



Kia Ora Koutou

Welcome to Otumoetai Primary School. Otumoetai Primary School is a Decile 6 contributing (Year 0-6) school with a history dating back to 1895. We welcome and encourage parent participation and active involvement in all aspects of school life.

Our vision is to encourage our students, staff, parents and whanau to be **Actively Involved Learners (Ū Ana Te Ako)**. Our school values are the result of in-depth community consultation and reflect our community's aspirations for our children. The **CARE** acronym encourages our learners to be - **Confident/Maia, Adventurous/Manawanui, Respectful/Manaaki** and **Encouraging/Whakamana**.

We are a Positive Behaviour for Learning School (PB4L). More information about PB4L is available on the school website.

SCHOOL ENROLMENTS:

Our school is governed by an Enrolment Scheme, details of which are available from the school office. The Board of Trustees/school has a priority of ensuring that the siblings of children already attending OPS are also able to attend the school. This may still be governed by the number of enrolments from families living within the school zone. Children living within the school zone have an automatic right of enrolment.

SCHOOL OPERATING HOURS:

The school hours are as follows:

Teaching Block 1	8.55 – 11.00am
Morning Interval	11.00 - 11.20am
Teaching Block 2	11.20 - 12.50pm
Lunch Break	12.50 - 1.45pm
Teaching Block 3	1.50 - 3.00pm

Children are asked to arrive at school between 8.30 and 8.45am. A bell will ring at 8.30am allowing children to enter classrooms.

All children must leave the school grounds at the end of the day by 3.15pm unless supervised by an adult. Before and After School Care is provided by OPEYS (ph 5764649).

SCHOOL ORGANISATION:

General:

Otumoetai Primary School is organised into five teaching teams, with four to six classes in each team. These teams cover Year 0 & 1 (Tui), Year 1 & 2 (Kiwi), Year 2 & 3 (Pukeko), Year 3 & 4 (Kea) and Year 5 & 6 (Weka).

ABSENCE/ATTENDANCE

If children are away from school for any reason we are required, by law, to have an explanation from parents. Please text the school office if your child is going to be away from school - 0275842592. Repeated unexplained absences may be referred to the Truancy Service.

Students who arrive after the 8.55am bell must report to the office before heading to class.

ACCIDENT/SICKNESS AT SCHOOL:

In the case of illness, the child concerned will be made as comfortable as possible in the medical room and the parent notified. Minor accidents will be treated at school using the first aid material available in the medical room. More serious accidents will necessitate immediate notification of parents or doctor.

If your child has any special medical condition, or medication, please ensure we know about it. No pills or medicines are to be stored in a lunch box or school bag. If your child requires medication to be administered at school please come to the school office and sign the appropriate paperwork.

CLOTHING/LOST PROPERTY:

If something has been lost please feel free to come and look through the found items in the lost property cupboard at the far end of the A-Block corridor.

COOL BANANAS:

The Cool Bananas programme is a non-denominational Christian values based programme that teams attend on a rotational basis throughout the year. If you do not wish your child to take part in this programme please indicate on the enrolment form or notify the class teacher.

COMMUNICATION / NEWSLETTERS:

The newsletter is distributed to the eldest child fortnightly on a Tuesday and is also posted on our school website www.ops.school.nz every fortnight. We have a school FACEBOOK page which we encourage parents to 'Like' to ensure that they receive regular updates about school happenings and photos of school events.

CUSTODY OF STUDENTS:

Please inform the school if there are any changes that relate to the custody of your children and the rights of access to information about your children. We require a copy of any formal custody arrangements.

HOUSES

We have six school houses. Your child will be placed in a School House when they enrol. Houses are named after native trees of New Zealand: Pohutukawa (Red), Rimu (Purple), Kauri (Black), Kowhai (Yellow), Puriri (Green) and Totara (Blue). Children are able to earn tokens for house points and a variety of house competitions are held throughout the year.

