

# Collingwood Area School Parent A-Z Handbook



Together we ride the wave of life long success  
Ka eke ngātahi tātou i te ngaru o te angitu

Lewis Street, Collingwood 7073

Phone 03 5248 125

Text 027 724 8124

Email: [admin@collingwood-area.school.nz](mailto:admin@collingwood-area.school.nz)

[www.collingwood-area.school.nz](http://www.collingwood-area.school.nz)

2018





## **Te Pepeha o Te Kura o Aorere**

Ko Whakamārama te maunga  
Ko Aorere te awa  
Ko Te Tai Tapu te moana  
Ko Te Waikoropūpū te puna waiora  
Ko Mohua te takiwa  
Ko Onetahua te marae  
Ko Te Ātiawa, ko Ngati Tama, ko Ngati Rārua ngā iwi  
I te wāhi e noho ana mātou  
Ko te kura o Aorere  
Tihei mauri ora!

Whakamārama is our mountain range  
Aorere is our river  
Te Tai Tapu or Westhaven, is our ocean  
Te Waikoropūpū is our spring of wellbeing  
Mohua or Golden Bay, is our area  
Onetahua is our marae  
Te Ātiawa, Ngati Tama and Ngati Rārua are our local tribes  
This is where our school belongs; it is what binds us together

*Our pepeha was created in consultation with Manawhenua ki Mohua*





**Kia ora and welcome to this short booklet, packed full of information to help you in your first few weeks at CAS.**

## **Absentees**

Please remember that ALL absentees/lateness should be reported to the Office who will then inform the appropriate people as needed.

Sickness/lateness – To report a day-to-day absence or lateness please either:

1) Leave a message on the School's 24 hour phone line 5248 125.

2) Text the following number: 027 724 8124 with your absence.

Long term – If you want to report an extended absence (more than 2 weeks) please email [admin@collingwood-area.school.nz](mailto:admin@collingwood-area.school.nz). Any student who is going to be absent from Collingwood Area School for two weeks or more needs to get approval from the Principal, at least one week prior to departure.

## **Accidents**

Accidents may occur at School. It is vital that we have correct contact numbers for caregivers and emergency contacts. Please ensure that these are up-to-date and current at all times. The Admin Team are happy to help you with this if you need some assistance. Staff make a record of accidents, which are reported to our Health and Safety Team and are tracked to ensure ongoing monitoring.

## **Area School**

An Area (or Composite) School is defined as being a State school, often in a rural setting which provides learning programmes based on the New Zealand Curriculum. The benefits of Area Schools are significant – we provide an uninterrupted, continuous, family focused education from the age of 5 through to 18 years (and sometimes beyond). CAS prioritises close and positive relationships between the school, home and community. Best of all, because of our size we offer tailored programmes and individualised timetables to each senior student, ensuring their learning needs, career and life goals are supported, within our culture of leadership, excellence, innovation and creativity.

## **Attendance**

We use an early notification system that will text the parent/caregiver when their child is not in class. This ensures student safety and open communication between the School and the community. Please ensure that you notify the School of changes to your cell phone number so we can stay in contact. Please also remember to let the School know when your child is going to be absent or late.

## **Bank Account**

Please make sure to use your family name as a reference for all transactions.

- Bank account for School: 03-1711-0007-69200

## **Bicycles, Scooters and Skateboards**

Bicycles, skateboards & scooters may of course be ridden to and from School. Please note that students must provide their own locks if they want to secure their bikes. We do not take responsibility for theft, loss or damage to these items. All children must wear helmets when riding on school grounds. Kia ora.



## Break Time

At CAS, break time is 'down time' and usually consists of pure play for our younger students, with sporting/ socialising activities for our teenagers. With our Library as a popular venue for board games and quiet reading spaces too. So you are aware, we generally allow contact and team games. We actively support hut building, tree climbing and within this, stick playing. We also love our students to ride their bikes, skateboards and scooters around the place too, (so long as they are wearing a properly fitted helmet and are doing it in the appropriate places). We all know that there are clear benefits of play including increased leadership, responsibility and socialisation skills. We also know that mostly children work out what is safe play and they usually work out their own rules too. We always have Peer Mediators, Student Contact and Duty Teachers (all in high viz vests) on hand at break times so should a conflict arise, a friendly face will step up and support positive outcomes for all.

## Board of Trustees (BoT)

The School's governing body is responsible for ensuring the School complies with relevant legislation and meets the community's requirements. The Board meets in the Staff Room every third Tuesday of each month. Dates are advertised in the newsletter and on the website. Parents and community members are welcome to attend the Board meetings. A copy of the minutes are kept in the School Office for public access. All School Policy documents are accessed via SchoolDocs on the CAS website.

