

5 February 2010

## ***Welcome to Raroa for 2010 ...***

Welcome back and happy New Year to all students and their families. We look forward to a further year of exciting and challenging learning experiences for your child and we look forward to meeting you during the course of the year.

### **STAFF CHANGES**

We have two new staff for the start of 2010 and have two returning to the classroom. We are delighted to have Ms Elizabeth More returning to us after nearly two years overseas and we have also appointed Ms Aimee Dimery, an experienced intermediate teacher who did some part time work for us last year.

We also have Ms Bek Galloway & Ms Phillipa Dick returning to the classroom as Learning Leaders. Ms Bek Galloway is returning following two years as the Extending High Standards contract facilitator and Miss Phillipa Dick returns following her one year acting Deputy Principal role last year.

I know each of these people will continue the Raroa legacy and will add to the vibrant, focused and thoroughly professional learning environment we endeavour to create here.

### **MEET THE TEACHER**

Next Wednesday, 10 February, starting at 7 pm in the hall, we will have a meet the teacher evening. Teaching staff and Board of Trustees will be introduced to you and then you will hear about the organisation of this year's camps. Following this you will be able to meet your child's teacher and the Team Learning Leader. The teachers will cover things such as the new curriculum and how they plan to operate it in their classrooms, homework expectation, details of the camp etc. There will also be the opportunity to chat informally over a cup of tea with staff and Board members – maybe you have some questions about National Standards. We anticipate the evening will be finished by 9 p.m.

### **CAMPING EXPERIENCES 2010**

This year all classes will have a camping experience in the Wairarapa during March. Details about venues etc will be sent home shortly. All camps will be for four days (three nights). The camping schedule for 2010 is as follows:

Rooms 1, 2, 8, 15, & 21	1 – 5 March
Rooms 3, 7, 18, 19 & 20	8 – 12 March
Rooms 4, 5, 6, 12, & 17	15 – 19 March
Rooms 9, 10, 11, 13, & 14	22 – 26 March

Costs will be around \$225 and yes, we will need some parental support. Please see if you can help when asked. Payment of the \$225 is expected before your child goes to camp.

If you have any problems with payment please contact me, your child's teacher or the school office. We can set up automatic payments so the camp costs can be spread through the year.

Please note, we reserve the right to cancel a camp if conditions are adverse or adult support is lacking.

### **STAFF MEETINGS**

This year we are trialling having staff meetings before school rather than after school. These Professional Development Meetings are for teachers and will be held on Thursday mornings from 8.00 – 9.00 am. Teachers will not be available during this time. Classes will start at 9.00am on a Thursday instead of the usual 8.45 am. It is expected that students will arrive at school at their usual time, despite the slightly later starting time.

### **GARDASIL VACCINATION** (for year 8 girls - against Human Papilloma virus)

The Gardasil vaccination is now on the New Zealand Immunisation schedule and is free for all girls born on, or after January 1<sup>st</sup> 1990.

The Public Health Immunisation Team will be providing an education session at the school on Friday 12 February at 1.15pm where they will be issued with information regarding the vaccine and a consent form which needs to be completed and returned to school.

Girls can receive the vaccination through their GP or through the school-based programme.

The Immunisation team will be vaccinating at the school on the following dates.

Dose 1 Thursday 25 February;      Dose 2 Tuesday 27 April *and*      Dose 3 Tuesday 27 July

### **STUDENT CONDUCT –**

#### **The School's Requirements**

Courtesy, dignity, respect and commonsense are expected at all times. To ensure there is a climate of care in the school we have a Code of Expectations that sets out the school's expectations in maintaining a caring community and vibrant learning environment. A copy of the Code was included in the Prospectus. In keeping with such a Code, there are also some necessary consequences which accompany it and about which it is in your interest to know. We look forward to your support in maintaining these high standards for all students. In addition, the school has an Acceptable Usage Policy for the use of all school computers. These have already been distributed by your class teacher. This form must be completed and returned to school before any student can use our computers.

### **COMMUNICATIONS**

We want to provide the best possible education for your young person. We can do this most effectively when the school and home work together. We would like you to let us know if there is anything happening for your child at home that may impact on their learning at school. In the same way we will endeavour to keep you informed if there is anything happening at school that may have an impact on your child. Please be reasonable in your timing of calls and expectations for responses. A teacher may be on duty at interval and lunch and at a meeting after school and unable to get back to you until the next day. Remember that class times must be protected from interruptions. There may be times when you want to discuss something with us. Please contact classroom teachers in the first instance if the issue is related to the classroom. If it is a wider issue, contact one of the Deputy Principals Mr Nelson or Ms Williams. We like to hear about any problems so we can work with you to overcome them. Equally we would like to hear if you think we have done something well, or to share any ideas you might have. Please do not ring teachers at home except in an emergency. Teachers work long hours at school and we need to respect their private family time. If calling in to the school to meet a teacher, please advise your presence at the school office. There are times when in spite of all our best efforts we may not get things quite right. In those circumstances the school has a clear complaints process and a copy of this is attached for your information.

