

Forest Lake School

Te Kura o Roto Ngahere

School Handbook



A guide for parents and their children

Principal: Christine Jessop

Storey Avenue, Hamilton

Telephone: 07 849 2256

Email: office@forestlake.school.nz

Website: www.forestlake.school.nz

Facebook: www.facebook.com/ForestLakeSchool

February 2022

Dear Parents,

Nga mihi mahana ki a koutou.

Being the proud leader of Forest Lake School for many years I have seen us evolve as kaiako and strive for excellence in all that we do.

We work together to empower our tamariki to be the best that they can and to Rise to the Challenge (Kawe Ake te Manuka).

It is very much a whānau school as we now have second generation tamariki returning to be educated here.

The wairua is warm and welcoming to all at our kura. Tamariki can be educated through Total Immersion Maaori (Rumaki) or English Medium (Auraki). Tikanga ā Iwi is practiced throughout our kura and interwoven through all we do.

We welcome inquiries.

-

Nga mihi
Whaea Chris



School Pepaha

As part of our journey to implement the New Zealand History Curriculum we have a school pepaha written in conjunction with Ngāti Māhanga.

Ko Waikato te awa.

Ko Pirongia Te Aroaro o Kahu te maunga.

Ko Tainui te waka.

Ko Tūheitia Potatau Te Wherowhero te tuawhitu te tangata.

Ko Ngāti Māhanga te iwi.

Ko Rotongahere te kura.



Welcome to
Forest Lake School - Te Kura o Roto Ngahere

Physical Address

**Storey Avenue
Hamilton, 3200**

Postal Address

**59 Storey Avenue
Hamilton, 3200**

Phone: (07) 849 2256

Mobile: (027) 443 4075

Absence Mobile: (022) 381 8008

Email: office@forestlake.school.nz

Website: www.forestlake.school.nz

Facebook: www.facebook.com/ForestLakeSchool



School Zone

Start at the corner of Te Rapa Road and Sir Tristram Avenue.

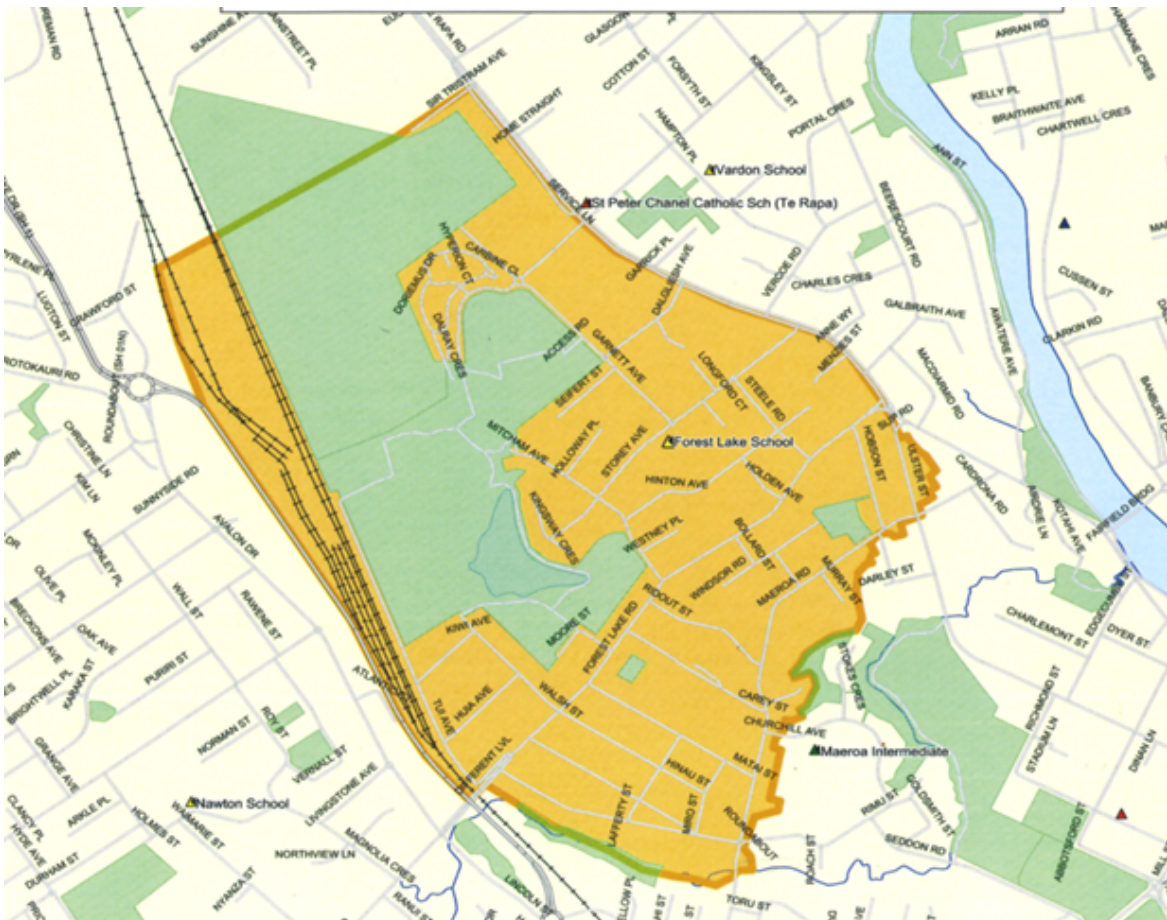
The boundary runs south down Te Rapa Road, including the west side of the road only, to the intersection to Te Rapa Road and Ulster Street

