

Te Horo School

School Motto Actions speak louder than words
Mā te mahi kihai te kōrero

We are:

Confident

Connected

Actively Involved

Life-Long Learners



Mission Statement

Our children | Our community | Our future

PRINCIPAL'S MESSAGE

Kia ora, welcome to Te Horo School.

As a parent you will want to know what goes on in the school on a day-to-day basis. This booklet is designed to help you get to know the school and its activities.

Our school recognises that each of our pupils has their own individual talents, uniqueness, dignity, motivation and way of learning.

Our programmes aim to provide learning experiences and activities which allow all children to achieve success and develop a positive self-image.

We have developed the **Te Horo School Teaching and Learning Beliefs** which we believe are important to a child's success, emotionally and academically as they grow.

Freedom to be Children

Our teaching and learning beliefs promote a sense of belonging within a caring and safe environment for children where; trust, high expectations, culture and traditions are valued.

Responsible and Independent

We believe responsibility and independence are important qualities that prepare children for the future.

We will:

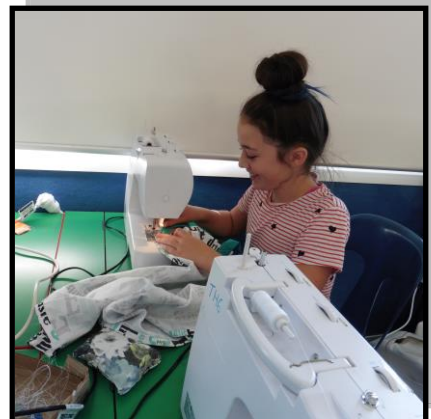
- Teach and encourage self-management in a variety of situations.
- Provide leadership opportunities.
- Demonstrate trust by providing opportunities for children to take responsibility.
- Provide opportunities for risk taking.
- Give opportunities to use initiative.

Good Citizens

We believe that children need to be active, participants of our school community and contribute to our school culture.

We will:

- Provide opportunities for social interactions across levels.
- Develop positive relationships within the school community.
- Promote and model school values and beliefs.
- Involve students in whole school decisions (student council)
- Value and model inclusion of all students and families/whanau.



Self Belief

We believe that children need confidence in order to be happy and reach their full potential.

We will:

- Provide an environment where every child is valued.
- Foster the notion that mistakes are learning opportunities.
- Recognise personal successes.
- Value uniqueness and individuality
- Encourage a resilient 'I can' attitude.
- Allow for development of own opinions.

Value Learning

We believe that children learn best when they value their learning and make the most of opportunities and experiences.

We will:

- Teach the foundation skills of literacy and numeracy enabling students to access future learning.
- Teach students perseverance and to take pride in what they do.
- Involve students in decision making about their learning.
- Deliver a variety of authentic learning experiences that cater to the needs and interests of students.
- Actively foster curiosity and seize the teachable moment.
- Provide opportunities for reflection and practice.



Fun

We believe fun is an essential part of childhood and this should be promoted, valued and encouraged.

We will:

- Offer opportunities for learning through free play, explorative play and expressive play.
- Promote creativity and personal expression.
- Motivate and involve students by providing enjoyable and stimulating learning experiences.



Nga mihi nui

Craig Vidulich

About Te Horo School

The school was built in 1893 and has always been a focal point of the community. We currently have nine class teachers and teach from Years 0 – 8.

We are proud of our attractive grounds which include:

- Modern library
- New Utility Hall
- School hall
- Large field and astro turfs
- Two adventure playgrounds
- Swimming pool
- Sand pit
- Vege gardens
- Bush reserve
- Moore's Meadow, which is a small paddock used for grazing stock.

We have an extremely supportive community, which includes a competent and committed Board of Trustees and Home and School Committee. Special features of Te Horo School are the rural-urban feel and a number of renowned events: ANZAC Service, Agricultural Day, School Music Programme, Interschool sports, Music festivals, family dances and Paddy's Mart.

Our school enjoys excellent community support and is well resourced because of this. We welcome all parents and whanau to take an active part in their child's learning process and invite you to arrange a visit to your child's class and take part.



