



Maori Hill School

A friendly cool school

9 Passmore Crescent
Dunedin, New Zealand
Phone (03) 4640184
Fax (03) 4640180
Email: office@maorihill.school.nz
www.maorihill.school.nz

Dear Parents/Caregivers

Welcome to our school and thank you for your interest. Our teachers take a caring and positive approach to all aspects of school life. We focus on learning and encourage our students to be actively engaged in learning and teaching.

Our teachers have wide and varied backgrounds with expertise in the fundamental areas of numeracy, literacy and across essential learning areas. Their interests include many sporting and cultural areas and therefore we are able to offer the children additional opportunities. The school has a number of sports teams that are actively supported by teachers and parents.

The school provides an excellent environment with a variety of grass and hard surface play areas to cater for all students. We encourage our students to be active and support the children to undertake a range of games and activities during breaks and lunch times. The school library is available at lunch times for children's use.

We recognise the importance of close community involvement, where parents work together with the school for the best possible outcomes for students. We have an active Board of Trustees and Parent Teacher Association (PTA) to support learning at Maori Hill School.

Maori Hill School offers the students opportunities to explore the world of information technology with access to up to date learning and support items eg computers, digital cameras, TV, video, fax etc. The school has managed internet access, an intranet in operation and is constantly looking at new ways to provide opportunities for the students.

If you have any questions or would like to visit please call. We look forward to meeting you and finding out how we can work with you and your child to ensure a positive school experience.

Kind Regards
Alistair Campbell
Principal

Learning in the classroom

Maori Hill School students work in a variety of learning situations. They are usually based in one classroom with one teacher. However they may join with other classes or teachers for some learning activities.

In the classroom individual, group and whole class activities help students learn to share and work co-operatively.

Class sizes are generally smaller in the junior school (Years 1-3) around 18 - 23 students and slightly larger in the senior school (Years 4-6) around 25-30 students.

The school day begins at 9.00am and finishes at 3.00pm with breaks (intervals) at mid-morning and lunchtime.

The Curriculum

Maori Hill School focuses on the achievement and success of all students.

We follow the seven essential learning areas of the New Zealand curriculum with a priority placed on Literacy and Numeracy, especially in years 1-3. The curriculum is also intended to reinforce commonly held attitudes, values and beliefs.

The New Zealand Curriculum is set out in seven essential learning areas including: Language (English), Mathematics, Science, Health and Physical Education, Technology, Social Studies, The Arts (Music, Art, Drama, Dance). To help manage the curriculum our teachers use an integrated teaching approach for some learning areas.

Checking Progress

Regular monitoring and assessment helps to identify students' strengths and learning needs.

Maori Hill School teachers report to parents on the progress of their child/ren. They do this using both formal and informal strategies. Parents can also meet teachers to talk about their child/ren and may ask for a meeting with their child's teacher at any time.

Achievement information is used to measure the success of our school's programmes and to provide information for planning and development.

Maori Hill School General Information for Parents

Maori Hill School was established in 1906 and was rebuilt on the present site in 1977. The school consists of three classroom blocks, an administration and resource block, boiler house, storage garage and extensive playgrounds set in park like surroundings.

Maori Hill School is a contributing primary school, catering for children from Year 1 to Year 6. The school has a supportive community, professional Board of Trustees and an energetic Parent Teacher Association. Through the efforts of these organisations the school is well resourced. The current school roll ranges through the year from around 190 to 220 and is organised into nine classes.

An after school care programme (Hillbillies) provides a high standard of care for children between 3.00pm and 5.30pm.

The library and classrooms have comprehensive resources, which are regularly updated. The school operates an intranet with each classroom computer linked to a central server. This provides all classes with managed internet access and printing to the administration area.

Teachers are skilled in teaching the New Zealand Curriculum and use a variety teaching approaches based on current research about learning and teaching. The Board of Trustees places a high priority on teacher professional development and support.

Board of Trustees

The Board of Trustees is the body that governs the school. It is made up of five parent representatives, the Principal and a staff representative. The Board of Trustees has responsibility for setting school policy and oversees the management of the school and its resources, as distinct from the day to day management, which is the responsibility of the Principal.

Procedures and processes used within the school are regularly reviewed and updated.

Parent Teacher Association

The Parent Teacher Association meets at the school on a regular basis. Meetings are advertised through the school newsletter and parents are welcome to attend. The PTA takes responsibility for the majority of fund-raising for the school. For more information please read the flyer in this enrolment pack.

School Organisation / General Hours

Children's arrival time	Between 8.30am and 9.00am
Classes Start	9.00 a.m.
Morning Interval	10.40 a.m. - 11.00 a.m.
Lunch	12.30 p.m. - 1.30 p.m.
Classes Finish	3.00 p.m.

