



Nau Mai, Haere Mai  
Welcome to  
Ōpāwa School



# Ōpāwa School Staff 2018

**Principal** : Sally Ormandy

**Deputy Principal** : Shevaun Karipa

## Junior Learning Team Team Leaders: Robyn Drummond & Jeanette Woodward

Room 2 New Entrants/Yr 1	Jeanette Woodward (Co-Team Leader)
Room 4 Yr 1	Tara Bigelow
Room 6 (Specialist Teacher of Māori)	Tracy Te Hemi (Te Reo Māori)
Room 7 Yr 3/4	Maria Frew
Room 8 Yr 2/3	Robyn Drummond (Co-Team Leader)
Room 9 Yr 3/4	Mel McClimont
Room 10 Yr 3/4	Eleanor Barton

## Senior Learning Team Team Leaders: Nick Jorgensen & Helen Schulte

Room 11 Yr 5/6	Kate McDonald
Room 12 Yr 6/7	Helen Schulte
Room 13 Yr 5/6	Nick Jorgensen (Co-Team Leader)
Room 14 Yr 5/6	Verity Blakemore
Room 18 Yr 7/8	Caroline Arthur
Room 19 Yr 7/8	Wendy Gibson-Chance (Co-Team Leader)

Learning Support	Sharon Townsend (Reading Recovery) Philippa Moffat
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Office Manager	Leeanne Harvey
Secretary	Debbie Coey
	Lisa Stiles
Librarian	Karen Gardner
Teacher Aides & Learning Support	Carole Eade-Russell Karen Ealam Meegan O'Brien Julie Colhoun Joanna Boyes

Caretaker	Clive Eade
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Cleaners	Clive Eade Fe Eade
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# Ōpāwa School

30 Ford Road  
Ōpāwa, Christchurch 8023  
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Cell: 022 3191181  
Email: [admin@opawa.school.nz](mailto:admin@opawa.school.nz)  
Website: [www.opawa.school.nz](http://www.opawa.school.nz)

## Our Mission Statement

'Nurturing lifelong learning'  
'Whangaia ngā akoranga mō āke tonu atu'

### Welcome to Ōpāwa School

At Ōpāwa School we offer a caring, enriching and inclusive school environment, where each child will be encouraged to develop personal, social, academic, physical and creative skills for lifelong learning.

As a full primary school, we cater for all children from New Entrants to Year 8.

Beginning at a new school can be an exciting and sometimes a confusing time, both for children and their parents. This booklet is designed to give you a brief description of Ōpāwa School - our vision, day-to-day management, programmes & parental involvement. The success of a school relies on staff, parents and children working together. We know that the school environment is only one of the places where learning happens and we want to develop a partnership with our community.

On a monthly basis there are 'Coffee and Chat' mornings where parents are invited to receive information and provide feedback on a variety of topics related to learning at Ōpāwa School. Recent topics have been Reading in the Junior School, Numeracy Programmes, Relationship Management and Transition to School. Parents are invited to suggest topics.

We look forward to a happy association. Please read this information booklet to see how Ōpāwa School works to achieve these opportunities, and how you can help your child enjoy these early years, which are so important in setting the foundations for lifelong learning.

## Our Vision

Ōpāwa learners will have the willingness to wonder, the determination to succeed, the courage to be innovative and take risks, in order to become empowered lifelong learners.

# The Ōpāwa School Voyager

Our symbol for the Learner, who is onboard @ Ōpāwa

- The **helmet** represents tools that are used to help us with our thinking.
- The **paddle** represents Literacy and Numeracy, which are skills that power us through our learning.
- The **Life jacket** keeps us afloat. It represents our values.
- Our key competencies, which every learner needs to develop, such as relating to others, independence, participating and contributing, are in the **backpack**.



**Onboard@ Ōpāwa** people are organised and ready for learning. They have a positive attitude and are ready to give things a go.

At Ōpāwa we believe that the child is at the centre of their learning. We have quality relationships with the learning adults and children across all the levels of the school. Children know what is to be learnt and how to be successful in that learning. Goal setting and reflection are part of our practice right from the start. We learn most when we are provided with feedback about our work and know our next learning steps. By regularly reflecting on our learning we can recognise and celebrate our progress. We are all responsible for our own learning and to support the learning of others.

