

Gore Main School

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| **Parent Handbook** |

**Gore Main School
Parent Handbook**

**Welcome to Gore Main School**Dear Parents and Caregivers

Thank you for your interest in Gore Main School.  We are very proud of our school and the history that it upholds.  We work hard to make learning stimulating and enjoyable.  Gore Main is an exciting place to teach and learn.  I am very confident that we will provide your child with a positive and rewarding education experience.

At Gore Main School we endeavour to provide the following:

Quality learning programmes that encourage excellence, independence and success.
We build on your child’s literacy and numeracy skills, whilst providing support programmes and extension for children who need it.  We uphold challenging and stimulating learning experiences and extend children by offering a rich depth of academic, cultural and sporting opportunities.  We use people’s strengths to ensure each child receives a quality learning programme in all areas of the curriculum.  We are extremely excited by the extension programmes that run within the school.

Open communication between home and school.
Your involvement is crucial to your child’s success.  We look forward to developing a partnership with parents in the best interests of your child.  We aim to keep parents and caregivers fully informed about what is happening at school.  We encourage your involvement in school life and provide you with opportunities to provide feedback on school performance.

A safe, supportive, caring family atmosphere for learning.
We recognise that we have an instrumental role in preparing children to fit into society as responsible and caring people.  Children at Gore Main School are central to school life and our pupils take great pleasure in helping to create a supportive and friendly, family environment.  We really care about our children.

Once again thank you for your interest in Gore Main School.  Should you decide to enrol your child, we look forward to working with you and having you as part of our Whānau ​

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**Regards
Glenn Puna
Principal/Tumuaki
Gore Main School**

**YOUR GMS TEAM

Staff 2019**Principal/Tumuaki - Glenn Puna - principal@goremain.school.nz
Deputy Principal - Kath Russell - kathrussell@goremain.school.nz
Junior Syndicate Leader - Mrs Johanna Hargest johannahargest@goremain.school.nz

Teachers
New Entrant Year 1, Room 1  - Mrs Johanna Hargest
johannahargest@goremain.school.nz
Year 2, Room 2 - Mrs Rose McKenzie
rosemckenzie@goremain.school.nz
Year 2/3, Room 3 - Miss Kateleen McWhirter
kateleenmcwhirter@goremain.school.nz
Year 3, Room 4 - Miss Emma Burgess
emmaburgess@goremain.school.nz
Year 4, Room 5 - Miss Lauren Wallis
laurenwallis@goremain.school.nz
Year 4, Room 7 - Mrs Natasha McColl
natashamccoll@goremain.school.nz
Year 5, Room 8 - Miss Larissa Cooney-Toogood
larissacooney-toogood@goremain.school.nz
Year 6, Room 9 - Miss Megan MacBeth
meganmacbeth@goremain.school.nz
Special Education Needs Coordinator - Mrs Robyn Thompson robynthompson@goremain.school.nz

RtLit - Mrs Bronwyn Fennessy
bronwynfennessy@goremain.school.nz
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Support Staff
School Secretary - Mrs Jan McGowan - office@goremain.school.nz
Teacher Aides
Mrs Carmel Bone, Mrs Angela Black, Mrs Robyn Clarke  and Mrs Kristin McGrath
Caretaker - Mr Neil Sleeman
Cleaning Team - Mrs Rowena Gibson and Mrs Fay Stott​

**REACH FOR THE STARS - WHĀTORO MŌ NGA WHETU

APPRAISAL
Teachers at Gore Main School must complete an appraisal programme. This helps to ensure that we are constantly looking at our practice and providing our children with the most effective learning environment.
ASSEMBLY
Every second Friday at 2.15pm the school will gather to celebrate the events of the fortnight, enjoy items and receive notices, guests etc.  You will be notified by text message if your child is receiving a certificate.
ATTENDANCE
Children are expected to be at school every day that the school is open. Please have your child at school by 8.50am. Please inform the school of all absences by telephone, School Stream, note or email. Parents will be contacted if there is an unexplained absence.
BIBLE IN SCHOOL
Children at GMS can opt into Bible in School, which happens on a Thursday afternoon from 2.30pm. Please contact the office for more information. If you do not wish your children to attend these lessons then you can opt out.
CALENDAR OF EVENTS
You will be kept up to date with events within the school by either the school newsletter, Facebook or class notices.
COMMUNICATION
If you have any questions or concerns at any time about any issue, contact your classroom teacher or the principal immediately. If you have a complaint then please follow the complaints procedure which is sent home each term.
DISCIPLINE OF PUPILS
For any serious discipline issues the child should be referred to the principal. All other behaviour management will be conducted by the classroom teacher. Parents will be contacted around serious issues and these will be worked through together.
DUTY
A formal duty roster is set up for teachers to supervise pupils at playtime and lunchtime.
EMERGENCY DRILLS
Every term at GMS children and staff will practice evacuation drills to ensure that we all know what to do in case of an emergency.
ENROLMENTS
Children aged 5 years may be enrolled.  Transition visits are encouraged and are to be arranged with the principal and/or junior teacher. If you live in zone then your child has automatic entry. If your child lives out of zone then you will need to contact the school for information about the enrolment scheme and the process involved.
FRUIT BREAK
Children eat fruit at 10.00am each day. Please make sure that children have fruit in their lunch each day.
GOAL SETTING / PARENT INTERVIEWS
Goal setting / parent interviews will be conducted in Term 1 and Term 2 or 3 and possibly Term 4. Teachers will share current levels and set goals with the child and whānau. Parents should clearly understand what the child is trying to achieve at school and activities that they can do at home as a whānau.
HEALTH NURSE
Our Health Nurse visits once a week. Contact the office for more information.**