Both sides of Ulster Street are included as the boundary continues south to the intersection of Ulster Street and Maeroa Road. Ulster Street addresses from 421 to 460 are included.

Turn right into Maeroa Road. Both sides of Maeroa Road are included as the boundary continues south to the roundabout at Maeroa Road and Rimu Street. All addresses on Murray Street and Denz Street are included and Maeroa Road addresses from 47 to 236 are included.

Turn right into Rimu Street and the boundary continues to the western end of Rimu Street. All addresses from 88 Rimu Street are included. From here the boundary turns left into Forest Lake Road and then runs north up the railway line and crosses the Waikato Racing Club to arrive at the starting point of Sir Tristram Ave.

Both sides of the in-zone roads are included unless otherwise stated.





WHO ARE WE?

School Organisation

The school has two options for placement of children, either Auraki (General) or Rumaki. In Auraki classes, children stay until Year 6, with curriculum taught in English. In our Rumaki classes, children are able to stay until Year 8 and all curriculum is taught in Māori. Tikanga a Iwi is taught across the school

The school is organised into five teams. This organisation has teachers working and supporting each other in a collaborative and cooperative manner. There are distinctive learning benefits for the children. Teams promote a greater unity and cohesiveness for the social interaction of children.

This year our physical spaces have changed. Teams now work in hubs with 2 or 3 teachers and classroom support staff.

Hubs have students from at least 2 year levels. Class levels do not presume a prescribed curriculum. Teachers plan to meet individualized learning needs. This class structure:

- provides increased flexibility for organising learning groups
- helps children learn to grow with mutual respect for differences
- engenders greater social and emotional support
- uses to advantage the benefits of peer modelling

Develops student agency

The following are benefits to working in a hub:

- a range of learning abilities working tuakana / teina to support each other.
- teaching groups of like abilities
- Teachers are able to teach to their strengths.
- ability to separate children if they present relationship difficulties and/or inhibit learning when together
- compatibility of teacher and child
- students learning self management skills

Values

We have 3 school values : respect , he ākonga and responsibility (EKE) These values are interwoven through all our programmes.

We continually review our values so they are reflected in practice for many of our school processes and building an agreed understanding so our expectations can be implemented consistently.

BOARD OF TRUSTEES

The following names are our Board of Trustees:

Paula Douglas (Chairperson)

Evan Mayo

Shaun Hitchens

Greg Hobson

Natalie Palmer

Michael Mayne

The Staff Trustee is Bruce Gordon



Board of Trustees Elections are to be held in Term 2 / 3 of 2022. The election process starts:

Tuesday, 14 June, 2022. Elections take place between 5-23 September.

