



Manurewa West Primary School

**ADMINISTRATION
MANUAL 2021**

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ADMINISTRATION MANUAL

Absences – Students

In the information handbook parents are asked to phone the school or submit an absence on the website if a child is absent or going to be absent (See also in teacher share under policies: Not notified Absence procedures). The school uses an electronic register.

The roll is marked at 8.55am and after lunch at 1.15pm for Middle and Senior School students and at 1.50pm for Junior School students.

The front office staff will contact all absent student's homes through a text messaging system once the rolls have been entered and follows up with an appropriate code.

The office will enter appropriate codes for children who are on leave (justified or unjustified). The office will also enter L for Lateness. All students who arrive late to school must report to the office for a late card. If a child arrives late to class without a late card, send the child to the office. They will return with a late card and the office will enter L on the electronic register. Teachers MUST NOT change codes on roll put in by the office staff. All absences are entered twice each day.

Any teacher with concerns about attendance or lateness needs to notify the Office or Deputy Principal and they will review the data and follow up with a phone call to the parent. If continued concern, the attendance service staff will be asked to attend.

Important to note that if a child is going to be away for more than 5 days the parents need to they have to advise the Principal in writing – e.g. an email of their intended trip and they will be advised that the school does not set work; if it is a holiday it is unjustified. Please teachers do not set work for children on holiday, as you then set a precedence for other teachers.

Codes for attendance for Manurewa West Primary School:

- ? Do not know about the child's absence
- P Present
- L Late (office puts this in)
- E Explained but unjustified
- J Justified absence – explanation fits school policy
- Q Not in class but on school based activity – trip, ski team, sports activity
- T Truant – no reason provided therefore unjustified absence
- A Attends alternative education provider e.g. 1 day school
- D Dentist/Doctor

Absences – Staff

If Support Staff are away for any reason, they must Contact – Milly Blank (Admin Manager)

If teachers are away for any reason, they must notify:

Juniors – Erica Adkins/Stacey Madden/Shea Bowden

Middle – Michalla Thomson/Komal Singh

Seniors – Deborah Gosnell

As appropriate between 6.30am – 7.00am on the day the reliever is needed or the night before, if possible. For sick leave, exceeding three days, a medical certificate is required. Please leave a copy of your work-plan or planning for the day(s) you are absent in the BLUE Relievers Folder. If you have unplanned absence of more than 1 day, the reliever is responsible for the detailed planning for the class beyond the first day, based on your work-plan for that week.

Leave requirements known ahead of time must be communicated to the principal using a leave of absence form (provided by Milly), prior to the leave being taken.

Non-teaching staff should text/phone/email the Administration Manager (Milly) if they are going to be away.

Accidents/Injuries at Work

All injuries to staff, which occur at work, must be recorded in the staff accident register held by the Principal. Refer to Policy Folder: Health and Safety: Accident and Reporting Investigation.

ACTIV Boards

The School has provided access to ACTIV PANELS in each classroom to support effective teaching programmes. Use of this tool must be embedded within your classroom programme.

ALL Activ panels must be turned off at the wall at the end of each day before teachers leave their rooms to prevent damage to the panel due to power outages. Erica Taylor is the teacher in charge of Activ Panels, PLD, updates and issues with panels. No cords or keyboards belonging to specific panels are to be removed under any circumstances. Activ Panels are an e-teaching tool that belongs to the classroom and must remain in the allocated classroom even when teachers move rooms.

Alarm

Each teacher has a unique PIN number after hours. Upon entering, switch off alarm at your designated keypad. Ring the Monitoring Company (Intercept 0800903903) if you are entering school buildings before 6.30am, and staying on after 6.30pm and if you are at school on weekends. Please set the alarm upon leaving the school when it is during a weekend or holiday.

Art Supplies

Basic art resources are allocated to each classroom. If you require general/specialist materials please check with the teacher in charge of Art supplies.

Assemblies

A school assembly is held every Friday at 9am – 9.30am. Each teacher is responsible for the behaviour and organization of their class. It is your duty to **actively supervise and manage children**. It is not the sole responsibility of management to maintain order. Refer to Assembly roster for details of class items. We expect children to enter the hall silently and to remain silently attentive throughout the assembly.

Behaviour Management

- 1 It is important that every teacher deals with any incident immediately (no matter how small), to prevent anything escalating into larger problems.
- 2 Teachers should attempt to handle issues themselves and not readily undermine their own authority by passing discipline issues to colleagues or management.
- 3 A child needs to be 'timed-out' in the thinking spot. There the child has to reflect on what had gone wrong. This time out allows the child the chance to step back from their behaviour and it also allows the teacher some breathing space away from the misbehaving child. Once a suitable period of reflection has passed, the behaviour has settled, the child can join the class programme.
- 4 Note that if a child's behaviour is disrespectful, a teacher can bypass the thinking spot and request assistance from the Team Leader, parents/whanau must be kept informed throughout the behaviour notice.

Junior Syndicate	Shea Bowden
Middle Syndicate	Komal Singh
Senior Syndicate	Deborah Gosnell

- 5 Note that if a child's behaviour is completely disrespectful, belligerent, violent and unsafe, a teacher after having tried the steps listed in points 3 and 4, can request the assistance of the DP. Note that the DP will require you to have written out a behaviour notice. This will be signed by the TL/DP and sent to the parent. The teacher must file a copy in the child's profile. These copies will be required by the Principal if the behaviour requires his attention. It is therefore imperative that the teacher files the copies – **IN THE YELLOWPROFILE**.

6. TL/DP may ask a student to have time out in the Admin area after morning tea or lunch eating, to complete a reflection sheet/talk through the behaviour/incident.
7. If student behaviour is deemed serious or ongoing, the consequences will be that the student should not represent the school in team sports, optional trips or cultural events. If the behaviour persists then the child could risk being removed from the team or event for the whole year.
8. Referral to the SENCO/SWIS for additional support will be made for ongoing behavioural concerns.
9. **It is very important that we consistently manage behaviour using these approaches in conjunction with MWPS Behaviour Management Plan.**

Bell Times

Prior to 8.30am children to be seated on Hall Deck.
8.30am Children are permitted to enter their classrooms. Teachers should be in their classrooms at this time. Road Patrols on Duty at 8.30am
8.55am School Starts – First Block -Whole School
Morning Tea Break 11.00am – 11.30am
Lunch Time Break 1.00pm – 1.50pm
2.50pm End of Third Block. Line up in classrooms. Road Patrols and gate monitors go on duty
2.55pm Class teachers to walk students to the front gates. Older siblings meet brothers/sisters in their classrooms or back gate children meet Mrs. Bowden outside the hall deck.
Students are NOT to be released before 2.55pm or at any other time unless Parents have received clearance to do so after signing out the student from the school office. (A signed consent form will indicate school office approval.)

BOT Meetings

These meetings are held monthly in the Conference Room. A Staff Representative, attends each of these meetings.