## Buses

Collingwood Area School has 5 bus services that run to and from School: Onekaka, Rockville, Bainham, Puponga and Mangarakau. They usually arrive at School around 8:30am each morning and generally start to leave School at 3:10pm. If you need to know approximate departure and arrival times at specific bus stops along routes, please contact the School Office. It is essential that you notify us if your child is not going home on their bus or if they are going on another bus. Students sign a contract at the start of each year. If in the event of extreme weather GB Coachlines make the call to run buses earlier than normal resulting the Office will activate the phone and text tree. If your child needs to make a trip on a different bus route, tickets must be purchased first from GB Coachlines: 525 8352.

## Calendar

All important dates can be seen on our School Calendar which is listed on the School website and in The Flyer/Te Pia. It contains all sorts of useful information for parents and caregivers. Check it out.

## Camps

We offer wonderful camps which provide opportunities for students to learn in different environments. All camps require extra forms for parents to fill in, and we appreciate you returning these as promptly as possible.

## Cell/Mobile Phones at School

Students in Year 1- 7 should not have phones at school unless there are exceptional circumstances. Cell phones are permitted in Year 8 - 13 classes if permission is granted by teachers when it is related to learning, for example, taking a photo, research, adding homework to their phone diary. Some teachers allow headphones and music, but only when permission is granted and the music must only be able to be heard by that student. Please note, mobile phones are brought to school at the students own risk. CAS will not involve it's self in the recovery or search for stolen or lost phones.

## Child Protection

Collingwood Area School is committed to keeping children healthy and safe. We may share information with appropriate agencies (such as health and education providers or other agencies involved with your child's life) if sharing that information will protect or improve the safety, health or well-being of a child. Our School by law will always share information with Oranga Tamariki (Ministry for Children) and the Police.



## Concern and Complaints Procedure

The purpose of our Concern and Complaints Procedure is to provide clear guidelines for the School community in raising and resolving issues. We have clear procedures in place that we follow to ensure that complaints are handled appropriately. Most complaints can be resolved informally by discussions with the people concerned. Please see our Concern and Complaints Flow Chart on the School website.

## Contacting the School

You are welcome to ring the School any time during School hours (8.00am to 3:30pm) on (03) 5248 125. If the person you wish to contact is not immediately available, then we recommend emailing them. All staff emails can be found on our website.

## Co - Curricular Sports

A wide range of sports are offered at Collingwood Area School. We encourage all of our older students to participate in a sports team. Please contact our Sports Coordinator via the School Office for more info.

## Communities of Learning (CoL) – Kāhui Akō

Collingwood Area School is a member of the Golden Bay CoL or, Kāhui Akō ki Mohua. As part of a Community of Learning, CAS is resourced to work together with other local schools, ECE providers, whānau and the wider community to support and develop learning pathways, from the early years through to tertiary study. Local schools meet regularly, sharing professional development and resources to build a stronger Golden Bay CoL. We continue to maintain contact and support with the TOSI CoL.

## Cybersafety

Cybersafety is the safe and responsible use of Information and Communication Technologies (ICT). Our approach to cybersafety is based on teaching our students how to maintain a positive approach to the benefits brought by technologies and how to be a responsible digital citizen.

## Dental Clinic

The Ministry of Health dental bus comes to our school twice a year, around the Term 2 and 3 holidays. To enrol your child in this free dental service call 0800 833 846 Ext: 8311.

## Digital Technology

In keeping with our Health and Safety policy, we follow procedures to guide our use of the internet, mobile phones, and other digital devices and equipment. We actively encourage our students to be competent and confident in the use of digital technology and aware of and able to manage the challenges and issues that go with it. These issues include safety of themselves and others, privacy, copyright, and protection of digital devices and equipment. In short, to be digital citizens.

## Dogs

Dogs are not permitted on School grounds. The only exception is Show Day.

## Drug-free

The staff and BOT are committed to a drug and alcohol free School. All students know drug use is inappropriate and unlawful in and out of School.

## Emergency Evacuations (Fire, Earthquake, Flooding, Tsunami)

The School has emergency evacuation procedures and practises these regularly.

In the case of an emergency closure we will use all communication options available to make contact with you. We cannot predict the type of event but it is likely we will try to use the following methods:

- The School texting system to send a message to all families
- The School phone tree will be activated
- Listen to the radio for civil defence advice. Tune in to National Radio, Newstalk ZB, The Hits, More FM.



