

PARENT AND STUDENT HANDBOOK

Welcome to Riverview School.

We want you and your child's association with our school to be positive and rewarding. To ensure that we meet our Vision (below), we need you to be active and supportive of your child's education.

This information will provide you with an insight into our school and should answer many of the questions that you may have regarding our school.

If you have any further questions, please do not hesitate to talk to your child's teacher or to a member of the Senior Leadership Team.

OUR VISION

Growing, discovering, learning for life

Riverview School grows confident, successful individuals, who are:

- Hooked on HEARTWISE values
- Co-operative and community-minded
- Creative thinkers and problem solvers
- Motivated, lifelong learners
- Passionate eco-warriors
- Proud to celebrate achievements
- Competent in literacy and numeracy
- Discoverers of personal talents

OUR VALUES

♥ HEARTWISE

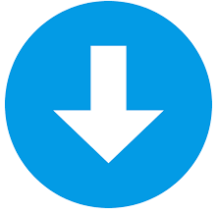
H	Honesty
E	Excellence
A	Aroha
R	Respect
T	Tolerance
W	Whanau
I	Inquiry
S	Sustainability
E	Effort

Our values are a key part of our school community; we use our values to acknowledge and celebrate student contributions, and to highlight and improve behaviours that are not consistent with these values.

BECOMING A HEARTWISE HERO 2024

Riverview School is committed to providing an inclusive, safe, future-focused, and supportive environment in which ākonga, staff, and whānau feel confident and successful.

At Riverview School, we operate according to the following values: **Honesty, Excellence, Aroha, Respect, Tolerance, Whanau, Inquiry, Sustainability, Effort.**



The Waka charts:

There are four 'legs', each with four Waka charts, and each chart with 25 tokens to be collected = 16 charts in total. Every student begins with a blank Leg 1 Waka 1 chart. When an act of HEARTWISE is displayed, a member of staff will celebrate that behaviour through **verbal acknowledgment** and by giving that child a **HEARTWISE token**. When a child fills this Waka chart (25 HEARTWISE acts), they move onto the Leg 1 Waka 2 chart ... and so on until all four legs are completed.



The HEARTWISE Certificates:

A full Waka chart warrants a special visit to Mrs Ayr (Years 4-6) and Mrs Hallgarth (Years 0-3), with the chart. On arrival, they will be celebrated for their success, and then receive a HEARTWISE certificate for their whānau and a new Waka chart; **tamariki can achieve this goal at their own pace.**



The HEARTWISE HERO

When a Year 6 student has completed all 12 Waka charts of Legs 1-3, they are awarded a HEARTWISE HERO badge and then continue to work towards achieving all four Leg 4 charts. The HEARTWISE HERO badge identifies them as mentors for other students, supporting them in displaying HEARTWISE behaviour.



Mr Kelly's HEARTWISE Hero Certificate

When a child has completed four full HEARTWISE legs, they will then receive Mr Kelly's 'HEARTWISE' certificate. This is to acknowledge and celebrate the 400 acts of HEARTWISE that they have shown around Riverview School.



Celebrating a Class's Success

For each leg, a class is given a blank jigsaw template, showing four 'pieces'. When a class has completed a full set of Waka charts for a leg (e.g. Leg 1 Waka 2), it is celebrated with a visit from Mrs Ayr and Mr Bowron, who will present a jigsaw puzzle piece representing the achievement of that Waka chart for that leg. The class can then choose a reward: they need to be no cost, school-based, and last for one learning block (e.g. movie afternoon). Once a leg is completed, the class is issued with a new jigsaw blank ... and, for the Leg 2 jigsaw, the reward can be two learning blocks ... and so on. Mrs Ayr and Mrs Hallgarth have a system to use for students that arrive during the year, so that they are not penalised.

Tokens/Takoha

- Tokens are issued with the purpose of being **'fast and frequent'**, acknowledging every act of HEARTWISE as often as possible.
- When a token is given, the child is told why s/he is receiving it. Conversations need to be brief and meaningful.
- Different locations in the school have different-coloured tokens (e.g. Classroom Teachers/White, Duty Teachers/ Blue). This will help us to track a child's acts of HEARTWISE schoolwide.
- Our tamariki are responsible for caring for and gluing their tokens onto their Waka charts.

OUR SCHOOL

We are located at 23 Riverview Road, close to the Kerikeri waterways, and the Historic Stone Store and Kemp House. Established in 1988, we are a mid-sized school nestled in amongst private residences in the suburb of Riverview. Previously under the decile system, we were Decile 7; with the new funding system, our 2024 Equity Index (EQI) number is 442 (the range is 344-569). We have a supportive community of parents, who have high expectations for their children's education. We cater for Years 0-6; most our students then go onto Kerikeri High School which caters for Years 7-13.

Our students are encouraged to achieve high academic standards, with Numeracy (Maths) and Literacy (Reading and Writing) being a daily focus in all classrooms. We also offer opportunities across a wide number of curriculum areas, including The Arts, Physical Education and Sports, Inquiry, as well as extra-curricular activities (e.g. Kapa haka).

We encourage our students to grow, discover, and learn for life, and to live the **HEARTWISE** Values within our school.

OUR COMMUNITY

The Board of Trustees (BOT) consults regularly with our community of parents and interested parties. We also use, for example, class, team, and school newsletters, the school website, text messages, Facebook, Parent Teacher Association (PTA) meetings, BOT meetings, and New Parent meetings to communicate with parents. The school and class teachers regularly communicate with parents using ClassDojo.

Input and feedback from parents regarding the running of the school is vital to ensure that we meet our objectives. At Riverview School, we welcome our parents and caregivers' input and involvement.

OUR LOGO

The school logo was revised several years ago, at the same time as the Vision Statement and motto (*Growing, Discovering, Learning for Life*) were devised. It is a blend of old and new: the old being the view of Cape Brett, as seen from this side of the Bay of Islands, from the original logo. This represents not only our ukaipō (belonging and connection to this place) but also that we should be looking to the horizon, always thinking of what we can discover and learn.



The koru (spiral shape) is based on the appearance of a new, unfurling silver fern frond. It is an integral symbol in Māori art, carving, and tattooing, where it symbolises new life, growth, strength, and peace. For Riverview School, it also symbolises the importance of relationships (whānaungatanga), in particular, the supportive and nurturing aspect of the tuakana/teina relationship – whether it be teacher/student, student/student, or parent/student (manaakitanga).

The nine leaves to the right of the koru represent our nine HEARTWISE values. This is all underpinned by our motto: *Growing, Discovering, Learning for Life*.

CULTURAL DIVERSITY AND PERSPECTIVES

Riverview School values the multi-cultural nature of New Zealand society and the Kerikeri community. The diversity of the ethnic and cultural backgrounds of our students reflects this.

Our curriculum recognises the unique position of Māori within New Zealand society, and we strive to improve our knowledge of te Ao Māori. We provide students with experiences and understandings in tikanga Māori and Te reo Māori.

KARAKIA

Kia hora te marino	May peace be widespread
Kia whakapapa pounamu te moana	May the sea be like greenstone
Hei huarahi mā tātou i te rangi nei	A pathway for us all this day
Aroha atu, aroha mai	Let us show respect for each other
tātou i ā tātou katoa	For one another
Hui e! Tāiki e!	Bind us all together!

KARAKIA WHAKAMUTUNGA (Closing karakia)

Kua mutu a mātou mahi	Our work has finished
Mō tēnei wā	For the moment
Manaakitia mai mātou katoa	Protect us all
O mātou hoa	Our colleagues/classmates
O mātou whānau	Our families
Aio ki te aorangi	Peace to the universe

PEPEHA (basic pepeha if students/staff do not have a family one)

Tēnā koutou, tēnā koutou, tēnā koutou katoa

Ko Kororipo te maunga	My mountain is Kororipo
Ko te Awa o ngā Rangatira te awa	My river is the river of the chiefs
Ko Riverview tōku kura	My school is Riverview
Ko _____ tōku ingoa whānau	My family name is ...
Ko _____ tōku pāpā	My father is ...
Ko _____ tōku māmā	My mother is ...
Ko _____ tōku ingoa	My name is ...

Nō reira, ka mihi nui ki a koutou
Tēnā koutou, tēnā koutou, tēnā koutou katoa

OUR PEOPLE



Principal: Mr Eamonn Kelly BEd, PGCert in Child Protection

This is my twelfth year as a principal and I am proud to have been appointed as the principal of Riverview School from 2024, working alongside such an outstanding team, and joining a school with the same values and dedication to our tamariki as I have. I believe that it is important that we take the diverse needs, backgrounds, and aspirations of each child and have this guide our decisions and actions as educators and leaders, for the betterment of all tamariki.



Deputy Principal / In charge of Years 4 - 6: Mrs Alison Ayr MEd(Hons), PGDipEd, BEd, DipTchg

I have taught from Year 1 to Year 8, in Northland and Auckland, from small full primary schools to large intermediate schools; I have been a teacher, assistant/deputy principal, principal, and curriculum development facilitator. My curriculum interests are Literacy and Inquiry, with Writing being a passion; my teaching philosophy is focused on 'raising the bar and closing the gaps'. My personal interests range from gardening to sailing.



Assistant Principal / In charge of Years 1 -3 / Special Education Needs Coordinator (SENCO): Mrs Sarah Hallgarth BA, PGDipTchg(Primary)

I have taught in a variety of schools in Hawkes Bay and Gisborne. I have been a teacher at Riverview School since 2017. My son also came through Riverview School, so I understand the school from a parent's perspective, too. I have taught New Entrants, Year 1s, and Year 2s at Riverview School and been the Year 2 team leader, Staff Trustee on the Board of Trustees, and the PB4L Coach. My curriculum interests are in Literacy and Inquiry. I believe that school should be a happy, safe, and positive place for all students.



Room 1 / Year 1 teacher / Year 1 Team Leader (Team Kerikeri): Ms Trish Puharich BEd, DipTchg, PGCert in Digital and Collaborative Learning

I have taught for many years and in many places, including South Auckland, Wellington, London, and Kaihu Valley. My philosophy is to build up children's self-esteem, making them feel confident about themselves, their strengths, and their learning. I am interested in Literacy, Art, Music, Creativity, and making learning fun. I enjoy teaching and have taught most levels but have a passion for teaching Juniors, as I believe there is a real 'magic' and enthusiasm around Years 0 - 4.



