

## General Information

### Absence

We ask parents to use the absentee button on the HERO app or ring the school office before 9.00am if a child is going to be away from school for the day. It is vital that contact is made with the office as this eliminates the worry of child health and safety. **Please** provide the child's name, room no. and reason for their absence when leaving a message so we can accurately code it. You will receive a text message if your child is absent and we haven't received any notification.

Arriving at school between 8:30 and 8:45am is best as it provides enough time for the children to organise themselves and see friends before the school day starts formally at 8:50am. However, if they arrive late we ask them to check in at the office first so their attendance can be corrected on the roll.

### Before-School Care, After-School Care and Holiday Programmes

Our before- and after-school-care programme, Kohia Kids Zone, operates from 7:15 to 8:30am and from 3:00 to 6:00pm in the school hall. To book your child(ren) into Kohia Kids Zone, simply follow this link: <http://kts.enrolmy.com>. Check the newsletter for information on upcoming holiday programmes. For more information, please email Sarah at [afterschoolcare@kts.school.nz](mailto:afterschoolcare@kts.school.nz)

### Allergies

If your child has a moderate to severe allergy, please inform the school office so that we can discuss the appropriate actions that need to be taken and ensure medication is kept at school if required. We know a number of students have life-threatening allergies to peanuts and eggs and we are able to handle these situations if we have been fully informed.

### Assemblies

These will be held every second Friday: 9:00 - 9.30. Please check the weekly newsletter for any changes to this time. All parents are most welcome to attend.

### Behaviour Management

At Kohia Terrace we set high standards for ourselves. We have a consistent approach by all staff members who believe in creating a positive, warm environment that enhances self-esteem. Students are encouraged to take increasing responsibility for their own learning and their own behaviour. Respect for ourselves, for others and the environment are important values at Kohia, as well as the family feeling of caring. Students who have problems dealing with their behaviour and respecting others may find that they have some "time out" to reflect on their behaviour. Parents are notified of any concerns, with follow-up meetings being arranged as required.

### Board of Trustees

The Board of Trustees meets twice a term and parents are welcome to attend. Please check the website for dates and times. The Board email address is: [ktsboard@kts.school.nz](mailto:ktsboard@kts.school.nz)

### Car Parking

There is a limited number of car parking places for staff in the staff car park. We request that this is not used by parents. There is a drop-off bay at the front of the school, please use this, as the less traffic there is inside the grounds, the safer it is for our children. Parking is limited on the street to 20 minutes at peak times. We encourage parents to park away from the school and walk to the gate (e.g. St Andrews Road, Ranfurly Rd, Woodhall Rd) to limit congestion.

### Cell Phones

Students are not encouraged to bring cell phones to school and these are banned from use in the classroom.

### **Change of Home Address, Email Address and Phone Number**

It is important that the office be kept up to date with records in case of emergencies. If you change either your home/mobile number or street/email address (or those of your emergency contacts), please notify the office as soon as possible.

### **Communication**

The school newsletter is published every Tuesday and can be found on the website or via Hero. Hero is the key tool for school communication, to check on financial matters and to track your child's learning progress in reading, writing and maths. Download the 'Hero by LINC-ED' app from your app store. Important communications are also available on our website - [www.kts.school.nz](http://www.kts.school.nz).

### **Cyber-Safety**

The school utilises the benefits of information and communication technologies to support the learning programmes. We ask each student to consider their responsibilities for cyber safety and to sign an individual cyber safety agreement. Parents are also asked to sign a cyber safety information sheet.

### **Dental Clinic**

A mobile clinic comes to the school occasionally to examine children's teeth and carry out preventative treatment, i.e. radiographs, fissure sealants and fissure protection. Those requiring restorative treatment will be given an appointment to attend a Hub clinic. If you have dental concerns outside of the regular annual check, please phone 0800 TALK TEETH (0800 825 583).

### **Enrolments**

Kohia Terrace School has an enrolment scheme where all students reside in the defined zone. The purpose of the scheme is to avoid overcrowding and to facilitate long-term planning, thereby ensuring quality education. The geographical zones are on the school website. Every year there is a ballot for out-of-zone applications; the date is set by the Ministry of Education.

### **Enrolment Orientation Visits**

Parents will be asked to bring their children for orientation visits before their child starts at school. Orientation days are Thursdays 1.45 – 2.45pm. A letter inviting you to attend will be sent out at the beginning of the month prior to the child turning five.

### **Health and Medication**

To provide a safe and healthy environment school staff will not administer medication at school unless there is written permission from the parents. This includes Ritalin. If students become sick at school, parents will be contacted to take them home, hence the need for up-to-date telephone contact numbers.

### **Home Learning Policy**

Home learning that is set will usually be based on the current classroom programme for reinforcing understanding and skill development of the core curriculum (reading, writing and maths). It is our hope that students' interest in the work done at school will carry over to the home for further investigation and discussion. The length of time expected for homework will vary, but will generally increase as your child gets older; it is compulsory for intermediate students.

Please see the school [home learning procedure](#) for more details.