The new Board formally starts October, 2022

2022 STAFF

Principal
Deputy Principal

Mrs Christine Jessop
Geoff Turner

Teaching staff

Rumaki

Kauri 2

Manaaki Whare, Mahinaarangi Paki, Anamaraea Te Moea Lake-Hemi

Kauri 3

Moana Turner, Te Aroha Paul

General

Matai1

Jane Morgan

Matai 2

Hannah Kane

Matai 3

Luxmi Bagga

Matai 4

Amy Tong

Matai 5

Bailey Harris

Kahikatea 1

Jaimee Thorpe, Shari Te Huia, Natalie Friend

Kahikatea 2

Soonhi Kim, Katinka Gardiner-Maybee

Kauri 1

Bruce Gordon, Linda Simon

Part Time Teacher - Reading Recovery

Lorraine Bristol

Music Teacher

Matt Tabrum

Learning Support Coordinator

Paula White,

Social Worker (SWIS)

Liz Kerapa (Wed/Fri)

Support Staff

Administrator

Faith Pompey

Administrator

David Sykes

Bursar

Annie Hon

Kaiawhina

Julie Connolly

Kaiawhina

Joanna Ball

Kaiawhina

Nelson Cortes

Kaiawhina

Alina Jenks

Kaiawhina

Jan Trott

Kaiawhina

Denise McDonald

Kaiawhina

Shiloah Wilson-Swann

Kaiawhina

Susie King

Kaiawhina

Justice Wilson

Kaiawhina

Tala-Maree Salvation

Librarian

Robyn Dunstan

Caretaker

Mark Meehan

STAY IN TOUCH



Messages

The most convenient way to contact the teachers is to leave a message with the office. Teachers will be notified and will contact you on their next available break. Alternatively, most of our teachers use Class Dojo in their rooms which is a very reliable form of communication. See your child's teacher for information on how to sign up.

Forest Lake School App and Website and Facebook

We have a school app which will be our main form of communication with you. You can also send your absences in via this app, access a school calendar, contact the school, and more.

This can be downloaded on your mobile device from the app store. For instructions on this, see the back pages of this handbook. Please provide your email address to the office and we will upload you to the app.

You can also access the school calendar via our Website (www.forestlake.school.nz)

We are on Facebook, and you can use the Private Messenger as another form of contact, the page itself will be used as a celebration page as well as a communication page.

Newsletters

An interesting, informative and newsy newsletter celebrating student learning and achievement goes home on the dates listed below with your child. This is available on our web page or we can email it to you. This year we are presenting the newsletter in a digital format via our school app, website and Facebook page. This will offer the opportunity for a few exciting features such as audio or movies in the newsletter.

Any important notices that fall between newsletters will be displayed on our website and through the school app.

Newsletter dates: 2 March, 23 March, 25 May, 22 June, 17 August, 14 September, 2 November, 30 November

Community Notices

A community notice board is in the Pupil / Staff reception area, this will display notices regarding community events and information related to the children. School events will be listed on the school app and website calendar.

There is a notice board in the garden outside the top asphalt steps which will be updated regularly

School Records

It is very important that you keep us up to date with any changes, e.g. new phone, new job, changes in family circumstances, etc. Just phone to tell us or drop us a note. The other important information we need to keep current is emergency contacts.

KEEPING HEALTHY AND SAFE

Asthma

If your child suffers from Asthma and requires an inhaler, a "Asthma Action Plan" must be completed by your GP and a copy provided to the school. We have copies of the blank action plan for your GP to complete at the office.

Allergies and Health Problems

The school should be informed of any particular allergies, e.g. stings, or health problems. Then your child may receive immediate treatment when necessary. If your child needs regular medication while at school, please complete a form for this at the office.

Public Health Nurse

Our Public Health Nurse, works for health in the school

By

- networking with social and health agencies and the school community
- working with individual children with known health problems
- making assessments of health concerns
- referrals to other agencies, eg Child Development Centre Health Camp
- identifying children with new health problems
- assessing the health of new entrants
- checking on immunisations, and working with teachers to assist with the school health programme.
- Referrals can be made to the Public Health Nurse.

The Public Health Nurse will be in the school fortnightly for parents to access. You will be notified through the school newsletter when this will be.

Vision and Hearing Testing

If children have not had their hearing and vision tested prior to starting school, they will be seen in their first year at school.

You will be contacted if your child does not pass the checks. Should teachers have a concern about a particular pupil's sight or hearing, they will refer them to the Vision and Hearing Tester. You can also request a referral by speaking to the school office.

Dental

The Therapists visit Forest Lake School when they can to attend to all our pupils' dental needs by offering a free dental check-up, treatment and dental health and hygiene education for children. You will be notified of the Therapist's visit in the school newsletter. The Dental Therapist can be contacted through 07 859 9160.

Cycle Helmets

Cycle helmets are compulsory. All children riding bicycles to school must wear a cycle helmet. Children younger than Year 6 must be accompanied by an adult. (Recommendation from Police Education Officer).