Room 2 / Year 1 teacher: Ms Karen Fletcher BEd, Higher DipEd

I have taught in Christchurch, Auckland, Kent, Oxford, and was a sole-charge principal at Halkett School in Canterbury. I taught dance and drama at the Christchurch College of Education and have a passion for musical theatre. I enjoy teaching and have taught all levels, with a preference for Years 0-4. My teaching philosophy is to encourage children to 'give things a go' and to share their successes; being with like-minded people who spark off each other is important for our future thinkers. I really enjoy Literacy and the Arts. I love to travel.



Room 3 / Year 1 teacher: Miss Katrina Cooper BEd

Teaching is the most rewarding profession, and I am privileged to be part of the Year 1 Kerikeri Team for 2024. I completed my BEd in 2012 and have taught a variety of year levels. I believe in building relationships and scaffolding learning, so that students feel nurtured as their needs and interests are met. Every child should have the opportunity to develop a love for learning - *"to teach is to touch a life for a lifetime"*. My family was blessed with the arrival of my son, Te Awa, in September 2020. Outside of the classroom, I love creating memories with him, my friends, and family.



Room 19 / New Entrant teacher: Mrs Michelle Tweedy BA(Hons) Business Studies, PGDip Human Resource Management, PGDip Primary Education.

Before becoming a teacher, I worked here as a Learning Support Assistant and as the Receptionist; I also have nine years' experience working in the field of human resources. I became passionate about learning when I was a parent helper in my son Leif's Year 1 class (he is 15 this year [I also have a 28-year-old stepson]). My teaching philosophy is focused on building a safe environment in which all tamariki feel included and supported in their learning. My curriculum interests are Mathematics, Literacy, The Arts, and te reo Māori. My personal interests include pottery, walking, swimming, surfing, and being at the beach.



Room 4 / Year 2 teacher: Miss Serena Gilmore BEd, PGCert in Digital and Collaborative Learning

I have taught across a wide range of year levels; I am passionate about literacy learning and using PRIME Maths. I have enjoyed used STEM in the classroom to help develop some Science and Maths concepts and social skills, and I love using a hands-on approach to create confidence and agency with learners. I live in Kerikeri on a small lifestyle property, making the most of everything that the Bay of Islands has to offer. My personal interests are hiking, diving, fishing, and running.



Room 5 / Year 2 teacher: Mrs Lyn Draper BEd, DipTchg

I have been associated with Riverview School since 1999 when my oldest child started as a 5-year-old. Both my children attended Riverview School, and I have been teaching here in a variety of roles since 2000. I particularly enjoy teaching in the Junior School and always encourage the children to be as independent as possible. My personal interests include living with chemical-free products, reading, and going for walks.



Room 6 / Year 2 Teacher: Miss Alana Thorne BTchg(Prim)

My interest in sport took me overseas, where I studied, worked, and lived in Scandinavia and Australia. My experiences and travels were character building and have played an important role in my teaching style. I returned to New Zealand to pursue further study. I believe that building meaningful relationships is imperative in teaching, learning, and life itself. I have a great interest in Health and Physical Education. I am a volunteer firefighter and an avid adventurer in all elements: sea, land, and snow.



Room 7 / Year 4 teacher / Year 4 Team Leader (Rangitāne Team): Mrs Lynda Staples PGDipEdLit, BTchg

My family and I immigrated to New Zealand from South Africa in 1999 and settled into living happily and safely in Kerikeri. I began teaching at Riverview School in 2001 so have been privileged to have been part of Riverview School since then. During this time, I have taught across Years 1, 2, 3, and 4. My interests are varied, ranging from keeping myself fit and healthy to exploring my own creativity, while maintaining special relationships with my family and friends, who live both here and all over the world.



Room 8 / Year 3 teacher: Ms Ellen Rhodes MA(Applied Social Work), BA(Hons), PGDip(Prim Ed)

Before teaching, I worked in a range of sectors, including mental health, acquired brain injury, and child social work. My curriculum interests are Mathematics, Writing, The Arts, and Inquiry. My teaching philosophy is focused on building children's confidence and self-esteem by celebrating learning success, and supporting them to be, and to express, themselves in the classroom. My personal interests include spoken-word poetry, surfing, running, hiking, and generally being outdoors.



Room 9 / Year 3 teacher: Ms Paula Walker BEd, Dip in Teaching

A teacher in primary schools for many years, I started my career in Otago then moved on to Auckland. I have raised four children and gained a wealth of experience teaching at a number of great West Auckland schools. Exploring my passion for Writing, I became an accredited PLD provider for schools. With the aim of lifting student achievement in Writing, I worked alongside many dedicated teachers, learning much from them in the process. Recently, my partner and I decided on a lifestyle change and moved to beautiful Northland. We now have two dogs and two cats to spoil, and plenty of visits from grown children keen to get out of the big city. Excited to return to the classroom, I enjoy being part of the Riverview School whānau.



Room 10 / Year 3 teacher / Year 3 Team Leader (Puketōtara Team):

Whaea Vicki Bell BTchg, PGCert in Digital and Collaborative Learning

I am a passionate teacher and believe in making learning memorable and enjoyable for my students. My curriculum interests are Literacy, Mathematics, Science, and te reo Māori. My teaching philosophy is underpinned by 'involving children in their learning and making it fun'. My husband and I raised our four children in Kerikeri and are delighted to be living in our favourite part of New Zealand again. My personal interests are mountain biking, yoga, fishing, and diving.



Room 11 / Year 4 teacher: Mrs Karen Josephs BEd, DipTchg

I have been teaching at Riverview School since 2004. My teaching interests include Literacy and the Arts. I particularly enjoy incorporating hands-on learning and social skills into the learning programme. I am committed to being a learner, using new ideas and thinking. Through technology, I keep up to date with current practice, looking for ways to help and support children with their learning. On a personal level, I enjoy walking, sewing, genealogy, music, and spending time with my family.



Room 12 / Year 4 teacher: Mr Kurt Jefferies MTchgLng (Primary), BSR (Outdoor Education), DORL

I gained a love for teaching and learning whilst working in the outdoor education sector. I have since taught in Auckland and Whāngarei and am excited to now be raising my two young boys in Kerikeri (and getting out in my kayak). I have a particular interest in numeracy, technology, and PE, and am passionate about creating a learning environment in which students are challenged, intrigued, and supported to develop positive learning and social dispositions.



Room 13 / Years 5/6 teacher: Miss Keren Matthews BEd(Prim Tchg)

I have been teaching for 19 years and have taught from Year 2 to Year 6 in Auckland and Wellington. I love teaching Maths, STEAM, and Literacy. I believe that building strong relationships is the key to a successful classroom and school. I enjoy living in such a beautiful part of New Zealand and being able to explore the Bay of Islands with my partner, who is a charter boat operator and also a teacher.



Room 14 / Years 5/6 teacher: Ms Dallas Andersen BEd, DipTchg

I have taught here for many years, teaching across Years 1-6. I have four sons, all of whom have been through the education system in Kerikeri. My teaching philosophy is to create a safe, supportive environment where tamariki can: develop independence, take risks, get on well with others, and be supportive so that others can achieve. I enjoy teaching across the curriculum, but really love the learning done through sports and the Arts. If tamariki are happy, they will enjoy learning and be successful.



**Room 15 / Years 5/6 teacher / Years 5 & 6 Team Leader (Waipapa Team):
Ms Vic Phillips BEd(PrimTchg)**

I first began teaching in Auckland in 2001 before moving to the UK for five years. While there, I trained as a dispensing optician, completing a Diploma in Dispensing Optics (FBDO). I have three children: all at Kerikeri High School. I am passionate about teaching Visual Art, dance, and drama. I enjoy camping, spending time at the beach, and paddle-boarding.



Room 16 / Years 5/6 teacher: Mrs Samantha Roessler BTchg, PGCert in Digital and Collaborative Learning

I was born in South Africa; by the time I moved here, it was my third continent move within four years. From South Africa, I moved to France, then to Dubai, where I met my husband, who brought me to Kerikeri in 2006, where he grew up. We have two children, both of whom attended Riverview School. My interests are exercise, card-making, and scrapbooking. I have a passion for digital technologies and languages.



**Room 17 / Years 5/6 teacher / Years 5 & 6 Team Leader (Wairoa Team):
Mrs Catherine Ross-Taylor BEd, DipTchg, PGCert in Digital and Collaborative Learning**

I have taught for 35 years, from New Entrants to Year 7, from a small school in the Manawatu to a large school on the Whangaparaoa Peninsula, before starting here in 2012. I am passionate about Reading, Writing, Mathematics, and the Visual Arts. My interests include cooking, gardening, reading, boating/fishing, bike riding, and playing the guitar and ukulele. I have two bonus daughters (step), and three grandchildren.



Room 18 / Years 5/6 teacher: Mr Hamish Ward PGDipEd (Digital Education), BEd(Prim)

I have been teaching for eight years. In 2022, I began here at Riverview School, having moved to the area from a small town south of Auckland, called Pukekohe. My wife and I have three girls aged 5, 12, and 13. I am passionate about exploring coding and STEAM projects. I love being outdoors, hunting and spearfishing.



Release teacher: Mrs Toni Mason BEd

I began my teaching career at Whangaparaoa Primary in 2003. I have taught across the Junior, Middle, and Senior School areas. I love working with children; I get the opportunity to create, explore and learn, with every day being different. My family and I moved back to my hometown, Kerikeri, at the beginning of 2023. My interests include gardening, paddle boarding, travelling, and spending time with my family.



Release teacher: Mrs Frances McGregor BEd

I taught in many primary schools in Whangārei from 2008, mainly teaching at Onerahi Primary School, but moved back to my hometown, Kerikeri, after being away for many years. I am so happy to be able to raise our two boys in Kerikeri. I am passionate about teaching Literacy, Mathematics, Science, and the Visual Arts, and about encouraging independent, confident, life-long learners. I enjoy yoga, walking, camping, and painting.



Te reo Māori teacher: Mrs Leone Cooper BEd, DipTchg

I have been at Riverview School since 2014, having previously taught at intermediate and primary schools in Palmerston North, Gisborne, Whangārei, Whakatāne, and Taumarunui for over 20 years. My teaching passions include EOTC, te reo Māori, and Literacy. I am a life-long learner, having learnt to ride a motorcycle (both road and then trail) in my 30s, and to SCUBA dive nine years ago, gaining my Advanced Open Water certificate. I am still learning te reo Māori. I enjoy many crafts, including sewing, knitting, and cross stitch, and I am an avid gardener.