Buddy System – Tuakana Teina

SP1 Bernadette Logo (Y5/6)	Room 7 Torre Thompson (Y0)
SP2 Owen Dilling (Y5/6)	Room 8 & MP6 Erica Adkins & Natasha Connal (Y0/1 & 3/4)
SP3 Deborah Gosnell (Y5/6)	Room 3 Leskin Lambert (Y1/2)
SP4 Shadrach Babu (Y5/6)	MP1 Antonette Botha (Y3/4)
SP5 Haydn Daniels (Y5/6)	Room 6 Sala Ioelu (Y0)
SP6 Kohu Tongaawhikau (Y5/6)	MP3 Sheena Lang (Y3/4)
MP4 Michalla Thomson (Y3/4)	Room 2 Angelique O'Brien (Y1/2)
MP5 Rachel Sayers (Y3/4)	Room 1 Tina Voordouw (Y1/2)
MP2 Lorraine Turu (Y3/4)	Room 4 Stacey Madden (Y1/2)

Breakfast Club:

Budgets

Curriculum Team Leaders have responsibility for administering budgets in their curriculum areas. This must be shown and tracked on the approved budget template used for each curriculum area.

When purchasing materials all orders must be written into the appropriate order book and checked against the invoice when they arrive. ***It is expected that all budget holders will show their orders to the DP before placing them.***

All purchases must have an order number. If you do not follow procedure, you risk being liable for payment of the invoice.

Bus Trips

Senior Leadership (Shea, Komal) will confirm all bus bookings for school trips.

All buses used for transporting school children must have a current warrant of fitness– the bus companies will be informed when buses are hired, that this is part of the school guidelines.

Buses hired for school trips must provide adequate seating for the number of children. All children must be seated at all times. Children must not leave their seats until the bus has stopped and they are instructed by the teacher in charge.

Bus aisles must be kept clear at all times. Each school trip must have a minimum of one teacher accompanying each bus and teachers need to ensure that all the children are accounted for before a bus moves.

Prior to any bus journey, teachers will be required to go through the safety procedures with their students. A RAMS form must be signed by the principal – prior to the trip.

Cakes/Catered Treats/Take-away

Generally, any offer by parents to provide these indicated foods is to be discouraged and not accepted. A growing number of our students have a range of allergies/diabetes/health related issues, which requires disciplined monitoring both by themselves and their families. Where discretionary approach is sought on these matters, consideration must be given to notice given to class families in advance, including permission to participate.

Such approvals must first be gained from Senior Leadership, including parents who may be seeking a class to celebrate their child's special occasion by providing a 'class food treat'. NB: this includes teacher-led food treats! Generally, a polite non-approval will be provided.

NO fizzy drinks or take-away are permitted at school for morning tea/lunch.

Cars – private cars used for school business

Where private motor vehicles are used for school related journeys, each vehicle must have:

1. A current warrant of fitness and the vehicle must be legally roadworthy.
2. A current vehicle registration
3. Both of the above must clearly be displayed in the vehicle.
4. The driver of the vehicle must hold a full current New Zealand driver's licence.
5. A safety belt must be provided and worn by each passenger. The driver of the vehicle is responsible for ensuring all his/her passengers are wearing their safety belts correctly.
6. The teacher in charge of the trip must collect all permission slips prior to the journey and may be required to sight the driver's licence and the vehicle's WOF and registration prior to the journey.

Cars and Car parks

Children should alight and enter the car from the footpath-side door. Children are not allowed to walk through the car park at any time.

The car park gates are closed and monitored by students from 8.25am-8.50am and 2.55pm-3.15pm.

No vehicles will be allowed through at these times except for staff. This applies to construction vehicle as well.

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Any vehicle found parking on yellow lines or on the footpath in the vicinity of the McKean Avenue pedestrian crossing must be monitored by the teacher on duty. Ask the driver to move. Report repeat offenders to AT via Shadrach Babu – teacher in charge of Road Safety.

If necessary, details of the offending driver will be noted in a book which is kept in the school office. Serious incidents will be referred to the police.

During the construction of the build, limited parking is available for staff and visitors. Additional parking is available near the school field. The access road is a single lane road. Drivers must be extra vigilant on this road and adhere to 10km/ph speed limit at all times.

Caretaker/Cleaners

The Caretaker, Joseph Unasa, has set duties to complete. From time to time he may be available to assist with other tasks. Requests should usually be made via a notebook that is located **in his cubby hole**.

The Cleaners also have a huge job. Please assist them by ensuring that your classroom and cloak bay is left tidy each afternoon. The chairs should be stacked and all rubbish picked up off the floor. Children are expected to maintain the cleanliness of their classrooms under supervision of the teacher. A tidy classroom is assessed against teacher performance dimensions. The areas in the immediate vicinity of each classroom at the front and back must be kept clean and tidy at all times.

Certified Sick Leave

Certified sick leave should have a starting date for resumption of teaching, or non-teaching support, duties. If certificated medical certificates are provided to support on-going sick leave/leave of absence on an interim or on-going basis, a medical certificate supporting resumption of full duties/fitness to fulfil full duties, needs to be provided to the Administration Manager before commencement. The school reserves the right to request a certified medical certificate confirming the ability of the incumbent to resume full (professional) duties.

This is to support the personal and physical well-being of the identified staff member, the ability to do the work within the Job Description and not to be a risk to others (in the workplace) health, safety and well-being.

Classroom Release Time (CRT)

Teachers currently receive 10 hours (Equivalence of 2 days) per term, to assist Teacher's preparations and professional duties. Please refer to the Policy Folder – Classroom Release Time and term overview.

Release CRT/BT

All teachers are required to spend their non-contact time at school under special circumstances, discretionary leave to be offsite can be applied for – using the leave of absence form (Blue Form). This form must be submitted to the principal/ principal's delegate 48 hours prior to this leave commencing. All staff are expected to leave a full plan for relievers.

Class Trips

All trips/visits will be discussed at Syndicate level and then with the Deputy Principal.

For all trips out of the school a RAMs (Risk Analysis Management) form must be completed **14 days prior to the trip where possible**. The D.P. will then pass the RAMs form to the Principal for his approval.

Class teachers or syndicate leaders will notify parents of trip details and request parental permission in writing for their children to attend. These must be kept on file until the end of the year.

The adult/child ratio is 1:6 (on/near water) and 1:8 for other trips unless agreed otherwise by the Principal. Refer to Policy: Education Outside the Classroom Guidelines for Good Practice, Risk and Management Systems.

Classroom Equipment

Each room is issued with the following equipment.

1 x gun stapler, 1 x wall clock, 1 x ordinary stapler, 1 x cello tape dispenser, 1 x teacher desk sharpener, 1 pair teacher's scissors, 1 x metre rule, a 2 hole punch.

These have been given to you in a lidded box – please don't use the box for anything else as it will be collected at the end of each year.

Please ensure these are in the room and are stored securely during each holiday break.

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Also please point out where this equipment is to any reliever or to your successor if you are able. At the end of each year, this equipment must be packed up and included with your Teacher's Resource Box.