## **River of Values** -Te Ara Tika O Ōpāwa (*the right path*)

**Respect** tolerant, accepting of differences,

**Integrity** Honesty, acting ethically

**Voyager** "can do" attitude, actively involved seekers, users and creators of knowledge

**Excellence** high expectations, quality work, persevering,

**Responsibility** caring for the environment, self, and others

## **Code of Behaviour**

1. Take responsibility and make appropriate choices
2. Treat others with respect and fairness
3. Take on board our Te Ara Tika values and beliefs
4. Play and work safely
5. Treat our school environment with care

## Enrolment

Our school operates an enrolment policy within a defined zone, to prevent over crowding. Children may start school at the age of five years. However, it helps us with our forward planning, if children are enrolled at least a year before turning five. As well as your own children, you may have friends or neighbours in the area with preschool children who could be encouraged to approach the school.

If you are out of our school zone you may fill in a ballot application. When enrolling your child, either at age 5 or on transfer from another school, you will be asked to provide the following:

- Full name
- Date of birth (For 5yr olds your child's original birth certificate is required)
- Address
- Telephone numbers
- Family doctor
- Immunisation status and copy of immunisation certificate (For 5yr olds)
- Emergency contact numbers
- Dental treatment information
- Any health information

With transferring children it would be helpful to bring along any exercise books, reports/portfolios or communications from the previous class teacher. This will help with the placement of your child.

On acceptance of enrolment, you will be invited to meet with the principal to gain some more information about the school and make some times for pre visits. These visits will allow you and your child to get a feeling for the layout of the school, see the classroom and meet the children and get a taste of classroom routines.

If your child has any health problems or allergies, please let either the school secretary or principal know as well as your child's teacher. Any specific medication (such as inhalers) can be named and held at the school office.

### The school day:

Begins at	8.55am <u>sharp</u>
Morning Interval	11.00 - 11.30am
Lunch Time	1.30-1.50pm
School Ends	3.00pm

We encourage children to be at school at 8.45am to allow for an easy, uninterrupted beginning to the day.

As teachers need some time for preparation, we encourage children not to be at school unsupervised **before 8:30** and **after 3:15**. Many teachers have meetings before school and after 3:15.

### **Break times**

Teachers wearing easily identified fluoro vests are out in the playground during each break to monitor and support the children while they are at play. In addition trained senior students are part of the Peer Mediation service offered to children to assist with problem solving and to mediate disputes.

### **Office Staff**

Our administration staff work in the office from 8:00am-3.30pm. Messages regarding absences maybe left on the school answerphone (332 6374), via School-links or by texting or calling our school cell phone (022 319 1181).

### **School Donations** (*sometimes incorrectly referred to as 'fees'*)

Opawa School **does not** ask for a school donation, although we are happy to receive donations from families if they are offered. Parents are notified in advance about activities which incur any additional costs not covered by the school.

### **Newsletters**

Our school newsletter is emailed every Wednesday via School-links. This is an important vehicle for passing on news, school and community information and opportunities. Please take the time to read it. If you would like the newsletter emailed out, please join School-links on [www.school-links.org.nz](http://www.school-links.org.nz). Newsletters are also available on our web site.

### **School Uniform**

Our school has a compulsory school uniform, which is practical and attractive. All children are expected to maintain a high standard of pride in their appearance and are required to wear correct uniform at all times. We ask for full parental support in ensuring that children are clean and neat. There is considerable choice available in our summer and winter uniforms for parents and children to consider. In Terms 1 and 4 school sunhats are compulsory. Our school uniform can be purchased from Distributors Direct (sold from our school Library every second Thursday) or the Warehouse, Linwood.

The wearing of jewellery, make up or nail polish is not allowed. Ear studs or sleepers are the only ear decoration. Hair should not be coloured and be neat and of natural appearance.

### **Lost Property**

All items of clothing, bags, and lunch boxes, drink bottles must be named.

Lost Property is placed in the bin in the office foyer and may be claimed from there.

Parents seeking lost property should first check cloakrooms, and the child's classroom.

## **Transport and Parking**

There is plenty of parking in Louisson Place, Ford Road or Newbery Street. We prefer that younger children are picked up from their classrooms by the parents, or family. If you are using the Ford Road entrance, please use the crossing regardless of where your vehicle is parked across the road. Please do not obstruct driveways or park on the yellow lines. This obscures the vision of the teachers on duty and our Road Patrol Leaders and inhibits their ability to keep children safe. Children should exit the vehicle onto the footpath. Please travel at a safe speed as children can sometimes be unpredictable. Please be aware we have a drop off zone on the school side of Ford Road which has a 3 minute limit.