### **CONTACT NUMBERS**

Our contact details are at the top of this newsletter and will appear on all newsletters throughout the year as a quick reference for you.

### **THE RAROAN – Newsletter**

This newsletter, The Raroan, is produced every second Friday starting this week. The newsletter can be sent by email and is also posted on our website. They will be numbered at the top of the front page to help you keep track of them e.g. 1.1 for Term 1 Newsletter 1 and 2.1 for Term 2 Newsletter 1. If you find you have missed out on a newsletter feel free to ring the office and we will send you another copy or you can visit our website. Newsletters are our best method of keeping you informed so it is important you receive them. You will also receive newsletters from classes. These will keep you informed about what is happening in individual classes or teams.

## LUNCH SYSTEM

A price list for lunches is available at the school and is included with this Raroan. The canteen is the vehicle through which we provide supplementary snacks and emergency lunches for those times when it is not possible to prepare a lunch at home. Ideally students will bring quality food from home. Drinks such as Coke, V, Lift, Sprite, Fanta and any other glass bottled drinks are not to be brought to school. The canteen opens on Monday 8 February.

## SCHOOL FEES and DONATION

Shortly you will receive an invoice for the Annual School Donation (\$170) & Technology Curriculum Materials Fee (\$50).

The Annual Donation enables the school to provide a wider range of activities than is covered by state funding. As we are a decile 10 school, the government pays our school less than if we were a lower decile.

Please consider paying the donation early as it helps to provide many of the resources for our students over the year.

This donation is voluntary and is tax deductible. A receipt will be issued for Income Tax purposes.

The Technology Curriculum Materials Fee (\$50) is compulsory and covers the cost of the materials used in the Technology programme.

Payment of these fees can be made directly into the school's bank account. The account details are **123223 0077412-00**. Please ensure your student's name appears on our bank statement. The school can also accept Visa & MasterCard and has EFT-POS facilities in the office.

## STUDENT ABSENCES.

Please ring the school office **before 9.15am** if your young person is unable to attend school on any given day. We have a dedicated answer phone facility to take your calls. The number is **477 5333**. We will follow up all unexplained absences with a phone call to you. This system ensures the safety of your child – please make it effective by notifying the school if your contact details ever change during the year. For safety reasons we do require explanations by phone to the office or teacher, or in writing. We are unable to accept a student's unverified verbal account for an absence. This system works well most of the time. Occasionally a message does not reach the office – please be positive with the office staff when that happens.

## SAFETY AT THE GATE and ON THE DRIVE.

The school entrance before and after school can become congested when a large number of parents drop off or collect their young person. We ask that you do not drive up the front driveway. Instead please use the alternative access from Raroa Park at the south end of the school. This allows you safe off-road stopping to set down. If you park inside the school grounds before school finishes please be aware that for safety reasons you may have to wait until all students have boarded their bus before you are able to drive out of the grounds. During school hours if you need to drive into the school please be aware that students are always moving around the school so it is essential you drive slowly and with extreme care. Please do not park in the bus bays at the front of the school.

## NETBALL TRIALS

For all students who are interested in playing netball for Raroa on Saturday mornings in Term 2 and 3, trials will be held over three Sundays in March.

A meeting of the parent committee will be held very soon and all parents interested in being involved in their child's netball are invited to attend this.

Interested students will receive a newsletter with a registration form in the near future.

### TRANSPORT SERVICES.

**Buses** –Ngaio / Khandallah service operated by Go Wellington. For timetabling information please refer to [www.metlink.org.nz](http://www.metlink.org.nz) or phone Metlink on 0800 801 700. Students can purchase a ‘Snapper’ card at various retailers. For more information refer to [www.snapper.co.nz](http://www.snapper.co.nz) or call 0800 555 345.

- Churton Park service operated By Newlands Coach Services. Please contact the office at Newlands Coach Services (478 8315) for a timetable and to apply for a ‘Smartcard’.

**Trains** – The period of grace for these expires on Wednesday 17 February. All students must have their term passes (or buy daily tickets) from and including Wednesday 17 February. Please note that students who pre-ordered Rail passes can collect these from the school office on receipt of payment. Students who did not pre-order a term 1 pass may purchase passes from Wellington or Johnsonville Railway Stations.

If you would like the school to order term 2, 3 & 4 passes, please contact the school office.