Complaints from Parents

From time to time, caregivers will have concerns that need to be resolved. Staff should be familiar with the guidelines of the policy: **Complaints and Discipline Procedures**.

Please be sensitive to issues of professional integrity when these arise. Please keep your Senior Teacher and Principal informed. **Respect matters of confidentiality and privacy at all times.**

Should a written complaint/concern be received by a staff member, the staff member will need to record their written response and submit it to the Principal together with the original complaint to the Principal. A file containing any or all concerns received over a year will be stored by the Admin Manager.

A NEW FILE IS STARTED EACH YEAR. (Refer to the Appendix Section for the form required)

Communication

School/staff

- Google calendar is accessed through the School Google Docs
- Community Calendar is available through the school website www.manurewawest.school.nz
- Daily announcements on day's events, visitors, and relievers, staff absences are done on Edge (SMS)
- Senior Leadership Team meetings are held every Tuesday morning @ 7.30am
- Full Staff professional development meetings are as scheduled per Term calendar.
- Tuesdays are set as Staff Meeting days – changes may occur during peak times such as student reporting and other scheduled school events.
- Executive Staff (DP's and Principal) meet regularly throughout the week
- Principal meets with Caretaker on Fridays 10.30am
- DP meets with Learning Assistants first Monday of each month @ 9.30am
- Principal meets with Administration Manager Mondays 8.30am
- Principal's BOT report is written each month and reported in the 3rd week at Board Meeting
- If it is necessary for the Principal to meet with a staff member to discuss concerns or school organisation, an email asking to set a time will be sent.
- Emails – it is important that emails are read each day. We recommend that you do so in the morning when you arrive and again at morning tea and at lunchtime. These notices form part of the schools official communication system.

Home

- School newsletters are sent home fortnightly on even weeks
- Syndicate newsletters are sent home in week 3 of each term.
- Notices are sent home on a needs basis. All communication from the office is proof read by the DP/Principal.
- A reminder to all staff that letters and emails to parents need to be proofread. Formal letters such as trip advice needs to be proofread by Team Leaders and a copy to the office for filing and for any parent enquiries.
- If setting up a parent email tree please ensure copies of parent information is forwarded to senior staff.
- Reports are proof read by Senior Leaders to ensure school wide cohesiveness and high expectations in reporting is maintained across teams.
- The school office needs copies of all organisational letters.
- The school app and school website is also used as a tool to push out messages.

Conference Theatre

This purpose built Conference and Meeting Centre supports Board of Trustee Meetings; Hosting School Visitors; Staff Meetings; Staff Professional Development presentations; Parent-Community meetings; and social gatherings. Using the Conference Theatre as an internal thorough-fare is to be minimised and the

internal surrounds are to be maintained in a tidy state at all times. Please take your paper/rubbish/cups etc. with you when you leave.

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Cubby Holes

Each staff member except the Office Staff has a cubby hole located at the entrance to the Staffroom. Please clear this regularly as messages and notes are often put there and may need your prompt attention. Messages for the Office Staff can be left in the Office.

The Principal also has an in-tray in the office. The Administration Officer has an in tray that is mounted against the wall outside her office. Please do not place items on the desks of the management team, place them in their cubby holes.

Cyclists

An Australian/ New Zealand standards helmet must be worn. The helmet must be correctly adjusted and securely fastened. All bicycles must be walked in and out of the school grounds and across the pedestrian crossing.

Bicycles must be stored in the bike stand behind room 6. Students are responsible for providing a lock for their bike and securing it to the bike stand.

Bicycles must be maintained in accordance with the manufacturer's instructions. Children must seek parent/caregiver and principal's written permission prior to cycling to and from school.

Deadlines

Please check the term overview, weekly diary and daily notices. The Google Docs format used allows for regular updates, it is individual staff responsibility to keep up to date with any changes. ***We expect deadlines to be met.*** Please plan in advance, factoring in these deadlines, so that you are able to meet them.

Duties

8.30am. Aside from each teacher being responsible for their own class and children playing in adjacent areas, we are collectively responsible for the safety of the children. Please use your professional judgement to intervene where necessary. You are expected to be in your classroom from 8.30am onwards. Children are not permitted to be in the room by themselves at any time other than on a wet day during shared duty.

Road Patrol

Please refer to the duty roster. Please note it is vital to be out on duty on time.

Teacher in charge – Shadrach Babu and Senior Road Safety Leaders.

Teachers from Senior School are rostered on Road Patrol duty in the mornings and must report for duty by 8.20am.

Middle School Teachers are rostered on Road Patrol duty when school finishes and must report for duty by 2.50pm.

Teachers to check Road Patrol Roster and make arrangements in advance for days when they are not at school and inform Shadrach Babu of this change.

A duty roster of the Road Safety Schedule for students must be displayed in the Road Patrol Shed.

Staff on duty must be pout promptly.

Eating in Class

All teachers monitor own class:

- Morning Tea – first 10 minutes all classes
- Juniors Lunch – first 15 minutes
- Senior/Middle – first 10 minutes
- Teachers on full duty to buddy up and use the eating time for a toilet break and to get a drink quickly.
- Slow eaters to finish off eating outside once eating time is over if fine weather
- If too wet outside – buddy system in place for duty (R3/R4; R1/R2; R5/R6; R7/R8/R9; R11/R12/R13;R15/R14; R21/R22; R23/24; R20/25). If children go out to play – normal duty commences.
- Junior School during playtimes can use the field area; the astro turf; the courts; the shaded area outside fale, and area outside hall and junior playground.

- **Out of bounds for Juniors** – areas outside Rooms 11-15 area in front of Room 5; area to the back of hall; fale and stage area; garden around fale, area in front of Rooms 9-6.

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- **Out of bounds for Seniors/Middle-** Whole of the Senior block Rooms 1-4; down the bank behind the fale area, area IN FRONT OF Rooms 6-9 and area between the relocs, and area in front of relocs toilets and Room 4 toilets. Area behinds Room 1 and temporary car park.
- Senior playground is only to be used by Year 5 and 6 students. Middle School and juniors will use the junior playground.

Wet Days:

There will be three short rings on the bell if the children are to remain inside. If the weather deteriorates during interval or lunch,, the secretary/DP will ring the bell 3 times indicating that the children should move inside.

3 bells will indicate wet day duty organisation.

If the three bells sound at the beginning of interval or lunch time please ignore set duties and begin paired duty organisation.

This will continue for the remainder of the break, whether the children are inside or allowed outside.

In the case of the children being allowed outside, please ensure that they wait to be dismissed, which will happen after they have tidied their indoor environment. The teachers can move outside with the children.

If the three bells sound part way through interval/lunch, please start paired duty organisation as soon as possible. It may be necessary to give your partner a break if he/she has already been on duty. **Once three bells have rung the paired duty arrangement remains even if the children can go back inside.**

Paired arrangements are responsible for their area of the school.

The ringing of the bell will only be done by the School Principal, DP, or school secretary.

Staff on duty are to wear fluoro vests when on duty. Teachers on duty to carry the duty bag which must be picked up from the staffroom and returned to the same place at the end of each break.