Office Manager: Mrs Judith Payton

Prior to moving to Kerikeri, I worked as the Office Manager in a community newspaper in Hawera, South Taranaki. In 1996, I moved to Kerikeri with my family; our three children all attended Riverview School. I am very passionate about the personal development of children and have a keen interest in watching them progress. My interests include netball, football, rugby, tennis, and ukulele.



Resource Manager / Receptionist / Librarian: Ms Jo England

I was initially employed here as a teacher aide and librarian then, in 2014, I became Receptionist and Resource Manager. I really enjoy my role, meeting new parents and students, and being there to help. Being a support person to so many people is challenging but very rewarding. It is also very rewarding seeing children catch the reading bug; once they are hooked, there is no going back! I have two adult children. Being creative is a big part of me being me and I like to show this as much as possible.



Receptionist: Mrs Karensa Baker

My family and I moved to Kerikeri in 2016; our son, Alex, attends Riverview School while our daughter, Holly, has just started at Springbank. Previously, I have worked in a number of support, project, and administration roles in NZ, Sydney, London, Dubai, and Singapore. I became interested in education and working with children through my involvement in the Kerikeri Playcentre and as a parent helper at school and at Kerikeri Kindergarten. My interests include walking, swimming, the outdoors, and anything to do with the water!



Finance Officer: Mrs Sharon Ryan

I have been involved in the finance and accounting sector for years, working in roles in both local government and the finance industry. I have three grown-up children and was involved in their schooling as a member of Boards of Trustees and as a sports coach. Moving to Kerikeri in 2014 provided me with the ideal place to enjoy my personal interests of walking, gardening, and fishing.



Caretaker: Mr Adrian Cookson

I'm proud to be the Caretaker of Riverview School. I grew up in Auckland, where I worked at a hire firm for ten years, before my wife and I moved north to Houhora, where I worked as a greenkeeper and we started a family. We now have two sons and two daughters. We moved to Kerikeri fourteen years ago for better opportunities for our children. We have met some wonderful people here, and love living in Kerikeri. I enjoy fishing, playing golf, and spending time with my family.



Assistant Caretaker: Mr Kirk Thomas

My wife and I moved to Kerikeri nine years ago with our two sons for a new adventure. I worked in a part-time capacity for three years at Riverview School before becoming the current Assistant Caretaker. I am a keen fisherman and I enjoy aquascaping.



Learning Support Assistant (LSA): Mrs Jan Dick

My husband and I moved from Auckland several years ago to a large property with plenty of gardening to do, which we both enjoy. Before coming to Kerikeri, I worked for the Ministry of Education in Auckland for 17 years, travelling around schools to help students with speech and language difficulties. I enjoy working here as a Learning Support Assistant; I enjoy the school environment and helping the children in all areas of literacy and vocabulary development. When not at school, I love to read, work in the garden, make patchwork quilts, bake, and visit cafes to enjoy a nice coffee.



ESOL Teacher / Learning Support Assistant (LSA): Ms Jeanine Walker

BEd(PrimTchg), PGDipECE

Teaching children is a real pleasure for me. I have worked from early childhood through to tertiary education in different capacities. I am a mother of three sons. When they are not keeping me busy, you will find me in the garden.



Learning Support Assistant (LSA): Mr Paul Mikkelsen BEd (ECE)

I have been teaching Early Childhood since 2013, teaching at Tōtara North ECE and Nurture by Nature. My teaching philosophy aligns with Piaget's philosophy of learning through play. My years of experience with 4–5-year-olds has been valuable for my role as a Learning Support Assistant for the new entrants at Riverview School. My personal interests are inline hockey and gymnastics.



Learning Support Assistant (LSA): Mrs Jody Jordan

I joined the staff at Riverview School five years ago, as an OSCAR employee. Having arrived in the beautiful Far North with 19 years of support staff experience, I was then fortunate to be offered a contract supporting students in the classroom. It is a pleasure working in such an inviting and positive environment, with the reward of seeing the progress and growth of so many pupils. Outside school, I enjoy gardening, fishing, walking, and, of course, visiting Kerikeri's many cafes and restaurants.



Learning Support Assistant (LSA): Mrs Sarah Fossett

I joined the staff at Riverview School in Term 1 of 2022, after moving to the Far North from Mangawhai, where I was a swimming instructor. I immigrated to New Zealand from the UK in 2017 with my family; we have enjoyed our time here and have settled in Kerikeri. Having the role of LSA is very rewarding, as I get to see the children develop and grow academically and personally. My spare time is spent with my husband and three children, as well as running.



OSCAR Supervisor: Mrs Shelley Robinson BA(Hons), PGCE (SecEd)

My family and I immigrated to New Zealand in 2009 when my son was only 6 months old. My daughter was born here in 2010 and is a true Kiwi! Prior to having children, I worked as a Geography teacher in a busy London secondary school. Using my teaching skills and my love of helping children to flourish, I gained my first job in New Zealand as a Playcentre Extended Session Supervisor. Once the opportunity arose to work at Riverview OSCAR, I grabbed it, and now I supervise the entire programme. When I'm not working, I enjoy yoga, swimming, exploring Northland's gorgeous beaches with my family, and SCUBA diving.

OUR STAFF

Mr Eamonn Kelly	Principal
Mrs Alison Ayr	Deputy Principal / In charge of Years 4 – 6 / Literacy Leader / PB4L Leader
Mrs Sarah Hallgarth	Assistant Principal / In charge of Years 1 – 3 / SENCO /Year 2 Team Leader / PB4L Coach

Year 1 Team (Kerikeri Team)

R1	Ms Trish Puharich	Team Leader
R2	Ms Karen Fletcher	The Arts Leader
R3	Miss Katrina Cooper	
R19	Mrs Michelle Tweedy	

Year 2 Team (Ōkura Team)

R4	Miss Serena Gilmore
R5	Mrs Lyn Draper
R6	Miss Alana Thorne

Year 3 Team (Puketōtara Team)

R8	Ms Ellen Rhodes	
R9	Ms Paula Walker	
R10	Whaea Vicki Bell	Team Leader / Māori Achievement Leader

Year 4 Team (Rangitāne Team)

R7	Mrs Lynda Staples	Team Leader
R11	Mrs Karen Josephs	Environmental Education Leader
R12	Mr Kurt Jefferies	

Years 5 and 6 Team (Waipapa Team)

R13	Miss Keren Matthews	Maths Leader
R14	Ms Dallas Andersen	P.E. & Health Leader / Sports Events Coordinator
R15	Ms Victoria (Vic) Phillips	Team Leader / Learning with Digital Technologies (LwDT) Leader

Years 5 and 6 Team (Wairoa Team)

R16	Mrs Samantha Roessler	
R17	Mrs Catherine Ross-Taylor	Team Leader
R18	Mr Hamish Ward	

Part-time Teachers

Mrs Toni Mason	Release teacher
Mrs Frances McGregor	Release Teacher
Mrs Leone Cooper	Te Reo Māori teacher

Support Staff:

Mrs Judith Payton	Office Manager
Ms Jo England	Resource Manager / Receptionist / Librarian
Mrs Sharon Ryan	Finance Officer
Mrs Karensa Baker	Receptionist
Mrs Jan Dick	Learning Support Assistant (LSA)
Ms Jeanine Walker	ESOL Teacher / Learning Support Assistant (LSA)
Mr Paul Mikkelsen	Learning Support Assistant (LSA)
Mrs Jody Jordan	Learning Support Assistant (LSA)
Mrs Sarah Fossett	Learning Support Assistant (LSA)
Mr Adrian Cookson	Caretaker
Mr Kirk Thomas	Assistant Caretaker
Mrs Shelley Robinson	OSCAR Director

School Contacts

Postal Address:	PO Box 942 Kerikeri 0245
Physical Address:	23 Riverview Road Kerikeri 0230
Phone:	(09) 407 7277 Cellphone: 0211077110
Website:	https://sites.google.com/a/riverview.school.nz/website/

ENROLMENT SCHEME

Our school has a Ministry of Education-approved enrolment scheme. If you are out of zone, please contact the school to find out about out-of-zone enrolments.

Home Zone

All students that live within the home zone described below (and shown on the map at the back of the handbook) shall be entitled to enrol at the school.

Starting at the corner of State Highway 10 and Takou Bay Road the zone travels east along Takou Bay Road, Otaha Road, and Te Ra Road. All properties on both sides of these roads are in the zone.

Returning to State Highway 10, the zone travels south down the centre of State Highway 10, with all properties to the east being in zone and west of the road out of zone, until reaching No. 2777 (in zone). Continuing south, the zone includes all properties on both sides of State Highway 10, including those on Sandy Road and roads off it; Waipapa West Road and roads off it; Pungaere Road and roads off it; Kahikatearoa Lane and roads off it, and Pataka Lane until reaching the Kerikeri River Bridge.

The zone then crosses the road and travels east along the Kerikeri River until it reaches the Kerikeri Inlet, with all properties to the north being in the zone. It continues along the coast on the northern side of the Kerikeri Inlet and north into Te Puna Inlet, following the coast until it reaches the properties on Redcliffs Road. It then goes inland, including all properties on Redcliffs Road until it reaches Purerua Road, which it crosses to then travel up Sommerville Road (including all properties on both sides of the road) to link up with the properties in Takou Bay.

All residential addresses on both sides of boundary roads and all no exit roads off included sides of boundary roads are included in the zone unless otherwise stated

Proof of residence within the home zone may be required.

Out-of-zone enrolments

Each year, the Board will determine the number of places that are likely to be available in the following year for the enrolment of students that live outside the home zone. The Board will publish this information by notice in a daily or community newspaper circulating in the area served by the school. The notice will indicate how applications are to be made and will specify a date by which all applications must be received.

At present, there are no places available.

Applications for enrolment will be processed in the following order of priority:

- First Priority this priority category is not applicable at this school because the school does not run a special programme approved by the Secretary of Education.
- Second Priority must be given to applicants who are siblings of current students.
- Third Priority must be given to applicants who are siblings of former students.
- Fourth Priority must be given to any applicant who is a child of a former student of the school.
- Fifth Priority must be given to any applicant who is either a child of an employee of the Board of the school or a child of a member of the Board of the school.
- Sixth Priority must be given to all other applicants.

If there are more applicants in the second, third, fourth, or fifth priority groups than there are places available, selection within the priority group will be by a ballot conducted in accordance with instructions issued by the Secretary under Section IIG(I) of the Education Act 1989. Parents will be informed of the date of any ballot by notice in a daily or community newspaper circulating in the area served by the school.