Students are welcome to arrive at school from 8.30 a.m. and are encouraged to leave for home soon after 3.00 p.m. each day. Students who are not attending Hillbillies (our after school care programme) are encouraged to leave the school grounds by 3.30 p.m. Students arriving at school before 8.30 am should go the covered area outside Room 1 and wait for the 8.30am bell. They can then move off to their classrooms.

Enrolment

Most students are enrolled at school on or just following their 5th birthday. We cannot enrol students before the age of 5 and students must be enrolled by the age of 6 years. On enrolment, please bring along the completed enrolment form and a copy of your child's Birth Certificate and Plunket Book. We are required to verify the correct date of birth for all new entrants. We are also required to keep an immunisation register on all students. Your Plunket book will contain the necessary immunisation information or you can request an immunisation certificate from your doctor.

Absences

If your child is going to be absent, please phone the school prior to 9.00 a.m. Calls can be made at any time before 9.00 a.m. and a message can be left on the voice mail system. Should the school office not receive a call the child's caregiver will be contacted. Students are expected to remain at school until 3.00 p.m. each day. Please let us know if your child will be going home for lunch on a regular basis.

Children's Support and Welfare - Health Nurse

A public health nurse visits the school on a regular basis, addressing parents' concerns, helping with health programmes, and conducting screening, monitoring and vaccination programmes. If you have issues that you would like to discuss with the nurse, an appointment can be made by contacting Ruth Gardner at 474 1700 ext585

First Aid / Emergencies / Illness

Occasionally students suffer minor bumps and bruises that require treatment or attention. It is important that emergency contacts are known to us, if we are not able to contact you. Students who receive a bump on the head will have parents contacted, with the suggestion that a doctor see them. Our teachers are trained in first aid with selected staff holding Work Place and Environment and Emergency first aid certificates.

Administering Medicines

If a student is to be given medication at school we ask parents to complete a medication form at the school office. Office staff usually administers medication. Please ensure all medication is delivered to the school in a secure container clearly labelled with the student's name and dosage to be given. Medication cannot be given from bottles / containers that are not prescribed for the child concerned.

Counselling

A system is set up within the school for students to seek help, support and guidance - should this be required. We make use of the Hills Cluster Resource Teachers of Learning and Behaviour (RTLB) who are professionally trained in dealing with children who are suffering from emotional and / or behavioural problems.

Health and Safety

The Board of Trustees is committed to ensuring the school environment is clean and safe for students and staff. All known hazards are either made safe or isolated. Students are supported to maintain a level of self-awareness of potential dangers in all areas of the school. Prior to any trip away from the school grounds, teachers complete a comprehensive Risk Analysis Matrix (R.A.M.) to minimise possible dangers and risks.

Sun Care

We ask parents to ensure children are dressed appropriately to protect themselves against the sun. We recommend appropriate clothing should be worn at all times when outside. Shaded areas have been built for students to play under and to enable students to sit in comfort when having lunch. Appropriate hats can be purchased through school and teachers actively encourage children to wear hats outside during Terms 1 & 4. Students not wearing hats will be expected to play in sunshade areas.

Class Placement

Decisions about student's placements are based on a number of factors. The Principal, following consultation with parents and teachers will finalise placement decisions.

Maori Hill School recognises that there are many opportunities for learning inherent in classes which support diverse groups of children and strong and positive links between supportive social relationships and learning.

Placement decisions are based on:

Numbers and distribution of students in the school;

How well students are learning and their curriculum needs; and

Friendships and established peer group relationships.

Dental Therapist

A dental clinic is attached to the administration area. Val Templeton, Dental Therapist, will be in attendance at various times during the year. Parents will be notified via the newsletter when Val will be at school. At other times she can be contacted at 027 284 9914

Parent Help

We are pleased to have parents, caregivers and friends of the school along to school as helpers. Supporters can help in classrooms with children or around the school by making games, mending books, helping in the school library etc. We need you - so please contact us if you can help.

Helping Children at Home

Once your child/ren have started school you can help them by boosting their confidence, encouraging them, admiring work brought home and showing interest in your child's activities. Encourage early nights - tired students seldom perform well at school. Students will frequently bring home reading books and activities to support their learning.

School Donations

The payment of a school donation is voluntary. The school asks for a donation at the beginning of each year, with the amount requested reducing by a quarter each term. Therefore, if your child starts school in Term 3, you would be asked for half the annual sum. Schools are government funded on a decile rating from 1 - 10. The higher the rating the less per student government funding the school receives. Maori Hill School is a decile 10 rating and so the school donation is a vital part of school finances. This donation is used to support the curriculum or provide additional teaching staff to keep student teacher ratios at an optimum level.