Electrical Equipment

The use of electrical equipment outdoors

An Electrical Safety Switch **MUST** be used at ALL TIMES when using electrical equipment/apparatus outdoors. **NO EXCEPTIONS.** See the DP to obtain one. Teachers must ensure that all student activities adhere to this directive.

Emergency Procedures

Refer to the health and safety posters which are located on classroom and office walls for full emergency details. We have two cards displayed in all rooms – RED for Lockdown and GREEN for Evacuation.

- The Evacuation Plan – signal is continuous ringing of the school bell. Teachers to grab a class list and move students out quickly to the assembly point on the hard courts. Staff close all doors on exit. (Note if you are outside do not re-enter the building. The office secretary brings out a copy of school roll and sign in for visitors). Each teacher will send a student to Shea Bowden when all children are accounted for. All staff and visitors onsite accounted for by the school secretary and reported to the principal. There will be a practice each term and teachers need to revise regularly what to do in an emergency. If bell rings during a break move to normal emergency places on the court and wait for a teacher.
- The Lock Down intermittent ringing of the school bell or information comes through the sound system. Everyone is to stay in their classes. See details on green card. Detailed guidelines are reviewed annually with the staff through Harrison Tew Emergency Evacuation Consultants. Refer to the Emergency Evacuation Card which is posted near the exit door in every classroom.

End of Term

Please ensure all rooms are left tidy with sinks and desks cleared/cleaned. Please check with the Caretaker/Cleaners regarding the particular requirements for your room. Electronic rolls must be completed before students leave.

At the end of the year please refer to the **END OF YEAR HAPPENINGS LIST** that will be issued at the time.

First Aid

When an accident occurs in the playground the teacher on duty should accompany/send the injured child to the sickbay. 8

If the children are sent from the classroom, they must take a sickbay card with them. The names of all children treated in the sickbay are entered in a logbook provided for this purpose. This book is held in the sickbay. Staff attending to children who are bleeding should follow the procedures to avoid contact with blood and/or body fluids. Rubber gloves are provided.

Refer to health and safety related policies.

In cases of serious sickness or injury or if there is any doubt as to the seriousness of the sickness or injury, the Principal will be informed and the parent/caregiver contacted to assist in any further support.

Anaphalaxis – Wiremu Wynard-Forsman – SP6 has a severe allergy to peanuts.

2 x Epi pens are available, one in sick bay and one in SP6 teacher's drawer.

Refer to Wiremu's Health and Safety Plan for details.

It is RED with Wiremu's name on it and is available in duty bags and in classrooms to send with a runner in case of emergency.

ALL teaching and support staff have been trained in Epi-pen use.

Do not administer medication without the school secretary being present, to double check dosage, procedure and safety matters.

Fruit in Schools

The ideal time to benefit from your daily class fruit allocation is as a 'snack time' around 10.am. This snack time is not a break but rather an opportunity to snack on a healthy food to support/nurture an 'engaged learning mind', so essential to optimum learning at this time of the day.

In addition, where processing of some fruit may necessitate distribution of cutting boards/knives, this can be undertaken by support staff during their morning employment.

(This includes the return/collection of these accessories – refer health and safety practice).

Guillotines

These are located; in the Staff Resource Room, Junior and Senior (TBA) photocopying room. Please ensure all areas are left tidy after use and that the blade is down to minimise the risk to others.

Guillotines should not be left in classrooms. Children must never be allowed to use a guillotine.

Hall

The caretaker will open the hall early in the morning. It is expected that all children behave in an orderly manner. The children should not be eating in the hall. Sellotape, pins, blue tac and staples are not to be used in/on the painted walls. Display boards are provided for displays. Each class will display their work as indicated on the term overview. Teachers are responsible for ensuring that their displays are in good condition throughout. Balls are not permitted in the hall.

Hats

All students are expected to wear a school sun hat which can be purchased from the front office for \$15.00. Compulsory hat Terms are Term 1 Term 4. A no hat no play policy in open areas will be enforced in Term 1 and Term 4. Hats to be stored in class during Terms 1 and 4 and sent home to be washed in Term 2 and over the summer holidays. Students who wear their own hats will be expected to still play in the shaded areas.

Head Lice

Please notify the office if you suspect that any children may have head lice. All children will be given a letter to take home and Head Lice treatment will be provided through our partnership with Kids Can. Refer to Nits and Headlice Policy

Health and Safety - Please read the Health and Safety Policies in the Policy Folder.

Mana Kids Health Nurse

The Mana Kids Health Nurse Rebecca, and Whanau Worker Karen Taranaki are in the school clinic inside the school hall. This service is shared with another school therefore the hours will be Monday to Friday from 10.00am to 1.00pm. The focus of the service is to identify students with skin infections and sore

throats, early identification and treatment of strep throat. Teachers are required to check daily with their classes and identify students who have a sore throat and or skin infections, list these names

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on the template provided and send this to the office. The nurse and whanau worker will work with these students and their families.

Homework

- Please refer to Policy Folder – Homework Policy.
- It is expected that homework will be set and the quality thereof will be moderated at syndicate level.

Hours of Work

All teaching staff are expected at school by 8.00am and available in their rooms by 8.30a.m. each morning. Outside of meeting days staff are expected to be at school until 3.15pm

It is well recognised that Teachers do not work a statutory 40 hour week on-site, but apply their time to ensure they meet the wider requirements of their work in a professional and committed manner. This will often reflect hours of attendance on-site, as well as hours off-site/home.

As a guideline for MWPS staff, hours of attendance on-site should be within 8.00am – 3.15pm on a regular basis.

However, there are some occasions when personal/other interests will require teachers to depart/arrive at school before/after indicated timeframes.

Teachers will acknowledge the benefits of on-site attendance which support's student contact/teaching preparation/classroom displays and preparation/classroom displays and preparation/collegial networking/Curriculum and positions of responsibility attendances/professional and school based forums/accessing resources/DT based applications/marking work etc.

Impact of Alcohol/Substance Intakes

Should any staff member have cause to be, or is, under the influence of alcohol/illicit substances/drugs as may impair ability to undertake professional work duties to the expected school and professional standard then taking personal leave needs to be a consideration of that person until such condition has been remediated and/or neutralised. A return to work would need to be based on capacity to resume full professional duties.

Induction to School

We have pre-school visits every Thursday morning between 8.55 and 11.00 two weeks prior to the new entrant's birthday. Parents need to book their children at the office and only two pre schoolers at a time can attend.

Jewellery

There is to be no jewellery worn apart from watches or plain ear-studs. Nail polish and adhesive tattoos are not permitted either.

Occasionally special requests may be received for students to wear "special" cultural or family heirlooms/jewellery. These requests will be referred to the Principal/DP where they will consider the request based on significance, consistency of policy and or Health and Safety.

