

Parent Handbook

2018



**Grey Street
Shannon
Ph: 06 3627866**

Email: office@shannon.school.nz

Website: www.shannon.school.nz

Facebook: Shannon School Te Kura o Hanana



Welcome to Shannon Primary School

This booklet is to provide you with information about our school and some of the school's programmes and activities. We have many events happening throughout the year in which you are encouraged to participate and share your child's school experience whenever possible.

At Shannon Primary School we intend to provide a secure, happy and challenging learning environment where children are given many opportunities to develop intellectually and socially. We recognise education involves a partnership between home and school working together in the best interest of each child. We endeavour to foster positive relations with our school community.

We are a full primary school that means we have classes from Year 1 to Year 8. We provide an up-to-date balanced curriculum and positive learning environment in which individual needs are addressed. High achievement of students is encouraged, acknowledged and celebrated. Social skills are enhanced through contact with students of differing abilities and through our bi-cultural interaction. For 2018 we have not had the number of tamariki to generate the continuation of our multi-level Rumakii Māori immersion class for teaching and learning the curriculum in te reo. However we have employed support staff to provide the option of daily te reo and tikanga lessons within authentic contexts. Our intention is to again provide the Rumakii option in the near future.

Shannon School operates an open door policy and has a warm, approachable staff. It is our firm belief that working with families enables us to provide an opportunity for children to develop into happy, educated life long learners.



Shannon School Values

Shannon School has five major school values that are aligned to those of the New Zealand Curriculum. *Helping our children make the best choices they can.*

Pride Whakamana We uphold the mana of ourselves and our school.

Courage Hautoa We are prepared to take risks.

Caring Manaaki We are aware of our own needs and the needs of others.

Effort Kaha We do the best we can.

Unity Kotahi-tanga We work and play together

Shannon School uses the **Virtues Project** principles - that quality of relationships is the key to learning success.

An inclusive virtues based approach brings out the best in everyone, adults and children. It is a curriculum that applies equally to the staff as well as the children. The language of the virtues is a most powerful tool. It provides staff and students with a commonly understood communication tool. We teach the social skills of the virtues in the context of everyday life. The virtues provide the opportunity for us to honour each person's spirit. (Refer - chart at the back of this handbook)



SHANNON SCHOOL STAFF 2018

Principal	Murray Powell
Deputy Principal	Lois Erceg-Erkilic
Assistant Principal/SENCO (Special Needs Co-ordinator)	Basia Powell

Class Rooms (Hubs):

Harakeke Hub	Y5-Y8	Lois Erceg-Erkilic
Harakeke Hub	Y5-Y8	Sarah Sheehan
Te Rito Hub	NE -Y4	Basia Powell
Te Rito Hub	NE -Y4	Adam McCallum
Te Rito/Harakeke Hubs (Support Teacher)		Jo Bateman

Executive Officer	Carol Christensen
Office Administrator	Carol Brady
Social Worker in Schools(usually available Wednesdays)	Tama Paki
School Health Nurse (on request)	Maryjane Pratt
Resource Teacher of Māori (based at our school)	Puhiwahine Tibble
Teacher Aides/Support Staff:	Priscilla Wade
	Verona Sayles
	Winnie Third
	Robyn Smith
	Wylie Te Peeti (Kaumātua)
	Eugene Henare (Music Tutor)
Caretaker	Wayne (Spud) Murphy
Cleaners	Carol Brady/Robyn Smith

BOARD OF TRUSTEES

Rhea Hyde	- Chairperson
Brendan Mason	- Treasurer
Sam Rawiri	- Member
William Bryant	- Member
Tamara Bal	- Member
Troy O'Carroll	- Marae Representative
Murray Powell	- Principal
Verona Sayles	- School Staff Representative

ABSENCES

If your child is going to be away from school, please contact the school office before 8.55am that day.

Absences may be sent by text on 027 755-559, phone the office or leave a message on the answerphone. You can also enter an absence on the school website. Go to www.shannon.school.nz Click on 'Contact Us' and then 'Report an Absence'

If you do not contact us we will phone you. This is a safeguard for your child so that teachers and parents know of your child's whereabouts at all times. You have a legal obligation to ensure your child attends school. All absences need to be explained.