Payment of donations by instalment can be arranged. Please remember to retain your receipt as donations are tax deductible.

School Activities

An activity fee is charged when additional activities and events are undertaken as part of the school programme e.g. trips, swimming. It is usual practice for a notice to come home prior to any additional activities being undertaken. The costs involved will be outlined at this stage. Payments are made to the school office. If this arrangement doesn't suit please contact the school office to discuss options.

Swimming

Instructional swimming takes place during the year. In total, children receive 7 - 10 intensive pool sessions, where swimming programmes are taught. Specialist instruction is given when available. The development of confidence is the main aim of the school's swimming programme. Parent help is an essential element helping to ensure the success of the programme.

Learning Experience outside the Classroom

All classes, at some stage, make use of the wealth of local resources that are available to supplement class programmes. Activities range from aquatics, camps, trips and visits. We aim to increase the student's knowledge of the special features and facilities located in their immediate environment. Parents will be informed prior to events taking place.

Sport

Maori Hill School participates in a range of sports and modified games at inter-school and regional levels. Senior students have the opportunity to participate in: Athletics, Cross Country, Swimming, Miniball, Netball, Hockey, Tee ball.

Uniforms

Representative teams and individuals wear a sports uniform. Sports tops are available for purchase from the school office.

Visiting Performers

Performances enhance school programmes by allowing the children to experience events and artists that are not normally accessible to them. Parents may be asked to assist with associated costs.

Specialist Help / Extension

The school employs a Teachers' Aide to provide support to individuals and small groups. All teachers aim to provide extension and enrichment activities for children as part of the normal programme. This could involve children working on individual programmes, or withdrawal from the class. Your child's teacher will keep you informed of activities and opportunities.

Religious Instruction

Religious instruction is held once each week for half an hour, if instructors are available. Parents need to inform us in writing, or on the enrolment form, if your child is not to participate in this programme.

Library

The school has a well-stocked library available to the children. Parents help with the functioning of the school library. Parents of pre-school children are welcome to borrow books from the library.

Assemblies

Full school assemblies are held each Friday, 2.30 - 3.00pm. in the Coronation Hall. Assemblies enable successes and achievements to be acknowledged, work to be shared and opportunities for school singing. Parents are welcome to attend. On occasions there are additional assemblies or sharing times with classes or syndicates.

Homework

All class teachers set some homework for students during the week. Each teacher either publishes a newsletter or discusses homework at a class meeting. Homework should be seen as an integral part of schooling, helping to establish regular and consistent study habits.

Class Newsletters

Early each term a class newsletter is sent home to outline programmes and inform parents of ways to support students learning. These newsletters may highlight questions, please contact class teachers if you wish to have any issues clarified or explained.

Information and Communication Technology

The school has an extensive networked computer system that enables inter-class communication and multiple user internet access. Each class and staff member has an individual email address; e.g. Room 1's address is room1@maorihill.school.nz Staff members have their christian name before the @ symbol eg susan@maorihill.school.nz. Contact can be made to the office at office@maorihill.school.nz. We encourage contact to be made using this system. Students also have use of digital cameras, video, fax machines, telephones etc.

Contacting Staff

If you wish to make an appointment to see your child's teacher, please phone the office to arrange a suitable time.

When visiting the school during the day, please call into the office first.

School Newsletter

A newsletter is published each week and sent home on Thursday. The newsletter is our way of communicating with parents and friends of the school about the achievements of the children and upcoming events and activities. Please advise the office if you wish to have your newsletter emailed. Should you wish to have a notice published, please contact the office before noon on Wednesday.

Money at School

Please send money to school in a sealed envelope. It helps if it is clearly named with the payment total printed on the outside of the envelope.

Lunches

Option 1 - Smart Food lunches are available daily. These are excellent value at \$2.00. Lunches include a sandwich (varied fillings), a baked biscuit, a milk pudding and a piece of fruit. Smart Food lunches can be ordered at the office before school each day. Children pick up their lunch at 12.30 from the office.

Option 2 - The PTA has a sausage sizzle on Tuesdays only - these are advertised through the newsletter and can be ordered at the office.

Bicycles

Children who cycle to school are required to wear an approved safety helmet. It is the recommendation of the Police children under the age of 10 should not ride to school unless supervised by an adult.

Dropping Off / Picking Up Children

Children can be collected from the Passmore Crescent or Balmacewen Road entrances. Please park in a lawful and considerate manner. Please do not double park or park over our neighbours' driveways.

Stationery

Stationery packs for each class are distributed at the start of the year. An account for stationery is sent home and payment can be made at the school office. Additional stationery required during the year (i.e. pencils, replacement books etc) can be purchased from the school office.

