



# Information Booklet

## 2023



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 Rangitoto School

## **Type of School**

Rangitoto School is a state, co-educational, full primary (Years 1 – 8) school.

Equity Index: 424

A beautiful country school with a current roll of 28.

## **General Description of the School**

Rangitoto School is set in the Rangitoto District, which is located 10 minutes east of Te Kūiti, on Rangitoto Road. The school is situated in a rural setting nestled amongst sheep, beef and dairy country. We have a mix of Māori, European and Asian students. We gather most of our students from the rural families living locally, however some students come up from Te Kūiti on the school bus.

Students at Rangitoto School are friendly, confident and courteous to all. We operate a high trust model, which students thoroughly enjoy, having freedom to play a range of games in the playground at break times. We have a high level of physical activity which is supported by the excellent resources in place, such as our heated swimming pool and AstroTurf.

We enjoy academic success of excellent proportion. Students experience quality teaching and learning, staff set high expectations, which the students readily and happily meet. We have quality learning resources and a range of I.C.T devices that support our students as they learn to be innovative and creative 21<sup>st</sup> Century learners.

Māori achievement goals are in place; this helps us to make sure we provide support for the learners and cultivate our identity as Ngāti Rereahu. We also have Special Needs and Gifted and Talented achievement plans in place for supporting these students. We identify target students that we work with to help them build on their knowledge. We have an inclusive environment where all students are valued. We offer weekly Kapa Haka and Te Reo Māori language with a specialist teacher.

### **Cultural Diversity and Maori Dimension**

Rangitoto Primary School believes...

- New Zealand's bicultural heritage is unique and important to all New Zealanders and our curriculum will acknowledge the importance of both Maori and European traditions, histories and values
- That the experiences, cultural traditions, histories and languages of all New Zealanders should be recognised and valued

Our staff consists of experienced teachers giving a balance of teaching styles. We have a friendly Board of Trustees, supportive parents and coaches and considerable wider community involvement that make our school unique.

The senior students (Yrs7-8) attend technology classes at Te Kūiti High School every Tuesday morning.

The current philosophy of the school is to provide the students with a balanced education with an emphasis on literacy and numeracy, while still catering for our unique character and location.

Our mission statement stresses that the development of the student as an honourable member of society is as important as their academic success. All people working in and for this school ensure that all students are provided with an education that enables them to reach their full potential.

Staff share responsibilities and play a full supportive roll in the school. The BOT employs further staff, as needed, to cater for any pupils with special needs.

Ancillary staff includes an office manager, teacher aide and a cleaner/caretaker (all part time positions). Because of the part-time nature of these staff we rely on parent help for any major caretaking duties or renovations, and we are grateful for their help.

The main school building consists of a double classroom block which includes separate resource and library areas. Our outside classroom was created from our former multi-purpose room. The school has a heated swimming pool as well as a tennis court, a shaded sandpit and a new challenging playground installed in 2021. The school sits on approx. 2 hectares of attractive and spacious grounds enhanced by a native tree sanctuary, non-native trees, flowering shrubs and other gardens. Attractive timber boundary fencing enhances the school's appearance as well as providing a safe environment for pupils. There is a school house adjacent to the school.

All students from within the zoned area are welcome at the school. If you need to clarify the zoned area please contact the school.

Rangitoto School has an emphasis on outdoor education programmes which complement classroom work – camps are experienced by all ages, these consist of day camps for our younger students to overnight camps for our older ones.

## **Description of School's Community**

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The local community is actively involved and very supportive of the school: this is shown through fundraising, donating and rearing stock for the stock scheme, coaching sports and providing resources.

Rangitoto is a rural mixed farming area, including sheep, cattle, deer, dairying, and forestry. Rangitoto's nearest service centre is Te Kūiti. Te Kūiti boasts a variety of clubs and associations which the local community take advantage of. Hamilton is the nearest city.





## School Information

### **STAFF:**

Principal	Pip Were
Room 1 (Junior) Teachers	Pip Were/Stacey Reynolds
Room 2 (Senior) Teacher	Paige Coleman
Teacher Aide	Amy Purdie
Kapa Haka Teacher	Amai Tahu
Office Manager	Sabina de Rooy
Cleaner	Alaina King
Caretaker	Simon Snape



### **SCHOOL HOURS:**

The teaching staff are at school by 8:00 am, students are encouraged to play outside (weather permitting) until 9am. Students should not arrive before 8:15 am, as supervision is not guaranteed.

### **School hours are as follows:**

Morning session (1 <sup>st</sup> block)	9:00 am – 10:45 am
Morning Tea	10:45 am – 11:15 am
Morning session (2 <sup>nd</sup> block)	11:15 am – 12:45 pm
Lunch	12:45 pm – 1:30 pm
Afternoon session (3 <sup>rd</sup> block)	1:30 pm – 3:00 pm

### **THE BOARD OF TRUSTEES**

The Rangitoto School Board of Trustees is elected every three years. The last election was held in August 2022. The meetings are open to the public and are advertised in the school newsletter.