Keys

Each teacher is responsible for their own key. These are the property of the MWPS and must be returned upon leaving the school. The Admin Manager (Milly) is in charge of key allocations and you will be asked to sign for these when receiving them. No child to be given a key to open school property eg. School gates, classrooms etc

Learning Assistants

There are learning assistants assigned to each or shared between classes. They may work with individuals or small groups of children, under the direction of the classroom teacher. They also have a certain amount of time allocated to assist teachers with preparation during times such as KiwiCan, PE etc.

10

Their timetables are the responsibility of the D.P.

Learning Assistant Resource Boxes

Every teacher is issued with a Classroom Literacy Resource Box and a Spring into Maths Resource Box. The contents list for each box is compiled in an inventory list that you sign for at the time of issue. The DP will file the inventory list. This list is used to check the resources at the end of the year or prior to your departure from this school.

Leaving the School

Staff must use the Vistab in the front office to sign in and out of school during the work day.

Library

Pep Tuiasau is in charge of the Library. She works in conjunction with the Literacy Team. The use of the Library is timetabled. Children will not be able to borrow books and take them home due to increased losses spread over the past few years, as from 2010 due to increased losses spread over the last few years.

The Library must be always left in a neat and tidy condition when you leave. The Library Assistants processes for borrowing and returning books must be followed at all times. Library displays are not to be touched by students.

Lost Property

Lost property is kept in the yellow wheelie bin outside the sports shed entrance. The lost property is displayed regularly. All named clothing is returned to the owner. At the end of each term – unclaimed clothing is donated to charity.

Lunches

Morning tea and Lunch orders are available daily. Children take their orders to the lunchroom when they arrive at school. Orders should be written on the outside of the envelope and the money sealed inside the envelope.

Please send a responsible child from your class, to the lunchroom at start of morning tea and lunch to collect orders.

Lunches dropped off at school will be at the school office. Students will be called to collect them.

Money

Money Notebooks must be used every-time money is sent to the office. The notebook needs to record the name of the child, what the money is for and how much should be there. Envelopes containing money for trips, visits or performances, should be opened by the teacher and a record of payment kept in the classroom's money book. Permission slips should be retained by the class teacher and also recorded in the classroom money book.

- Send all money to the office as soon as possible
- Children are discouraged from having money at school. If children do have money at school they are expected to give it to their teacher for safekeeping during the day, **this includes change from lunch orders.**

Outside Agencies

A number of services are available to assist with the children at our school. Some of these include: Mana Kidz Nurse, SWIS, Speech Therapist, Resource Teacher for Reading, Resource Teachers of Learning and Behaviour (RTLB), Stand For Children Services etc. enquiries to DP/SENCO

Parent Help

Parents are encouraged to participate in a variety of activities. Parents may be asked to assist within the classroom, with specific projects over time or with trips/activities outside the school. Please screen parent-helpers for suitability. If you have any concerns please raise them with management immediately. Parents working with children must be supervised by the Teacher at all times and must be in full view of teaching staff. No parent is to work with students one to one away from the teacher.

Pedestrians

- Children must walk on the footpath where one is available
- Children must use the pedestrian crossing and school road patrol where available.

- Children in all classes at Manurewa West (especially the Junior School) are given regular instructions on the correct way to walk on the footpath and safe places to cross the road. 11

Persistent Student Behaviour Concerns

If a student behaviour is deemed serious or persistent off-task/disruptive, a consequence will be that that child should not represent the school in team sports, optional performances/trips or cultural events. If the behaviour persists thereafter then the child could risk being removed from the team or event for the whole year. The Principal may assist in clarifying the application of this consequence. This concern must be referred to the SENCO/SWIS and a meeting with the family must be called.

Personal Security

Please secure personal valuables – cell-phones/keys if taken to your class rooms, or leave them with Administration. Any losses incurred are your responsibility.

Personnel Files

These are kept in the Principal's Office. Staff can view their file, if they wish, by requesting access from the Principal.

Photocopier

Each teacher is ***responsible for managing their own photocopying***

Please take note of the Copyright Laws. Refer to Policy for further details.

Care should be taken to minimise waste and to be reasonable in the quantity of copying done. Where possible use the copied sheet as a master from which children transfer the work into their exercise books. Please plan to divide your allowance by 4 terms, so that you do not exceed your allocation.

Planning

All planning is done on Google Docs. The Integral plan is developed each term by the staff.

Long Term - Current Long Term Planning is to be kept in the orange folder/Google Docs

Daily

All teachers set up their weekly planning which is kept in the Orange Planning Folder / Google Docs. Records of the whole years planning must be kept in this folder and handed to the DP at the end of the year. This is shared weekly with AP/DP/Senior Teacher and the Principal on request. The planning book remains the property of the school. Additional material to be filed in an alternative folder that can be provided by management.

Playground Equipment

Children should not be eating when using the playground equipment. They should not be playing on it when wet.

During school intervals/lunch hours staff are on duty to provide roving supervision of students playing on the playground equipment.

- During this supervised time students are advised and instructed in the correct and safe methods of this equipment use.
- Inappropriate behaviour on the equipment is strictly forbidden.
- Pushing each other is strictly forbidden.

The school takes the responsibility to ensure that the equipment is in a safe condition with soft landing areas provided here possible. All playground equipment receives regular safety checks. **All playground equipment is out of bounds before school.**

Pornographic/Restricted Material

Receipt of and/or forwarding of Pornographic/illicit images and/or text/inappropriate messages/content with sexual – harassing – intimidation on school equipment resources and/or during school time on-site at Manurewa West Primary School is not permitted.

Use of personal communication devices to access/send inappropriate materials whilst on-site in the school environment and/or during working hours is also forbidden.

Privacy

In the teaching profession, we often hear or see information that is private and confidential in nature. It is important that this information is not shared in the community or discussed at large with people not directly involved in the situation or discussed on social media.

It is equally important that other school business is not discussed at large in the community or through social media. We need to retain a professional outlook where this information is concerned.

Professional Courtesies

Where professional colleagues/teacher trainees are likely to work in the school for an extended time those persons should be encouraged by the Associate Teacher to meet with the Principal, and at the conclusion of their 'work experience' at our school acknowledge to the Principal appreciation of the opportunity to work in the school.

Professional Development

Each year professional development opportunities, in line with the school's Strategic Goal will be available to staff. Please see AP/DP or Principal if you wish to attend a course of your preference. These courses need to align with the appraisal goals set.

Purchasing / Ordering Procedure

Please make sure that if you have spending rights for curriculum areas that you follow the procedures for ordering at MWPS.

Firstly get the Staff Purchase order book and find the next available triple paged and numbered purchase order e.g.1234 and it will have 3 pages – first one white, second one yellow and the last one blue. Please make sure you have the divider behind the blue page before you start writing.

Once you know what you want to order then write it in the purchase order book.

If you are ordering online then place the purchase order on the order page (it usually has a box for that otherwise you get asked for your credit card detail).

If you are ordering over the phone, please give them the Purchase order number which is the printed 4 digit number in the top right hand corner of the pages.

On the page also is a box that says "Curriculum Area". This is the budget code from which you are spending the money – e.g. 3362 Maths Middle School.