Sun Smart

We are a Sun Smart school and require all students to wear a brimmed school hat during Term 1 and 4. It is an expectation that children come to school with sunblock applied from home in these terms.

School Crossing

Parents are asked to ensure children use the school crossing points at all times. Each are placed in the safest areas possible, however they are still extremely dangerous.

Traffic wardens are working at strategic places to ensure children get to and from school safely. Please observe safe road practices in the school vicinity. Teachers support traffic wardens at all crossings.



40km Zone

We have a 40 km zone placed around the school. This provides added safety to our children using the roads.

Parking

Parents are asked to keep clear of NO PARKING areas - especially where vision is limited for traffic wardens on wet days. Also do not park on the asphalt areas within the school grounds or in or over the school driveways. If you do park in these areas you will be asked to move or your car registration will be forwarded to the Police.

The parking bay located outside the steps on the top asphalt has been labeled the 'Kiss and Drop' and Pick up and Go' zones. In the mornings if using this area, caregivers are asked to park, say goodbye to their children in the car, then pull out and allow others to use the space "Kiss and Drop". In the afternoon, caregivers can use the bay, but you should not leave your car, your child comes to you, and once they are in the car, you should pull out allowing others to use the space "Pick up and Go".

Please discuss with your children where you will meet them afterschool. It is their responsibility to get to that location. We cannot guarantee supervision of students after 3.00pm.

Covid Prevention Actions for our Kura

- The government wants all schools to remain open but we are moving into uncertain times and this may change.
- Parents/ caregivers if you need to come onsite you must wear masks. Social distancing from others is required when indoors
- Regular hand washing/ sanitising. If a child has eczema they can hand wash with warm water and soap in the new toilet block.
- Cough and sneeze etiquette will be followed
- Regular cleaning of high touch surfaces
- Classroom doors and windows will be open
- Children stay home if they are sick

How do you know when to keep children home?

- Have they been in a place of interest?
- Are they showing any symptoms?
- Have you been contacted by MOH?
- Does someone in the home have symptoms or been contacted?
- Is there a positive case in your house?
- Contact tracing using Vistab (office) and QR Codes is essential
- No non-essential visitors on site.
- Students will be working in their hubs.
- Break times are staggered and there will be rostered use of the playground.
- School assemblies will become hub assemblies.
- Emergency drills continue as normal

Masks:

- Masks are required for students in years 4- 8 when indoors.
Students in year 1 - 3 are not required to wear masks. Staff in Year 1-3 must wear masks in public places.
Parents who need to come onsite must wear a mask.

Entry/ Exit:

The two points of **entry and exit** to the school are the steps at Storey Ave and the back gate on Hinton Ave.

In the morning students can arrive from 8.30am and go to their classrooms. No one on the school site prior to 8.30am

Parents of new students to our school can come through the office, sign in and may go to the classroom for a limited time (30 minutes). Masks must be worn and social distancing adhered to.

In the afternoon if your child walks, bikes or scooters to school they will be dismissed at 2.30pm unless you message their teacher to let them know to dismiss them at 2.45pm

At 2.35pm students will move in their hubs to sit either at Storey Ave or Hinton Ave. It is important that your children know what entrance they need to be at. Teachers from their hubs will supervise the students in hubs. Parents can collect students from 2.35 - 2.45pm.

YOUR CHILD'S LEARNING

Rumaki (Total Immersion Māori)

We respect the unique position of Māori as tangata whenua (the indigenous people) of New Zealand and te reo Māori (Māori language) as an official New Zealand language, in accordance with our commitment to the Treaty of Waitangi. In recognising the unique position of the Māori culture, we provide instruction in all curriculum areas in te reo Māori for students through our rumaki unit (Year 0 - 8).

We believe it is important for all our students (Māori and non-Māori) students to further develop self identity and understanding through learning te reo and becoming familiar with tikanga.

Classes range from New Entrants to Year 8. We have a maximum of 120 spaces available for this programme.

Auraki (General School)

All classes in Auraki incorporate Te Reo Māori into their programme and practice tikanga.

Assemblies

These are held fortnightly to give the children the opportunity to mix socially with other children of the school and to share the work and experiences they have been involved in. Parents are welcome. For special occasions, parents are notified if their child is getting an award.

During Red Level assemblies will be held in hubs.