## Enviroschools

We are an Enviroschool. Our practical kaupapa focuses on creating a healthy, peaceful and sustainable world through facilitating action learning; where inter-generations of people work with and learn from nature. Through our student group, we weave in Māori perspectives, combining traditional wisdoms with new understandings. Importantly, our kaupapa reminds us to be in connection: to love, care for and respect each other, our planet and ourselves.

## Extended Absences

Off on holiday? Please remember that parents and caregivers are required to request permission for a student to be away from school for more than five consecutive days (with the exception of absence for medical reasons). Requests for absences should be sent to [admin@collingwood-area.school.nz](mailto:admin@collingwood-area.school.nz) or you can drop a letter off to the Office. Thank you.

## Flyer, Te Pia

A fortnightly newsletter, The Flyer or Te Pia, is emailed to each family at School - this is a very important means of communication between home and School, and is good reading. All of the upcoming events, photos of events and School and examples of student work are included in The Flyer. This is also available on our website or Facebook page. Please let the School Office know if you would prefer a printed copy.

## Gifted & Talented (G.A.T.E)

Gifted and Talented students are provided with rich extension opportunities both in and out of the classroom. These include external competitions, interest groups and conferences, all of which provide opportunities for challenge and growth. Most importantly, our focus on personalised learning has re-emphasised the need for gifted learners to be provided for in the classroom. Focussing on choice and challenge, our dedicated team of teachers achieve this via a differentiated curriculum. We track these students throughout their years with us to ensure that the students are taking up opportunities in their area of exceptional ability. Identification is an ongoing process, should you have any questions contact the G.A.T.E. Co-ordinator via the School Office.

## Grounds & Signing In

For safety reasons, we ask that anyone visiting the School signs in and out at the Office and wear a visitor badge while on School grounds. This ensures that all persons onsite are accounted for in the case of an emergency. The School grounds are maintained by our Property Coordinator; but as a community we ask that you help keep them clean and safe for our children.

## Head Lice (Nits)

Head lice infection is not a problem of schools but of the wider community. Parents are primarily responsible for identifying, treating, and preventing head lice in their family. The School regularly reminds parents about this responsibility, provides educational resources for preventing and treating head lice, and promotes family hair checks. When head lice are detected, the teacher contacts the School Office, and notification and treatment information is sent home to the affected student/s.

## Healthy Lunchboxes

While we are not lunch box “experts” we do know that children with plenty to eat for morning tea and lunch are better able to focus and have more energy to keep them going through to 3pm. Simple healthy foods like vegetables and fruit, sandwiches and even last night’s left overs, will get your child through their school day. Please remember, we have a Healthy Eating Policy and are a ‘Milk and Water Only School’, so no ‘party foods’ or sugary drinks. We ask you to minimise the plastic wrap/ packaging you use - it’s terrible for the environment and is hard for us to dispose of.





## Hire of Rooms

Finding a large or suitable venue locally can be tricky and CAS is always delighted to support our community event, groups and clubs. Mindful that we must follow correct procedures, we have an agreement which is part of the process in booking our kura as a venue. It goes without saying that we have very high expectations around Health and Safety and must ensure that any agreement does not disrupt the day to day running of our School. See the website to download the form.

## Home / School Communications

The School welcomes calls from parents at any time. If you wish to visit the School and speak to a staff member please phone and make an appointment. If there is something that you need communicated, please get in contact with Admin Team in the first instance.

## Homework

Please remember that reading with your children, no matter their age, is one of the most valuable daily activities you can insist on as parents. Students are expected to do work at home to reinforce and extend their learning, however this is an age appropriate expectation and will incrementally increase as your child moves up through the School. If parents have concerns about homework, they should communicate with the teacher involved. We appreciate your support.

## Keeping Up-To-Date

It's essential that we know how to contact you. Please notify us of any changes to your details such as change of address, email, home or emergency phone numbers. Phone (03) 5248 125 or email [admin@collingwood-area.school.nz](mailto:admin@collingwood-area.school.nz) if there are changes to your contact details. Please also ensure that you are reading The Flyer/Te Pia, to stay up-to-date with all School information.

## Lateness to School

Students are to be at School on time. If students are late they need to stop in at the Office and sign in to entry/exit sheet. If students are unsure whether or not they are late, they should ask Office staff. If students are regularly late, parents will be contacted as late students are extremely disruptive to the other students' morning routine.