Applicants seeking second or third priority status may be required to give proof of a sibling relationship.

ENROLMENT PROCEDURES

Children should be enrolled at the School Office prior to their anticipated entry at school (the earlier, the better). New entrant children require a birth certificate for verification of their birthdate, as well as immunisation certificates. For all new enrolments, you will be required to complete an enrolment form, which will include parent/caregiver information, contact telephone numbers, emergency contact names and numbers, and details of any medical conditions of your child. You also need to provide evidence of your residence inside the school zone (e.g. a rates invoice, power bill, or phone bill). You will need to make an appointment with the Principal for an enrolment interview; please bring all documents to this meeting:

- Birth certificate, or a copy of this
- Evidence of immunisation for measles, mumps etc. (this is a legal requirement)
- Residency certificate (if applicable)
- Evidence of your residence inside the school zone (e.g. a phone bill)
- Contact/emergency contact and medical information

COHORT ENTRY

Riverview School uses the “cohort entry” model for children beginning school for the first time. This means that children do NOT begin school on their fifth birthday, as has been the case for many years.

Instead, children begin in a group at the beginning, and in the middle, of each term. We believe that this makes the transition more effective for children, as they enter school with a group of peers at the same time and have a more tailored induction programme.

Start Dates for 2024:

Term 1	30 Jan (Tues)	4 March
Term 2	29 April	4 Jun (Tues)
Term 3	22 July	26 August
Term 4	14 October	11 November

We encourage all parents and children to participate in our pre-school orientation programme. Full details of this programme are available from the office or on our website.

❖ Parent Meetings

The Assistant Principal will host an information meeting for parents, each term, for those who have a child starting either mid-term or in the following term. For 2024, these will be between 7:00-8:00pm in the school staffroom (come to Reception) on the following dates:

<u>Starting term</u>	<u>Meeting dates</u>
2	Tuesday 13 February
3	Tuesday 4 June
4	Tuesday 6 August
Term 1, 2025	Tuesday 29 October

❖ Student visits before starting school:

Usually, families are invited to bring their child for two pre-school visits (see below). This allows children, and their parents, to meet the teacher, and become familiar with the school. Visits will be from 8:45am until 10.35am. For 2024, these are planned for Thursdays as following:

<u>Starting term (Week 1)</u>	<u>Visit dates</u>
2	28 March and 4 April
3	20 and 27 June
4	12 and 19 September
Term 1, 2025	28 November and 5 December

<u>Starting term (Week 6)</u>	<u>Visit dates</u>
1	22 and 29 February
2	23 and 30 May
3	15 and 22 August
4	31 October and 7 November

Parents are expected to stay. Please phone the school office to book. Due to ‘space’ issues, we ask that younger siblings are not brought along.

TOP TIPS FOR STARTING SCHOOL

Riverview School aims to provide a learning environment that is active, constructive, and enjoyable.

Your child is encouraged to bring their Early Childhood Portfolio (if they have one) to school so that they can share their experiences with their new class. This is a great way to value their early childhood experience, and for them to have a starting point for friendships and common experiences. Children often find that they have a lot in common with other children in their new class, and this is a nice way for them to feel included straight away. If they choose to bring their portfolio to school, we will look after it, and return it when they are settled. This is usually after a month.

The school office will provide you with a list of stationery that your child requires; the items on this can be purchased from the office at school. School hats are also purchased from the office (\$18.00) – please name these. Please purchase school backpacks that are big enough to fit at least an A3-size book. Children will also need a named lunchbox and drink bottle (water only); please also name their clothing, including their togs, bathing cap, goggles, and towels.

It would be helpful for your child's successful transition to school if they can:

- dress and undress themselves (including shoes and togs)
- cope with packing and unpacking the contents of their lunchbox and school bag

Tips for getting started:

- Involve your child in lots of physical activities that help children to get ready to write: Swimming, running, walking, climbing; these activities help both sides of the brain to function.
- Help them to order, and to do things, from left to right; we read and write this way.
- Activities that involve the 'pinch' grip, and finger dexterity, will help them with pencil control.
- Promote sharing, and caring for others.
- Familiarise them with the bus that they will be catching home, or decide, with them, on a safe route to/from school and identify where they can go for help, if needed.

Older children

- If possible, please bring stationery and school reports from the previous school.
- Encourage discussions about coping with change.
- Encourage new friendships.

We are a friendly school, and we work hard to help your child feel happy and confident in their new environment. We will provide a buddy for them while they get settled and find new friends.

Home-School Partnership Dates for 2024

Term 1

Thursday 8 February	6.30pm 'Back to School' Evening for all parents
Tuesday 13 February	7.00pm Term 2 New Entrants' Parent Cohort Meeting
Thursday 22 February	8.45 – 10.40am Term 1 Week 6 Cohort visit #1
Thursday 29 February	8.45 – 10.40am Term 1 Week 6 Cohort visit #2
Monday 4 March	Mid-Term 1 New Entrant Cohort Entry (Week 6)
Tuesday 5 March	1.00 – 6.30pm Parent-Teacher-Child (PTC) Conferences
Wednesday 6 March	3.15 – 6.30pm Parent-Teacher-Child (PTC) Conferences
Thursday 28 March	8.45 – 10.40am Term 2 New Entrants' Cohort visit #1
Thursday 4 April	8.45 – 10.40am Term 2 New Entrants' Cohort visit #2

Term 2

Thursday 23 May	8.45 – 10.40am Term 2 Week 6 New Entrants' Cohort visit #1
Thursday 30 May	8.45 – 10.40am Term 2 Week 6 New Entrants' Cohort visit #2
Tuesday 4 June	Mid-Term 2 New Entrant Cohort Entry
Tuesday 4 June	7.00pm Term 3 New Entrants' Parent Cohort Meeting
Thursday 20 June	8.45 – 10.40am Term 3 New Entrants' Cohort visit #1
Thursday 27 June	8.45 – 10.40am Term 3 New Entrants' Cohort visit #2
Friday 5 July	Mid-Year reports go home

Term 3

Tuesday 6 August	7.00pm Term 4 New Entrants' Parent Cohort Meeting
Thursday 15 August	8.45 – 10.40am Term 3 Week 6 New Entrants' Cohort visit #1
Thursday 22 August	8.45 – 10.40am Term 3 Week 6 New Entrants' Cohort visit #2
Monday 26 August	Mid-Term 3 New Entrant Cohort Entry
Tuesday 27 August	4.15 – 5.00pm Student-led Conferences - Years 5 and 6
Wednesday 28 August	5.15 – 6.00pm Student-led Conferences - Years 5 and 6
Thursday 29 August	6.00 – 6.45pm Student-led Conferences - Years 5 and 6
Tuesday 3 September	4.15 – 5.00pm Student-led Conferences - Years 3 and 4
Wednesday 4 September	5.15 – 6.00pm Student-led Conferences - Years 3 and 4
Thursday 5 September	6.00 – 6.45pm Student-led Conferences - Years 3 and 4
Tuesday 10 September	4.15 – 5.00pm Student-led Conferences - Years 1 and 2
Wednesday 11 September	5.15 – 6.00pm Student-led Conferences - Years 1 and 2
Thursday 12 September	6.00 – 6.45pm Student-led Conferences - Years 1 and 2
Thursday 12 September	8.45 – 10.40am Term 4 New Entrants' Cohort visit #1
Thursday 19 September	8.45 – 10.40am Term 4 New Entrants' Cohort visit #2

Term 4

Tuesday 29 October	7.00pm Term 1 2025 New Entrants' Parent Cohort Meeting
Thursday 31 October	8.45 – 10.40am Term 4 Week 6 New Entrants' Cohort visit #1
Thursday 7 November	8.45 – 10.40am Term 4 Week 6 New Entrants' Cohort visit #2
Monday 11 November	Mid-Term 4 New Entrant Cohort Entry
Thursday 28 November	8.45 – 10.40am Term 1 2024 New Entrants' Cohort visit #1
Thursday 5 December	8.45 – 10.40am Term 1 2024 New Entrants' Cohort visit #2
Wednesday 11 December	Year 6 Celebration Assembly & Year 6 End of Year reports go home
Friday 13 December	Years 1 - 5 End of Year reports go home

BOARD OF TRUSTEES

The Board of Trustees at Riverview School has been given power under the Education Act 1989 to control the management of the school by making sure that the school achieves its charter goals through good practices. In practice, the Board is responsible, among other things, for:

- Setting strategic goals
- Reviewing how well those goals are being achieved
- Charter development and modification, in consultation with the community
- Employment of teaching and support staff
- Preparation of the annual report
- Managing school finances
- Complying with the conditions for occupying crown-owned buildings and land
- Authorising student visits
- Student stand-downs, suspensions, and enrolments
- The enrolment scheme (zoning)

The Board at Riverview School has five parent trustees, one staff trustee, and the Principal. Elections for the Board are held every three years, with the next one in 2025.

The Board meets in the School Staffroom. The meetings are usually held once a month. Meetings of the Board are open to the public, but they are not public meetings. In other words, members of the public may attend (except during *in-committee* business) but they do not have speaking or voting rights; they may, however, be invited to speak at the beginning of a meeting. Meetings are advertised in the weekly school newsletter.

Presiding Member:	Louise Murdoch
Secretary:	Casey Perrin
Treasurer:	Jancy Stott
Parents:	Lorraine Chaney Chris Baker
Principal:	Eamonn Kelly
Staff Trustee:	Sarah Hallgarth

PARENT TEACHERS ASSOCIATION

The Parent Teachers Association (PTA) has an important role to play in the school. All members of the school's parent community are members of the PTA and may attend PTA meetings. PTA meetings are advertised in the weekly newsletter.

EDUCATION REVIEW OFFICE (ERO) REPORT

The Education Review Office reviews all schools and early childhood services every three years and publishes national reports on current educational practice. Our last review was in 2016. This report provides the Riverview School community with information regarding areas of good performance, and areas for review and improvement. You can view our most recent report at <http://www.ero.govt.nz/review-reports/riverview-school-01-06-2016/>.

In 2021, Riverview School began participating in ERO's trial of a new operating model, whereby an ERO Evaluation Partner works alongside the school for a number of years, focused on a more developmental approach to evaluation.

SCHOOL HOURS

Our school day is between 8.55am – 2.55pm. The first bell rings at 8.55am to allow children time to get to their classrooms, and a second bell rings at 9.00am – by which time they should be seated in their classrooms, ready for the attendance roll to be called.