If you are doing a Reimbursement for Purchases you have already made then the Administration Manager needs to have ALL receipts and they need to be copied for them onto A4 sheet.

If you are filling in an "Application for Reimbursement form" then the Administration Manager needs to have ALL receipts (readable please) and they need to be copied onto A4 paper as well before they come to them.

Once you have done your order then you keep the white copy for yourself as a reference. The yellow copy is mine for payment processing and the blue copy staying in the book for the auditors.

Once your purchases have arrived, please then go and add them to your Log Sheet that Shea has set up for all budget holders. That way you can then see what spending you have left. Please also be mindful that most catalogues etc are GST Exclusive so that takes means your actual invoice from the firm will have another 15% added to it. Also there may be freight or postage – please ask that at the ordering stage so that you know the final price. If in doubt please go to Administration Manager for clarification.

PTA We do not have a PTA at Manurewa West.

Reimbursement of Expenses

Staff will be reimbursed for expenditure on budgeted items for school use in the main for classroom use. Items for the whole school use with a larger ticket price must be ordered through the school account and should not be paid from personal expenses. . A receipt must be presented to Admin Manager (Milly) prior to reimbursement being made. Please record on the receipt the budget the expenditure is to be charged to.

Staff are able to be reimbursed for use of their motor vehicle when it is necessary to use it for school business. The appropriate form can be obtained from Admin Manager. (Refer to the Appendix Section for a Reimbursement form)

Reporting to Parents

Early in Term 1 a fun 'Meet the Teacher' evening is held.

Parent Teacher interviews are usually held in Terms 1 and 3 with Parent Teacher Student Conferences Term 2. Check the year overview for interview dates. Refer to Assessment Policy for reporting timeline.

Parents or Teachers may request an interview to discuss any concerns and/or progress at other times.
(Refer to the Term Planner for Dates)

Resources – General

Resources are stored in various places throughout the school. Please speak to your senior teacher if you have any questions regarding the location of resources.

Please ensure that you return all resources to their correct places promptly. Resource management is going to be a major focus of your performance appraisal.

Reading Resources:

All teaching resources for reading are in the Reading Resource room which is located in the Junior School. Boxes should not be removed from the Reading Room and all resources returned by an adult. Mr Lee Stewart is the curriculum leader for reading.

Road Patrol

There is one crossing monitored at Manurewa West, on McKean Avenue. In the morning the Road Patrol operates from 8.30-8.55 am. In the afternoon the Road Patrol operates from 2.55pm-3.10pm. Please check the Duty Roster and ensure that you are at the crossing on time. The cones will be put out by the caretaker and returned by the teacher on duty. A staff member must always be present when the crossing is operated by students.

Patrol Students are drawn mainly from year 6.

Patrol Students will be trained by a Police Education Officer before they are allowed to commence duties. In order for a student to become a road patroller, they must have written permission from their parents/guardians. **Teacher in charge of Road Safety is Mr Shadrach Babu.**

School Office

The office is open from 8.00-3.30 daily.

Milly Blank is responsible for: All financial aspects; payroll and administration/operation management and is the Principal's P.A.

Christine Rose is responsible for: enrolment processing, attendance officer, relievers and other visitors, typing, and general enquiries at the front office.

Lei-ana Kingi

Front office is not to be used as a catch-up chat area. Teachers/Support Staff please keep out of the front office unless it is a work related issue. The staffroom is the place for a catch-up chat and this is to be during allocated break times or outside of school hours

Manurewa West Way

- I keep my hands and feet to myself
- I use kind words
- I do what adults tell me to do the first time
- I respect my property and other peoples' property
- Keep our grounds and buildings clean and tidy

- No gum allowed at school
- Students should not have cell phones at school. They must be left in the office at the beginning of the day and collected at 2.55.

School Values: Honesty, Integrity, Responsibility, Respect, Co-operation.

Setting Up Classrooms

All classrooms are to be set up for the first day of school prior to commencement of the starting term. This means that the class environment has been prepared over the preceding holiday period, along with a teacher planned classroom programme.

NB. Usually following school term cleaning and/or remedial works. Please allow for this time during the holiday period, rather than fully commit to other personal commitments eg. Holiday travel over the entire duration.

Smoke Free Policy

Please refer to Policy.

This school is a designated smoke free zone.

Smoking outside the school entrance is discouraged. Smoking should be undertaken away from the school frontages.

Social Club

Responsibility for the staff and the organisation of social activities is organised by the Social Committee. Admin Manager to oversee.

Social Media

Publishing of school/school event reports and/or photos by staff members onto any social media site, is not permitted without:

- The approval of all personnel whose image appears on the picture (or name within the report) or
- Whose identity can be traced by specific reference to their personal or professional status or
- The approval of the Principal re. Reports on school-based events.

The Privacy Act parameters apply to the above to the above at all times. In any event, where no-approved publishing of a school event/personnel, or both, have occurred, this must be removed/closed immediately, together with any "outside responses". Notification to the Principal must follow immediately.

Sports Equipment

- All classes are provided with equipment to use at playtimes by the sports leaders
- Children should not go into the PE shed unless they are a sports leader – Teachers are responsible for organising their own sports gear with sports teacher

Staff and Syndicate Meetings

- Senior Management meetings are usually held on Tuesdays at 7.30am
- Staff Meetings are held on Wednesday afternoon from 3.15pm.
- Team Meetings are held on Wednesday afternoon from 3.15pm

It is desirable that staff are prompt in attending these meetings so a prompt start can be made. Please avoid making appointments on these days. Also it is important that you come to these meetings with your diary and read the minutes on Goggle Docs.

Staff Directory

This directory is strictly confidential and for staff use only. It is not to be distributed to any third party, e.g. direct marketing companies. **Please let Milly know if your address or contact numbers have changed so we can update the directory.**

Staff Room

It is expected that teachers keep the staff room tidy at all times. Refer to the daily notices to see which duty team is responsible for staff room duty. **When your team is on duty please help keep the staffroom clean – especially after lunchtime as all Learning Assistants have left for the day** . Please make relievers and visitors feel welcome by showing them where facilities are located and introducing them if management is not present to do so.

Staff Leave of Absence and Sick Leave Forms

All leave application forms and sick leave forms are on the Administration Managers wall. All leave forms (blue forms) must be presented to the Principal prior to the leave being taken and sick leave forms are to be completed on return to work ASAP. (Refer to the Appendix Section for a Leave form)

Staff Toilets

The men's and women's toilets are located in the administration building and also in the break out room by Room 6. The two storey block also has toilets for staff on both floors.

Swimming

To be organised by Teacher in charge of PE. Students in Year 3, 4, 5 and 6 are entitled to free lessons through the Community Swim Programme.

Teachers Vacating Classroom

Teachers must clear walls (eg. Displays/staples/charts etc); benches; cupboards; and whiteboards to a reasonable, tidy, and clean condition upon vacating a classroom. (All unwanted cleared materials to be discarded in the school 'skip bin'). Failure to do so, may mean a request to return to do so (as part of the call-back provision within the current CEC conditions) or possible x2 days leave without pay to compensate for clean-up by other personnel.