**Prices are \$60 Raroa to and including Crofton Downs; \$100 Raroa – Wellington.**

For safety purposes we monitor the behaviour of students on the trains and buses and would appreciate your support in this.

### RAROA AFTER SCHOOL CLUB

Welcome back to Club members. We’re looking forward to the year ahead. For casual or regular bookings, call Gladys Flitcroft on 477 5334 or 027 3350183 during session hours; 478 9146 After Hours, or call in at the Performing Arts Room. We’re there every day of the school term 3pm – 6pm, with holiday programmes in the first week of each term holiday and the last week of the summer holidays. We look forward to meeting you all.

Our AGM is at 7 pm, at RASC on Wednesday 24 February. The Agenda will include appointing a new Chairperson, committee members, financial & general business. All welcome, rsvp to Gladys by email [rasc1@xtra.co.nz](mailto:rasc1@xtra.co.nz) if you would like to attend.

### RAROA MUSIC CENTRE ENROLMENTS FOR 2010

Raroa Music Centre offers Saturday morning group music lessons for primary school children at reasonable cost. There are still classes available for choir, recorder, violin, cello, clarinet, saxophone, flute and trumpet.

To enrol for 2010, visit our website at [www.raroamusic.org.nz](http://www.raroamusic.org.nz).

Enrolments close Friday 12 February.

Ian Armstrong, Raroa Music Centre, Parent Committee.

### BOARD of TRUSTEES NEWS

On behalf of the Board of Trustees, welcome to the start of the new school year. For parents and students who are either new to the school or returning students, I am sure you will have a great year at Raroa.

For your information the current Board members and their contact details are:

Richard Bryant	478 6522	Parent Trustee
Sue Collins	477 5330	Staff Trustee
Janet Green	478 5229	Parent Trustee
Leah Kininmonth	479 7007	Parent Trustee
Sandra Lyall	479 8378	Parent Trustee / BOT Chair
Greg Mitchell	977 3186	Parent Trustee
Kevin Ryan	477 5330	Principal

You are invited to attend the Meet the Teacher Parent Evening on Wednesday 10 February where you will have the opportunity to meet Board members. We look forward to seeing you there.

Regards

Sandra Lyall, Chair, Board of Trustees.

**DATES TO REMEMBER**

**February**

Wed 10 Meet the Teacher Parent Evening in the Hall – 7.00 pm  
Fri 12 Boostrix Gardasil Vaccination Education Session – 1.15 pm  
Music Centre enrolments close  
Tues 23 Raroa Athletics Day at Nairnville Park (pp Fri 26 February)  
Wed 24 Raroa After School Club – AGM in the RASC room – 7.00 pm  
Thurs 25 Year 8 girls Boostrix Gardasil Vaccinations  
Thurs 18 BOT Meeting in the Staffroom – 7.00 pm

**March**

Mon 1 – Fri 5 Rooms 1, 2, 8, 15 & 21 at Camp  
Mon 8 – Fri 12 Rooms 3, 7, 18, 19 & 20 at Camp  
Mon 15 – Fri 19 Rooms 4, 5, 6, 12 & 17 at Camp  
Mon 22 – Fri 26 Rooms 9, 10, 11, 13 & 14 at Camp

Kind regards

Kevin Ryan  
Principal  
[principal@raroa.school.nz](mailto:principal@raroa.school.nz)

**RAROA NORMAL INTERMEDIATE SCHOOL  
STAFF 2010**

**Senior Leadership Team**

Principal: Kevin Ryan

Deputy Principals: Craig Nelson and Marian Williams

Assistant Principal: Bek Galloway

**Team 1**

Rm 20 Bek Galloway (LL)  
21 Elizabeth More  
7 Sonia Talivai  
8 Shane Lavery  
2 Rachel Johnston  
15 Kelly Herbert  
1 Paul Brownlie

**Team 2**

Rm 4 Phillipa Dick (LL)  
5 Shelley Olliver-Bell  
3 Angela Pedder  
6 Matt Tilley  
17 Kate Wilson  
18 Janet Hart  
19 Frank Wilson

**Team 3**

Rm 14 Sam Jones (LL)  
9 Sue Collins  
12 Sara Monaco  
11 Kelvin Hartell  
13 Ben Bowkett  
10 Aimee Dimery

**Team 4**

Vicky Sime (LL)  
Alistair McQueen  
Marina Brown  
Lynne Newton / Shona Dowman  
Bill Taylor  
Liz Fa'alogo

Science / Technology / GATE. Rm 16  
Hard Materials  
Soft Materials  
Foods  
Visual Arts  
Performing Arts

