

Collingwood Area School Parent A-Z Handbook



Lewis Street, Collingwood 7073
Phone 03 5248 125
Text 027 724 8124
Email: admin@collingwood-area.school.nz
www.collingwood-area.school.nz
2020





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.
- 3) Use the SkoolLoop App or Website to report an absence.

Long term – If you want to report an extended absence (more than 2 weeks) please email 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.

Bank Account

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

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

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 2.50 pm. 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.

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.

If a student breaches the school cell phone policy the following steps are taken:

1. Teacher gives verbal warning to the student.
2. Student continues the breach, phone is confiscated and given to the Principal.
3. Principal contacts whānau to collect from school.

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.

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.

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.
- In the event of an emergency closure we will attempt to ring all bus families of children under 14 years of age to ensure that an adult is home. If we cannot make contact we will hold the student at school for later collection. If it is a family with children aged 14 + and with younger siblings we will let them go home.

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 or you can drop a letter off to the Office. Thank you.

Flyer, Te Pia

A twice a term 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.

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.

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.

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 2.45 pm, 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 fifty chromebooks available to use in the Library and classrooms



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.

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.

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.

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.

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.



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.

School Day

The school day begins for students at 8:45 am and lessons commence at this time.

The day is structured around five one hour periods. There is a morning break from 10:45 am until 11.00 am and a lunch break from 1.00 pm until 1:45pm. Afternoon lessons continue until 2.45 pm. Buses arrive at school around 8.30 am each morning and start to leave School at 2.50 pm.

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 online from Office Max: www.myschool.co.nz/collingwood. It is then the students responsibility to keep it safe and not lose it.

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.

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.



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

Website - 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.

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.



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