We have three main learning blocks:

8.55am	–	10.40am
11.25am	–	12.50pm
1.45pm	–	2.55pm

We encourage students to arrive at school between 8.30am - 8.45am so that they have time to get settled and to prepare for their first class at 9.00am. On the actual first day of your child starting school, you and your child should report to the school office at 8.30am to do the final enrolment paperwork.

Children have a short brain snack (healthy food such as fresh/dried fruit or vegetables, nuts, seeds) at 10.00am.

We operate a 'Play, Eat, Learn' timetable. Our morning break is from 11.10am – 11.25am. Lunch play starts at 12.50pm with lunch eating from 1.30pm until 1.45pm.

We are responsible for your children until 2.55pm. Please make every effort to pick up your child/ren on time as children can become very anxious and distressed when left at school. Please be aware that the playground is not a safe or supervised area after 2.55pm. We ask that children wait at the supervised area (the roundabout by the hall) to be picked up. A teacher will be at the roundabout until 3.15pm, supervising the safe pick-up of children. After-school meetings for staff professional development begin at 3:15pm. There are no teachers on duty after this time.

If your child is left unsupervised at school past 3.15pm, they will be required to go to the office until collected, or they will join the OSCAR programme and you will be charged accordingly. Whilst the school day for the students may be finished, it is important that our teachers have time to attend meetings and have uninterrupted preparation/planning time. Bus students will be supervised until the departure of their bus.

The only children in the school grounds past 3.15pm will be those in the OSCAR Programme, those at supervised sports practices, or those with their parents.

We prefer that our students wait at the hall roundabout, if you are not walking into the school grounds, or to the classroom, to pick them up. The staff carpark is not available for parents; there is a barrier arm operated by a keypad. We also lock the gate by the Whare hui to keep our junior children safe. **Children must not wait unsupervised on the big adventure playground after school.**

SCHOOL OFFICE/RECEPTION

The office is situated at the front of the school by the flagpole; our office staff is the first point of call for notification of absences, cancellations, and general information. We operate an answering machine system for notification of postponements, cancellations etc., or for leaving messages after hours. The office hours are from 8.15am – 4.00pm; the phone number is 09 407 7277; cell phone 021 1077110; email admin@riverview.school.nz or reception@riverview.school.nz. Capable senior students are usually on duty during morning tea (11.20 – 11.45am).

WEBSITE

<https://sites.google.com/a/riverview.school.nz/website/>

Our school website is a great place to go to find up-to-date information about our school, and to check details if your newsletter has been misplaced. We welcome your feedback and comments about our site. We also communicate regularly using our **Facebook** page and **ClassDojo**.

OSCAR (OUT OF SCHOOL CARE AND RECREATION PROGRAMME)

OSCAR is a supervised after-school care programme based in the hall from 2.55pm – 5.30pm each day. OSCAR provides afternoon tea and supervised activities for all Years 1 to 6 children. A ratio of 1 adult to 10 children is maintained. The cost is \$20.00 per afternoon session. Same day cancellations incur, a 'no show' fee of \$10.00 per day.

A holiday programme is also available (operating Monday – Friday 8.00am until 5.30pm) \$50 ('no show' fee \$25.00) on Mondays, Tuesdays, and Thursdays. Our trip days, on Wednesdays and Fridays, cost \$60 ('no show' fee \$30.00). The holiday programme is open to primary school children from any local school.

To enrol your child/ren in OSCAR, see Reception for information, or phone the OSCAR Programme Manager, Shelley Robinson, on 021 296 4829. Work and Income subsidies may be available for some families.

Fees are paid to OSCAR Internet banking (Bank A/C: 12-3091-0132140-54 [Reference: Your child's name, and your invoice number if applicable]).

PARENT CONTRIBUTION

For 2024, Riverview School has opted to receive additional funding from the government, and, in return, we are not seeking parent donations for the additional costs of running the school.

Schools in our position can still receive any donations should members of our community wish to give these, and these donations are still tax deductible, so we are happy to receipt such contributions for this purpose. However, such a donation would be voluntary and is not solicited by us as a school. We can accept donations by EFTPOS, cash, or internet banking. Bank Account: 12-3091-0132140-00 (place child's name & year level [e.g. J Smith Y5])

GENERAL INFORMATION

ABSENCES

We have a responsibility to account for the whereabouts of our students between 9.00am and 2.55pm. You are asked to notify the Office any time that your child will be absent.

When you know ahead of time that your child will be absent, or is being picked up early, a text, an email, or a personal visit will suffice. Otherwise, please phone the Office before 9.00am on the day of absence, and either leave a message on the answerphone, or speak with one of the Office staff. You can also text us (0211077110). We will contact you (via text) if your child's absence has not been notified. **Parents planning on taking children on holiday during term time must notify the Principal: principal@riverview.school.nz**

AFTER SCHOOL

We are responsible for your children until 2.55pm. Please make every effort to pick up your child/ren on time, as children can become very anxious and distressed when left at school. We prefer that our students wait either at the hall roundabout or at the front gate to be collected. Two staff members will be at the roundabout until 3.15pm, supervising the safe pick-up of children. After 3.15pm, any remaining children will go to Reception and their parents are phoned. After-school meetings for staff professional development begin at 3:15pm; there are no teachers on duty after this time. Bus students will be supervised until the departure of the last bus.

The staff carpark is controlled by a barrier arm and is not open for public parking.

The only children in the school grounds past 3.15pm will be those in the OSCAR Programme, those at supervised sports practices, or those with their parents. Children are not to wait unsupervised on the big adventure playground after school.

ALLERGIES

If your child has a known allergy, it is essential that you inform the school. Where medication is necessary, please ensure that it is provided, and that the school has instructions and permission to administer it (see Reception for a *Medical Request* form). Please ensure that all medication held by the school is current.

If your child is allergic to bees, it is essential that they wear shoes when playing outside to reduce exposure to stings (and that you provide appropriate medicine). Please support us in this preventative measure.

ASSEMBLIES

School assemblies are usually held each Friday between 2:00pm and 2:45pm in the school hall, alternating between the Kerikeri, Ōkura, and Puketōtara teams (even weeks) and the Rangitāne, Waipapa, and Wairoa teams (odd weeks). These assemblies provide a sharing time to celebrate successes and achievements – academic, sporting, cultural, as well as our HEARTWISE values. They are also an opportunity for classes to share an item, and to announce what is happening in the school. All parents and supporters are very welcome to join us for this special time together. Our school newsletter will also keep you informed of the dates and times of other assemblies for special occasions.

ATTENDANCE

The Board of Trustees is responsible for pupils' regular attendance at school. Section 36 of the Education and Training Act 2020 requires a child to attend school whenever the school is open unless, for special reasons, the child is exempt from attendance. We will involve outside agencies if there is a consistent pattern of frequent, unexplained absences (or lateness), as we want your child to succeed at school. Any attendance less than 90% (i.e. more than one day's absence every two weeks) is considered unsatisfactory, as it is detrimental to your child's learning. Any absence, due to illness, of three or more days must be supported by a medical certificate.

The school day starts at 8.55am with the first bell, but children do need to arrive early enough so that they can get organised for the day, and do some socialising, before school starts. However, **children are not to be at school before 8.00am**, as there is no supervision at this time.

BEHAVIOUR

The school is a Positive Behaviour for Learning (PB4L) school. This programme promotes positive reinforcement of excellent behaviour (both inside and outside the classroom), using our HEARTWISE values.

Parents will hear more about PB4L and the HEARTWISE acknowledgement system over the course of the year.

In classrooms, our students are encouraged to respect other students' rights to learn, the teachers' right to teach, and to develop and practise self-control and thoughtful behaviour towards others.

BICYCLES

For those children that choose to bike to school, they should, preferably, be aged 9 or above (peripheral vision does not develop until this age); we encourage you to ride with your child/ren, wherever possible. Safety helmets must be worn. Biking is not allowed in school grounds; bike-riders should mount/dismount their bikes by the pump shed outside the school's main gate (this also applies to scooters/skaters). We have dedicated bike racks outside the office in which to store bikes and scooters.

BLANKET CONSENT

On the back of your child's enrolment form is a Blanket Consent form; signing this gives consent for your child to participate in low-risk Education Outside the Classroom (EOTC) activities such as gardening at school or participation in the school Cross Country. Parental Consent is always sought for higher-risk activities (e.g. the Year 6 Sail Day).

BOOK CLUB

Children have the opportunity to buy good paperback books at a reasonable price through the Ashton Scholastic Book Club. This is available once or twice a term, and brochures showing books and prices will be sent home with each child. There is no obligation on you to buy. All orders will be delivered back to your child directly; please arrange with the Office, when ordering, if you wish to pick up the books yourself. A percentage of sales is donated back to the school by Ashton Scholastic to enable us to add to our school resources.

BUSES

Many of our students use the free bus service which is operated by the Kerikeri Schools Transport Network (KSTN) on contract to the Ministry of Education. To be eligible for this service, a student must live at least 3.2kms from the school; **there are no "casual" bus users permitted (e.g. to attend a sleepover at a friend's house)**. At enrolment, the Reception staff will tell you what bus your child is eligible to catch; full details of eligibility and bus routes/stops are available from Reception. Students must only catch the bus for which they are eligible.

All eligible bus students are issued with photographic ID cards by the school; they must display these to the drivers when getting on/off the bus. The drivers may refuse to take them if there is no ID card – or an incorrect one.

Children wanting to travel to town may catch the KK12A bus but must pay for that service as it is not part of the KSTN. This bus stops outside the library and then at the High School.

Students using this bus pay the driver \$3.50 per trip; 10-trip concession tickets are available at the office at a cost of \$30.00.

The first buses ('early buses') to leave are the Riverview (KK12A) and Waipapa West (KK10A) buses, which all leave promptly at 3.00pm. These children assemble between Rooms 17 and 18.

The 'late bus' students - Pungaere (KK1), Takou Bay (KK2), Te Tii (KK4), Kāpiro Road (KK5), Ōpito Bay (KK8), and Puketōtara (KK9) - assemble in their bus lines, at the 2.55pm bell, between Rooms 15 and 16. Their buses depart between 3.10pm and 3.25pm.