Computers

Every classroom has internet access and school devices. (iPads and Chromebooks) Students in year 5 - 8 are able to BYOC (Bring your own Chromebook). No devices using a windows operating platform allowed as they are more difficult to monitor for safety. ALL students must sit a license to prove they can take care of the devices and stay safe when they are using them. If they break a rule they need to resit the license.

Reporting to Parents

Seesaw is used to share 'moment in time' learning with families (an online programme). See your child's class teacher for details on how to sign up. Twice a year parents will also be provided with a formal report. This may be digital and/or hard copy.

Discussing your Child's Progress with a Teacher

Although teachers will report to parents about their child's progress, parents may wish to discuss aspects of their child's work or behaviour with the teacher. It is important for all parties that the many positive aspects of education are talked about so that the negative aspects are easier to solve. We value these conversations and a quick pop in before or after school does not allow for a focussed discussion so we encourage parents to make an appointment with their child's teacher to discuss your child's progress.

Physical Education

A school priority is quality physical education; this will be taught through the year. Fitness and skills programme will be part of the classroom lessons. Children should be prepared for these and are expected to participate fully. Senior students (Year 4 and up) are required to purchase and wear the school PE top while participating in Tuakana sports and any sporting excursions while representing the school.

School Sports Programme

The school sports programme encourages children to participate in organised sports, eg cross country running, inter-school sports. We expect all children to participate unless there is a medical reason. A note must be sent for any child who is to be excused on medical grounds.

Library

Parents are asked to keep a watch out at home for overdue library books and return these to school. All children must have a library bag, i.e. a large draw string bag (size 350mm x 350mm) or a reader bag to protect books between home and school. Your librarian is Robyn Dunstan.

Regular home reading is encouraged. But should books not be returned, the school reserves the right to stop issuing books to some children. All books should be returned promptly when asked for.

PLEASE NOTE: The library is next to the school office.

Swimsafe Programme

This programme is paid for by the Board of Trustees. It is expected that all students participate in this water safety programme unless a medical certificate is provided. The school community will be informed when dates are confirmed for 2022.

Music Curriculum Programme:

Every child in the school receives lessons in music every week. The music curriculum is wide and varied in terms of the coverage required and so children can expect to learn wide and varied skills in a range of different contexts: Everything from learning to play an instrument to learning music theory and how to read it; the role of technology in producing and creating music; learning about music from cultures represented in our kura; listening and responding to music; career pathways in music and opportunities for performance. There is never a dull moment in music.

Under Red Level Matt will release you in your classrooms and there will be no music programme.

Music Tuition Programme:

Every year students of any age can sign up to learn a musical instrument from Matua Matt and an awesome bunch of talented tutors. Years 1 - 3 students can learn ukulele or xylophone (great entrance level instruments) and they can join the school choir and J-Choir (especially for the younger students). These take place during the school day, once a week. Year 4 - 8 students have a wider range of instruments available to them; Guitar, Keyboard, Trumpet, Trombone, French Horn, Drums, Clarinet, Saxophone, Violin, Cello and Singing. These lessons take place after school and there are enough instrument choices over enough days to suit even the fussiest students with the busiest of after school timetables.

This will not take place in term 1.

SCHOOL LIFE

Book Club

Children have the opportunity to buy books at a reasonable price through the Ashton Scholastic Book Club. This offer is available twice a term. A sheet showing titles and prices will be sent home with each child. There is no obligation to buy. Please send order forms and money in named envelopes to the office. Books will be distributed two-three weeks later.

Books In Homes

We are a member of the Books in Homes organisation. 50% of this programme is funded by our BOT with an outside sponsor paying the other 50%. Children are presented with a minimum of 5 books of their choice each year as well as being able to select books when nominated by a staff member for positive behaviour and attitude.

School Uniform

We are a uniform school and all students are expected to wear the correct uniform every day.

Footwear is black school sandals and/ or black school shoes. See the office if you are unsure.

Found named uniform is returned to the owner.

Un-named uniform is held at the office for a short period of time before being added to second hand uniform supplies.

Non uniform items handed in will be donated to charity

Parents of students not in correct full uniform will be contacted as it is a minor violation under our PB4L programme.

Parent volunteers are required to sew labels on polar fleeces and hats for clear identification of clothing. If you can assist, please see the office.