## Library

Collingwood Area School Library is bright and light and well stocked with up to date fiction and non-fiction books. We have a wide range of New Zealand authors and local history books. The Library caters to the reading needs of all the different ages of the students at the School. The students can borrow the books for an initial period of two weeks and may renew their books after that twice more. Year 1 students may borrow one book at a time; Year 2 may borrow two books and so on up to Year 5, when five books is the normal limit. Any books lost, damaged beyond repair or not returned after an extended period of time will have the replacement cost of the book charged to the student's School account. The Library is open for borrowing Monday to Friday, from 9am to 3pm, morning break and lunchtime. The librarian is available in this time for help and advice on reading, research and study. We have a main Library area for our books, study tables, quiet area for new entrants and an outside deck. There are three computer rooms with glass sliding doors that can partition them to smaller areas. In these rooms are twenty computers and in the Library are over thirty chromebooks available to use in the Library and classrooms

## Life Skills

Lessons and trips outside the classroom are organised for each class and are considered to be a crucial part of the students' education and important for their social and emotional development. These can range from presentations by health providers to school camps or Outdoor Education field trips. Students gain a huge range of skills from completing these activities that benefit all aspects of their learning. All classes are involved in some form of education outside the class and, where possible, we use local community locations for inspiration for on-going class work.



## Lunchtime

Lunchtime is from 12.30pm to 1.20pm. Yr 1 - 11 students are required to stay in the School grounds at lunchtime. There are a wide range of activities to occupy them. Yr 12-13 are allowed to go into Collingwood during their lunch break but they must sign in and out.

## Lost Property

All personal property should be clearly named. Named lost property will be promptly returned to the student concerned. Unidentifiable lost property is claimable from the Office.

Please note: All non-uniform lost property is donated to a charity second hand shop at the end of every term. Please label all uniform items clearly before your child wears them to school.

## Manawhenua Ki Mohua

CAS is proudly supported and guided in our work by Manawhenua Ki Mohua, the iwi mandated organisation representing Ngati Tama, Ngati Rārua and Te Ātiawa within Mohua/ Golden Bay. Based at Onetahua Marae, 'Onetahua' is the local name for the nearby Farewell Spit, and is translated as 'heaped up sand'. The whare tipuna, Te Ao Marama, was opened in 2001. Onetahua connects ancestrally to the waka Tokomaru, the maunga Parapara and the awa Waikoropupu. Manawhenua Ki Mohua leaders live and work in our community, know our students and whānau well, are often part of the most important ceremonies at School such as Prize Givings, our start of year pōwhiri and the annual Matariki celebrations. Manawhenua ki Mohua are central to any consultation work at CAS which includes strategic planning, property development, curriculum, student progress and achievement, plus whānau well being .

## Medical

The School has many qualified first-aiders available for first aid and care of sick students. Please contact the Office if your child has any special medical needs. The Admin Team will pass it on to the relevant teachers and staff.

## Mentors

In the Secondary School, students work with mentors in small groups and individually to set goals, plan career and tertiary pathways and talk about issues or challenges faced in their education.

## Messages

If you have a message that needs to get to a student, please phone the Office and we will pass it on. Only urgent messages will be communicated as it is disruptive to the class to have staff members popping in during class time.

## Motto

Together we ride the wave of lifelong success  
Ka eke ngātahi tātou i tē ngaru o tē angitu

## Music Lessons

All students in the Collingwood Area School are able to have music lessons as an extra curricular activity. Please contact the Office for more information regarding tuition.

## NCEA (National Certificate of Educational Achievement)

Being a School with smaller class sizes we can cater for a wide range of student interests in their subject choices. This helps students attain success with their overall achievement. The School surpasses Ministry of Education expectations for NCEA at all Year levels.

## Parent - Teacher Meetings - see Progress and Formal Reports

Collingwood Area School has regular Parent – Teacher Meetings to discuss individual student progress. These are great opportunities for parents to connect together and discuss what is happening in their child's lives and class. We always encourage students to be part of these meetings too.





## Parent Involvement

Parent involvement is a huge aspect of our life at Collingwood Area School. Helpers are always required for our annual Show Day, working bees, volunteers for gardening and crafting and more. If you want to help out and get more involved, please contact your Class Teacher or the Admin Team.

## Pastoral Guidance/Bully Free NZ - See Wellbeing

Each Class Teacher is the first point of contact should you have any concerns or questions about your child. At CAS we have a core Pastoral Team which includes a Guidance Counsellor. In addition we work directly with Te Whare Mahana, Golden Bay Community Workers and the Child, Adolescent Mental Health Service (CAMHS) counsellor who visits our school weekly. Referrals can be made by the class teacher or parents via the Principal. We also have a Registered Nurse who runs a weekly clinic for students on school grounds, parents can make appointments for their students or students can make them directly. Please contact the Office for more information if you have concerns. We proudly support and endorse Bully Free NZ and always work from a Restorative Practice framework.