Location	Number	Departs	Meeting Point
Riverview	KK 12A	3.00pm	Between Rooms 17 and 18
Waipapa West	KK 10A	3.00pm	Between Rooms 17 and 18
Pungaere	KK 1	3.15pm	Between Rooms 15 and 16
Tākou Bay	KK 2	3.15pm	Between Rooms 15 and 16
Te Tii	KK 4	3.15pm	Between Rooms 15 and 16
Kāpiro Road	KK 5	3.15pm	Between Rooms 15 and 16
Ōpito Bay	KK 8	3.15pm	Between Rooms 15 and 16
Puketōtara Road	KK9	3.15pm	Between Rooms 15 and 16

Students must get off at their scheduled stop. The buses, and the students who use them, are the responsibility of the school until they leave the school. To ensure the safety of your children, you **must** advise the school if your child is changing their travel arrangements. Otherwise, we will require your child to travel as usual.

Some senior students are trained as bus monitors to assist with the management of other students on each bus. All students using the bus service must be aware of, and follow, the

bus rules below. These will be explained to all students prior to using the bus service. All students must act sensibly and responsibly whilst travelling on the bus.

You can assist us by ensuring that your children wait at the designated bus stop and, when meeting your children, please wait at the designated bus stop; do not wait on the opposite side of the road.

BUS SAFETY

In order to ensure the safety of students travelling on the bus, there are certain regulations that must be followed. It is the responsibility of parents, the school, and the bus drivers to ensure that students follow them:

- parents should stand at the actual bus stop when meeting children off the bus;
- if taking the children to the bus, make sure that you actually go right to the bus stop;
- do not wait for your children across the road from the bus stop. There is a real danger of a child running impulsively across the road to you, and putting her/himself in danger;
- children must be sensible on the bus;
- parents should discuss bus safety with their children.

Misbehaviour on the bus could result in the privilege of bus travel being withdrawn. Any student, who breaks bus rules, will receive three written warnings (to be given to his/her parents) from either the driver or the school. Once the Final (third) Warning is received, the student is then put off the bus for an indefinite period of time (at the Principal's discretion) before being allowed to use it again.

If inappropriate school bus behaviour is reported to us, the situation will be viewed very seriously, as consideration must be given to the overall safety of all children travelling on the bus. If a child is stood down, this is **not** to be treated as time off school. Parents must make alternative arrangements for transporting that child to/from school during that period.

The following rules apply to children travelling on the buses:

- Obey the bus driver's instructions;
- Obey the bus monitor's instructions;
- Sit facing the front. Do not stand. If seatbelts are provided, they must be used;
- Don't move around the bus while it is moving;
- No violence, bullying, or vandalism;
- No unacceptable language, or anti-social behaviour;
- No eating or drinking;
- All bags must be on the floor, or on overhead racks;
- Wait beside the bus after getting off. Do not move until the bus has gone.

Parents are asked to support the bus rules by reminding children of the appropriate behaviour, and of the consequences of not following the rules.

CANCELLATIONS

Cancellations of an event being held at the school, or in any event in which the school is taking part (e.g. Inter-School Cross Country), will be broadcast over the local radio station (currently MORE 91.6FM) and/or sent via either a text, ClassDojo message, or email. We may also have a recorded message on the school answer phone.

CARE OF SCHOOL PROPERTY

All school property taken home, such as junior readers, text books, library books etc., must be treated with respect, and returned in the same condition as it went home. If an item is damaged or lost, you will be responsible for the cost of repair or replacement. Respect is one of our school values. Please look after, and return, all school books promptly.

CELLPHONES, ELECTRONIC EQUIPMENT, AND GAMES

We do not permit cell phones or other electronic equipment, such as Apple watches, smart watches, Fitbits, iPods, remote-controlled toys etc., at school. Please ensure that your children leave these at home. If, for any reason, they are brought to school, then they should be given to the office for safe-keeping until 2.55pm (not to the class teacher). We cannot accept any responsibility for their loss. If you are in doubt, please contact the school for clarification. There are separate arrangements for the Years 5 and 6 children who are able to bring their own devices (fitting school criteria) to support their own learning.

CHILDREN DROPPED OFF/COLLECTED BY CAR

Parents are reminded that children being picked up or dropped off at school must **use the roundabout by the hall**. Please do not use the bus bay (including the traffic island) to park your vehicle. This is for the safety of the children arriving and leaving the school grounds. These children wait at the roundabout at the end of the day, supervised by teachers until 3.15pm, waiting for your car to drive through the roundabout to pick them up – there is no need for you to park or to leave your vehicle. This is to prevent children running out, unsupervised, into moving traffic. Should children not be picked up by 3.15pm, they go to the office, where someone will phone to check your arrival time. Any children still here at 3.30pm will be sent to OSCAR, and you will be charged accordingly.

CLOTHING

Our students should be dressed to suit both the weather conditions and the range of activities that they may encounter in the school day. **Please label all clothing clearly**. All un-claimed lost property is donated to an 'Op' shop at the end of each term. Please ensure that your child can recognise their clothing, hats, footwear, towels, togs, bathing caps, bags, water bottles, and lunchboxes; we appreciate items being named.

During winter, we encourage you to include a change of clothes for your child, particularly during our rainy times. Lost property can be found beside the Rainbow Room.

COLLECTING YOUR CHILD/REN EARLY

If, for some reason you need to collect your child prior to 2.55pm, please advise Reception; they need to sign out, using the VisTab on the iPad located there.

COMMUNICATION

If you have any matters that concern you about your child, please feel free to talk to their teacher. Teachers can usually be contacted about school matters between 8.00am and 8.30am (they are in their classrooms from 8.40am onwards) or between 3.15pm and 4.00pm. As our teachers are required to attend meetings (both before and after school) and to undertake supervision duties, if you have a particular issue that needs discussion, we suggest that you arrange a specific time with the teacher. You may also make an appointment, to see any staff members, by contacting the office.

COMPLAINTS AND CONCERNS

All complaints are dealt in accordance with the *School Complaints Procedure*. A copy of the procedure is held in the school office.

Concerns regarding the welfare and learning of our students are important to us; please contact the school as soon as they arise. Appointments for interviews and meetings are best made outside class teaching hours, so that enough uninterrupted time can be dedicated to solving the problem. The appropriate person to contact is:

1. The class teacher, in the first instance;
2. If you still feel concerned, then please contact the team leader;
3. If you still feel concerned, then please contact either the Assistant or Deputy Principals;
4. If you still feel concerned, then please contact the Principal;
5. Failing a satisfactory solution, the Board of Trustees Presiding Member should be approached, in the final instance.

We undertake to deal with complaints and concerns quickly, sensitively, and confidentially. Constructive suggestions are always welcome.

COOL SCHOOLS

The school uses the *Cool Schools Peer Mediation* programme to help students resolve minor playground disagreements at morning tea times and lunchtimes. Senior students are trained in the mediation and conflict resolution processes and are then scheduled to act as Peer Mediators. More serious disagreements are dealt with by teachers.

CLASSDOJO

ClassDojo is an online school communication platform that teachers and students use to share what's being learned in the classroom with their parents through photos, videos, and messages. The school also uses it to share schoolwide messages – and you can use it to message the teacher, too. You can view it on any device. Teachers will send you the invitation.

DENTAL TREATMENT

Free dental services are provided by the Northland District Health Board Oral Health Service for all school and pre-school children at the Kerikeri Community Oral Health Clinic situated at 123 Hone Heke Rd, Kerikeri (in front of Kingston House). Phone 0800MY TEETH (0800 698 3384) for an appointment.

EDUCATION OUTSIDE THE CLASSROOM (EOTC)

The school has a tradition of trips and camps, which provide learning experiences outside the classroom. All EOTC is funded by the parents.

You will be advised of these activities well ahead of time, so that supervision, transport, and funding can be arranged. We need the support and help of parents to make these visits viable (e.g. providing supervision and/or transport), and to meet all required safety aspects. For all trips and camps, parent helpers will be Police Vetted.

EMERGENCY INFORMATION

Prevention of injury is important; however, situations may still occur in which children are injured. In order to help us deal with these situations, we try to keep an up-to-date list of the following:

1. Parents/Caregivers' home, work and cell phone numbers
2. Allergies and treatment required
3. Any medical conditions
4. Two emergency contact numbers
5. Doctor's details

We will, from time to time, send out requests to update this information; however, please assist us by contacting the school, should any of this information change.

EMERGENCY CLOSURE OF THE SCHOOL

If the situation arises where the school will not be opening for the day (e.g. a prolonged power outage), an announcement will be made on MORE 91.6FM as early as possible, and we will endeavour to text all parents. In other circumstances, such as severe storms, floods, fire, power stoppages etc., where it is necessary to close the school earlier than 2.30pm, announcements will be made on MORE 91.6FM, texts and emails sent, and messages put on ClassDojo and Facebook. Announcements are also posted on MORE 91.6FM's website (www.morefm.co.nz; go to the Northland link), or on the Northland Regional Council Website (www.nrc.govt.nz).

Every effort will be made to contact you by phone or text so that our students are not sent home to be left unsupervised. During severe weather, it is recommended that you either phone the school, or call in to check. We will have a pre-recorded message to inform you of the situation. We will also attempt to put messages on our website.

ENVIROSCHOOLS

Riverview School is an Enviroschool, with GreenGold status. This means that we undertake learning programmes in, about, and for the environment, and try to give our students learning experiences in the natural environment. We also seek out opportunities to contribute to a sustainable future. All of our students are encouraged to take an active role in protecting our environment. We have a dedicated team of students (the Eco-Warriors) which is actively involved in leading the school in environmental issues.

EXTRA TUITION

Riverview School asks that parents organise any extra tuition for their child (e.g. SPELD, Learning Pathways, swimming, music) to occur outside school hours (i.e. not during class time).

FITNESS AND PHYSICAL EDUCATION

Our focus for Fitness and Physical Education is on enjoyment, maximum participation, skill development, and fair play. Swimming and physical activities are part of the school curriculum, and our students will participate unless they are injured or ill.

All students will require appropriate clothing (i.e. shorts and t-shirt for Physical Education and sun-safe swimwear and swimming caps) to take part in physical activities.

Riverview School is part of the *Active Schools* programme which promotes healthy and active children.

FUNDRAISING

Riverview School is very active in its efforts to raise funds to improve our students' schooling. We have an active Parent Teachers Association (PTA), which assists the school in fundraising matters. We are always seeking your participation to support this process. All parents are invited to join the fundraising committee which organises fundraising events. In the last couple of years, the PTA has held a mini gala in Term 4.