ACCIDENTS, ALLERGIES, EMERGENCIES

We need to have an up-to-date phone number and address for parents/caregivers in case of emergency. We also require two emergency contacts in case we cannot make contact with children's primary caregivers. In the event of an accident at school, we will attend to your child with basic first aid. We will contact you or your emergency contacts if we feel your child needs further medical treatment.

If your child requires medication at school, e.g. inhalers, antibiotics etc please label the medication clearly and bring to the school office for administering.

BEHAVIOUR

At Shannon we use the Virtues code of behaviour. We all work hard to develop all 52 virtues in our thinking and behaviour.

We view behaviour as a learning curriculum. Appropriate behaviour needs to be practised and used in real situations. Inappropriate behaviours need to be noticed and corrected. We are all on the same learning journey and our aim is to help each other and act with courtesy and kindness.

Restorative Justice emphasises "putting it right". Repairing a relationship and replacing property is a time consuming process but is effective in the long term. It is great to see the positive change in some children's behaviour through staff spending time in sorting out issues and solutions with the children.

Teachers do not tolerate any form of bullying. We need to know immediately if this is occurring. Children must tell a teacher, or parent who can follow this up with the teacher. If your child is experiencing any issues at school please communicate this to the Teacher, Senior Teacher or Principal.

BICYCLES

Bicycles should be in a safe condition for children to ride to school, and comply with regulations. It is compulsory for all children to wear safety helmets since January 1994. We discourage children below Year 4 to cycle independently to school. However, if parents insist it is their prerogative.

It is helpful if students lock their bikes with good quality bike locks and immediately report any damage or interference should this happen. Students are encouraged to lock their bike in the bike shed. Students are strongly discouraged from touching other's bikes.

BREAKFAST IN SCHOOL

Breakfast is available for all children from Shannon School. Our Senior Children, supervised by parent volunteers, provide breakfast from our Schools Learning Action Centre daily from 8.15am until 8.45am.

BUS

The school presently has one bus service for students who live on Mangaore Road or up at the village. Any student living 3.2 km away from the school is entitled to a subsidy for travel. Please make inquiries at the school office to apply.

All children are expected to behave on the bus and are not to distract the driver. Please contact the school if your child is not required to go on the bus.

CHARTER & ANNUAL PLAN

If you are interested in what school-wide strategic goals and targets we are setting for the current year please ask at the school office for a copy to read.

CIVIL DEFENCE/EMERGENCIES

Should any major disaster or emergency occur, children will be held at school, under supervision, until a parent or authorised person comes to pick them up.

CONCERNS

If you have any concerns please discuss with your child's classroom teacher. If the problem is not resolved, make an appointment and discuss the matter with the principal. If you are still not satisfied, follow up with a letter in writing to the Board of Trustees Chairperson. The Board of Trustees will endeavour to mediate a successful outcome using the appropriate channels.

We look forward to a positive working relationship, and hope that any misunderstandings can be dealt with quickly.

CURRICULUM

The NZ Curriculum provides the basis for all our learning. This provides us with both guidance and challenges.

Our own local curriculum presents new ways of thinking about teaching and learning - where questions are more important than answers, where diversity is valued above compliance, where student engagement is essential and creativity is encouraged. There is a focus on authentic tasks, big ideas, higher-level thinking and deep learning.

Our aim is to provide independent and creative individuals through a holistic approach to learning. The Arts and creativity is emphasised. We are also focused on accelerated learning in communication literacies and mathematics by providing challenging inquiries and creative new learning experiences. The most effective use of the environment, personnel, and resources, including a range of digital technologies, is aimed at engaging students in their individual learning journeys. Underlying this is the principal of 'ako' - teaching and learning together - adults and children learning alongside each other.

As well as EOTC activities at school that include cooking, gardening, arts and crafts, music, interschool sport, our year 7 and 8 children have weekly technology/manual lessons at Manawatu College that include cooking, woodwork, science.