BOARD OF TRUSTEES

Your Board members are: Vicki Upshon (Chairperson)
Greg Selby (Treasurer)
Tammy Evans
Nicolette Butler
Allan Cottle
Principal: Craig Vidulich
Staff Representative: Rebecca Thomsen
Minutes Secretary: Adele Neville

TEACHERS

Room 1	Nicki Allcock (Deputy Principal)	(Years 0 – 1)
	Pam Knox (Thursdays & Fridays)	
Room 2	Michelle O'Malley	(Year 1-2)
Room 3	Kerry Holwill	(Year 2-3)
Room 4	Gillian Johnson	(Year 3)
Room 5	Nicole Garrod	(Year 4)
Room 6	Jenny King (Acting Assistant Principal)	(Year 4-5)
Room 7	Rebecca Thomsen	(Years 5-6)
Room 8	Mike Neville	(Years 5-6)
Senior Block	Richard Bond	(Years 7-8)
	Lauren Smith	(Years 7-8)
Part time teacher	Dave Saunders (1 day a week)	
Teacher Aides	Amy Edwards	
	Deloros Litherland	
	Paul Waechter	
	Candice Howes	
	Kylie Morete	
Reading Recovery	Margaret Wickens	
School Secretary	Adele Neville	
Library Assistant	Leonie Patterson	
Cleaner	Gael Andrews	
Cleaner	Carola Brown	
Caretaker	Dean Hinton	

Te Horo School 2018 - Staff



Carola Brown, Dean Hinton, Rebecca Thomsen, Nicki Allcock, Jesse Brunton, Richard Bond, Dee Litherland, Amanda Luthum, Margaret Wickens, Jenny King, Candice Estreich, Craig Vidulich, Lauren Smith, Paul Waechter, Leonie Patterson, Kylie Morete, Kerry Holwill, Adele Neville, Pam Knox, Mike Neville
Absent: Gillian Johnson, Michelle O'Malley, Amy Edwards, Gael Andrews, Dave Saunders

TERM DATES 2018

Term 1 7 February – 13 April

Term 2 30 April – 6 July

Term 3 23 July – 28 September

Term 4 15 October – 20 December

BOARD OF TRUSTEES

The Board of Trustees governs the school through policy setting and financial and operation oversight. The Board's role can be compared with that of a Board of Directors of a company, with the Principal as the Chief Executive responsible for day-to-day management. It consists of at least five parent representatives (elected every three years), a staff representative and the Principal. Other members can be co-opted. The Board meet once a month at 7:30pm at the school. Parents/Caregivers are welcome to attend. A reminder notice will be placed in the newsletter.

INITIATIVES REGISTER (I.R.)

Te Horo School maintains a register of project initiatives that fall outside the scope of the MoE-funded cyclical maintenance and capital projects. The purpose of the register is to provide a system for any person to put forward any idea they have and ensure it is evaluated in a timely manner against the strategic plan and how the idea aligns with the long-term vision for the school. To initiate this register visit the website www.th.school.nz

HOME AND SCHOOL

The Home and School meets monthly at Ruth Prettys – date is advertised in the school newsletter. Meetings are open and all are welcome to attend. The Home and School Association is a body of parents, with a staff representative, whose aims are:

1. To provide an opportunity for parents to meet and support the school and each other.
2. To be active in the planning of school activities.
3. To be coordinators of social functions.
4. To organise fundraising activities.

Shelley Mecoy Chairperson

Angela Gadsby Treasurer

Kalina Goodin Secretary

PADDY'S MART

Paddy's Mart is the **main fundraiser** for the year. For approximately three hours the school is alive with hundreds of people and stalls. Home and School run this event and rely on the support of all the school community. There is a big build-up to the day throughout this term, and each week there will be requests in the newsletter for various items for the raffle.

The stalls comprise of raffles, cakes, meat, produce, plants, to name a few.



There's face painting, children's games, cow-pat bingo, quick-fire raffles, BBQ food and a cafe. It is certainly a fun day for all.