International Students

Maori Hill School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at www.minedu.govt.nz

HEALTH AND TRAVEL INSURANCE

Most students are not entitled to publicly funded health services while in New Zealand unless they are:

- A resident or citizen of Australia; or
- A national of the United Kingdom in New Zealand; or
- The holder of a temporary permit that is valid for two years or more.

If you do not belong to one of these special categories and you receive medical treatment during your visit you will be liable for the full costs of that treatment. We strongly recommend that you have insurance that will cover the cost of medical treatment in New Zealand for the duration of your stay in New Zealand. We also strongly recommend that you obtain insurance to cover your travel to and from New Zealand.

IMMIGRATION

Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at www.immigration.govt.nz



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Dear Parents/ Caregivers

Maori Hill School Donation

The Maori Hill School Board of Trustees requests a donation from parents to assist in meeting the educational needs of our students. The school Board of Trustees receives an annual Operations Grant from the Ministry of Education. The Operations Grant provides for the basic running costs of our school. However, to best meet the needs of our students, the Board of Trustees provides additional resources eg curriculum, additional staffing, technology items, etc. School trips are generally paid for at the time, however there are times when additional costs are subsidised by the school. We hope parents will support the school by contributing through this voluntary donation.

The school donation is:

\$100 per year for the first child, (\$25 per Term)
\$80 per year for other siblings (\$20 per Term)

This payment is reduced for children starting later in the year. School donations can be paid at the school office and will be receipted as they are tax deductible.

We would really appreciate you contributing through the school donation so we can work towards providing the resources we require to give your child the best education that we can. Thank you for your anticipated support.

Maori Hill School
Board of Trustees





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Transition to School Information Pack



What an exciting time for you and your child! As we want this new phase and the transition into school to be as smooth as possible, information in this booklet answers some common questions and explains some of the routines during a school day. Welcome to our happy, safe and friendly school!

Arranging Preschool Visits...

If your child is on our pre-school roll, we will contact you to arrange the pre-school visits. You can let us know if your child is coming to this school by contacting the school office at any time during the school day. A guideline for doing this is around the time your child turns four.

Information school needs:

- Date of birth of your child;
- Names of you and your child;
- Custodial parents;
- Contact address and phone numbers;
- Proposed date for starting school;
- Other siblings;
- Health, welfare, or special needs.

Visits can take place at any time of the school day, and it is often a good idea to fit in visits at different times of the school day. It may also be an advantage to have your child stay for a playtime or lunchtime session. Visits can start at any time, usually a month before students are due to start. The number of visits your child has depends on their needs in settling to school. You can talk to the classroom teacher for advice about this.

You will already have spoken to the New Entrant teacher prior to your first visit. You are welcome to come to Room One on your arrival to school for this visit.

During a Visit

Your child will be encouraged to participate in the classroom activities as much as possible. You are welcome to observe class routines during this time. You will find your child will either want to carry out the activities independently, or they may want you close by, assisting them. Both are just fine!

School Routines...

The start of the school day:

Students are encouraged to organise themselves prior to class starting at 9am. The routines they are encouraged to carry out independently are:

- Unpacking bags and putting books and reading packets away;
- Hanging up bags and coats;
- Handing in any return slips or money (for trips, etc.);
- Going to the toilet.

Class usually begins with our oral language programme. This includes news, Maori language, and Jolly Phonics. This is followed by printing practice and writing. Before the children go out at interval, the school participates in 10 minutes of daily fitness, which is in addition to our physical education programme.

A typical day also includes guided reading groups and numeracy-based maths programmes. Curriculum areas such as Science, Social Studies, Technology, Health, Physical Education and The Arts are also a part of the school programme during a school week, or during the school term.

Special Programmes

Jolly Phonics:

This programme teaches sounds in an order of letters, initially, that make up the most 3-letter words. The children learn sounds through actions, pictures, and rhymes or songs. They then follow up their sound for the day by practising it in their printing. Children learn to blend sounds into words, and this progresses naturally into decoding words in reading and writing.

Family Grouping:

The junior classes join in 'family' groups one afternoon each week. The children are placed in groups which have children from each of these classes in them. Children spend this time working together on learning activities in areas, such as The Arts, Maori, and ICT.

Reading:

Children read in daily guided reading groups. They will take home a book each night to read to you. At school they learn strategies, such as using sounds, pictures, and text structure to decode words. Equally importantly, they work on understanding their reading. Reading programmes include opportunities for personal reading, shared reading and guided reading, in smaller groups.

Maths:

The New Entrant maths programme is numeracy based, with an emphasis on number knowledge, and building strategies when using the four operations (addition, subtraction, multiplication and division). The main emphasis for junior classes is the first two operations. Learning across the other mathematical areas, such as measurement and geometry is incorporated into the weekly programme, usually as a topic.