DENTAL CLINIC

Yearly dental checks are carried out by Midcentral Health Mobile Dental Service. If you require any services any other time please contact The Horowhenua Health Centre in Levin Ph: 3660061

SHANNON EARLY CHILDHOOD CENTRES

Preschool (on Shannon School site)

Contact: (06) 362 7096
1 Grey Street
Shannon

Kohanga Reo

Contact: (06) 3627475
95 Ballance Street
Shannon

PlayCentre

Contact: (06) 3627069
49 Grey Street
Shannon

EDUCATION OUTSIDE THE CLASSROOM

Outdoor Education forms an important part of every child's learning. All classes will regularly have experiences beyond the walls of their classrooms. It is our strong belief that every child should have the chance to experience camp and/or sleepovers/noho marae. If you find there are financial difficulties please contact our Principal.

ENROLMENTS/NEW ENTRANTS

Parents/Caregivers are welcome to bring their child to school to join in with the juniors prior to them beginning school. Please contact the school to arrange this. Please present your child's birth certificate and their immunisation certificate when enrolling your child.

EVENTS

An up-to-date calendar of events is available on our school website.

The following are some of the events held at our school during the year:

Fruit in Schools everyday
Daily milk at school
Interschool Cross Country

Daily Breakfast in Schools
Interschool Sports (refer: Sports)
Class Photos

Syndicate & School Assemblies
Agriculture Day
Outdoor Education Programmes
Year 8 Graduation
Music Lessons
Rotary Speeches
Interschool Talent Quest
Local College Orientation Days

Duffy Books in Homes
Class trips
Productions & Concerts
Choir
Kapa Haka (Festivals)
Music Festival (biannual)
Interschool Maths Ex Competition
Inquiry Learning Sharing

FACILITIES

Shannon School is well resourced for teaching and learning in a holistic modern environment. There is a large multi-purpose Learning Action Centre (LAC) library with breakfast and cooking capability. A large Performing Arts Centre (PAC) with lighting and sound, provides us with the ability for high quality performances and concerts as well as providing for indoor activities including physical education, table tennis, drama and dance. The school has a classroom designated for Music and another for Art and Craft. There is also a school garden with children and community members working together.

HEALTH SUPPORT SERVICES

We have regular visits from the Public Health Nurse and Vision and Hearing Therapist. Should you require these services please contact the school office.

ICT (Information and Communication Technologies)

At Shannon School we value the use of up-to-date ICTs to enhance teaching and learning for our children. Each class is equipped with laptops, desktop computers, ipads, interactive whiteboards and televisions. Chromebooks for older students are presently available for purchase through the Te Hinaki Trust (please enquire at the office). If your child brings their own device to school this needs to be covered by your own insurance as the school is unable to take responsibility, though all care will be provided. There is ready access to broadband internet and wireless connection to the schools server and colour printer/photocopiers.

LUNCHES

We operate a lunchtime fundraiser at times, the food varies and Juicy Ice blocks are on sale. The children will be sent home with an order form on those weeks. Orders can be placed at the school office on any other day for the local Four Square, a list of what is on offer is available at the school office. WE encourage healthy options.

NEWSLETTER

Newsletters are regularly provided. A copy of the newsletter is put up on our Facebook page and is available on the School Website. You can sign up for a digital copy of our regular newsletter on our website. At the end of each term the school delivers a School Community Newsletter to all Shannon households.

PARENT HELP

We value and encourage parent help and community members to support children in our school. This includes assisting with reading, school trips, fundraising, lunches, school garden, supervising breakfast, sports and other smaller jobs within the school. If you would like to be involved within the class or school please let the staff know.



PERSONAL POSSESSIONS

Wearing of jewellery is not encouraged with the exception of a wristwatch. However, 2 pierced earrings may be worn - studs/sleepers only. Necklaces to be worn under clothing. All jewellery and personal possessions not required for Learning Programmes (e.g. toys) are discouraged and brought to school at the owner's risk. The school takes no responsibility. Cell phones must be left at the school office each day.

RELIGIOUS INSTRUCTION

The Board of Trustees has approved Religious Instruction for pupils from Year 1-8 (subject to availability of Teachers) each Thursday from 9.00am - 9.30am. This is strictly non-denominational. Parents are advised of their right to withdraw their child from these periods, should they wish to do so, by notifying the school.

REPORTING TO PARENTS (THREE WAY CONFERENCES)

Term 1 week 4 or 5:

This oral meeting between the teacher, parent/caregiver and student is an opportunity to all meet and set goals together for the year. You will be provided with progress to date. Following the meeting you will receive a written summary of the discussion.