## Photographs

As a record of the life of School, class photographs are taken usually during Term 3 by a professional photographer. These are then on sale from them and are published in our year book. Furthermore, on a weekly basis we share photos of exciting things happening at CAS. We ask that during live performances at School children are not photographed or videoed. Flashing cameras and the taking of a photograph can be intrusive and distracting for the children and the audience and it can distract from the performance. Parents sign a form on enrolment to give permission for images of their children (and their work) to be used for publication.

## Phone Tree

Occasionally we may need to contact all parents/caregivers because of emergency closure of School - usually flooding of the roads. In the event of this happening the phone tree will be activated. The School Office contact a group of pre-designated parents who will then call the families on their list. All families are added to the Phone Tree on enrolment at School.

## Play Based Learning

At CAS we make things, grow things, burn off energy and get dirty. We have an amazing school environment with trees to climb, fields to run, jump and cycle in, playgrounds to navigate, and gardens and woodlands to explore. By providing the right setting, opportunities and activities, we create the chance for each child to engage in meaningful, productive activities: building, making things work, collaborating, exploring ideas, and solving practical problems.

## Police Vets

Police vetting is part of the safety checking process of all schools within New Zealand. All staff, music/sport tutors, parent helpers and members of the community who volunteer at CAS are required to be police checked in accordance with the Education Act 1989 and vulnerable Children Act 2014.

## Policies and Procedures

The CAS Board of Trustees policy framework is accessed through our website, via SchoolDocs. All policies and procedures are reviewed regularly and feedback from our community is always welcomed.

## Pōwhiri

At the beginning of every year, we welcome all new students, staff and their whānau to CAS. This pōwhiri is a particularly meaningful way to start the new academic year and is fully supported by Manawhenua ki Mohua.



## Private Vehicles

Children under 7 years old must be in an approved booster seat when travelling in vehicles for school trips. Drivers are required to fill out appropriate EOTC paperwork before transporting children.

## Prize Giving

We have a Junior and Senior Prize giving at the end of each academic year to celebrate the cultural, community, sporting and academic achievement of our students.

## Progress and Formal Reports

Parents are offered regular opportunities to meet with teachers to discuss their child's progress. In addition, we offer a mid-year parent/ teacher meeting, plus NCEA option meetings and NCEA course confirmation.

Written reports:

- Term 1 – a progress report is sent home for students in years 9–13/14.
- Term 2 – a full report is sent home for all year 1–13 /14 students.
- Term 3 – an NCEA summary is sent home at the end of term 3 for students in years 11–13/14. This is aimed at providing impetus for students to study during the holidays, and also allows parents/ caregivers to see the progress their child is making towards gaining their relevant NCEA Certificate.
- Term 4 – a full report is sent home for all year 1–13/14 students.

## Property

Children bring things to school such as toys, bikes and mobile phones (age appropriate), at their own risk. There can be a misunderstanding by parents that anything that children bring to school is covered by the school's insurance policy and this is not the case. Further to that, we cannot spend huge amounts of time investigating the disappearance of an action figure, for example. To help your child protect their own and others' property you can teach them to: put things back in the right place, always ask if they can borrow something and return it promptly with thanks, treat possessions with care, think about how they would feel if one of their possessions was damaged or taken, follow your example of looking after property well, lock up possessions like bikes. In cases of theft of School property, if a student denies an accusation of theft, their parents will be advised and asked for support. The situation will be managed according to the Surrender and Retention of Property and Searches Procedure. The Principal will contact the police when necessary.

## Questions

If you have any questions to do with your child and the School, don't hesitate to ask.

## Hiring of School Facilities

While the School buildings and other facilities are primarily a resource for students and staff of the School, facilities will also be available to community education teachers, private tutors, and other individuals or community groups involving appropriate activities outside school hours. Hire rates are set by the BoT and reviewed annually. Please contact the School Office for more information and see the website to download the forms.

## Reporting to Parents

Reporting effectively about student progress and achievement is one of many ways we celebrate success and support our ākonga towards amazing outcomes. We know that getting the balance of reporting 'right' is essential and can only happen in a culture where inclusive practices, community involvement and open dialogue are a priority.