You will be contacted to bake a cake closer to the day for the cake stall.

It is an extremely busy time for Home and School and, as the old saying goes, many hands make light work.

ENROLMENT REQUIREMENTS

The school is required to file a copy of birth certificates and immunisation certificates. An enrolment form plus other relevant health forms also need to be completed. Please also supply a power bill as proof of residence. Mrs Allcock can be contacted at school for pre-school visit details.

ENROLMENT SCHEME

Te Horo School operates an enrolment zone. This is a means of limiting the roll to prevent overcrowding at the school, and enabling the Ministry of Education to make best use of the current accommodation at schools in the surrounding area. Students who live in our 'home zone' have an absolute right to enrol at Te Horo School. Each year the Board of Trustees will determine the number of places available for out-of-zone students.

A brief description of our zone is:

North – Otaki river; West – The Sea; East – The Hills; South – Halfway between Pekapeka and Waikanae.

A full description and further information is in the School Office and website.

Please ask if you have any further questions.

ABSENTEEISM

Parents are asked to notify the school by email, school app, phone, letter or personally, when a child is absent. Parents will be contacted at home if a child is absent and the school has not been notified. If a child has to leave school during school time to attend an appointment, please follow the same procedure.

If a child is suffering from a serious contagious illness, please keep them at home until a doctor gives the OK to return to school. For general flu and sickness children should stay away until well enough to attend school.

SCHOOL BELLS/TIMETABLE

8:55am	School opens for instruction
10:40 – 11:00am	Interval
12:30 – 1:20pm	Lunch. Children are seated for the first 10 – 15 minutes
2:50pm	School finishes
3:00pm	Bus leaves

HUI and ASSEMBLY

Every morning the whole school meets and holds a hui on the deck to talk about the day, celebrate birthdays and welcome new students, etc.

Every second Wednesday afternoon a whole school assembly is held where students are recognised for their achievements, share happenings of classrooms and sing their hearts out. All welcome to come along!

SCHOOL DONATION

The school donation has been set by the Board of Trustees at \$75.00 per child, or \$125 for two children. Families with three or more children at the school are not requested to pay more than \$150.00. This money is to subsidise a range of school activities.

SHOW PAYMENT

You may also pay a **one-off payment** for the year. This covers all shows for the year. The amount is set at the beginning of each year, and depends on show costs. All pupils are expected to attend these shows. This cost is publicised at the beginning of the year on the stationery list that goes home and a note is placed in the newsletter of upcoming shows.

EDUCATION- RELATED SERVICES

These services are open to all students if recommended by parents and/or staff:

- Psychologists
- Public Health Nurse
- R.T.L.B (Resource Teacher Learning and Behaviour)
- Speech and Language Therapists
- Private Tutoring
- Other services relevant to your child's individual needs

LUNCHES

Lunches are available for students to purchase each day from the School Office. Please call into the School Office for the menu and costs. This is run by the Year 8's.

OFFICIAL SCHOOL OFFICE HOURS

Mrs Neville will be in the School Office from 8.00am – 4:00pm (Monday – Friday). We have an answer phone that is checked regularly – please feel free to leave a message on the phone, or email office@th.school.nz

The school also has a School App that can be downloaded onto your phone.

SCHOOL APP

How to install onto your phone: Go to the App Store on your Apple or Android Device and search 'SchoolApp by Snapp' to download the App to your phone or tablet. Once you have downloaded the app, search Te Horo School when prompted.

TRANSPORT

Parent assistance may be used for school trips. Parents transporting children must ensure that their licence, registration and W.O.F. are all current. All children transported by parents MUST wear seatbelts. Children under 7 are required by law to use a booster seat.

TE HORO SCHOOL BUS

A bus service is operated for the following children:

- (a) aged under 10 years who live more than 3.2km away and
- (b) aged 10 years and over who live more than 4.8km away
- (c) disadvantaged through physical disability.

A written note or phone call to the School Office is required from parents for any bus child changing travel arrangements.