Term 3 week 7 or 8:

This oral meeting between the teacher, parent/caregiver and student is to report on progress to date. Following the meeting you will receive a copy of your child's Three Way Conference presentation.

Term 4 week 8 or 9:

You will receive a written report summarising overall progress for the year and achievement levels.



SCHOOL CELEBRATIONS

We hold celebrations of children's work throughout the year. These are in a number of formats, from Hub evenings to school concerts. All the school community is welcome to attend. These dates and times are advertised in the school newsletter, on the School Facebook page and on the school website.

SCHOOL FEES

\$15.00	Annual Consumable Fee
\$25.00	Annual Family Donation
\$70.00	Technology Fee for Year 7 and Year 8 Students

SCHOOL HOURS

8.55	School bell rings to begin classes
10.45	Morning Tea
11.15	Classes in
12.45	Lunch
1.30	Classes in
3.00	School Finishes

There are only bells rung for the start of each session.

New Entrant students stay until 3.00pm from the first day at school.

At recess and lunchtimes children eat during the last 15 minutes, they play first.

Please contact the school if your child will be absent.

SCHOOL POLICY & PROCEDURES

The school has a 'Management/Administration and Health & Safety Manual' which is available to refer to in the office foyer. This manual contains necessary policy but mainly describes the day-to-day procedures of the school. It is intended to be a useful reference book for staff, board and parents. There is also a 'Curriculum Manual' that is available.

SPORTS

Interschool Soccer Tournament
Interschool Swimming Sports
Netball Year 4-8
Kiwi Netball Year 1-3

Interschool Athletics
Interschool Rippa Rugby
Basket Ball Year 5/6 & Year 7/8
Interschool Cross Country



SKATE BOARDS, ROLLER SKATES, SCOOTERS

We allow children to use these at school during recess times. Children are not to lend or borrow other children's items. These are brought at the owner's risk.

SENIOR TECHNOLOGY

Children in Year 7 and 8 classes travel to Manawatu College, Foxton for Technology. This includes cooking, sewing, woodwork and science. Each student has to pay an annual charge for the cost of materials used.



STATIONERY REQUIREMENTS

Parents are requested to provide their children with the appropriate Stationery, from the list that the school provides, in the time asked, so students can proceed with their learning. Every effort is made to keep these lists reasonable. Lists are also made available on our Facebook and web pages.

SUPPORT - Learning & Behaviour

We have access to RTLB (Resource Teacher of Learning and Behaviour), SWIS (Social Worker in School) and Learning Support (Special Needs - Ministry of Education) to support our children with specific needs. If you would like help for your child or yourself please ask. Our school SENCO oversees and coordinates all support.

SWIMMING

During the summer, the teaching of swimming is taken every day. This is part of the normal school physical education programme. If for medical reason your child cannot swim, please send a note.

Each year the Horowhenua Council opens the pool over the Christmas vacation. We also attempt to open the pool after school and on the weekends when volunteer help is available.

TERM DATES 2018

- Term 1 Monday 29 January - Thursday 13 April
- Term 2 Monday 30 April - Friday 6 July
- Term 3 Monday 23 July - Friday 28 September
- Term 4 Monday 15 October - Thursday 13 December

There may be some slight changes to these dates if there are additional long weekends or Teacher Only Days during the year.

PROPOSED TERM DATES 2019

- Term 1 Monday 28 January - Friday 12 April
- Term 2 Monday 29 April - Friday 5 July
- Term 3 Monday 22 July - Friday 27 September
- Term 4 Monday 14 October - Wednesday 15 December

The school will make a decision as to the final start and end dates before the end of the current year. (We usually try to fit in with the majority of other Horowhenua Schools)