*LL = Learning Leader*

**Part-time Teachers**

Judith Dunlop  
Karen Doogan  
Natasha Frethey  
Helen Vardey  
Dael Robinson

Learning Support / ESOL  
ORRS Funded  
Teacher Release  
Teacher Release  
Teacher Release

**Support Staff**

Loretta Britt  
Michelle Cottis  
Lynne Colenso  
Lorraine Donaldson  
Michael Eatson  
Brian Faircloth  
Clare Forrest  
Sue Jane  
Paul Le Roy De Saint Rene  
Lesley Love  
Chris Matsas

Teacher Aide  
Office Manager  
Finance Manager  
Executive Manager  
Part-time Groundsman  
Property Manager / Caretaker  
Library Assistant  
Library Manager  
Teacher Aide / Part-time Groundsman  
Teacher Aide  
Office Assistant

Raroa Normal Intermediate School  
Operating Guidelines  
**Resolution of Concerns and Complaints**

**OG3: 9**

**RATIONALE:**

To ensure that the concerns and complaints are heard and dealt with fairly, properly and promptly.

**PURPOSE:**

Staff are entitled to be accorded procedural fairness under the concept of natural justice. Parents must be informed of the process by which they may register a concern or a complaint.

**CONCERNS / GUIDELINES:**

1. A concern is a verbal expression of worry or anxiety, which is communicated in person or by telephone to a teacher, a Deputy Principal or the Principal.
2. Concerns about students should be discussed, in the first instance with the student's homeroom teacher.
3. Concerns may then be discussed at any other level.
4. It is important to note that almost all concerns are resolved in the ways described above.
5. Only if the concern cannot be resolved through discussion should it become a complaint.

**COMPLAINTS:**

**A: Personnel**

1. Any school staff member:

- All letters of complaint are to be seen by the staff member complained about if any further action is to be taken.
- All reporting to be in writing
- (a) The complaint must be in writing to the Principal
- (b) The Principal undertakes an investigation e.g. discussion with relevant parties, observation etc.
- (c) Within 21 days the complainant will receive a written response.
- (d) If the complainant is still not satisfied the complaint should be sent in writing to the Board
- (e) The Board's Role (as Review Authority) is to ask the Principal what he/she did i.e. The Board reviews the process not the decision.
- (f) The Board may affirm the process but could ask the Principal to consider a different course of action.

2. The Principal:

- (a) In the first instance the complaint is in writing to the Board.
- (b) The procedure (a), (b) and (c) above is followed except that the Chairperson of the BOT will undertake the investigation and conduct the process.

**B: Other Complaints** - e.g. School processes

Note: Should a concern about a school process not be resolved through discussion it can become a complaint as follows -

- (a) A complaint should in the first instance be in writing to the Principal
- (b) The Principal will accord the matter urgency and reply in writing.

**CONCLUSION:**

With known procedures, issues can be resolved fairly and positively.



## 2010 Canteen Price List

*The canteen will open on Monday 8<sup>th</sup> February.*

### Lunch Orders

These items can be ordered by placing the money (preferably the correct amount) in a sealed envelope with your name, room number and order on the outside of the envelope. Place the envelope in the labelled box at the school office before school and pick up a lunch pass. Lunch orders can be picked up from the canteen in the hall at 12.10 pm by handing over the lunch pass.

- American Hot Dog \$2.00
- 70 gm Noodles (beef, chicken or vegetable) \$2.00
- 180g mince pie (heart tick) \$2.00
- 180g mince and cheese pie \$2.00
- Hawaiian Pizza \$2.00
- 100g apple pie \$1.40
- Sausage roll \$1.20

**The items below can only be purchased from 12.20 to approximately 12.30 pm.**

- 250mls calci-yum milk, Chocolate \$1.30
- 20g Popcorn .90c
- Chocolate chip cookie 80c
- Fudge Brownie cookie 80c
- 50g Corn chips \$1.10
- Nacho cheese, tomato salsa, Mexican flavours
- Slushies (lemonade and raspberry) \$2.20
- Popsicles (spider, chocolate, cola pop) \$1.20
- Moosies (frozen flavoured milk) \$1.20
- Caramel, chocolate, strawberry, blue moon flavours
- Frozen smoothies (milk & juice) berry, banana \$1.00
- Cool Sips (juices) \$1.00
- Berry, lime and lemon, passion, orange flavours
- 300mls H2GO spring water \$1.50

We look forward to assisting students who wait behind the line sensibly then use please and thank you to the canteen monitors. All litter is to be placed in the bins provided. Please be patient during the first few weeks as the monitors learn their role.

Any changes to the list will be notified through the newsflash and the Raroan newsletter.

Thank you for your support.

Lynne Newton and Shona Dowman