Here are some of the types of reporting and methods of information sharing we use at CAS:

- Regular updates from teachers: using emails, Seesaw, Google Classroom, subject and whole school Facebook pages and class blogs
- Formal and informal parent/ student/ teacher meetings and coaching sessions
- Formal 'paper' reports which are sent home twice a year



- Regular updates on NCEA tracking, careers and academic mentoring for our seniors
- The fabulous Flyer, our fortnightly pānui to the whole community and our annual Yearbook.
- Celebration assemblies and end of year prize giving ceremonies

## School Day

Staff start the day with a briefing at 8:05 and the School day begins with a roll call at 8:40. Lessons commence at 8:50am. The day is structured around six 50 minute periods. There is a morning break from 10:30am until 10:50am and a lunch break from 12:30 until 1:20pm. Afternoon lessons continue until 3:00pm. Each segment of the day is broken into two 50 minute periods.

Buses usually arrive at School around 8.30 am each morning and generally start to leave School at 3:10pm. If you need to know approximate departure and arrival times at specific bus stops along the routes, please contact the School Office.

School is supervised before school between 8:25 to 8:40am and after school between 3:00 to 3:20pm. Please do not send your children early or have them stay later without some prior arrangement.

## School Events

As a school we celebrate different special events during the year where we come together with the community, these typically are Show Day, Matariki Celebrations, Lip Sync and Prize Giving.

## School Policies (via School Docs)

The School website provides you with a comprehensive core set of policies and procedures which have been well researched and follow the Ministry of Education National Administration Guidelines. Our SchoolDocs policies and procedures are tailored to fit Collingwood Area School and has school specific information such as our Charter, procedures for behaviour management and reporting to parents.

## School Rules - The Collingwood Way (Restorative Practises)

We are a Restorative School and keep rules to a minimum. Students are expected to act with care and consideration and respect themselves and other people and their property at all times. Students share the responsibility to care for the School and its resources. In keeping with the care for the well-being of all members the School forbids the use of cigarettes, matches, lighters, alcohol or drugs at School at all times. The School does not tolerate violent behaviour. Anything that could be a weapon must not be brought to School.

## Sickness at School

Any student feeling ill at School should report to their teacher who will assess the student's condition and either treat the student and send them back to class, send the student to the sick bay, or notify parents to arrange for the student to return home. The first-aider will report the student's absence from class.

## Stationery

Students need to have the correct stationery items in all classes. All stationery may be purchased at School. It is then the students' responsibility to keep it safe and not lose it. The stationery list can be accessed on the School website or from the Office.

## Student Progress and Achievement

Teachers work consistently to support and track all aspects of learning progress, which is reported on regularly to the Board of Trustees. As a school, we enjoy celebrating the success of all our students and recognise achievements through certificates and awards at our regular assemblies, in syndicate hui, in our end-of-year prize-givings, and in learning celebrations throughout the year. Special achievements in, or out of school are published in The Flyer and on our Facebook page.





## Student Contacts & Peer Mediators

Student Contacts and Peer Mediators are available for students at break times who need advice or support. They have regular training throughout the year to equip them with the skills needed to deal with the wide range of challenges that young people have to face these days.

## Sun Smart

Wearing a hat in Term 4 and Term 1 is expected at CAS, when any of us are outside. Each classroom has its own supply of high SPF sunscreen and we keep a central supply at the Office too.

## Syndicate

You will often hear this term used at CAS. We have two syndicate: Primary (New entrant to Year 8) and Secondary (Year 9 - 14). Both of these groups have a Syndicate Leader who is your 'go to person' if you have any concerns about your child, beyond their class teacher.

## Tuakana Teina

The Tuakana Teina relationship, an integral part of traditional Māori society, provides a model for our buddy system at CAS. An older or more expert Tuakana (representing a sister/ brother) helps and guides a younger or less expert Teina. This happens within learning environments that recognises the value of ako, a teaching and learning relationship. It is also important to note that the Tuakana Teina roles may be reversed at any time, which is really cool. At CAS we all learners, all of the time (including the grown ups).

## TOSI

Once at CAS, you will come across this acronym, often. Top Of The South Island or TOSI, refers to the seven Area Schools who compete, collaborate and work together, every year. TOSI is made up of Karamea, South Westland, Rai Valley, Reefton, Murchison, Tapawera and of course, Collingwood Area School.

## Treaty of Waitangi

Collingwood Area School has a strong commitment to living the Treaty of Waitangi and ensuring this is reflected throughout the fabric of the School. The School and staff strive to ensure a culturally located Mātauranga Māori Intergrated Curriculum that reflects all of our diversity. Emphasis is also placed on meeting the needs of all children irrespective of religion, creed, culture or physicality.

