

# KOROKORO SCHOOL



## Parent Information Booklet





Phone (04) 569 1821 79 Korokoro Rd, Korokoro, Lower Hutt 5012 [www.korokoro.school.nz](http://www.korokoro.school.nz)

## Welcome...



*Kia ora and a very warm welcome to Korokoro School. This information booklet is by no means exhaustive but will hopefully provide you with some key information and dates for the 2021 School year. Our team is here to assist you with any further questions that may arise, so please feel free to ask.*

**Student School Day: 08.55am - 3.00pm**

*Morning Tea: 10.10am - 10.30am*

*Brain Break: 11.40am - 11.50am (fruit or veg snack)*

*Lunch: 1.00pm - 2.00pm*

- \* All children are expected to be in the classroom by 8.55am.
- \* Late students must report to the office.
- \* If a student is sick/absent from school, caregivers must inform the school by phone **04 569 1821** or email [admin@korokoro.school.nz](mailto:admin@korokoro.school.nz) by 9.15am.
- \* **Students should not arrive at school before 8.30am**, unless arrangements have been made with their teacher.
- \* Students who are absent from school for more than a day during term time (unless for illness), must provide prior details to their teacher or the office.

### 2021 TERM DATES AND HOLIDAYS

Term 1:	Thurs 4th Feb - Fri 16th April	<i>Term break:</i> 17th Apr - 2nd May	<i>Waitangi Day:</i> Mon 8 Feb <i>Teacher Only Day:</i> Thurs 1st April <i>Easter:</i> Friday 2nd, Monday 5th April-Tuesday 6th April
Term 2:	Mon 3rd May - Fri 9th July	<i>Term break:</i> 10th Jul - 25th July	<i>Queen's Birthday:</i> Monday 7th June
Term 3:	Mon 26th July - Fri 1st Oct	<i>Term break:</i> 2nd Oct - 17th Oct	
Term 4:	Mon 18th Oct - Wed 15th Dec at 12pm	Christmas Holidays	<i>Teacher Only Day:</i> Friday 22nd Oct <i>Labour Day:</i> Monday 25th Oct