Assemblies

School Assemblies are held on Fridays (of even weeks) in the School Hall from 12.20pm (Terms 2 & 3) and at 10.20am (Terms 1 & 4). Classes within each teaching team have a turn in organising these assemblies. The emphasis is on the celebration of children's achievement, and for children

to assume responsibility to organise and run the assembly. No shoes are to be worn in the hall. Teams are to sit to allocated places in the Hall.

Bells - School Sessions

Learning Block	8.55 - 11am
Morning interval	11am - 11.20am
Learning Block	11:20am - 12.50pm
Lunch	12.50pm - 1.45pm
Learning Block	1.50pm - 3.00pm

The school does not have a shortened lunch hour or school day on wet days. Children are not permitted to leave the school grounds during school hours.

Behaviour

Follow the Minor/Major Behaviour Flowchart (please see PB4L documentation in the OPS Guidelines and the PB4L Folder in classrooms).

Board of Trustees

The Board meets every Week 3 and Week 8 of the school term in the School Staffroom at 7.00pm. Teachers have representation through their elected staff representative.

REPORTING TO PARENTS

Formal Parent Teacher discussions are held once a year and a written report is issued to most students at mid and end of the year. We encourage parents to contact the class teacher if they wish to discuss their child's progress or if they have any concerns.

SPORT

Otumoetai Primary School offers many opportunities for children to be involved in Sport. Please check the website or newsletter for winter and summer sporting codes.

STATIONERY:

At the beginning of the school year stationery is sold in bulk packs only. Children will receive a book list on their first day at school. The office stocks all children's stationery requirements

UNIFORM

Please see the flyer in the enrolment pack regarding regulation uniform items. Children will be asked to remove non-regulation items. Jewellery and painted fingernails are not permitted. Our uniform can be purchased from NZ Uniforms in Elizabeth Street, Tauranga.



STAFF & CLASS ORGANISATION – 2019

Principal	Zara McIndoe
Deputy Principal (Senior)	Marcus Hughes
Deputy Principal (Junior)	Jill Miller

Weka Team

Room	1	Tarquin Smith
	2	Chris Taane (Lead Teacher Weka)
	3	Jane Foster
	4	Carl Acton
	5	Kendyll Reeve
	6	Omri Elyashiv

Year Five and Six

Kea Team

Room	7	Nyree Hanna (Co-Lead Teacher Kea)
	8	Rachael Rowley (Co-Lead Teacher Kea) & Bernie Macalister
	9	Wayne Miller
	10	Jo Denny

Year Three and Four

Pukeko Team

Room	11	Jenny Chapman
	12	Annabelle Yeoman
	14	Kathy Nicholson
	15	Cathie Stenhouse (Lead Teacher Pukeko) & Carolyn Andrews

Year Two and Three

Kiwi Team

Room	16	Charlotte Eglinton
	17	Kaaren O'Neill
	18	Fran Stephens
	24	Linda Wilson (Lead Teacher Kiwi)

Year One and Two

Tui Team

Room	19	Marguerite Brown
	20	Andrea Griffin
	21	Kerri Kearvell
	22	Kelly Lindsay
	23	Francine Whitehead (Lead Teacher Tui)

Year Zero and One

SENCo/Learning Support Coordinator: Cathie Stenhouse

Librarian/ICT Support Teacher: Steve Charman

Part Time Teachers: Tracy Swart, Phillipa de Fluiter, Kayla Kerr, Mig McMillan

Reading Recovery: Lisa Thorne, Carolyn Andrews

Sports Coordinator: Renea Fluerty

Office Administrators: Wendy Bryers, Leigh Stewart, Jordan Grogan

Teacher Aides: Evelyn Cullen, Alison Murray, Leigh Stewart, Joanne Curd, Renea Fluerty, Jacqui Smith, Tori Foster

Caretaker: Ross Johnson

Board of Trustees:

Chairperson: Shaun Burney

Staff Representative: Kendyll Reeve

Principal: Zara McIndoe

Secretary: Felicity Mitchell

Committee: Aaron Joe, Penny Rae, Brett Farquhar, Stephanie MacDonald, Sean Putty

Office Hours: 8.30am – 3.30pm

Address: 236 Otumoetai Road / PO Box 6046

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Email: office@ops.school.nz

Website: www.ops.school.nz