The present Board of Trustees are:

Chairperson	Mr Sam Duder
Principal	Mrs Pip Were
Staff Trustee	Miss Paige Coleman
Members	Mr Rex de Rooy
	Mrs Hilary Walker
	Mr Henry Duder
Minute Secretary	Mrs Sabina de Rooy



### **POLICIES**

The Board of Trustees has in place policies to govern and manage the school. All policies can be found on School Docs ([www.schooldocs.co.nz](http://www.schooldocs.co.nz), username: rangi, password: rural) and are available for anyone to read.



### **PROMOTION THROUGH THE SCHOOL:**

We aim to follow Ministry of Education policy when classifying students as to their year grading. Year '0' classification is for students who begin school in or beyond the end of May of the school year. This is at the discretion of the teaching staff at the school with discussion with parents.

**Junior Room:** Years 0, 1, 2, 3, 4

**Senior School:** Years 5, 6, 7, 8.

This split might vary from time to time due to class numbers or at the Principals discretion.

## **CLOTHING – all clothing to be named**

There is no requirement for any particular mode or style of clothing. Wearing attire that is comfortable, clean and appropriate for the occasion is all that is expected. It would be preferred if costume jewellery, make-up or nail polish is not worn to school.

## **SUN SMART**

We are a sun smart school and sun hats are necessary. As part of the school's sun smart policy all students are expected to wear sunhats during Terms 1 and 4 at all times while outside this also includes outings. These hats are supplied by the school, but students can bring their own hats (not caps) from home, if they prefer. Students are to wear clothing that covers their shoulders



## **COMPUTERS/ICT**

The school is well resourced with I.C.T equipment such as desktops, Chromebooks and iPads. Classrooms both have a state of the art interactive whiteboard which pupils and staff use daily to assist learning. Each year parents and students are asked to sign an Internet Use Agreement to help keep online activity safe.

## **DENTAL CLINIC**

This school is serviced by the mobile dental clinic in Te Kūiti (ph 0800 825 583). The children visit every year. Appointments are arranged directly through the clinic. Transport is by private car. Parents are free to contact and take their child to the Dental Nurse if they feel there is a need.



## **HOMEWORK**

Junior Room homework focuses on reading reinforcement and spelling. The Senior Room homework focuses on maths, reading and spelling.

Homework complements the classroom work and is another opportunity to practice skills, strategies and knowledge taught in class. Supervision of work at home should always be a pleasant experience, for all participants. Homework should not exceed 20 minutes each day. If you are uncertain how best to supervise or assist your child's homework, please contact your child's teacher.

## **E.O.T.C EDUCATION OUTSIDE THE CLASSROOM**

Our school often has the opportunity to attend E.O.T.C experiences, we endeavour to give parents plenty of notice of any of these. Activities may consist of: Music and Art Festivals, Technology Challenges, Sports Trips, Visiting performance groups and many others. For some of these we will combine with other schools in the local district.



## **E.O.T.C - SCHOOL CAMPS**

The Senior Room conducts overnight school camps each year. Where appropriate, an overnight camp is also conducted for Years 3-4 Junior students. These costs are not covered in activity fees. Camps will be planned with the BoT under strict guidelines surrounding safety, educational value and finance. Regular fundraising throughout the school year helps support some of the cost of students attending camp. Years 0-2 Junior Room students do not camp overnight, however, they will attend at least one full day away trip a year.

## **STATIONERY**

Stationery packs are available to purchase through the school. This costs each student \$40 - \$50 and includes replacement items during the school year.

## **INTERSCHOOL SPORTS**

There is a regular programme of interschool sports fixtures:

- Term 1 Waitomo Schools Swimming Sports
- Term 2 Cross Country and Orienteering
- Term 4 Inter-school Athletics



## **BEHAVIOUR MANAGEMENT**

We endeavour to help students see the effect of their actions on others and to consider others' rights as being equal to their own.

Pupils who, through carelessness or non-observance of a rule, damage the school or its equipment, will be expected to take a large share of making good any damage.

We have a behaviour management policy in place that identifies the actions taken in managing students' behaviour.

## **TECHNOLOGY**

Year 7 and 8 students attend technology at the Te Kūiti High School one morning per week on Tuesdays. Transport is provided to and from T.K.H.S. by Tranzit.

## **GENERIC CONSENT FORM**

Each year parents sign a permission form for local trips within school hours. Information will be sent home whenever these trips are coming up whenever possible. Camps or longer trips will require a specific Consent Form which will be sent home as needed.