Other Things to Consider...

- Naming Clothing;
- When buying a school bag, the best ones are big enough to carry all your child's school gear, and can be easily opened by them;
- If you are picking up your child after school, where will you meet them?
- Is your child familiar with the pedestrian crossings and how to use them?
- Are there any considerations with regards to custody of your child that the school needs to be aware of?



Fun -tastic Fridays

...at Maori Hill School

Preschool children and their parents are invited to join us on a Friday afternoon of fun and learning in the New Entrant classroom, for our preschool programme.

You are welcome to join the school for assembly following Fun-tastic Fridays, at 2: 30 p. m

Activities

Songs



Phonics
& stories

and
more!

Room 1, 1:30-2:30pm
Maori Hill School
9 Passmore Crescent
Maori Hill

*For more information,
contact the school office:
Phone: (03)4640184*



Hillbillies after School Care Programme

Venue: Maori Hill School

Hours: 3.00pm-5.30pm Monday-Friday

Programme:

The supervisors aim to provide a safe, flexible and well supervised programme.

The programme will provide a variety of experiences which are appropriate to after school care; this will include books, puzzles, games, art and craft activities, TV, computers and outdoor activities. An area for homework and reading will be available.

Afternoon tea will be provided for all children attending.

Our Aim:

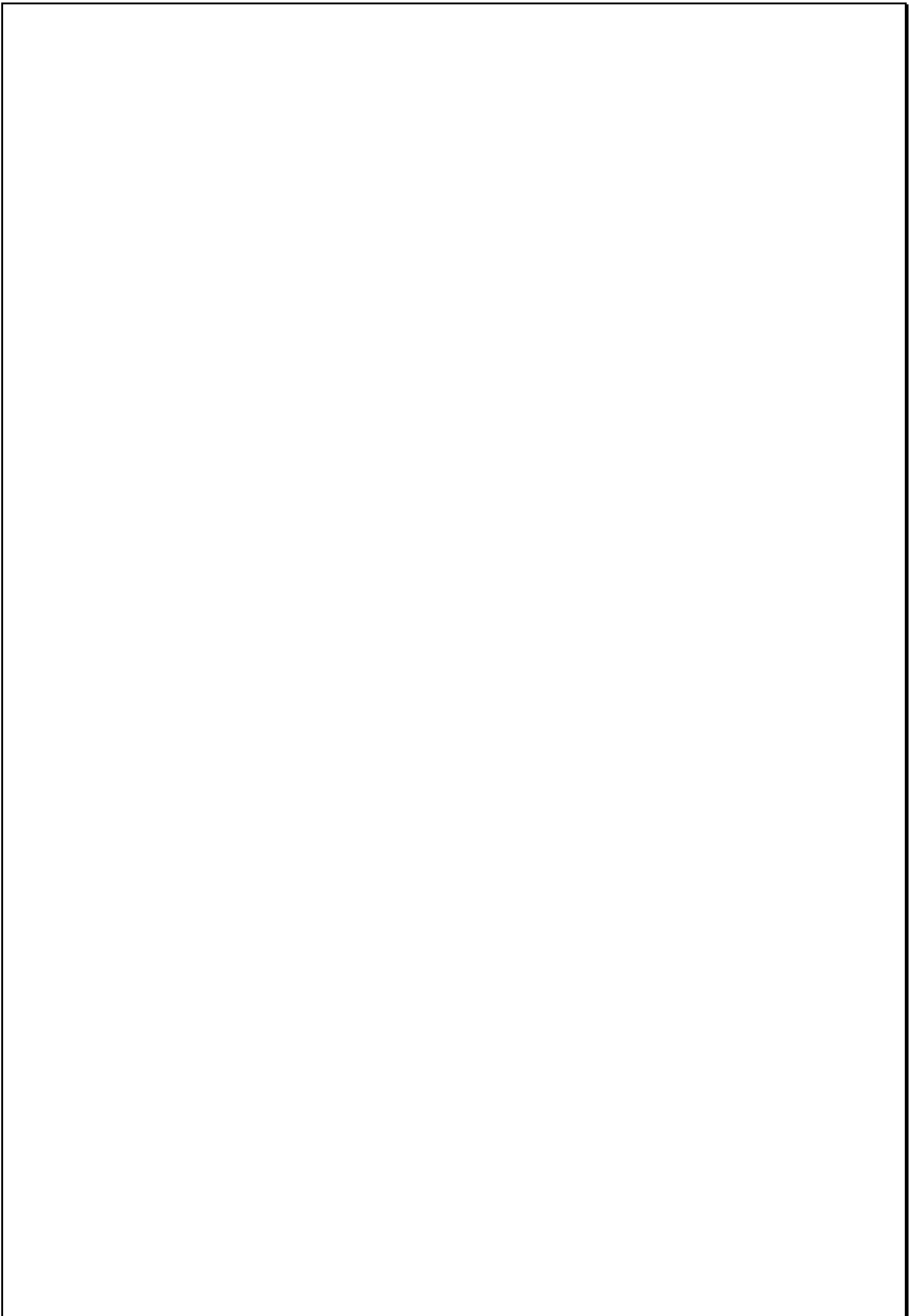
All staff are committed and enthusiastic to provide good quality, affordable and accessible after school care for working parents.