Please seek your team leader's approval upon cleaning your classroom, before leaving your school position; or moving to another classroom. The TL/AP/DP will complete an exit check list.

Telephone

Wherever possible, please use landline numbers. Please keep personal phone calls to a minimum and avoid making or taking calls in the main office. Telephones for teacher use are available in the work-room, the school is charged for all phone calls at business rates. Faxes can be sent from the main office (Please see School Secretary).

The use of cell phones during classroom & teaching time is not permitted. Taking personal phone calls in the staffroom during breaks is not permitted as it is a place shared by all staff. Personal phone call may be taken either outside or in your classroom whilst students are on a break.

Term/Daily Events

A Google Docs Calendar is made available to all staff with term/daily events, which is updated regularly.

Timetables

A copy of the timetable should be included in the Long Term Planning Folder, Daily/Weekly work plan It is important to ensure you have a balanced timetable with coverage of all curriculum areas.

Toys

Children are discouraged from bringing toys to school as they can be broken or lost, causing distress to the child and their family. A great deal of valuable time can also be spent looking for the toy or finding out how it was broken, often with no satisfactory result.

Transfer Slips

If a child is leaving, the office will inform you and you will fill in the appropriate information as well as the transfer slip.

Travel Insurance

Where staff are invited to participate in any offshore/international Professional Development involving school funding support, it is a pre-requisite of all participants to have a current Travel Insurance policy in place at the time school payments are either made, or applied for reimbursement eg. Pertaining to airfares/accommodation/registrations.

This is to support reimbursement of school monies in the event of unforeseen cancellation by the staff member concerned.

Visitors

It is important that all visitors report to the office in the first instance. Please introduce all visitors to the Principal.

You Tube/Twitter/Facebook/Related sites

We live in a rapidly moving world of communications through DT applications, and social media sites for communications.

Where any school initiated task involves video/photo image recording, with the intended outcome to be a film/video, the following must be adhered to:

1. Before any image document can be loaded onto a school site, or any site accessible by the public, the Principal ONLY must first approve this.
2. Images captured on a school video/camera, cannot be given or offered to any student, or be used to add to a non-authorized edited union by a 3rd party.
3. No images showing "hand signs/signals" are to be displayed.
4. Students are not permitted to use personal video cameras/mobile phone, cameras/or other image recording equipment in the school grounds during school hours.
5. Staff are not to use school site images and/or student/staff/community images, for personal editing/movie making/capturing images for personal publications (i.e. non-school based).
6. Staff are encouraged NOT to assist/support student requests for assistance on their personal editing/movie making/capturing images for personal publications (i.e. non-school based).

If in any doubt, please discuss with the Principal. The basic intent of the above procedures, is to minimise adverse/negative impacts from miss-use, and inappropriate intention by some users.

Appendix Section

- 1.** Enrolment Classification 2019
- 2.** Application for Reimbursement
- 3.** Application for leave of Absence
- 4.** Sample Attendance Register Page
- 5.** Reliever's Help Page
- 6.** Guidelines for Book Standards
- 7.** Behaviour Notices
- 8.** School Map
- 9.** School Cybersafety Policy – *refer to Policy Folder*
- 10.** Computer user agreement – *refer to Policy Folder*
- 11.** Complaints/Concerns Response
- 12.** SWIS Referral Form



MANUREWA WEST PRIMARY SCHOOL Enrolment Classification 2020

July – Dec	2014	Y0
Jan – Jun	2014	Y1
July – Dec	2013	Y1
Jan- Jun	2013	Y2
July-Dec	2012	Y2
Jan-Jun	2012	Y3
July-Dec	2011	Y3
Jan-Jun	2011	Y4
July-Dec	2010	Y4
Jan-Jun	2010	Y5
July-Dec	2009	Y5
Jan-Jun	2009	Y6
July-Dec	2008	Y6

MANUREWA WEST PRIMARY SCHOOL
APPLICATION FOR REIMBURSEMENT OF STAFF EXPENSES

NAME: _____

Part A:

Fill this part in if your reimbursement is for PD/Course costs.

Meeting/Course Attendance: _____

Purpose of the Meeting: _____

Date of Meeting: _____

Destination: _____

(A) **Travel:** _____ kms @0.62c/km **Total Part A** \$ _____

Part B:

Fill this part in if your reimbursement is for Purchases you have made from your account.

(B) Other Expenses: – specify and include details (e.g.) what you purchased

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Part B:

TOTAL CLAIM (A + B) \$ _____

I certify that the above claim is correct.

Signed by Claimant

Verified by Leader of your Area

Date

Date

Please make sure you have filled in a **Reimbursement Authority Form** if this is the first time you are putting in a claim - Ask Milly or Christine for help.

MANUREWA WEST PRIMARY SCHOOL

APPLICATION FOR LEAVE OF ABSENCE

This form is for applying for 'Leave' other than sick leave.



NAME: _____

FIRST DAY OF LEAVE: _____ **LAST DAY OF LEAVE:** _____

REASON FOR LEAVE REQUESTED: (Please Tick One) _____

- | | |
|--|---|
| <input type="checkbox"/> Family Reasons: <i>(please explain below)</i> | <input type="checkbox"/> Hospital/Surgery: <i>(letter of admittance required)</i> |
| <input type="checkbox"/> Specialist Appointment: <i>(proof required)</i> | <input type="checkbox"/> Other: <i>(please expand on this reason below)</i> |
| <input type="checkbox"/> Bereavement Leave <i>(please explain)</i> | |

SIGNATURE: _____ **DATE:** _____

**PLEASE RETURN FORM TO MILLY BLANK
ADMINISTRATION OFFICER.**

PRINCIPAL'S REMARKS

Signature: _____ **Date:** _____

Kogie Naidoo
Principal

MANUREWA WEST PRIMARY SCHOOL



SICK LEAVE FORM

NAME: _____

FIRST DAY OF SICKLEAVE: _____ LAST DAY OF SICK LEAVE: _____

REASON: _____

SIGNATURE: _____ DATE: _____

MEDICAL CERTIFICATE to be supplied in case of illness requiring leave in excess of three days.

**PLEASE RETURN FORM TO MILLY BLANK
ADMINISTRATION MANAGER**

As soon as you return to work please.

PRINCIPAL'S REMARKS

SIGNATURE: _____ DATE: _____

Kogie Naidoo
PRINCIPAL

MANUREWA WEST PRIMARY SCHOOL INSTRUCTIONS FOR RELIEVERS

1. All Relievers are to sign in on the **Vistab** – Visitors Tablet located in the front office and pick up a class key. (The key is to be returned to the office at the end of each day). You will be required to indicate MOE# and class# as well as mileage. If your details are not complete, your timesheet will not be processed in Novopay online.