## **Lunches**

A good morning tea, lunch and afternoon tea will give your child energy and prevent hunger that can affect learning. We ask parents not to give their children sweets, energy drinks or soft drinks to bring to school. For children in their first years at school, we ask that they have separate containers for their morning tea, afternoon tea and lunch to encourage eating regularly. Sandwiches provide good, long lasting energy. Please remember to cut fruit especially oranges and apples. We prefer that children drink water and have a named water bottle.

**Subway** is available on Tuesdays. This is ordered using the subway envelope containing the right money. Please put the order in the appropriate bag in your child's classroom.

**Sausage Sizzles/Juicies** A sausage sizzle is run by the Home and School during the winter months and our senior children organise juicies during the summer months. Orders are placed in a named envelope in each classroom.

**Lunch-on-Line** This service is available on Wednesday's. Parents can register at [www.lunchonline.co.nz](http://www.lunchonline.co.nz)

## **Absences**

Please text our school cell phone 022 319 1181 or ring the school office on 332 6374 before 9:00 am if your child is to be absent and leave a short. Regular attendance is vital to ensure your child's smooth progress through school. It is important that family holidays are arranged to coincide with the usual term holidays as this ensures continuity of learning. If your child is unwell we ask that you keep your child at home to ensure illness is not spread.

Should your child have continual unexplained absences, the Truancy Service may be advised.

## **In case of sickness**

If your child is hurt or unwell at school, he/she will be taken to the sick bay next to the office. If necessary the school secretary will ring you or another caregiver nominated by you as soon as possible. It is important therefore that you keep the office staff up to date with telephone number changes.

## **Services**

Our school is regularly visited by the Public Health Nurse who will discuss any health problems with the teachers and look at the children referred by staff and parents. Vision and Hearing tests are carried out for children in their first and seventh years at school. Should a test be doubtful your child will be retested later. If a test reveals further attention is needed you will be informed by letter. Parents and teachers can also request for children to be tested if they are concerned.

## **Headlice**

Unfortunately, outbreaks occur from time to time in every school. We rely on parents to inform the school office as soon as an infestation is noticed. Such calls are treated confidentially. School procedure is to send a note home informing parents of the outbreak and advising head checks are necessary and outlining the different ways to treat the infestation. If the infestation is severe parents will be requested to collect their child from school for treatment. The public health nurse can also assist.

## **Scholastic Book Club**

During the year children and parents are able to buy books at reasonable prices from the book club. Children will receive information on books available and an order form. If books are required, children return their order and money to school by the closing date and books are given out when they arrive at school. All orders earn bonus points which the school uses to purchase resources.

## **Library**

Ōpāwa School library has a large stock of suitable books for 5-13 year old children ranging from the classics to the latest new releases. We encourage our children to utilise the library for their learning. Parents can support their children's literacy by ensuring their children regularly issue and return their library books.

For any items that are lost or damaged beyond reasonable repair, parents will be asked to meet the replacement cost.

## **Stationery**

New Entrant packs are available online from [www.eenymeeny.stationerylists.co.nz](http://www.eenymeeny.stationerylists.co.nz) or by calling 0800 600 123. This pack contains everything your child will need for school.

Pencils and crayons are kept in the classroom and issued when needed. A small photocopying contribution is also payable at the school office.

Children are expected to have all the necessary items for class work.

## **After School Care**

C.A.S.P.A on 349 9260 run an afterschool programme here on our school grounds. MASH is another organisation that provide after school care for some of our children. There contact details are 3669408.

Further information is available from the school office pamphlet stand or by visiting or phoning them.



## **Compliments & Complaints**

If you feel that a problem has developed for your child at school, **always** approach the class teacher as the first course of action. It is important to get the complete picture before determining the appropriate resolution. Should you find that the problem cannot be resolved, contact should then be made with the Team leader or the Principal. If this is not to your satisfaction and you feel the problem is serious, you can put it in writing to the Chairperson of the Board of Trustees. It will then be investigated by the Board and a reply given. A copy of our complaints policy along with all other Ōpāwa School policies can be found on the SchoolDocs website.

[www.opawa.schooldocs.co.nz](http://www.opawa.schooldocs.co.nz)      User name = opawa      Password = learn

There is also a SchoolDocs link on our school website. [www.opawa.school.nz](http://www.opawa.school.nz)

## **Home and School**

This organisation supports Ōpāwa School with fundraising and Community Partnership events such as Family Fish and Chip nights, Picnics and Breakfasts, Sausage Sizzles, Calendars, Quiz nights, Maths-a-thons, Spell-a-thons to name a few.