GARDEN TO TABLE PROGRAMME

'Garden to Table' is an exciting, integrated, and comprehensive programme that helps children understand how to grow, harvest, prepare, and share good food. It builds skills for life through highly practical, curriculum-integrated and child-centric, hands-on, classes, teaching gardening and cooking skills. The programme provides NZ Curriculum-linked activities that allow authentic integration of Garden to Table into classroom-based learning. 'Garden to Table' helps to build awareness of responsibility for the environment, conscious eating, and community connectedness. It is part of the Year 4 programme.

HEALTH ISSUES

The Public Health Nurse visits the school on request. She is available to talk to parents on any health issue. Our students may self-refer and, of course, parents and/or school staff may make referrals to her. All individual matters are confidential. The nurse may be contacted through the Office. Please also contact the Office if you have any concerns regarding your child's hearing or vision.

HOLIDAYS DURING TERM TIME

The School does not condone holidays during term time. If it is unavoidable that you must organise a holiday during term time, parents must write to the Principal principal@riverview.school.nz, advising him of the dates. Teachers do not give out any work for any child going on holiday during the term.

HOME LEARNING

Learning does not stop at 2.55pm. Our students are encouraged to participate in out-of-school activities, such as dance, soccer, gymnastics, Cubs, and Brownies etc., and to be physically active at home, doing things such as riding a bike, bouncing on a trampoline, climbing a tree etc. In addition to this, they are expected to be reading, writing, learning basic facts, catching up on unfinished work, doing learning maintenance and revision, or working on a long-term research project.

Wherever possible, your child will complete the tasks by themselves, with your assistance and encouragement. If there is a reason why your child is unable to complete their home learning, please let their teacher know.

JEWELLERY AND TOYS

We discourage the wearing of jewellery at school by children as it causes heartache if items are broken or lost. It may also cause injury to the wearer or to others. For pierced ears, small studs or sleepers are recommended. Please ensure that your children leave toys at home to avoid loss and sadness. On occasions, some teachers allow certain toys to be used in their classrooms for special projects.

KAPA HAKA

We are fortunate to have Harry Muunu from Ngāti Rēhia run Kapa haka sessions in the hall on Tuesday afternoons; Years 1 to 3 1.45pm to 2.15pm and Years 4 to 6 2.15pm to 2.50pm. During the year, Harry will select students to represent the school at the local schools' Kapa haka festival.

LAUNCHPAD

We have a team of people from our local community that provides a weekly 30-minute Christian Values education session each Monday from 12.50pm – 1.30pm. On your enrolment form, please indicate whether you would like your child to attend.

LIBRARY

Our library has a wide selection of both fiction and non-fiction books available for borrowing by all children in the school. Years 1 - 4 students can borrow up to two books at a time, and Years 5 and 6 students may borrow up to three books at a time. In the case of lost or damaged books, parents will be asked to reimburse the school for the cost of the replacement. If your child has an overdue book, they will not be able to borrow any more books until the overdue book is returned. It is encouraged that library books are kept in Journal Bags (book bags) at all times and that children handle the books with care.

LITTER

We are trying to be a Zero Waste School. Your child should bring home his/her litter (e.g. Gladwrap, tinfoil, plastic bags) every day. The less wrapping you use in packed lunches, the better (this is referred to as 'nude food').

LOST PROPERTY

Please name all your children's clothing and other items; **it is only lost if it is not named**. All misplaced clothing is in a bin beside the Rainbow Room. All unclaimed lost property is sent to a local opportunity shop.

LUNCH WITH THE PRINCIPAL

Each week, teachers nominate a student to be the 'Stand-Out of the Week' for their class; this student is recognised at Friday's school assembly ('even' weeks – Years 1 – 3 'odd' weeks – Years 4 – 6) and invited to lunch with the Principal on Monday (in the Principal's courtyard if fine, and in the Library if wet).

LUNCHESES and HEALTHY EATING

We like to think that all children have a good healthy lunch every day (e.g. sandwiches, fruit, baking). We also encourage our students to keep a named water bottle at school.

- **Lunches from Home:** We encourage families to provide good quality food which is low in fat, salt, and sugar and which has high nutritional value suited to children actively engaged in a busy school day. Foods such as chippies and pies with a high fat content and sugar-loaded biscuits, cakes, and desserts are discouraged. Lunches should not have any sweetened drinks as we are a 'water only' school.
- **'Water Only' School:** Riverview School has a 'Water Only' approach for all children.
- **Considerations related to Food Allergies:** There is a growing number of children with food allergies, some being quite severe. Riverview School has adopted an approach of community responsiveness, in order to support these children. Where a child has a food allergy (often related to nuts, eggs, fish, and other food types), families with children in that child's class will be asked to avoid putting these foods in their child's lunches. You will be notified if that applies to your child's class.
- **Brain Food Snack:** Classes have a short 'brain food' snack' midway through the first two-hour teaching block. These snacks need to be of a healthy nature (e.g. raw vegetables, fresh/dried fruits). Class teachers will help children and their families understand good food choices in this regard.
- **Celebrations and Special Occasions:** The guidelines below apply:
 - **Children's birthdays** are family events and should be held out of school. Parents are asked not to bring food and other birthday treats to school to celebrate their child's birthday.
 - **Shared lunches** and other 'food sharing' class events: These are on an occasional basis only, and children are encouraged to bring healthy food for these if possible.
 - **Food as treats from teachers/school:** This is not a regular practice, but may occur on a special occasion, with examples being:
 - completing the Cross Country.
 - a winning class in a particular project, such as selling the most raffle tickets for the Bazaar.
 - Raising the most money in 'How Far Will Bo Go?'

Due to allergies, our students are not permitted to share their lunches with other students. If you are in doubt, please contact the Office.

MARBLES, TRADING CARDS, JIBBITZ

We usually announce when 'marble season' commences – this is normally 2-3 weeks before the end of a term. The rules, devised by senior students, are revised annually, explained at assemblies, and displayed. We currently do not allow either trading cards (e.g. Pokemon cards) or Jibbitz at school.

MONEY

Our students are discouraged from bringing money to school unless it is to pay for a school activity. This money should be in a sealed envelope with the child's name and room number on the outside and delivered straight to the Office. Please try to give the correct amount. We can accept payment by EFTPOS, cash, or internet banking. Bank Account: 12-3091-0132140-00 (place child's name & year level [e.g. J Smith Y5])

KINDO

Working with Kindo, Riverview School offers you a fantastic way to view and pay for your child's school needs online. No cash, no paper, no hassle! Once payment has been made, the item (e.g. stationery pack) will be sent to your child's classroom. Shop anytime, anywhere with our Kindo online shop. All you need is your email address which matches the one held by the school. Check out the links on our website.

<https://sites.google.com/a/riverview.school.nz/website/>

More items may be added during the year. Choose to 'pay-as-you-go' or to add funds to your Kindo account in advance, using internet banking, account2account, or Visa/Mastercard (fees apply). Any questions, contact the school office on 4077277 or, for technical enquiries, contact the Kindo helpdesk on freephone 0508 4 KINDO or email hello@mykindo.co.nz

NEWSLETTERS

Our newsletter is electronically sent out every alternate Thursday (i.e. 'odd' weeks) to keep you informed about our school activities. If you do not have access to a computer, please request a hard copy of the newsletter at the school office.

ONE-TO-ONE DEVICES (e.g. Chromebooks) IN YEARS 5 AND 6 CLASSES

With the new provision of an additional \$150 per student funding from the Ministry of Education, we are not able to ask or require families to provide a device for their child at school. However, the additional funding falls far short of our being able to provide a device for each student, which is the aim of a "Bring Your Own Device (BYOD)" project. In light of this change, we will do our best to match device ratios to that provided at other year levels (around one device to every three children). These devices will be kept at school and managed by class teachers.

Parents of children in Years 5 and 6 are encouraged to provide a device for their own child. Such devices will be for the sole use of their own child and they may take the device between school and home as they wish. The school is happy to chat with families about the advantages of this choice and will give information about the required criteria. No phones will be allowed in place of a computer-style device.

OSCAR (OUT OF SCHOOL CARE AND RECREATION PROGRAMME)

This year, OSCAR will again provide supervised after-school care with an organised programme from 2.55pm to 5.30pm each day. This programme is normally based in the hall. A ratio of 1 adult to 10 children is maintained. The cost (\$20.00 per session including GST) and other details (including WINZ subsidies) are available at OSCAR. WINZ subsidies are available for those families who are eligible. OSCAR provides afternoon tea and supervised activities for all Years 1 to 6 children. OSCAR also offers a holiday programme, which is available to children from all local primary schools. Please phone Shelley Robinson, the OSCAR Programme Manager, on 021 296 4829 for further information or see the school website.

OUT-OF-HOURS USE OF SCHOOL PROPERTY AND EQUIPMENT

At present, the use of our outdoor facilities out of school hours is discouraged; any use is at your own risk and you may be asked to leave. Skateboards, scooters, and bikes are banned due to the risk of damage to the buildings and grounds. The hall is available to hire; please check with Reception.

We like dogs but we do not like their mess – please do not take your dog into the school grounds (dogs are definitely not permitted during hours when children are present). We do ask that you respect our property. Due to health and safety issues, the school pool is not available for out-of-school use.

PARENTAL SUPPORT

For our school to run effectively, and to provide the best possible learning environment for our school, we need the support and voluntary assistance of our parents/caregivers. There are many ways in which you could help: classroom support, shelving books, book-binding, working bees, sports coaching ... the list goes on. Please feel free to talk to your child's teacher or a member of the Senior Leadership Team to offer your assistance.

Police Vetting for all volunteers:

To ensure that we continue to support all tamariki and keep them safe, the school requires that all workers and whānau volunteers be Police Vetted. This includes, but is not limited to, helping in classrooms, at school, transporting on trips, and helping on trips.

If you would like to help at some stage this year, please collect a Police Vetting form from the office, or email admin@riverview.school.nz, and we will send the relevant information home. Please note that it can take six weeks to receive a Police Vet back. We will need you to drop off the paperwork and have TWO forms of identification (one photographic) to take the vetting application (Reception opens at 8:15am and closes at 4:00pm). The school covers all costs for this.

If you are unsure about whether you have a current Police Vet, please contact Judith on either 09 407 7277 or admin@riverview.school.nz.

Parents are frequently invited to attend parent forums, participate in the PTA, and in consultation meetings, or to participate in surveys. We welcome your assistance and input.

PARENT TEACHER ASSOCIATION (PTA)

Our school has an active PTA which is keen to welcome new members. Meetings are held twice a term and are reasonably informal; dates and times are advertised in the newsletter and further information is available on the school website.