Out of School Care

We have an Out of School Care facility on site (both morning and after school care). This is operated by the YMCA. If you wish to enrol or have any questions about the programme, contact the YMCA on the below numbers: YMCA office on 07 838 2529

PB4L

The school implements the programme called Positive Behaviour for Learning (PB4L). The programme is aimed at all students. We have created our own mascot to promote the values that the school believes that all members of the school community should display. Check out our mascot 'Tūmeke Taniwha' below. Vouchers have been created displaying these values and students and staff are awarded vouchers whenever they are seen displaying one or more of these values. All the vouchers go into a draw at fortnightly assemblies, giving the drawn names an opportunity to have a spin of the 'Wheel' to earn a prize. Each term and at the end of the year special draws will be done for the opportunity to spin for larger prizes.



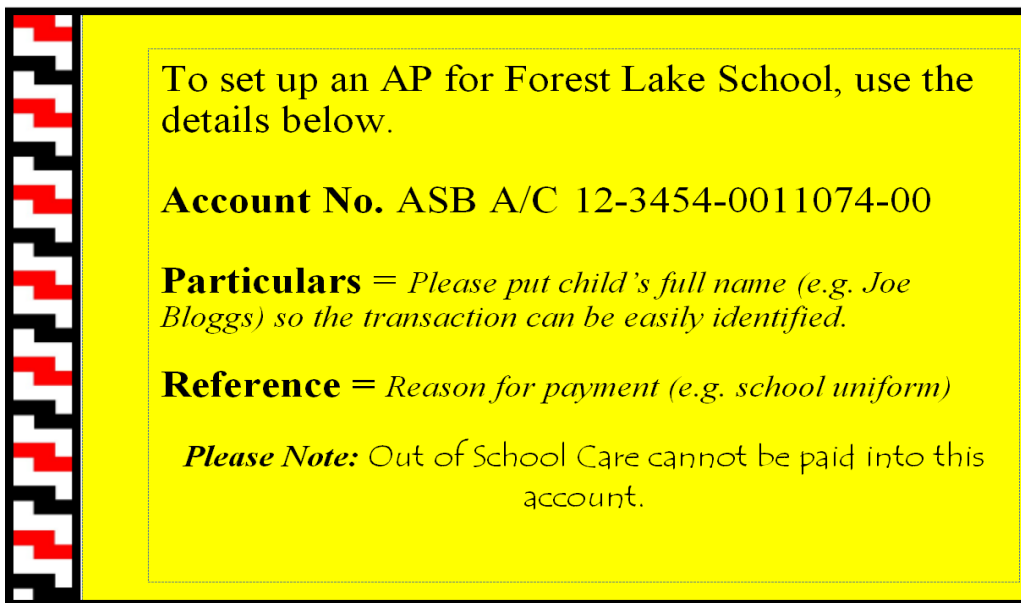
GENERAL INFORMATION

Technology / Manual at Melville Intermediate

This is compulsory for all Year 7 & 8 children to attend. The programme is paid for by the Board of Trustees.

Automatic Payments

If you wish to set up automatic payments for any reason (e.g. uniform, or stationery) use the information below. Please note, it is important that you let the office know you have set up these payments. Also be aware if you are using this option there must be sufficient funds available before items can be handed out.



To set up an AP for Forest Lake School, use the details below.

Account No. ASB A/C 12-3454-0011074-00

Particulars = *Please put child's full name (e.g. Joe Bloggs) so the transaction can be easily identified.*

Reference = *Reason for payment (e.g. school uniform)*

Please Note: Out of School Care cannot be paid into this account.

Attendance

For safety and attendance reasons, it is important that parents and teachers know where students are. Please let us know the reason your child is absent. If your child is away, please contact the school via phone, text or email. ***Please keep the school informed of reasons for absence.*** Upon returning to school, a note must be provided explaining the absence.

If your child is absent and the school has had no notification, the school office will contact you by phone. If there is no response the Truancy Service may contact you to locate your child.

We expect students to be at school for 90% of the time. That is only three days absence per term.

Below are the ways of contacting us for any absence: Phone: 849 2256 Text: 022 674 9867

Please note: Schools mark their rolls each half day. This means that for students to earn 100% attendance they must be present for both the morning and afternoon sessions. If your child is going to be late or picked up early for a medical appt and you provide a medical appt card this will not be counted as an absence. If students are late or picked up early for other reasons, this may count against their overall attendance.

Learning starts at 9.00am and finishes at 2.45pm daily. Students need to be at school for the whole day unless a medical appointment or family emergency situation.