## Tree Climbing

Tree climbing is often part of our playtime activities. Surrounded by glorious wooded areas, we delight in our rural setting. At CAS we know that climbing enhances strength, agility, co-ordination, balance and confidence. Of course, problem-solving skills also came into play when children have to work out how to get down again!

## Trips (EOTC - Education Outside the Classroom)

School trips are often defining moments in learning and consolidate valuable teaching opportunities at school. We work hard to integrate all student learning and to increase the authenticity of classwork. Key areas of focus include camps at Totaranui, Ski Trips, Whenua Iti Courses, walking the Heaphy and Abel Tasman tracks. All classes at some stage have field work on local beaches, to Farewell Spit and precious marine areas. There are usually permission and health forms to fill in for the more advanced trips.

## Truancy

Each student is expected to be at School for the whole time we are open. We expect parents and caregivers to support the School ensuring that any absences are explained. Where truancy is established parents will be notified and should such absences persist, parents will be requested to come to School to discuss the problem.



## Uniform: <http://collingwoodareaschool.nz/uniforms.com/>

*Compulsory for Juniors Yr 1-8*

CAS Junior Fleece \$65

CAS Junior Polo \$28

And any black bottom (skirt/shorts/track pants)

Not compulsory but encouraged for juniors

CAS Black Skort \$45 or CAS Black Shorts \$36 or CAS Black Sweat Pants \$42

*Compulsory for Seniors Yr 9-12*

CAS Senior Jersey \$95 or CAS Jacket \$115 or CAS Fleece \$65

White Blouse/ Shirt \$45 or CAS Polo \$45

And any black bottom (skirt/shorts/trousers)

Not compulsory but encouraged for Seniors

CAS Tartan Skirt \$75 or CAS Shorts Girls \$52 Boys \$45 or Black Trousers/ Pants Girls \$60 Boys \$65

*Black bottoms are to be plain ONLY, solid black. No designs, logos, piping or rips permitted*

## Values

To keep learners at the centre of everything we do, we emphasise the following values in our teaching, our learning and our decision making: Personal Excellence (Hiranga motuhake), Respect and Tolerance (Te manaakitanga me te manawanui), Inquiry and Innovation (Te patapatai me te tangongitanga), Diversity (Rerekētanga) and Taking Responsibility (Rangatiratanga).

## Vision

Because of what we value and how we behave, we strive to ensure our students go out into the world as resilient and adaptable learners able to contribute with care and confidence, to our rapidly changing world. We encourage our students to be Curious and Critical Thinkers, able to Relate to Others, able to use Language, Symbols and Text, able to Manage Self and ready to Participate and Contribute.

## Waiata: Te Kura o Aorere

Please see the back page

## Website - [www.collingwood-area.school.nz](http://www.collingwood-area.school.nz)

The CAS website contains a wealth of information including up-coming events and general information about various areas of the School. Check it out.

## Wellbeing

Health, wellbeing, inclusion and hauora are a whole-school responsibility. At CAS we have a core Pastoral Team and also tap into local and regional outside providers to ensure we can meet the wide and varied needs within an Area School framework. This includes a Health Nurse who holds a weekly clinic at school. Every member of the CAS staff is responsible in their own way for providing a positive, safe, effective and culturally responsive learning environment. As far as possible, our curriculum opportunities promote wellbeing at the appropriate age and stage for each year group. This broad overview includes inclusion and diversity, healthy eating, PE and all outdoor education, relationship and leadership coaching, cyber/online safety, sexuality education and support, providing a safe and bully free environment, modelling respect and responsibility, and implementing restorative practices as our kaupapa



## Whānau Groups

Our school has three main whānau groups: Wai – Brunner (blue), Whenua – Heaphy (Green), Ahi – McKay (Red). The whānau system covers all students within the school and is a positive feature of our sporting and cultural events.

## Who to Contact

- General enquiries, short term absence / illness / lateness, finance questions: the Office - (03) 524 8125 or text 027 724 8124

Class teachers: by email (you can find teacher's emails on our school website)

- Concerns and Complaints: please contact the Office if you have any complaints and the staff can direct your call to the appropriate people. We also have a Concern and Complaints Flow Chart that can be found on the school website.

## Wifi

The jury is 'still out' on wifi in schools and continues to be a source of concern in relation to wellbeing. At CAS we turn off our wifi at break and lunchtimes to remove the distraction of devices, and to encourage more face-to-face time amongst our senior students.