Your support and assistance would be welcomed. Meetings are held in the staffroom and advised in the school newsletter.

## **Board of Trustees**

The Board is responsible for the governance of the school as set out in the School Trustees Act 1989. Governance involves development of the school charter and strategic plan, establishing school policy, monitoring finances, maintaining property and assets, appointment of staff on the recommendation of the principal and reporting on the school's achievement.

Every 3 years a Board of Trustees Election is held and the elected board consists of five members of the school community, a staff representative, and the Principal.

The Board meets once per month at 7:00 pm in the School library. These are open meetings-anyone can attend these meetings.

Notice of these meetings is advertised in our weekly school newsletter.

## **Personal Learning Plans**

Because we value children, parents and teachers working together, at the beginning of every year, each child and their parents meet with the class teacher, to exchange information, to set learning and personal goals and discuss the class programme. These goals form the basis of the learning plan and are sent home, and regularly evaluated and reset. This process also occurs for New Entrant children beginning throughout the year.

## **Three Way Conferences**

At Ōpāwa School, we report on progress and achievement through our Three Way Learning Conferences. In June and November children, parents and the class teacher meet together to share progress, next step learning and reset learning goals.

The basis for this conference is the child's learning portfolio which has samples of work, next steps, how parents can help at home. The teacher provides feedback about the learning along with information about your child's progress and achievement in relation to the National Standards in Reading, Writing and Mathematics.

## **Relationship Management**

At Ōpāwa we expect all members of our Community -children, parents and staff to behave respectfully. We know that quality relationships enhance behaviour. Children learn how to work and play together at different rates and our staff are very experienced at guiding and supporting them in this. We use restorative practices to ensure the children involved in inappropriate behaviour understand the impact of their actions and can repair the harm that has been done.

Our values programme is the foundation for how we relate to each other.

Our school values are discussed at class and circle times and are promoted by staff.

Children noticed exhibiting these values are given a coupon which is put into our treasure chest. At Assembly, the Principal draws names from the treasure chest. Six junior children get to have pizza with the principal and six year 4-8 children get to wear mufti.

## **Learning Support**

Ōpāwa School has a strong learning support programme. Class programmes and interchange/needs based groupings are some of the ways we cater for individual needs whether extension or support is needed. Some of our more able students have the opportunity to attend specialised programmes based at the ChCh South Learning Centre. They also are given the opportunity to sit International Competitions and Assessments for Schools examinations (Year 4 - 8 only).

Reading Recovery is a specialised reading programme for children who are identified at six as needing additional support.

Our Teacher Aides provide support for programmes in each of our Learning Teams.

Children with an identified learning or behaviour need may be referred (in consultation with Parents) to the Resource Teachers of Learning and Behaviour-RTL B or to the Resource Teachers of Literacy - RTLit.

## **Home Learning**

Research has shown that the most useful types of homework are the practice of reading, basic mathematics facts, and spelling.

In Years 1-3, Home Learning consists of your child reading to you every night, sharing their Poetry book, parents reading their Library books to them, and there might be some words to learn. Each term the children get a sheet and have activities to complete at home. These activities may be family based or may involve your child practising some literacy or numeracy activities.

## **Riverways Challenge**

In Years 4-8 children are able to challenge themselves at home by completing a range of activities which provide opportunity for them to make choices and extend their learning. These activities are based on the areas of a) Giving b) Service to the school c) Physical and outdoor activities d) Academic excellence e) Excellence in the Arts.

Children work towards a series of awards. Children completing the programme demonstrate that they are successful "Voyagers".

## **Te Reo Māori**

At the start of each year, new families and staff are welcomed to Ōpāwa School with a whole school Pōwhiri (formal welcome). All children participate in our Māori language programme with Tracy Te Hēmi our specialist teacher. Te Reo is used across the curriculum. Our Junior and Senior Kapahaka groups are very popular with over one third of our school participating. Our Māori Whanau group meet regularly throughout the year. Meetings are advised in the Newsletter. At the start of terms 2,3 and 4, new families and staff are welcomed with a mihi whakatau (welcome).

## **Music**

In addition to classroom music programmes, our school participates in the Christchurch South Zone Music Festival and the Christchurch Primary Schools Music Festival.