Cost

\$ 5.00 per hour

Charges are made in half hour blocks





Hillbillies Enrolment Form

CHILD'S NAME:

Surname: _____

First Names: _____

DATE OF BIRTH: _____

PARENT/CAREGIVERS DETAILS

Name/s:

Address:

Contact Telephone Number: _____

WORK DETAILS (for those listed above)

Place of Work:

Phone Number:

EMERGENCY INFORMATION

CONTACTS:

First Contact Name: _____ **Phone:** _____

Relationship to child: _____

Second Contact Name: _____ **Phone:** _____

Relationship to child: _____

Doctors Name: _____ **Phone:** _____

Any medical information or food/other allergies staff should be aware of:

Person/s authorised to collect your child from Maori Hill School After School Care

Bookings will be:

Permanent: Day/s _____

Casual as needed: _____

TERMS AND CONDITIONS

I wish to enrol my child/ren in your 'After School Care Programme', we acknowledge and agree to the following conditions:

All children, including those attending casually must be formally enrolled.

All children are to be collected no later than 5.30pm each day. The supervisor is to be advised if someone other than the appointed person is to collect the child/ren.

Fees are billed monthly.

The co-ordinator/supervisor will be advised immediately of any change to the enrolment form.

The co-ordinator/supervisor may arrange urgent medical treatment.

The co-ordinator/supervisor will be advised of any situation which may be disturbing their child/ren.

Behaviour which consistently affects the quality of care available to other children may result in dismissal from the service, after all possibilities have been explored.

Signed: _____

Date: ____/____/____

Maori Hill School/



P.T.A

We would like to take this opportunity to welcome you and your family to our school.

The aim of the PTA is to operate as a team and work in unity with the Board, Principal and Staff to provide our children with the highest quality of education. We achieve this by:

- *Fundraising*
- *Supporting school projects such as the Library, working bees, filing reading books etc*
- *Welcoming new families to the school*
- *Applying for Grants*
- *Organising rosters*
- *Being open to new ideas*
- *Building relationships within the school and the community*
- *Being involved in our children's education*
- *Providing the Board, Staff and School Community with regular updates on our activities*
- *Networking and sharing with other PTA's*
- *Affiliating to the NZPTA*

To accomplish this, we try to include as many of our families as we can, with respect to their time commitments and the skills that they wish to share with us. We welcome all new ideas that you may bring and we are always looking for new members. There are a number of different ways in which to help:

- 1. By becoming a member of the PTA*
- 2. By becoming a friend of the PTA, where you may not wish to be on the PTA however you are willing to lend a hand...*
- 3. By volunteering in an area which is already up and running.*

In this regard, we would appreciate you filling in the attached questionnaire. This enables us to make contact with you and welcome you into our school community. Once a term we hold a new parents afternoon tea where we look forward to getting to know you a little better. An invitation to this will be posted to you in the near future.

A full list of our structure is posted on the PTA notice board in the foyer and on the notice boards at either frontage of the school. If you would like to contact one of us, please feel free to do so. We would love to hear from you.



TOGETHER EVERYONE ACHIEVES MORE

MAORI HILL SCHOOL
PARENT TEACHER ASSOCIATION QUESTIONNAIRE

Please take a couple of minutes to complete this questionnaire for your PTA. We are looking to form a database of people willing to help us if and when possible.

Are you able to:

- | | | |
|----|---|---------------------------|
| 1. | Help with working bees at school? | Yes/No
Evening/Daytime |
| 2. | Share any skills eg painting | |
| 3. | Help at school during the day, eg one to one reading, one to one maths, or if not, do you have grandparents or other friends who may be interested? | Yes/No |
| 4. | Help on the Friday morning baking roster? | Yes/No |
| 5. | Assist with Road Patrol in the mornings? | Yes/No |
| 6. | Help with filing reading books (once a term)? | Yes/No |
| 7. | Help on the sausage sizzle roster (once a term)? | Yes/No |
| 8. | Help with coaching sport? If s, what sport? _____ | |

Friends of the PTA

We would like to add to our list of 'friends' (people who do not wish to be in the PTA but like to lend a hand occasionally). Is this you?