The PTA is a member of New Zealand PTA Association, and general information is available on their website www.nzpta.org.nz.

PARKING

Parent parking is available at the front of the school on Riverview Road (angle parking). The roundabout by the hall is for the pick-up and drop-off of children. Please do not park on the dotted yellow lines, either across the road or beside the bus bay island, as this impedes the traffic flow – particularly for the school buses.

Parking inside the school grounds is restricted to staff and visitors and is accessible only via a keypad code.

PHOTOGRAPHS

The school arranges class and individual photographs each year (in 2024, these will be taken on Thursday 14 and Friday 15 March). Each child is photographed by us when they enrol; this photo is kept on their personal file.

PHYSICAL ACTIVITY LEADERS (PALs)

Senior students are selected and trained to act as PAL leaders, organising games for younger classes to play at lunchtimes.

POLICE VETTING

To ensure that we continue to support all tamariki and keep them safe, the school requires that all workers and whānau volunteers be Police Vetted. This includes, but is not limited to, helping in classrooms, at school, transporting on trips, and helping on trips.

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If you are unsure about whether you have a current Police Vet, please contact Judith on either 09 407 7277 or admin@riverview.school.nz.

POSITIVE BEHAVIOUR FOR LEARNING-SCHOOLWIDE (PB4L-SW)

PB4L-SW is an evidence-based framework for implementation that looks at behaviour and learning from a 'whole-of-school', as well as an individual student, perspective. It provides us with a process for teaching social and behavioural skills and for developing a positive, proactive, and systematic approach based on school data. The HEARTWISE values are an integral part of the expectations that are taught, acknowledgements of positive behaviour are fast and frequent.

PUNCTUALITY

Punctuality is an important life skill. Classes begin at 9.00am; please assist us by ensuring that your child is on time and ready to start the school day (a 'warning' bell is rung at 8.55am). Not only is it distracting to other students to have late arrivals, but latecomers miss out on social time with their peers and may also miss important messages and instructions for the day. Late children must sign in on the VisTab in the school office.

RAINBOW ROOM

The Rainbow Room is located adjacent to Room 1. This is where the Learning Support Assistants (LSA) and our support programmes are based.

REPORTS AND MEETING TEACHERS

The education of our students is a shared responsibility, and we try to ensure that you are kept fully informed of your child's progress.

Reporting to parents includes Parent-Teacher-Child (PTC) Conferences (e.g. for goal-setting), Student-Led Conferences, books sent home, and written reports. It is our belief that the child, as the learner, is the most important participant in any conference about their learning - it is not a meeting between the teacher and the parent. You are welcome to arrange additional meetings or interviews at any time. If you wish to do this, please contact the teacher to arrange a meeting outside teaching hours.

Assessments of our students are made on the basis of standardised tests, classroom tests, teacher observations, and formative assessments.

SCHOOLDOCS

SchoolDocs manages our school's policies and procedures online, in a way that allows us to maintain, review, and update them regularly. It ensures that our policies and procedures are up-to-date, that we are following Ministry of Education best-practice guidelines, and that we are meeting our reporting requirements. The community username (riverview) and password (heartwise) give access ONLY to our SchoolDocs site.

SCHOOL TERMS

Term 1	Tuesday 30 January	Friday 12 April
Term 2	Monday 29 April	Friday 5 July
Term 3	Monday 22 July	Friday 27 September
Term 4	Monday 14 October	Monday 16 December (½ day, no buses)

The fridge magnet also has the term dates.

SCOOTERS, SKATEBOARDS, ROLLERBLADES

These are not allowed on any of the school buses. Our students are allowed to play with them on the netball court only. They must wear shoes and are strongly encouraged to wear the appropriate safety gear. We have designated Wednesdays to be *Wheelie Wednesdays*, when only the juniors get to use the netball court. Mondays and Tuesdays are for Years 3-6 students. Children scooting to/from school should mount/dismount their scooters by the pump shed outside the school's main gate and store them in the bike

racks. Skateboards are not to be ridden in the school grounds at any other time, due to the risk of damage to the buildings and property.

The *Wheels Rules* are revised annually by the senior students. If you wish to see a copy of these rules, please contact the office.

SHOWS

From time to time, we organise visiting performers to present extra-curricular shows to the students; these are funded. You will receive notice of these in the school newsletter well ahead of time.

SICKNESS AT SCHOOL

Please keep your child away from school if they are seriously unwell to prevent the spread of infection. Please do not send your child to school for at least 24 hours following a vomiting or diarrhoea bug. If your child shows Covid-19 symptoms, please keep them home and inform the school.

If your child has any contagious disease such as school sores, chicken pox, measles, mumps, whooping cough, scabies, TB, or Hepatitis, please keep your child at home, and notify the school as soon as possible.

We are able to arrange home learning should your child need to stay away from school for an extended period due to illness.

SICK BAY

From time to time, your child may visit the Sick Bay either through injury or illness. Minor injuries are dealt with by the duty teachers or the office staff, before the children are returned to the playground or classroom. With more serious injuries or illness, you will be phoned to come and collect your child.

SMOKE-FREE ENVIRONMENT

The grounds and buildings of Riverview School are smoke-free. Parents who provide support during school trips are asked not to smoke/vape in cars or in front of our students.

SPORTS EQUIPMENT

Sports equipment is available for our students to use during lunchtime. They are responsible for returning the equipment to the monitors in the PE Shed.

STATIONERY

A list of the required stationery will be given either at enrolment, or at the end of the preceding school year. It is imperative that your child has the basic stationery each day (i.e. pen, pencil, ruler, eraser, and glue stick). Please name all items.

STAFF MEETINGS AND PLANNING MEETINGS

Most meetings are held on Wednesdays after school. Please do not make appointments, or delay teachers on these days. The Senior Leadership Team meets at 7.45am each Tuesday – this involves the team leaders, Deputy Principal, Assistant Principal, and Principal.

STAND OUT OF THE WEEK

Each week, teachers nominate one child to be the Stand Out from their class; the criteria are very broad – it could be for anything from academic effort, progress, or achievement, to behaviour, or HEARTWISE values. These students are celebrated at Friday's school assembly ('even' weeks – Years 1 -3, 'odd' weeks – Years 4 – 6) and invited to lunch with the Principal on the following Monday.

SUNSHINE ROOM

This is the small room beside Room 16. We often use it as a collection point for parents to collect ordered items (e.g. fundraising pick-ups). It also functions as an office for some of our part-time teachers and for Jo, our Resource Manager.

SUN SMART POLICY

Riverview School has Sun Smart accreditation from the Cancer Society. It is important to us to keep our students as safe as possible from the harmful effects of the sun. We have a wide-brimmed hat that is compulsory to wear whenever students are outside during Terms 1 and 4. These hats are sold to each student at enrolment, and are kept at school. Please name your child's hat. "No Hat" means the student must stay in the shaded areas. The school will charge to replace lost hats. We also encourage students to seek out shade during the summer months.

We encourage you to cover your children with sunscreen before school, and to have personal sunscreen in their bags for use during the day. We also encourage our students to wear sensible sun-safe clothing, with covered shoulders and backs (e.g. camisoles are not sun-safe). We also encourage rash shirts to be worn during swimming times. Sporting events, where possible, will be timetabled earlier in the day to avoid the strongest rays during the heat of the summer.

SUPPORT FOR STUDENTS

We are able to access the support of the Resource Teachers of Learning and Behaviour (RTLBs), the Resource Teacher of Literacy (RTLit), the Northland Health Camp, and Group Special Education (GSE) for students about whom we (or their parents) have concerns. These services operate only on referral from the school (with the parents' consent) and, because of their workloads, usually deal only with extremely urgent or serious referrals – often after placement on a long waiting list. The school SENCO (Special Education Co-ordinator), Sarah Hallgarth, is usually involved with this.

TEXT BOOKS/LIBRARY BOOKS/READERS

Textbooks, independent readers, and library books are a shared and limited resource. Our students are expected to treat them with respect, and to take care of them. You will be charged for any willful damage to, or loss of, these books.

TEAM NAMES

Our teams are named after local waterways; they are:

- | | |
|--------------------------------|------------|
| ❖ Year 1 | Kerikeri |
| ❖ Year 2 | Ōkura |
| ❖ Year 3 | Puketōtara |
| ❖ Year 4 | Rāngitāne |
| ❖ Years 5 & 6 (Rooms 13 to 15) | Waipapa |
| ❖ Years 5 & 6 (Rooms 16 to 18) | Wairoa |

TRANSPORT

School life sometimes requires travelling to neighbouring schools/facilities to participate in cultural or sporting activities (e.g. the school Cross Country). When this happens, we either travel by bus or request assistance with transport. When parents' cars are used, parents will be asked to complete a *Transport Safety form* confirming that: all safety belts used are 'over-the-shoulder' rather than lap belts, that the car is warranted and registered, and that the driver has a full current driver's licence. These parents must also have a current Police Vet.

Parents who are transporting children in their cars for school outings must follow these requirements:

Age of Child	The law says you must ...
Until their 7th birthday	Correctly secure your child in an approved child restraint
From their 7th to their 8th birthday	Correctly secure your child in an approved child restraint if one is available in the vehicle (and if not, in any child restraint or safety belt that is available).

VISITORS

In the interests of safety and good communication, all visitors to our school are expected to sign in, using the VisTab on the iPad at the School Office, upon arrival.

WHARE HUI

The Whare Hui (Meeting Room) is available for hire when it is not being used by the school. This is a separate, self-contained complex, with a toilet, kitchen facilities, a TV, and Wi-Fi, that can accommodate up to 10 people. Please contact Judith Payton, Office Manager, for more information.

WITHDRAWALS

If you are intending to withdraw your child from school permanently, or for an extended period of time, please notify the school in writing (principal@riverview.school.nz), or come into the school personally to advise us. We need time to ensure that all school resources/books are returned, and that your child's property (such as exercise books) is available for uplifting.

ZERO WASTE

We are trying to be a Zero-Waste school; we aim to create as little rubbish as possible. We recycle all our paper, and each classroom has a recycling bin; we also teach our students about the process of recycling.

Our students contribute to the programme by taking home any rubbish from their lunchbox (e.g. Glad wrap, packaging, plastic bags, and tinfoil). We encourage our students and their families to send lunches that minimises packaging ('nude food'). We also have "pig bins" and compost bins for organic waste.

Please let us know if there are any aspects of Riverview School life that you think should be included in this Handbook when it is updated. We welcome your feedback.