Stationery Packs

This year stationery packs (exercise books and pens, pencils etc) will be available for parents to order through the school. Individual stationary items will not be available at the start of the year, however replacements of individual books will still be available during the year.

Free Lunch in School Programme

If required in emergency situations, we are able to provide breakfast (weetbix) to students.

We are part of the Free Lunch in School Programme and all children will have lunch provided. Dietary information is collected on the enrolment forms. If there are changes to this please inform Matua Geoff. Parents can opt out of this programme.

If new to our school you need to provide lunches for the first 2 weeks of them attending for the supplier to amend

Kiwican

This is a programme that all students attend on a weekly basis with two trained facilitators. The programme uses our school values and focuses on Respect, Resilience, Integrity or Positive Relationships each term. This programme will be based in Kahikatea 3 initially then move to Rimu 1.

The Rauhi Project

The Rauhi Project is a trust providing social development through the medium of music.. Students can enrol in their second year of school. More information will be in our newsletters and on the website.

Transition to School

Transition classes are run to help settle children before they start school. Parents must remain with the children during these sessions. Session times are to be confirmed and will be displayed on the school app and in our school newsletters

At the same time as the school visits, it would be helpful if the necessary paperwork can be prepared in order to enrol your child. Please bring to the school office a copy of your child's birth certificate or passport and an immunisation certificate. At this point you will be given a list of your child's stationery/uniform requirements - these can be purchased from the school office.

Informal Cohort Entry

We operate an 'informal cohort entry programme' for five year olds starting school. This means that your child may not necessarily start as soon as they turn five, but may need to wait until a specific date (see entry dates below) to start. This makes it easier for staff and students in the transition to school when a group starts at the same time as opposed to staggered throughout the term.

Entry Dates are as follows:

Term 1: 5 Year old Students can start 3/2/2022 or 7/3/2022

Term 2: 5 Year old Students can start 2/5/22 or 7/6/2022

Term 3: 5 Year old Students can start 25/07/2022 or 29/08/2022

Term 4: 5 Year old Students can start 17/10/2022 or 14/11/2021

As this is an 'informal entry' students can still start when they turn 5 if you wish.

Term Dates for 2022

Term 1	Thursday, 3 February to Thursday, 14 April
Term 2	Monday 2 May to Friday 8 July
Term 3	Monday 25 July to Friday 30 September
Term 4	Monday 17 October to Friday, 16 December
Public Holidays falling in school time	Waitangi Day observed - Monday, 7 February Queen's Birthday - Monday, 6 June Matariki observed - Friday, 24 June Labour Day - Monday, 24 October
Teacher Call Back Days	To be confirmed.

School Hours

Note: There are no wet day procedures

WE DO NOT RING SCHOOL BELLS

Time	Event
8.30am	Students wait either on the top netball court or in front of Matai 2 and 3. Prior to 8.30am the only students on site will be students preparing for road patrol.
8.45 am	Classrooms open
9.00 am	School Starts
10.50 to 11.10 am	Morning interval
1.05 to 1.15 pm	Lunch
1.15 to 1.45 pm	Play
2.30 pm 2.35pm	School ends. Students walking or biking depart promptly to use the patrolled crossings. Classes come out under teacher supervision to either Storey Ave or Hinton Ave to be collected by parents by 2.45pm
3.00 pm	All children should have left school grounds. Unfortunately there is no guarantee that there will be supervision available for those students remaining after 3.00pm.

Complaints

The school has a complaints procedure. If you have a complaint, please forward it to either:

- the chairperson of the BOT
- The Principal or any classroom teacher.

Have you got the Forest Lake App?

The school uses an app as its main form of communication with the school community. Some of the highlights of the app are:



Absences - send absences through the app



Alerts - receive alerts to topics of your choice (e.g. sports game times, fundraising, discos etc)



Contacts - enables you to contact the office or your child's class teacher via email.



Calendar - view the school calendar of events



Links - access various links relating to the school and learning



Newsletters - Download and read school newsletters

Instructions on accessing the App

If you have an Apple or Android device you can download the app by:

- Email the following details to systems@forestlake.school.nz: First name, Surname, Phone No., and Email address
- Once these have been emailed you will receive an activation email to give you access. Please check Spam folder as well as inbox for this.
- Open your App store on your device and type in SchoolApp NZ in the search bar
- Download the free App
- Open the app and search for Forest Lake School and follow directions from the activation email.