School Commences at 8:55am and finishes at 2:55pm

Year3/4/ 5/6 Bells

8:30am - Students to class
8:45am - Milk in class Tuesday Wednesday Thursday
Wednesday, Thursday
8:55am –10:30am First teaching block
10:30am-11:00am Morning tea break
11:00am-12:30pm Second teaching block
12:30-1:15pm Lunch break
1:15pm-2:55pm Third teaching block
2:55pm End of school day

Year 1-2 Bells

8:30am - Students to class
8:45am - Milk in class Tuesday,
8:55am-11:00am First teaching block
11:00am-11:30am Morning tea break
11:30-1:00pm Second teaching break
1:00pm-1:50pm Lunch break
1:50pm-2:55pm Third teaching block
2:55pm End of school day

2. **Photocopying** must be done before 8:55am. If not, please leave it at the office (with room number and amount of copies required) and it will be returned to your class as soon as possible.
3. Please check if the teacher you are relieving for has any **duties** that you will need to do on their behalf. Duty timetables are on the wall in by the Daily Notices in the Resource Room.
4. **Fruit in Schools** – We are a Counties Manukau Healthy School. Fruit is provided for the children every day. Our fruit break is scheduled for 10am.
5. **Money Collection/Cashbooks/Money Bags** – All money received in class must be written up in the classroom cash book (explanation front cover) and delivered with the cash to the school office by 9.15am (Mon – Thurs) and 10.00am (Friday) after school assembly. No money is to be held in the classroom.
6. **ManaKidz** – As part of the Rheumatic Fever Study, we have two Health Nurses working on site. Please write on the ManaKidz Health list any child that you feel may have health concerns and send it to the school office by 9:15am.
7. **Milk in Schools** – We are part of Fonterra Milk in Schools. Our milk days are Tues/Wed/Thurs. At 8:45am class allocation of milk will be delivered. Only children with parent/caregiver permission can have milk. Please ensure you read through the list and hand out only to those children.
8. **WET MORNING TEA/LUNCH** - 3 bells - children not to leave class. Please refer to adjoining class teacher to arrange class supervision times.
9. **FIRE ALARM/EVACUATION** (continuous bell). Please note on the back of this form is the Evacuation plan. Please move to evacuation point smartly and take roll. Refer to the (Green) Evacuation procedure on the wall in the classroom.
LOCKDOWN (continuous short burst bell). Refer to the (Red) lockdown procedure on the wall in the classroom. You are responsible for locking all doors and getting yourself and the children under the desks/tables.
10. **CHILDREN ARE NOT TO LEAVE SCHOOL UNLESS THEY HAVE A “REMOVAL OF CHILDREN FROM CLASS/SCHOOL” FORM.** If any parent arrives at class and does not have this form, please send them to the school office. **This is very important.**
11. Please mark the manual roll sheet first thing in the morning at 8.55am and again after lunch. If there are any pupils not present after lunch (and they have not been signed out by parents) please inform the office immediately.
12. **If a child is unwell please send them to sickbay with the sickbay card.** If you cannot locate the card, please send them with a note.
13. **There is a bell at 2:50pm (Packing Up Bell). Once they have packed up, pupils line up outside their class. At the 2:55pm bell, Year 3-6 teachers walk their class to the front gate and remain at the crossing until road patrols comes off duty. Year 0-2 Students must be picked from class by parents/older siblings. Juniors who haven't been picked up must be walked to the waiting area outside Room 11 for parents/siblings. NO Juniors to be sent off on their own or left unsupervised. Please report to school office at 3.15pm as you leave to drop off the school key and indicate you are leaving the premises for Health and Safety.**
14. **Please do not leave the classroom at the end of the day without checking that all windows and doors are locked.** Also please turn off the Active Panel at the wall. If you are having trouble doing this please let the front office know.
15. Phone Calls - if urgent, can be made from staffroom during break times. A 3-minute time limit applies. Dial 1 for outside line. Cell phones - are to be turned off and not used in class. Smoking is undertaken off site and away from the school frontage.
We wish you a satisfying day and thank you for your assistance with these requirements.

**Milly
Administration Manger**

**Christine
School Secretary**

Manurewa West Primary School

Guidelines - Book Standards 2019

Date :

Handwriting:

- All work must be dated
- All Year levels to write the full date (24 February 2019)
- Miss a line under the date
- Don't write the date on the big space at the top of the page.

Use of the Ruler:

- Year 3 and upwards
- To rule off a piece of work, children must miss a line then rule off.
- Each piece of work must be ruled off.
- At the beginning of each year all children in Year 2 and up wards must be taught how to use the ruler correctly

Illustrating:

- Children use jovi's, when illustrating in their exercise books.
- **NO Felts, Crayons, Pastels**

Written Language:

- **NO RUBBING OUT / NO LINES THROUGH MISCUES**
- We need to see what stage the children are at on their first attempt at spelling, grammar and punctuation
- **Proof Read and Edit Work**
- **Phonetic Stage**
- Underline 3 errors Year 2 and upwards ○ Check for capital letters and full stops

Mathematics

- No rubbers
- Pencil only
- Red pen for underlining and reflection title

Marking

Work must be marked regularly. This can be done with individuals, small groups or whole class depending on the goal of the activity.

Goals need to be set with the children to enable them to understand purpose of activity

Goals need to be visual

Children daily reflect in books

Teachers to feedback/feedforward, date and sign

Do's

Check children start work on the correct page

Use sharp pencils

Date all work

Begin at the margin

Rule off work

Don'ts

Scribble or deface books / covers

Rub out anything – we need to see evidence of children's learning

Pages dog-eared

Use fat line at the top of the page



Manurewa West Primary School

31 McKean Avenue, Manurewa
Ph: 266-8631 Fax: 267-5588

School Behaviour Notice

Child's Name:		Room No:		Class Teacher:	
Date:				Referred By:	

Dear Parents / Guardians,

This is to inform you that your child's behaviour has been causing concern at school.

<input type="checkbox"/>	Swearing (Playground / Children / Teacher / Classroom)
<input type="checkbox"/>	Bullying Others (Physical violence / Intimidation / Threats)
<input type="checkbox"/>	Fighting at school / on way to-from school
<input type="checkbox"/>	Calling others names
<input type="checkbox"/>	Disruptive Classroom Behaviour
<input type="checkbox"/>	Stealing
<input type="checkbox"/>	Damaging Property / Equipment
<input type="checkbox"/>	Running away from School
<input type="checkbox"/>	Disrespectful responses and disobedience
<input type="checkbox"/>	Other (including on-going behaviour problems etc.)

Comments:

Action Required:

Please discuss and encourage a change of this behaviour with your child, then send the signed return slip back to school tomorrow.

Please contact your child's teacher to make an appointment to discuss the problem.

Please phone the school office to make an appointment with the Assistant Principal/Deputy Principal/Principal

(N.B. Please inform us should you know of indicators which may be influencing any behavioural concerns.)

Signed: _____
Teacher

Senior Teacher/A.P./D.P./Principal

Return Slip

Child's Name: _____ Room No: _____ Date: _____

I have received the behaviour notice and discussed this with my child.

Signed: _____

2020 Manurewa West Primary School Map