CLASS TRIPS/CAMPS/E.O.T.C

Education outside the classroom (EOTC) is an important part of the educational process.

Year 6 go to Sixtus Lodge, near Apatit towards the end of the year.

The Year 7 and 8 students are involved in a range of EOTC experiences, such as an annual ski camp (Year 8), beach education, self defence, etc.



COMMUNICATION

A weekly newsletter is issued **every Wednesday** (on a shortened school week this may not happen). If people wish to put notices in the newsletter, they are to be written out, or emailed, and given to the School Secretary by Tuesday before 2:30pm.

'Stop Press' notices may be sent out from time to time and are short-item newsletters which require urgent attention. (Weekly newsletters and 'Stop Press' notices are issued to the youngest child in each family at school or emailed).

Board of Trustees minutes are available to view on our website.

STUDENT DUTIES/MONITORS

The students support the school in a number of ways including raising the flag, presenting and hosting assemblies, lunchtime librarians, senior leaders, sports and lunch monitors and bell ringers.

REPORTING TO PARENTS – PAPER PORTFOLIOS and E-PORTFOLIOS for YEAR 4 and ABOVE

Portfolios go home to families, mid-year and end of year. These are a record of each child's learning progress and achievement. They contain samples of work, reflections, photos, art, etc and assessment information using the National Standards benchmarks for Reading, Writing and Math. The mid-year portfolios are presented to parents by children at our **student-led conferences (SLC)**. SLCs are 30 minutes long and is where the child discusses all of their learning and achievements with their parents/whanau. These are held mid and end of year. Further information is relayed to parents closer to the time.

Please feel free to drop into a classroom, send an email, or letter at any time throughout the year if you have any concerns or just wish to catch up on how your child is going.

BYOD (Bring Your Own Device/chrome book/lap top)

BYOD has been around for a while. However, in recent years, with the explosion of the internet and use of technology in businesses, homes and schools, the traditional way in which we view a classroom and learning has changed considerably. We have found that some children were already bringing iPods, laptops, smart phones, etc to school. We decided to embrace and introduce BYOD to assist with learning in the classroom. This is for Years 5 – 8. Children have the option of bringing their own device to school. The BYOD programme is engaging and exciting both for children and teachers. We are

monitoring its progress and look forward to positive results. Please speak to the Principal if you have any questions.

PARENT LIBRARY

A parent library is being set up with literature to assist parents in the challenging, yet rewarding job of raising great children. Please feel free to drop into the School Office to borrow a book.

SCHOOL UNIFORM

We do encourage children to wear the school's uniform for special occasions i.e. ANZAC service, Prizegiving and on school trips. This can be purchased through an order-form system, available on our website, or forms collected from the School Office.

Shorts sizes 4 – 8 \$27.50 10 – 14 \$38.00

Skorts sizes 4 – 8 \$33.50 10 – 14 \$40.00

Polo shirts sizes 4 – 8 \$30.40 10 – 14 \$33.00

Fleece size 4 – 8 \$48.00 10 – 14 \$49.00

Long pants sizes 4 – 8 \$38.50 10 – 14 \$43.00

Jackets sizes 6 – 14 yrs \$55.00

Adults sizes S, M, L, XL \$60.00

Back-pack \$25.00

Sunhats \$10.00



These items are subject to price increase.

We do insist that **all YEARS 6,7 and 8** purchase a polo shirt for special occasions i.e. ANZAC, prizegiving, etc as stated above.

DENTAL CLINIC

A mobile caravan visits the school once a year-usually in Term 2. If you need to call the dental therapist please call 3684529 or 0272444217.

FIRST AID TREATMENT

The school has facilities to attend to minor injuries which occur during the school day. It is important to keep the school informed of changes of address and phone numbers and of any health problem updates in case you need to be contacted.

We have a well-equipped first aid room with staff members holding a current first aid certificate.

Our school follows procedures recommended by the Board and Ministry.

Staff will attend to most day-to-day accidents, but if we feel it necessary to involve medical support or advice then we will follow that path and contact you.