## KOROKORO SCHOOL STAFFING 2021

<b>Principal</b>	Mr Martin Hookham	<a href="mailto:principal@korokoro.school.nz">principal@korokoro.school.nz</a>
<b>Deputy Principal</b> <i>(Senior Team)</i>	Mrs Melissa Lilley	<a href="mailto:m.lilley@korokoro.school.nz">m.lilley@korokoro.school.nz</a>
<b>Deputy Principal</b> <i>(Junior Team)</i>	Mrs Georgina Frater	<a href="mailto:g.frater@korokoro.school.nz">g.frater@korokoro.school.nz</a>
Rm 1 Teacher N/E Yr1	Mrs Georgina Frater	<a href="mailto:g.frater@korokoro.school.nz">g.frater@korokoro.school.nz</a>
Rm 2 Teacher Yr 1/2	Ms Jolene Phipps	<a href="mailto:j.phipps@korokoro.school.nz">j.phipps@korokoro.school.nz</a>
Rm 3 Teacher Yr 2/3	Mrs Amber Gardiner	<a href="mailto:a.gardiner@korokoro.school.nz">a.gardiner@korokoro.school.nz</a>
Rm 9 Teacher Yr 3/4 (Hall)	Mrs Katharina Kiefer	<a href="mailto:k.kiefer@korokoro.school.nz">k.kiefer@korokoro.school.nz</a>
Rm 4 Teacher Yr 5	Ms Erica Gordon	<a href="mailto:e.gordon@korokoro.school.nz">e.gordon@korokoro.school.nz</a>
Rm 5 Teacher Y 4	Mr Hilton Chan	<a href="mailto:h.chan@korokoro.school.nz">h.chan@korokoro.school.nz</a>
Rm 8 Teacher Yr 6 4 days 1 day	Mrs Louise Pierce Ms Emily Martin	<a href="mailto:l.pierce@korokoro.school.nz">l.pierce@korokoro.school.nz</a>
Rm 7 Teacher Yr 8	Mrs Melissa Lilley	<a href="mailto:m.lilley@korokoro.school.nz">m.lilley@korokoro.school.nz</a>
Rm 6 Teacher Yr 7 4 days 1 day	Ms Jennie Paine Ms Emily Martin	<a href="mailto:j.paine@korokoro.school.nz">j.paine@korokoro.school.nz</a>
Senior DP Art Specialist Senior Release	Ms Cherie Adams	<a href="mailto:c.adams@korokoro.school.nz">c.adams@korokoro.school.nz</a>
Junior DP Release/ New Entrant	Mrs Karen Houghton	<a href="mailto:k.houghton@korokoro.school.nz">k.houghton@korokoro.school.nz</a>
Rm 4 Release	Ms Carley Lloyd	<a href="mailto:c.lloyd@korokoro.school.nz">c.lloyd@korokoro.school.nz</a>
Senior CRT Release	Ms Emily Martin	
<b>Office Managers:</b> MON, THURS, FRI	<b>Mrs Jan Twort</b>	<a href="mailto:admin@korokoro.school.nz">admin@korokoro.school.nz</a>
<b>MON TO FRI</b>	<b>Mrs Lisa MacGibbon</b>	
Kapa Haka	Mr Whitiri Poutawa	
Reading Recovery	Mrs Kate Mooney	
Caretaker	Mr Murray Frew	
Librarian	Mrs Karen Forbes	<a href="mailto:library@korokoro.school.nz">library@korokoro.school.nz</a>
Teacher Aides	Ruth Marais, Christine Frew, Sue Woodward, Katy Pakinga, Lisa Jackson	

## KOROKORO SCHOOL BOARD OF TRUSTEES

Board Chair	Kelly Forster <a href="mailto:danandkellyforster@gmail.com">danandkellyforster@gmail.com</a>
Parent Trustee	Christy Burgess
Parent Trustee	Rodney Sampson
Parent Trustee	Simon Annear
Parent Trustee	Heidi de Ronde
Teacher Trustee	Louise Peirce
Secretary	Jan Twort
Principal	Martin Hookham

### ADMINISTRATIVE INFORMATION

#### ABSENCES AND ATTENDANCE

It is a Ministry requirement that all children attend school daily unless there is a valid reason such as illness or bereavement. All absences and the reason must be either explained by phone or email. If your child is sick and is unable to come to school please ring/email the school or leave a message on the absence line (04) 5691821 by 9.15am, giving your child's name, room number and reason for absence.

#### APPOINTMENTS

If you wish to discuss any aspect of your child's academic or social development, please ring/email the school to make an appointment. You can email teachers directly but please be mindful that the teacher will not be available to respond during class time.

#### ASSEMBLIES

We have a Community Assembly every second Friday. Parents and family are welcome to attend. Please check the Google Calendar on our school website for dates.

#### BOARD OF TRUSTEES

The Korokoro School Board of Trustees meet once a month. All parents are welcome to attend.

## **CHANGES TO HOME CIRCUMSTANCES:**

If there are any changes in your home circumstances which may affect your child, then please inform the school.

## **ENROLMENTS**

Enrolment packs are available from the school office or from our school website: [www.korokoro.school.nz](http://www.korokoro.school.nz). Please feel free to arrange a time to visit. You will be welcomed to the school by our office staff, Principal or Deputy Principal. Please bring in your child's birth certificate or passport for us to copy. If your child is a New Entrant student then an immunisation certificate is also required.



## **NEW ENTRANT SCHOOL VISITS**

Once a new entrant child has been enrolled, our team will arrange for them to have school visits a few weeks out from their start day. We encourage children to visit 3-4 times before they begin. This helps to make the first day a happy experience.