Currently we have a senior and junior choir.

Children have the opportunity to learn an instrument through our partnership with the Christchurch School of Music (CSM) Outreach Programme. The Outreach Programme is fun and exciting and designed to ensure children receive quality music tuition in either the concert band or the strings.

The children have a weekly 30 minute group lesson and a band rehearsal with teachers from the Christchurch School of Music. There are opportunities throughout the year for the children to perform in a variety of locations.

Instruments available are flute, clarinet, saxophone, trumpet, French horn, trombone, euphonium, tuba, keyboard, bass guitar, glockenspiel and percussion, violin, violas, and cello. There are charges for tuition and instrument hire. Information can be obtained from the school office or online at [www.csm.org.nz/Schools/Band-programme](http://www.csm.org.nz/Schools/Band-programme)

## **Sport**

All children have regular Fitness and Physical education lessons. As children move through the school there are more opportunities for them to be involved in competitive and non-competitive sports.

Our regular sporting fixtures are: Summer sport (Tee Ball, Kiwi Volleyball, Kiwi Tag) Swimming Sports, Triathlon, Cross Country; Winter sport (rugby, netball, hockey, and football) and Athletics.

Children in Years 5 - 8 have the opportunity to represent Ōpāwa School in many inter-school sporting events.

## **PMP - Perceptual Motor Programme**

PMP is a programme which aims to develop the child's perceptions and understandings of himself /herself in relation to their world, through movement experiences.

The programme has its roots in the development of language, the gaining of problem solving skills, and general readiness areas. It consolidates and develops the skills necessary for the children to progress their literacy skills.

All New Entrant and Year 1 children participate in this programme, with Year 2 & 3 children participating as needed.

## **Swimming**

Our covered pool means that all classes have regular tuition during an extended season. Swimming gear needs to be named. One piece swimming togs are recommended. No child may swim in underwear. The school also accesses swimming tuition via Pioneer Pool.

## **Outdoor Education**

All classes go on outdoor educational trips from time to time. These are related to the learning in the classroom. Parent support and supervision is often requested for these events. Notices to parents will provide full details of each trip.

In the senior part of the school this will involve a variety of day trips and also overnight stays.

## **Technology**

Our Year 7 and 8 pupils travel to Phillipstown Technology Centre at Phillipstown School, where they receive instruction in Electronics and Plastics, Woodwork, Metalwork, Food and Fibre Technology from specialised technology teachers.

## **Why choose a full primary?**

As a full primary school, we know the benefits of remaining at primary school until Year 8.

Studies have shown that children experience a drop in attainment in their first year of secondary school. This is of particular importance in New Zealand where some students change schools at two levels of transition. (Year 6-7 and Year 8-9)

*"Students who make two transitions, to a middle school and then to secondary school, appear to experience the achievement drop twice" (Alspaugh, 1998, Felner, Primevera & Cauce, 1981).*

*There appears to be evidence that any transition may cause a drop in achievement, regardless of the age at which this takes place" (Suffolk Education Dept, 1997).*

Our students look forward to the leadership and other opportunities provided in the senior school along with the nurturing they offer to the Junior school children.

**At Ōpāwa School our year 7/8 programme offers:**

- Strong Pastoral care with knowledge and experience of the learning and emotional needs of this age group
- Strong Leadership development
- Literacy Support and extension
- Te Reo -specialist programme
- Languages (Spanish and Japanese) by teachers from Cashmere High School
- Outdoor Education-Camps, Sailing, Beach Education, Adrenalin Forest,
- Sport -Athletics/Cross Country/Rugby/Hockey/Netball/Football
- Swimming
- Technicraft-Food Technology, Plastics, Design and Materials/Electronics @ Phillipstown Technology Centre
- Maths Interchange
- Workshops-may involve Art, ICT, Drama,
- South Learning centre
- Goal setting and Personal organisation skills important for High School
- Independent learning
- Inquiry Learning
- Year 7/8 Formal
- Formal dancing
- Buddy reading
- Wheels-skateboards/scooters

**Opportunities to be involved in:-**

- Student Council- organise Discos, fundraising, Tabloids etc
- Ōpāwa Band Programme
- Library
- Peer mediation
- House Leaders
- Kapahaka
- Choir
- Kendo
- Hip Hop

***We hope that you find this booklet a helpful reference.  
We look forward to a positive partnership between Ōpāwa  
School and your family.***