## **GROUNDS**

The community is encouraged to use the grounds and outside facilities out of school hours. We do ask that dogs are kept out of the school grounds and vehicles are kept off the main school playing field. Rangitoto School is a smoke free zone as stipulated by N.Z law

## **MEDICAL**

Should students be taking medicine which could affect their behaviour or school work please contact their teacher.

Students with Asthma ventilators, or similar, should bring them to school for them to be used.

Should students be allergic to bee/wasp stings etc. please advise the teacher. All accidents at school will be recorded: Minor accidents at school, dependent on the circumstances, are treated on site with first aid, otherwise we:

- contact the parents
- phone the family doctor.
- take the child to the hospital outpatients if parents are uncontactable.
- Call an ambulance.

We ask parents to sign a consent to administer pain relief in the form of Panadol or Nurofen. If this is done a note will be sent home.



## **MONEY AND VALUABLES**

Parents can assist us greatly by ensuring that all property brought to school is properly named. While we take all reasonable steps to see that valuables, money and toys brought to school are cared for, the final responsibility lies with the owner.

## **PARENT TRANSPORT**

From time to time we find it necessary to seek the assistance of parents in providing transport for school visits. We hope that all parents take a turn in making transport available. It is school policy that each child wears a seat belt whenever private cars are used and that a booster seat is provided by the parent if necessary. Cars must be driven by a fully licensed driver, have a current warrant of fitness and a current registration.

## **PHOTOCOPIER / LAMINATOR**

Photocopying is available for a small charge - black and white copying is 10c per side for A4 and 20c per side for A3 paper. Colour copying is also an option; please check for current charges. We can undertake small or large volume jobs. Laminating is also available at a cost of \$1 for A4 size or \$2 for A3.

## **PHOTOGRAPHS**

Our usual practice is to have individual, class and family group photographs taken at the school every year – usually in August/September. Order forms for prepaid photographs are sent home prior to photograph day - parents not wanting photographs can indicate this on the order form.



## **PUBLIC HEALTH NURSE**

The PHN is invited to school regularly as part of the school's commitment to the Health Promoting School's programme.

## **ROAD SAFETY**

The students are given instruction in matters relating to travelling on the school bus, safe walking and safe cycling. Students who ride cycles to school are now required to wear correctly fitted and approved cycle safety helmets.



## **REPORTING TO PARENTS**

Parents are always welcome to contact the school to arrange an appointment to discuss aspects of their child's school life. Reports are issued twice yearly in June and December.

## **SPEECH THERAPIST**

A speech therapist is available by arrangement to school students and pre-schoolers. Contact the school if you have any concerns or queries.



## **SWIMMING INSTRUCTION**

All students are expected to take part in the swimming programme except when excused on medical grounds. We make extensive use of the school pool to teach water skills and use the town pool for deep water work.



## **TAKING STUDENTS FROM SCHOOL**

If it is necessary for a child to be removed from school during school hours, parents are asked to contact the school before school starts, or during one of the school breaks. Students will need to be signed out using the sign out book located in the office. For long absences such as family holidays a letter needs to be sent to the school in advance.

## **EXTRA CURRICULAR SPORTS**

We encourage and support students who take part in winter and summer sporting codes. When possible, we try to field our own sports teams. If we are unable to get the required numbers for a team, we contact other local schools and form a combined team. Local sports on offer during winter are soccer, rugby, hockey, and netball, and during summer touch rugby and miniball. More information on each sport is available in our Sports pamphlets.

## **UNIFORM**

The school has a set of uniform tracksuits, polo shirts and sport shirts which are lent to students for use on special occasions such as:

- ◆ Music/Cultural Festival
- ◆ Interschool Sports
- ◆ Summer and Winter sports teams
- ◆ School Trips



We also have a set of uniforms for the use of players in school teams who play netball, hockey, soccer and basketball. Students must supply their own blue socks. We also have school hoodies available for purchase. (Terms & conditions apply)

## **PUBLICATION OF STUDENT PHOTOS**

From time to time photos of children at school or on trips may be uploaded to our website or Facebook page or be sent to the newspaper for publication. Parents are asked to sign a form each year indicating whether they give permission for their child's photograph to be used in these ways.



Thank you for considering Rangitoto School as an option for your child. We look forward to working with you to help your child become a confident, caring, curious and creative learner.



## **PROGRESS AND ACHIEVEMENT**

As part of reporting to parents, we will provide two written reports one at the end of Term 2 and the other at the end of the school year. There will be parent interviews offered after each written report.



## **SCHOOL BUSES:**

At present, two school bus services operate to the school. Both services are operated by Tranzit under contract to the Te Kūiti Schools Transport Committee.