## **DENTAL**

To have your child join the Dental Service please phone 0800 825 583 or go to [www.beehealthy.org.nz](http://www.beehealthy.org.nz). The mobile dental van will visit the school once a year to check your child's teeth.

## **POLICY AND PROCEDURE**

The school has many policies which cover a variety of topics. These are available for you to read on the School Docs web page, there is a link to follow on the Korokoro School website.

If parents/caregivers are involved in a review, please use the following instructions

1. Visit the website <http://korokoro.schooldocs.co.nz/1893.htm>
2. Enter the username (korokoro) and password (London). Note this is case sensitive.
3. Follow the link to the relevant policy as listed.
4. Read the policy.
5. Click the Policy Review button at the top right-hand corner of the page.
6. Select the reviewer type "Parent".
7. Enter your name (optional)
8. Submit your ratings and comments. If you don't have internet access, school office staff can provide you with printed copies of the policy and a review form.

## **CONCERNS OR COMPLAINTS**

Please address any concerns as they arise. Discussing concerns with the classroom teacher or Junior/Senior Deputy Principal directly means we can take prompt action to resolve the problem before it escalates. This can be followed up with a meeting with the Principal. If you feel that the concern is not being dealt with appropriately by the school then the next step is to contact the Board of Trustees.

## **CONTACT DETAILS AND CHANGES OF TELEPHONE, ADDRESS OR EMAIL**

The school must have at least one (preferably two) phone number(s) where a parent or guardian can be immediately contacted, along with at least one emergency/civil defence contact. Please advise us of any changes to phone numbers, addresses or caregivers. A current email address is important as all newsletters and notices will be sent home via email. If you are not receiving any correspondence/notices via email please contact the office.

## **MONEY**

Payments for school trips, sports teams, stationery etc. can be made by online banking to - ASB **12-3478-0010324-00**. Permission slips can go in the silver box in the foyer. Please reference the child's name and what the payment is for any payments made to the school.

## **MEDICAL**

If a child is unwell or injured at school then every effort will be made to contact a parent or designated adult as soon as this is considered necessary. Please make arrangements to pick up your child as soon as possible in this situation. If a child needs urgent medical attention and we cannot make contact with the designated adult, then the school will make the necessary arrangements.

If your child has an infectious disease, please let us know.

## **BICYCLE/SCOOTERS**

All students riding bicycles to school must wear a helmet. There is an area set aside under the middle block for bicycles and scooters to be stored. We strongly suggest you use a bicycle lock, as the responsibility for bike/scooter security lies with the owner. Bicycles and scooters are not to be ridden around school grounds during school hours.



## **ROAD SAFETY/CROSSING**

Road Patrol duties are performed by senior students with a designated adult every day. The patrol is on the pedestrian crossing on the corner of Maungaraki Road and Korokoro Road from 8.35am till 9am and 2.55pm till 3.10pm. If you witness any unacceptable behaviour from students or the students on patrol, then please contact the school immediately.



## **DOGS**

Dogs are not permitted on school grounds. Dogs roaming the playground will be restrained. The dog pound will be called if there is no contact tag on the collar.



## **SCHOOL SUN HATS**

Korokoro School sun hats are compulsory in Terms 1 and 4. These are available for purchase at the school office. Children without a hat must sit in the shaded areas during morning tea and lunchtime.

## **LOST PROPERTY/CLOTHING**

Please name all items of clothing/hats etc. Named articles will be returned immediately to their owners. Lost clothing will go in the Lost Property boxes outside Room 3 (near the hall). All unnamed or unclaimed clothing will be given to a charitable organisation at the end of each term.

## **SCHOOL LUNCH ORDERS**

School lunches can be ordered through [lunchonline](http://lunchonline.co.nz) and are available Wednesday and Friday. Please order online at [www.lunchonline.co.nz](http://www.lunchonline.co.nz)

## **STATIONERY**

Stationery lists will be provided when your child starts school and at the end of each year with reports. The lists can also be obtained from the school office. We carry a small amount of stationery in the office for purchase, as required during the school year.