Yes/No

Fundraising

I would like to see money raised this year used for:

My ideas for fundraising activities are:

Social

I think the type of social activities the PTA should be involved with are:

Occupations, Skills and Hobbies

Sometimes the teachers are looking to extend children in a certain field and your occupation and knowledge may be of assistance to them, eg, a scientist parent able to bring microscopes to show the children. This is of huge benefit and you may be able to help in a similar way. Could you please tell us what your relevant skills and interests are:

Name: _____

Phone No. _____

Children's Name and Room No. _____

E-mail
address: _____

Please return to the office.

Thank you for your time and assistance. We really appreciate it.



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Positive Classroom



Maori Hill School
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Positive Classroom

Maori Hill School teachers work hard to create a happy and positive classroom environment for your child. We aim, through our practices and programmes, to encourage children to be friendly, cooperative and to work appropriately. We work towards helping the children to learn through emphasising and teaching essential skills across our teaching and learning programmes. Our programmes and interactions with children aim to teach the skills required for maintaining a positive learning environment for all children.

The Classroom Environment

We aim to create bright, colourful, stimulating and attractive classrooms with quality furniture and equipment. In classrooms you will see children's work being valued and displayed, evidence of current learning, plans, timetables, task boards, a variety of displays, news boards, charts and posters, child centred activities, and teachers participating in and modelling learning etc.

Social Environment

The obvious symptoms of learning classroom are; children actively engaged in learning, children cooperating, children working in a variety of ways e.g. individually, in pairs, small groups and whole class, children showing respect to other children and the teacher, children helping and including other children, children listening to and following instructions from teachers, happy smiling faces and children succeeding in their learning.

Preventing problem behaviours arising in our classrooms

Teachers aim to prevent problems arising in the classroom through effective teaching, structured and organised programmes, being supportive and encouraging and by being enthusiastic about teaching and learning. When children need support to maintain appropriate learning and behaviours teachers use some of the following strategies:

- Vary amount to be learned
- Vary time to learn new information
- Use supplementary materials
- Use large print
- Provide immediate feedback
- Provide time for practise
- Use demonstration
- Read instructions to child
- Modify formats
- Use written backup for oral instructions
- Adjusting pace of lesson
- Co-operative learning groups
- Change physical environment
- Vary activity often
- Supportive seating arrangements eg near front
- Grouping
- 1-1 support
- Independent activities
- Teacher supported activity
- Be positive
- Praise accomplishments
- Offer choices
- Check lists
- Check often for understanding
- Request parent reinforcement
- Support to organise tasks/activities
- Role play
- Shared activities
- Send notes home
- Motivate with special activities eg computer
- Use picture directions
- Peer tutoring
- Partner learning
- Change learning styles
- Referral to other support agency

Successful classrooms have simple clear guidelines for all to follow. The following guidelines form the basis of classroom strategies at Maori Hill School.

Classroom Guidelines

- 1 Do what the teacher asks quickly and quietly.
- 2 Speak nicely to the teacher and the other children.
- 3 Move quietly and speak quietly during work times.
- 4 Work co-operatively with the people in your class.



Class teachers will develop a complementary set of class guidelines that will apply within their classes, subject to the principal's approval. We aim to have accepted behaviours, values, and attitudes which are clear and consistent.

Children should feel safe at school and be able to focus on their learning without interruption from others. If there are any problems children should let their teacher, or the principal know. If children tell parents of problems please let the school know so we can help.

Dealing with inappropriate behaviours

Many of the minor interactions in the classroom that affect learning and behaviour can be dealt with in an informal way without using a planned discipline system. When behaviour interrupts learning teachers support children by;

- Praising and rewarding correct behaviours
- Additional support for learning tasks
- Verbal reminders of behaviour or learning expectations
- Restating classroom guidelines and expectations
- Listening to and helping children to resolve disputes/difficulties
- Diverting the child to another activity
- Time out of the game or activity for a short period

Dealing with more serious behaviour

Other strategies may be necessary to deal with very defiant or disruptive children. Some of the strategies used include;

- Listening to the child and adopting a helpful approach
- Getting the child to talk about why they are being disruptive (this can often diffuse a situation)
- Identifying the issue and establishing a monitoring/reward system to promote the correct behaviours
- Removing the child from group of class activities to work on their own
- Contacting parents to share/discuss concerns
- Visiting the principal for the concern to be recorded
- Referral to RTLB (**R**esource **T**eacher of **L**earning and **B**ehaviour)

Dealing with extreme behaviours or disruption of learning

- **Visiting Principal** - visit recorded and;
- **Letter home to parents** - to let parents know what is happening at school
- **Parents contacted** - phone call or meeting with teacher and/or principal
- **Individualised management programme** developed by teachers and parents
- **Restricted participation** - to stop children annoying others.
- **Involvement of outside support agencies** eg RTLB, Special Education Services
- **Stand-down or exclusion**



Positive Playground



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Positive Playground

Maori Hill School will work hard to create a happy and positive playground environment for your child. We aim, through our practices and programmes, to encourage children to be friendly, cooperative and to play appropriately. We work towards minimising unpleasantness, putdowns and fighting by helping the children to learn to resolve conflict in appropriate ways. Our programmes and interactions will teach the skills required for creating a positive playground for our children.