### **Immunisation**

Primary schools are required to see and record the Immunisation Records of each 5-year-old beginning school. These certificates must be seen prior to enrolment for all new students to the school.

### **KTS Shop**

All school payments can be made online. We encourage families to pay for your children's school expenses using our online school shop. To set up your account go to our website [www.kts.school.nz](http://www.kts.school.nz) and click on KTS Shop to register. Lunches can also be ordered online through the KTS Shop.

### **Library**

Borrowing of books from the library by students is encouraged. All classes will be rostered so that they access the school library each week. Parents will be charged the cost to replace lost or damaged books.

### **Lost Property**

All items that come to school MUST be clearly named, so that if they are lost they can be returned to their owner. Items are kept initially within the classrooms, and then stored in the lost property box by Room 8. Feel free to check this when an item is missing. From time to time, lost property is checked and displayed in an attempt to return clothing and footwear. Other items such as jewellery, watches, phones etc. can be claimed from the office.

### **Lunches**

Lunches are offered daily through the KTS Shop online ordering system. Orders are taken up until 9am each morning and delivered to the school at lunchtime. For more details check KTS website.

### **Parent Help**

We welcome help from parents/grandparents/caregivers in the school. There are many roles that can be played, including assisting with road patrols, coaching sports teams, assisting in the library, developing teaching resources, and providing help on trips and in the classrooms. Contact your child's teacher for further information on duties and times.

The PTA (Parent/Teacher Association) of the school usually holds meetings each term in the staffroom – meeting dates will be advised in the school newsletter. Everybody is welcome.

### **Playground Supervision**

Two teachers are on duty at morning break (10.30–11:00am) and over the lunch break (12.40 – 1.30pm). They are easily identified as they wear a fluorescent vest and carry a first aid kit.

Classrooms are open from 8.30am and we do encourage all students to arrive after this time. For those who need to arrive earlier, Before-School Care is available in the hall (see above for more information). All students are required to leave the school grounds promptly at the end of the day to allow teachers to attend meetings and to prepare for the next day.

### **Learning Support Programmes**

We carefully monitor students' progress and will endeavour to arrange additional support for those students who require it when we can.

We also offer the services of a specialist teacher who works with selected students with specific learning disabilities (SPELD approach) and we have a programme to support English language learners.

### **Road Patrols**

The crossings at Gillies Avenue and Kohia Terrace are patrolled by senior students who have been trained by the Police. A teacher or parent helper always supervises these patrols. This patrol begins 20 minutes before school starts in the morning and continues for 15 minutes at the end of the school day. Please use these crossings as we live in a very busy part of the city. Additional parent supervisors are always welcome.

### **Sports**

Most of our major sports codes are offered for the students to participate in during the year. Opportunities to represent the school in inter-school competitions are offered in a range of sports such as swimming, athletics, cricket, softball, netball, soccer, tennis, touch, and cross-country. We encourage all children to participate but as a small school often require parental support with coaching or transport. If you are in a position to help with coaching, please contact the school office.

### **Stationery**

All stationery items required at school can be ordered online from Office Max [www.myschool.co.nz](http://www.myschool.co.nz).

### **Sunsmart Policy**

Students are expected to wear sunhats outside during Terms 1 and 4. As part of the school's health and safety policy, every effort must be made to reduce the incidence of skin cancer. Lunch is eaten under the shade of the trees or appropriate shaded areas. Consideration of outdoor activities will be made where possible to avoid the heat of the day.

**Teacher Contact**

If you have any concerns or queries regarding your child's progress please do not hesitate to contact the class teacher to make an appointment to discuss these concerns. The class teacher should be the first person you contact to discuss class issues. It is advisable that an appointment is made so the teacher can organise their time to talk with you. The website has each teacher's email contact details.

**Telephone Calls**

Urgent messages to teachers or students may be relayed through the school office. Students are not permitted to use the telephone unless specific permission is given by a teacher.

**Toys**

Students are not encouraged to bring toys to school.

**Trips**

Our learning objectives encourage the use of the local and regional environmental resources to enrich students' learning. Parents complete a blanket consent form to cover local trips. In an attempt to keep costs down, often parental help is requested for transportation. Your support is always appreciated. Legally we are required to have a set ratio of children to adults, this varies slightly with the type of trip experience. If a child is travelling in a car they are required to wear a seat belt (not including a lap belt) and should always be in a smoke-free environment. Proof of a New Zealand Driver's Licence and current Warrant of Fitness is also required.

**Uniform**

Uniforms are compulsory at Kohia Terrace School. The school uniform can be purchased from the School Uniform Centre, 169 Manukau Road, Epsom, or by visiting their website where you can order everything you need and have it delivered to your door, [www.schooluniformcentre.co.nz](http://www.schooluniformcentre.co.nz) Please note that they stock tops S, M, L, and Adults, and will make one-off sizes. Hats are expected to be worn during the summer months (see Sunsmart Policy above). Students are not to wear other coloured clothing items in addition to the school uniform. Shoes and sandals need to be black, dark blue, a touch of colour is OK (e.g. a small logo on the shoe) or black with white sole shoe.

House t-shirts can be purchased through the school office for \$27.50.