**HOMEWORK**

**Purpose
Homework is an activity designed to help children learn well in an atmosphere of home and school co-operating in order to revise, reinforce and extend class programmes.  A further purpose is to assist children in developing an independent attitude to study routines and effective organisation of time. Reading should be a main focus for homework activities. Parents should expect some form of homework activity four nights a week. Teachers are therefore asked to set suitable tasks, which are relevant to classroom programmes, enjoyable and interesting.**

**Junior Pupils
Up to approximately 10-15 minutes per night
Junior pupils take home Readers, Numeracy Activities, Spelling.**

**Senior Pupils
Up to approximately 10-15 minutes per night
Year 4 to 6 pupils also take home Readers, Numeracy Activities, Spelling or Worksheets.

Any questions then please contact the school.

KARAKIA KAI
Karakia is to be performed by the children every day. Teachers will be supplied with a copy of the words. There is no religious component to the karakia but instead a time to thank those who have provided us with the food/meal.**

**LANGUAGE AND TONE
Teachers, staff and whānau at Gore Main School must use appropriate language at all times. Our communication with staff, children and whānau must always carry a positive and professional tone. You are expected to role model the correct use of language and positive behaviours while on school grounds.**

**LUNCHES
The children are to be seated in the quad at lunch times to eat their food for 15 minutes. Children are able to bring heat ups to school. Water is the only drink allowed. We are also an Enviro-school so we ask that you restrict excess packaging.**

**LOLLIES
Pupils are not permitted to bring lollies to school.  These may be used as a reward at the teacher’s discretion.**

**MEDICAL ASSISTANCE AND INJURY
If your child has any medical condition then please inform the school and instruct us on what we need to do in case of any issues.
Paracetamol (or any pain killing medication) is not given without specific permission from the parent.  Record when medication is given (date and time).
If your child is injured in any way you will be informed by staff. If you have any concerns that we may not know about then please discuss this with staff.**

**MEETINGS
Board of Trustee Meetings
These are held monthly in the staffroom. You are welcome to attend these meetings or if you have things you wish to be addressed then these can be forwarded to the principal.
Staff Meetings
These are held weekly.
PTA Meetings
These meetings are held termly or as needed. Meeting times will be advertised in the School Newsletter.**

**MOVEMENT ABOUT THE SCHOOL
Pupils are not permitted to leave the school grounds without the permission of a teacher and/or parent.**

**OSCAR AFTER SCHOOL CARE
This is available for all children after school. For more information please contact the office.**

**PICK UPS
Pupils are not permitted to leave the school grounds during the day unless with their parents or unless the school has been notified. When picking children up by car please do not park on the yellow lines outside of school and please do not obstruct the view for the children on road patrol.**

**PROPERTY
Lost Property
“Found” clothing will be stored for a reasonable period in the staffroom.  Property will be displayed at assembly.  Staff will dispose of unclaimed items each year.
Money and Valuables
These should not be left in pupil’s bags or desks. Money and valuables should either be handed to the office or teacher. The school accepts no responsibility for loss of personal non-school items.
Damage to School Property
Damage to buildings or property is to be reported to the principal immediately.  Pupils may be asked to contribute in part or full when the damage is wilful, deliberate or the result of reckless behaviour. This will need to be discussed with the principal and parents.**

**REPORTING TO PARENTS
Teachers are to report the child's achievement and progress twice a year. Teachers will focus on the core curriculum areas and also a general comment.**

**SCHOOL HOURS
Teachers
Teaching staff are expected to be available before school for discussions and arrangements relating to the day.  Teachers are requested to be at school prior to 8.30am and not to leave school until 3.30pm, unless the principal has been made aware of this.
Bell Times                 9.00am                Class commences
                                    10.00am              Fruit
                                    10.30am              Class recommences
                                    11.10am                Morning Tea
                                    11.30am               Class recommences
                                    12.30pm              Lunch
                                    1.30pm                Class recommences
                                    3.00pm                End of School Day

SPORTING ACTIVITIES
Gore Main School has a sports coordinator who organises all of the sporting activities available for the children. All children are encouraged to give sport a go.**

**STAFFROOM
Children should not come into the staffroom unless invited.  Classes may use the staffroom under the supervision of a teacher but are asked to respect this privilege. Please keep this area tidy and clean any personal dishes etc. Parents who are visiting or assisting in the classroom please feel free to use the staffroom and help yourself to the tea and coffee.**

**STATIONERY
Every year whānau will be provided with a stationery list of items to purchase. These are provided from the classroom teacher and may differ from year to year.**

**SUNSAFE
The school sunhat is compulsory on sunny days in Term 1 and Term 4.  Children without sun-hats will be expected to play in the shade.  Sun block is available for pupils to use.**

**UNIFORM
Children are expected to wear correct school uniform at all times. Parents should supply a note if there are issues with uniform. Please ensure that clothing is labelled and that all clothing goes home at the end of the day.**