The Playground Environment

We have tried to create a bright, spacious and attractive playground with games marked out, adventure playgrounds, quiet areas and lots of equipment for the children to play with.

Social Environment

The obvious symptoms of happy playground are; most children actively involved in playing together, children laughing and speaking in a friendly manner, older children helping and including younger children, children listening to and following instructions from duty teachers quickly and cheerfully and many happy smiling faces.

Preventing problem behaviours arising in our playground

Teachers aim to prevent problems arising in the classroom through effective teaching and a proactive approach. This strategy can also work well for the playground. Some of the many strategies used at Maori Hill School include:

- Having clear **expectations**
- **Sharing** expectations with children and parents
- Teachers on duty (supervision)
- Using a **positive** approach, a smile, nod, wink
- Having clear steps when dealing with inappropriate behaviours
- **Involving** parents and caregivers, as appropriate
- **Acknowledging** and **encouraging** for the correct behaviours
- Awards
- **Reinforcing** expectations in classrooms and assemblies
- **Monitoring** inappropriate behaviour
- **Organising** games
- **Supporting** children having difficulties
- **Reminding** children about the school expectations

Playground Expectations

Follow the teacher's instructions

This means

- *Listening to and doing what the teacher asks without fuss*
- *Putting all rubbish in the bins to keep our school tidy*
- *Playing school acceptable games*
- *Playing in safe ways*
- *Playing quiet indoor games*

Play without teasing, threats, putdowns or intimidation

This means

- *Playing in friendly ways*
- *Including others if asked*
- *Using school language*
- *Playing without shouting or yelling*
- *Speaking nicely to children and teachers*
- *If you are unable to sort out problems, walking away and asking for help*

Show respect for people and property

This means

- *Using school equipment for the correct purpose*
- *Using equipment carefully*
- *Returning sports gear*
- *Not taking other's property without asking*
- *No throwing of bark/woodchips*
- *Being patient when going through doorways*

Play in the correct areas

This means

- *Playing in areas you can be seen by the duty teacher*
- *Staying away from out of bounds areas*

Follow Fair Play practices

This means

- *If something happens by accident you say sorry*
- *Sharing sport equipment*
- *Including others in games*

Stay away from out of bounds areas

This means

- *Behind the top field shed*
- *Grass area above the path leading from boiler*
- *Garden areas*
- *Behind classrooms*
- *Car park area*
- *Beyond the hedge behind Room 1 and 2*

Class teachers will develop a complementary set of class expectations that will apply within their classes, subject to the principal's approval. We aim to have accepted behaviours, values, and attitudes which are clear and consistent.

Children should feel safe at school. If there are any problems children should let their teacher, or the principal know. If children tell parents of problems please let the school know so we can help.

Dealing with inappropriate behaviours

Many of the minor incidents in the playground can be dealt with in an informal way without using a planned discipline system. Some of the strategies used at Maori Hill School include;

- Restating playground expectations to the child
- Reminders of expectations
- Listening to and helping children to resolve disputes
- Verbal reprimand
- Verbal apologies asked for
- On the spot counselling
- Time out of the game or activity for a short period
- Becoming a duty teacher shadow (walking with the duty teacher)
- Redirecting the child to another activity

Dealing with more serious behaviour

Other strategies may be necessary to deal with very defiant or abusive children.

Some of the strategies used at Maori Hill School include;

- Removing the child and yourself from the area so the child has no audience
- Listening to the child and adopting a helpful approach
- Getting the child to talk (this can often diffuse a situation)
- Benching the child (a seat outside the office for time out)
- Visiting the principal for the concern to be recorded
- Restricted play areas

Dealing with extreme behaviours

- **Visiting Principal** - visit recorded and;
- **Letter home to parents** - to let parents know what is happening at school
- **Parents contacted** - phone call or meeting with teacher and/or principal
- **Individualised behaviour management programme** developed by teachers and parents
- **Restricted use of the playground** - to stop children annoying others.
- **Involvement of outside support agencies** eg RTLB, Special Education Services

References

The Positive Playground – Martin Van der Kley