PRESCRIPTION MEDICATION

If there is something your child needs to take at school, please write a note and it will need to be handed into the School Office.

All students that have Asthma and can monitor this condition are more than welcome to carry their inhaler with them. It is often a good idea to keep an additional inhaler in the

first aid room. It is also a good idea to outline any medical condition in your enrolment form and to the classroom teacher.

AG NIGHT AND PROJECTS

In term four we celebrate being a country school and hold our annual Ag night. This is a unique feature of our school. Children rear an animal (lamb, kid or calf) or grow a Home Garden over several months.

There is a website you can visit

www.calfclub.co.nz which will show you an easy-to-follow guide on the selection, care and training of pets.



Agricultural Club Garden Competition

These gardens, which have been grown at home, are judged by official judges from the Ag Club who visit your garden. If you are placed first you then go through to the group finals.

REWARDS AND DISCIPLINE

The school encourages good behaviour by positive reinforcement. Students can be encouraged in a number of ways including:

- Verbal specific praise/feedback and feed forward
- Written praise
- Stickers/certificates
- Phone calls/emails
- Privileges

We have established a positive school culture that encompasses the positive **virtues**.

We want our students to be able to 'walk the walk and talk the talk' with regard to virtues.

All classes discuss rules, rights and responsibilities at the beginning of the year. We encourage positive behaviour at all times and insist on high standards across the school.

We do not tolerate bullying, verbal or physical abuse. If this occurs students are removed from the playground or classroom. Parents may be contacted if deemed necessary. This does not occur often, but a system is in place and we appreciate support in this area.

POLICIES and PROCEDURES

Please visit the school website on www.th.school.nz and click on Policies and Procedures.

SUN CARE PROCEDURE

The purpose is to establish strategies for skin protection. Some of the requirements are:

1. That children and teachers must wear hats which will protect the face, ears and neck when outside. Those children without a hat will be required to play in the

- shade (for their own protection).
2. Hats are to be worn every day in terms one and four.
 3. The Home and School Association will provide a school hat for each five-year-old new entrant, and transfers from another school, free of charge.



PARENT HELPERS

This school encourages active involvement from parents in their children's education. If you have a particular skill you would like to share, or would like to offer classroom assistance (not necessarily your own child's room), please contact the school. This may be on a regular or one-off basis, morning or afternoon – we're flexible!!

SPORT

Sport has a high priority at our school. We have wonderful grounds and resources and the children have access to many sports and recreational activities. Over and above classroom sport, fitness and PE programmes we enter teams in Saturday morning netball and hockey and Thursday afternoon netball and touch. We promote all sporting activities. We are involved in all cluster school sports events. Year 7 and 8 students compete in the Kapiti Schools cluster.

MUSIC and THE ARTS

Music has always been an important part of the curriculum at Te Horo School. By the time students reach Years 4, 5, 6, 7 and 8 they are able to take part in the instrumental programme. Year 5 & 6 are able to take part in the choir. Small group tuition is offered in drums, glockenspiel, guitar, keyboard, recorder, flute and ukulele. There is a charge per term for the tutoring. We also have rock bands run by Anje Glindemann and Richard Guerin. We also do performances. In 2017 Annie Jnr and 2018 Madagascar.



STATIONERY

All requirements can be purchased from the school. Stationery packs are given to each child on day one of the new year and are a very reasonable price. You can pay for all expenses directly into the school's bank account. That number is: 12-3157-0122368-00.

CLOWN'S MOUTH

Situated up the ramp through the main doors to Rooms 5 and 6 is the clown's mouth where all monies and notes are posted.

SWIMMING

All classes undertake a swimming programme at the beginning of Term 1.

Children bring their togs and towel each day to make the most of this facility

We aim to have the pool open early in Term 4 until late in Term 1 and it is open to the public over the Christmas break and keys can be purchased through the School Office.

COMPLAINTS - refer to the website www.th.school.nz

Investigation of complaints should be conducted in a fair and transparent manner that accords respect to all parties and reflects the principles of natural justice.