## **TIMETABLE:**

### **Te Kūiti - Rangitoto Service**

#### **MORNING**

Depart Te Kūiti Statue 7:40am  
Arrive Pururu Crossroads 8:10am  
Arrive Rangitoto School 8:15am

#### **AFTERNOON**

Depart Rangitoto School 3:40pm  
Arrive Pururu Crossroads 3:45pm  
Arrive Te Kūiti Statue 4:05pm

### **Rangitoto – Ahoroa Rd Service**

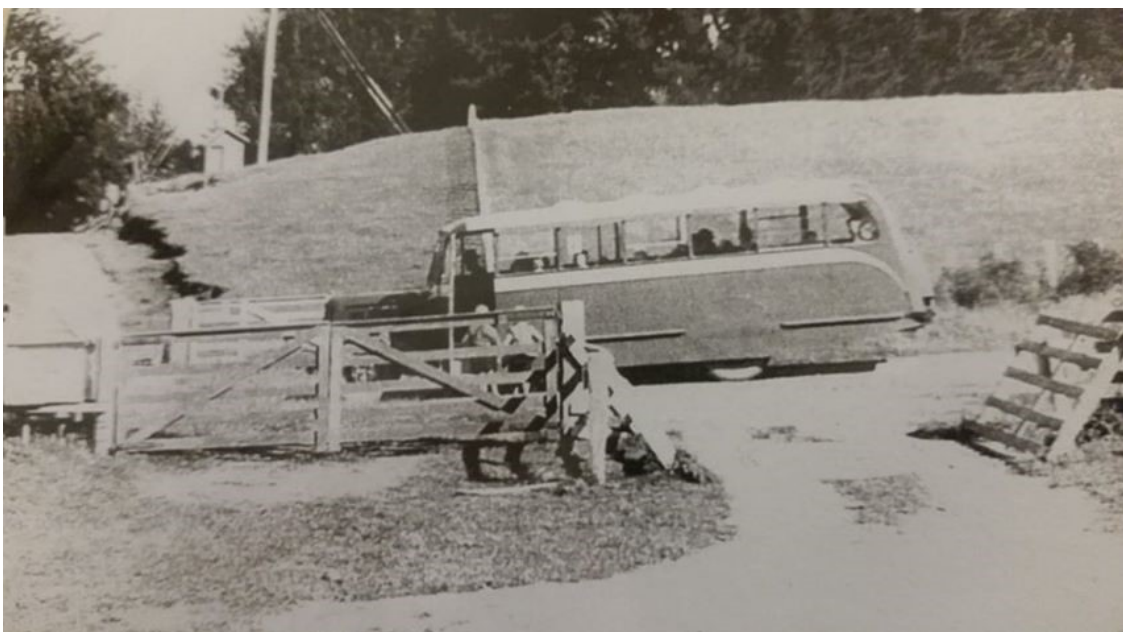
#### **MORNING**

Departs Manu Rd 7:55am  
Arrive Rangitoto School 8:20am

#### **AFTERNOON**

Depart Rangitoto School 3:30pm  
Arrives Manu Rd 4:05pm

If parents wish their child to travel on any bus other than their usual one, they must let the school know in advance. Please note bus timetable can vary depending on number of passengers.



## General Information

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### AUDIO VISUAL TESTING

Once a year, a tester from the A-V Section of the Health Department will call to test New Entrants for sight and hearing and also to test Year 7 students for colour vision. They will also test any other students referred by staff or parents. Any parent who believes that their child may be having a problem with either sight or hearing may contact the school and request that their child be tested.

### BOOK CLUBS

Books are available for the students to buy through the Scholastic Book Club Scheme. We distribute regular orders and promotional material on the Lucky Book Club.



### CIVIL DEFENCE AND EMERGENCY PROCEDURE

This school has Fire, Earthquake and Lockdown procedures. Our staff are primarily responsible for the safety of all students - all other duties are secondary. If a major emergency occurs, the school will hold the students until either it is safe to release them, or parents collect them.

Parents collecting students from the school after an emergency are asked to report to the staff in charge so their removal can be checked off. If students are removed by the school to a safer place, then it will be the school's duty to see there is adequate information available for parents, so they are able to collect them.

We have designated the Playing Field next to the tennis court as the assembly place in times of emergency. J D Wallace's covered yards can be used, if necessary, for shelter. The school performs an evacuation drill at least once a term.

### HOT LUNCH FRIDAY FUNDRAISER

Students are able to purchase a selection of foods (**hot foods are bread based**) every Friday at school:

Mince & Cheese Pie	\$3.00	Juicies ( <b>Assorted Flavours</b> )	\$1.00
Hawaiian Pizza	\$3.00	Moosie ( <b>Assorted Flavours</b> )	\$1.50
Bottled Water	\$1.00	Flavoured Milk & Juiceboxes ( <b>Assorted Flavours</b> )	\$2.00

Money is to be paid at the office. Please make sure students bring money in an envelope with their name and amount written on it.

