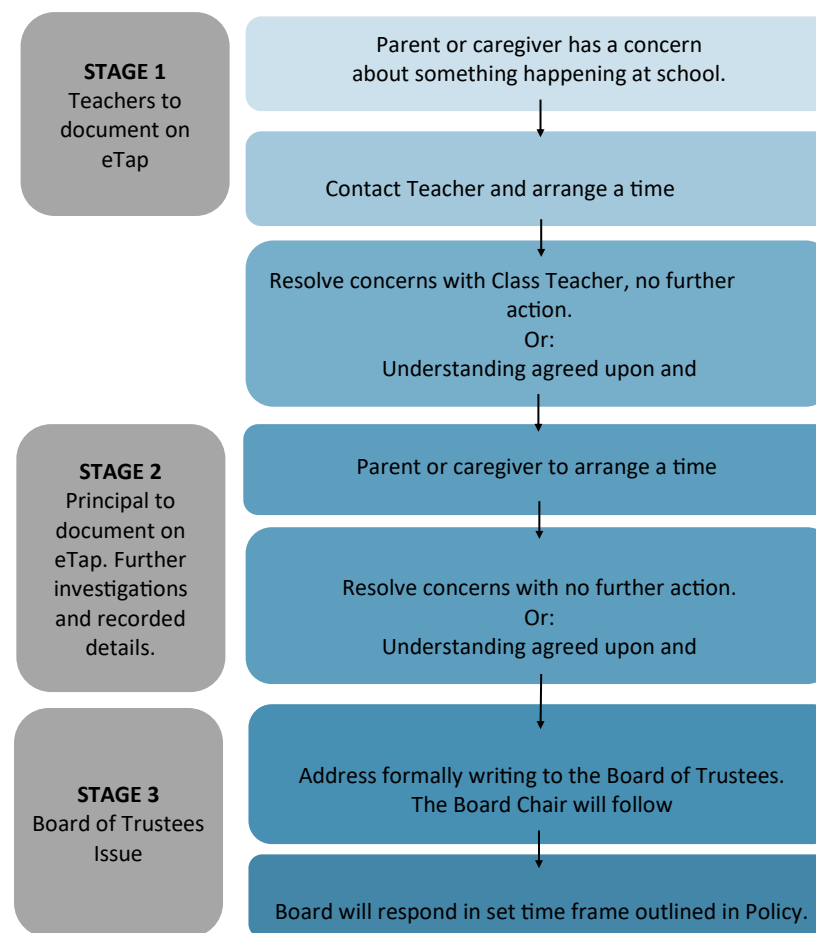
MEDICAL CONDITIONS If students require medication for any reason, please advise the teacher and complete written instructions for its administration. It will be stored in the staff room medical cupboard and administered by staff.

Lucille Yates
Kolonio Waqa

Parent elected
Proprietor Appointed

Board elections will be held in May 2019. Parents are able to nominate for seats on the board.

CONCERNS AND COMPLAINTS If you have any worries, issues or concerns please **speak to your child's class teacher first**. It is important that we have clear and open communication with each other and very important to follow the process which benefits all parties to a fair process. The following diagram is taken from our policy document.



If another believer sins against you go privately and point out the events. If the other person listens

and confesses it you have won that person back. But if you are unsuccessful take one or two others with you and go back again so that everything you say may be confirmed by two or three witnesses.

Matthew 18:15-16

By this everyone will know that you are my disciples. If you have love for one another. John 13:35
Know this, my beloved brothers; let every person be quick to hear, slow to speak, slow to anger.

James 1:19

BOARD OF TRUSTEES MEETINGS Monthly dates are displayed in the school newsletter. Anyone wishing to bring a concern to the meeting should contact the Chairperson so their business can be listed on the agenda. Letters to the Board should be addressed to the Chairperson, C/- the school and need to be received a 10 days prior to the meeting.

COLLECTING CHILDREN EARLY If you need to collect your child/ children early in emergency situations only, please go to your child's classroom, advise the teacher and sign your child out in the register kept at the office.

DENTAL NURSE Should your child be in need of treatment or dental check you can call **0800 LAKES TEETH** to arrange appointments. Our dental clinic is located at the Rotorua Intermediate School site.

DROPPING OFF STUDENTS Please be aware that staff duty and supervision of students starts at 8.30am. If you drop off your child before 8:30am this is at your discretion and risk. Staff supervision and duty after school ends at 3.15pm. Please call the school and leave a message if pick up is going to be later than 3.15pm.

EMERGENCIES The school has well defined emergency procedures. In any emergency situation the staff is primarily responsible for the safety of the children - all other duties are secondary. Should a major emergency occur, the school will hold the children until either it is safe to release them or the parents can collect them.

The following points are important:

- Parents who collect children after an emergency need to remain calm.
- Notify the teacher in charge before removing children.
- If the school is evacuated then it is likely that the school answerphone will not be cleared. Messages intended for staff or children cannot be expected to receive action.

- Communication can be difficult. Parents should tune into the local radio stations, which will broadcast any necessary information.

FACEBOOK We have 4 Rotorua Seventh-Day Adventist School facebook pages:

1. "Rotorua Seventh-Day Adventist School" Public page— For extended family and friends to follow. News, events and photos will be shared.
2. "Rotorua Seventh-Day Adventist Newsletter and Notices" is a public closed page for communication with current family and Staff/BOT members. This page is for coming events, news and information for the whole school. Individual class information is sent on our closed class pages. You need to request to join as a member of this group.
3. "Junior Teina Class" This page is a secret, closed group for family of students in the Junior Teina class only. Student work, learning and information is shared regularly. You need to request to join as a member of this group.
4. "Senior Tuakana Class" This page is a secret, closed group for family of students in the Junior Teina class only. Student work, learning and information is shared regularly. You need to request to join as a member of this group.

FIRST AID In the case of accidents at school, depending on circumstances staff will: Give minor first aid; contact the parents where necessary; contact ambulance or doctor if we are in doubt.

GROUNDS You are welcome to use the school grounds outside of school hours. We expect the grounds to be treated in an appropriate manner consistent with the rules which apply during school time. A benefit to the school of families using the school grounds is the minimisation of vandalism. If you do see anything of this nature, please notify the police or the Principal. Play in the school grounds is not supervised after 3.15pm and therefore parents must accept full responsibility for their own children at these times.

HEAD LICE Lice are a recurring problem. **Please show respect to your child and others by treating lice promptly.** Lice distracts learners at school with itching and infects their friends AND STAFF. Please check your child(ren) regularly.