1. In the first instance concerns should be discussed with the other party. Both parties should keep a written record of actions taken.
2. If the issue is not resolved to the satisfaction of both parties it should be referred to the Senior Teacher or Principal.
3. All complaints, including any about the principal, should be referred directly to the principal either in verbal or written form.
4. All signed written complaints are acknowledged and documented.
5. In dealing with all complaints employers must act in accordance with conditions of relevant employment agreements and current legislation.
6. Appropriate action will be instigated to resolve the issues.
7. Unresolved complaints should be made in written form to the chairperson of the Board of Trustees.
8. Outside agencies may be asked for advice in any situation where the Board of Trustees is unsure how to resolve the issue.
9. The complainant is informed of the outcomes by the principal or chairperson of the Board of Trustees.

NO SMOKING

Te Horo School is a total smoke-free environment. This includes the grounds.

Please respect the school's wishes when visiting the school.

SCHOOL BANKING

The school banking is done fortnight on a Friday. Deposits are made to the ASB banking box beside the clown's mouth on Thursdays. The banking will then be collected fortnight on a Friday by Armourguard Security. All forms and information are in the enrolment pack, just pop into the School Office with have an account opened. We should encourage our children to save.

LIBRARY BOOKS

We are eager for all school books to be extensively read. At times books are damaged or lost. In such cases the family may be asked to replace the book or pay for its replacement. The Librarian will send home a notice if this is the case.

VALUABLES

We encourage that valuable items do not come to school as the school cannot be held responsible for loss or damage. Thankyou for your support in this area.

C.C.C. (Coffee and Chat with Craig)

Every second Wednesday, you are cordially invited to the staffroom at 9:05am for a coffee and chat with me. This is a very informal catch up, a great way to meet new parents and to keep the lines of communication open. Please check the newsletter for the date of the next session and an email will be sent out the day before.

Prime Minister Siena Vidulich
Deputy Prime Minister Osla Perkins

Te Horo School, 124 School Road, RD 2, Otaki 5582 Phone: 06 3643071 Fax: 06 3643324
www.th.school.nz

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TE HORO SCHOOL SONG

Chorus:

Te Horo we are your children
And will always be
No matter where we roam
We'll always think of you as home
Te Horo

Verse 1

Your land rich and fertile
Giving treasure endlessly
Gardens of plenty
Green fields and laden trees
In sight of the Tararuas
From the bushline to the sea
You're the place we call our home
You're the place we love to be

Chorus:

Verse 2

You're the place we remember
You've shaped the way we've grown
Thanks for all that you've given
All the things we call our own
In our thoughts and our feelings
You'll always play a part
Wherever we go
We'll carry you with us in our hearts.

Senior Block



Quiet Reading



Athletics day



Growing food in the School gardens for Technology



SCHOOL HAKA

Mā Te Mahi

Kaea: Taringo whakarongo ...

Kia rite ... kia rite ... kia mau!

Katoa: Hi!

Kaea: Torona kei waho!

Katoa: Kei waho hoki mai!

Kaea: Ko wai te kura e mataara nei?

Katoa: Ko Te Horo te kura e mataara nei!

Kaea: He aha te kupu e karanga nei?

Katoa: Mā te mahi, kīhai te kōrero

Mā te mahi, kīhai te kōrero

I-a-ha-ha!

Ko Tararua te pari kārangā

Hei whakaruru mō te kura e

Manaaki whenua

Manaaki tangata

Mā te mahi, kīhai te kōrero e

Ka tahi – ka rua - kss auē hī!

Actions Speak Louder

by Ben Ngaia

Leader: Listen ...

Prepare yourself ... prepare yourself ... be ready!

All: Hi!

Leader: Stretch out your hands!

All: Outstretched and then return!

Leader: Who is the school that stands vigilantly?

All: Te Horo is the school that stands vigilantly!

Leader: What is the proverb that calls out to us?

All: Actions speak louder than words

Actions speak louder than words

Behold!

The Tararua ranges and its many peaks

Are our shelter

Caring for the land

Caring for the people

Are our actions that speak louder than words

One and all – united as one!



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