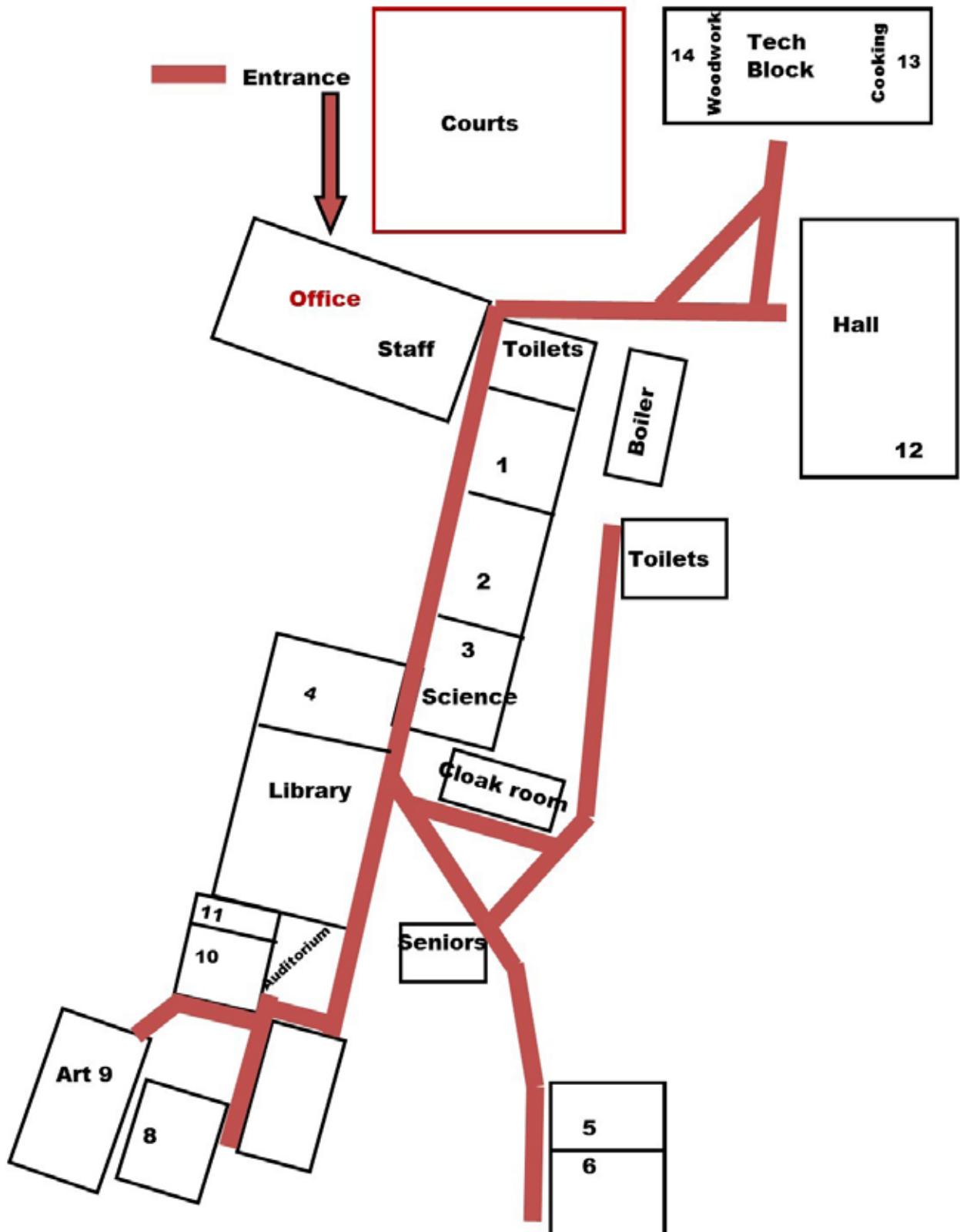
## Worries

We are ALL here to help, so if you have any worries please ring us!





## Collingwood Area School Visitors Map





## Te Waiata o Te kura o Aorere

Mai i te tihi o te maunga  
Ki nga ngaru o te tai  
Ka whiti mai te rā  
I runga i te whenua

Ko Whakamārama ki runga  
Ko Aorere te wai  
Ko mohua te kainga  
Tino ataahua

Tenei te kura o Aorere  
E mihi atu nei  
Haere mai ki tō mātau  
Manaaki tangata

Haere mai ki tō mātau  
Manaaki tangata

From the top of the mountain  
To the waves of the sea  
The sun will shine  
across the land

Whakamarama is above  
Aorere is the water  
Mohua is the home  
It is very beautiful

This is the school of Aorere  
Greetings to you