Virtues: The Gifts of Character

Assertiveness	Puaki-tia	Friendliness	Whaka-hoahoa	Patience	Manawaroa
Caring	Manaaki	Generosity	Ohaoha-nga	Peacefulness	Rangimarie
Cleanliness	Nohotika	Gentleness	Humarika	Perseverance	U-tonu-tanga
Commitment	Herenga	Helpfulness	Awhina	Purposefulness	Whakatara-nga
Compassion	Pa-te-aroa	Honesty	Pono-nga	Reliability	Mahi-pono-tia
Confidence	Maia	Honour	Honore	Respect	Whakaute
Consideration	Aaro-nui	Humility	Ngakau Papaku	Responsibility	U-tanga
Cooperation	Mahi Tahi	Idealism	Whakaaro Rangatira	Self Discipline	Whaiaaro
Courage	Hautoa	Integrity	Ngakau	Service	Mahi-pono mo Katoa
Courtesy	Whakaaro-atawhai	Joyfulness	Harikoa	Tact	Maioha
Creativity	Waihanga-tanga	Justice	U-ki-te-tika	Thankfulness	Whaka-whetai-nga
Detachment	Wehenga - Ke	Kindness	Ngakau Atawhai	Tolerance	Tuku-marie
Determination	Hiri-nga	Love	Aroha	Trust	Whaka-ae-tika
Diligence	Puku-mahi	Loyalty	Ngakau Pono	Trustworthiness	Matatika-nga
Enthusiasm	Kai-ngakau	Moderation	Ata Ngawari	Truthfulness	Whakaata-pono
Excellence	Tino Pai-rawa	Modesty	Whaka-mowai	Understanding	Mohio Pai
Flexibility	Ngawari-wari	Orderliness	Whaka-tikatika	Unity	Kotahi-tanga
Forgiveness	Muruhara				

OUR FIVE VALUES

Our values are aligned with those of the New Zealand Curriculum

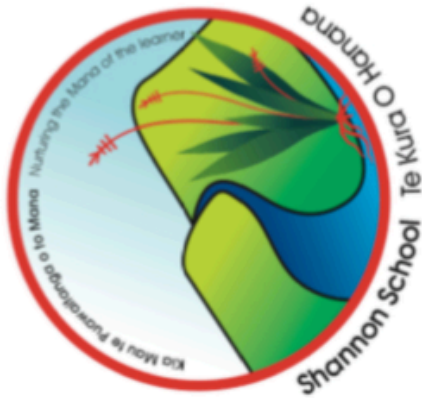
PRIDE WHAKAMANANA
COURAGE HAUTOA
CARING MANAAKI
EFFORT KAHA
UNITY KOTAHI-TANGA

We speak the language of the Virtues

HELPING OUR STUDENTS MAKE THE BEST CHOICES THEY CAN

STRATEGIC GOALS 2017-2019

- * Enable personalised learning journeys
- * Grow our unique curriculum and learning environment
- * Foster whānau engagement
- * Accelerate learning and progress



CHARTER 2018

Nurturing the Mana of the Learner

Kia Mau te Puawai Tangā to Mana

Incorporating
 NEGs and NAGs
 Ministry of Education Priorities
 NZ Curriculum
 Te Kura o Hanana Curriculum
 National Standards
 Kerekere Kāhui Ako
 - Achievement Challenges

Ministry of Education Number: 2989

OUR FIVE TEACHING BELIEFS

FOUNDATION SKILLS

We believe that all students need to achieve high levels of competence in the areas outlined in the New Zealand Curriculum and in particular communication literacies, the Arts and mathematics. These are the 'foundations' of learning. These skills are developed and maintained through programmes, adapted curriculum for students with special needs, and an ethos that reflects New Zealand's cultural diversity and in particular the unique position of Māori as tangata whenua. Shannon School ensures all students are able to access tikanga Māori and te reo Māori within school programmes.

STUDENTS AS POWERFUL LEARNERS

We want all of our students, including those with special needs, to take a growing responsibility for their own learning so they are able to make the 'right choices'.

TEACHERS AS LEARNING COACHES

We need teachers to lead inquiry learning and co-construct learning goals with students to help them achieve their 'personal best' while at the same time encouraging student creativity.

CHALLENGING LEARNING EXPERIENCES

To succeed in our vision we need to challenge our students with exciting, relevant and meaningful learning experiences to extend their individual horizons.

SAFE, STIMULATING LEARNING ENVIRONMENTS

Students need emotionally and physically safe environments and predictable routines to allow them to work independently and also to allow teachers to work with groups or individuals. Learners with special needs are supported to come to school and engage in all curriculum activities and adapted curriculum in an inclusive learning environment.