## **TECHNOLOGY**

Our Year 7 and 8 students attend Newlands Intermediate for Technology once a term for a week. The programme covers Food Tech, Design Tech, Hard Materials and Digital Tech. The children bus to and from Newlands Intermediate during school hours.

## **LIBRARY**

All classes visit the school library once a week and can take out up to 3 books to read at home. We ask that the children look after the books and return them when they are due. An overdue notice will be sent home for any books that are not returned on time.

## **MUSIC AND TENNIS COACHING**

The school has a range of private tutors that come into the school and provide lessons for children during school hours. These include drums, violin, guitar, piano, singing and tennis. Please contact the office for more information and contact details for the tutors.

## **SCHOLASTICS LUCKY BOOK CLUB**

Lucky Book Club order booklets are sent out through the school library twice a term. Orders can be made online or dropped off to the silver box by the school office. 20% of all sales go back into new books for the school library. If you have any queries please feel free to contact Karen Forbes at - [library@korokoro.school.nz](mailto:library@korokoro.school.nz)

## **SCHOOL HOODIES**

School hoodies may be available to order through the year. A notice and an order form will be sent home when orders are being taken.

## **PROGRAMMES TO SUPPORT HOME LEARNING**

At times the school will give you the option to sign up to programmes that will support online learning of mathematics and literacy when they start school. These programmes are great to use at home to reinforce and complement their learning at school. There is usually a small activity donation requested for these programmes, which you will be advised of before your child is signed up.

## **PARENT HELPERS**

Each year the school requires help from parents. We hope you may be able to help in some of the ways suggested below:

- Helping on class trips, school discos etc
- Home and School Committee
- School Gala or Quiz Night
- Working Bees around school

## **SCHOOL PHOTOS**

School photos will be taken once a year in Term 4 by LC Scott. A notice will be sent home with a date and details for ordering.

## **AFTER SCHOOL CARE**

OSCAR House - Out of School Care and Recreation run an after school care programme from our school hall during school terms. For more information please contact Dalena on 0275511040 or [dalena@oscarhouse.co.nz](mailto:dalena@oscarhouse.co.nz)



## **SCHOOL POOL**

Our pool is available to use over the summer holidays and after school hours for our parent community & families. Keys are available for purchase from the office. A terms of use disclosure will need to be signed.



## TRANSPORT GRANT

Those families who live in Horokiwi are likely to be eligible for a Transport Grant paid by the Ministry of Education. Please contact the office for further information.

## SCHOOL WEBSITE

Our webpage [www.korokoro.school.nz](http://www.korokoro.school.nz) contains information about the school including contacts, our zone, a calendar with important dates & events as well as an overview of our School Charter and Annual Plan.

## SCHOOL FACEBOOK PAGE

Our facebook page is a way that we share events and activities with our parent community. It is a forum designed to celebrate the positive things that happen at our school.



Athletics Day



School Gala



Welcome to Korokoro School



Korokoro School Community Assembly

## **Junior Syndicate Transition Statement**

Every term we review our numbers in the junior classes to ensure that all of our Year 0 - 2 students are receiving the best possible start to their education that we can provide. These reviews often lead to a decision to transition some students into another class.

There are two major factors determining who moves and when they move. The first is our focus on prioritising smaller class sizes for our youngest students (New Entrants) and the second is our obligation to better meet the needs of our existing students as they progress and develop.

This might mean your child has only one term in Pukeko Room (Room One) before they transition into Piwakawaka Room (Room Two) - or they may have longer, depending on how many enrolments we receive each term.

Parents will be given as much notification as possible and transition visits to the new classes will take place. If you have any questions about this process please contact Georgina Frater (Pukeko Room Teacher and Deputy Principal of the Junior School) [g.frater@korokoro.school.nz](mailto:g.frater@korokoro.school.nz)