

# Puhinui School



## School Prospectus

### Mission Statement

We educate, nurture and value the unique character of our children.

Address: 116 Puhinui Road, Papatoetoe, Auckland 2104  
P.O. Box 76898, Manukau 2241  
Phone: 278-8703  
Freephone: 0800 167 919  
E-mail: [office@puhinui.school.nz](mailto:office@puhinui.school.nz)  
Website: [www.puhinui.school.nz](http://www.puhinui.school.nz)



## Staff

Principal: Mr M. Elder

Assistant Principal: Mrs S. Valeli

Assistant Principal: Mr L. Mose

Learning Support Programmes: Mrs L. Borrie (SENCO)

Senior School:	Mr H. Seth	Room 1	Yrs 5 & 6
	Mr G. Carter	Room 2	Yrs 4 & 5
	Mrs B. Wright (TL)	Room 3	Yrs 5 & 6
	Miss T. Grant	Room 4	Yrs 5 & 6
	Miss J. Posthumus	Room 5	Yrs 5 & 6
	Miss N. Surgison	Room 6	Yrs 5 & 6
	Miss A. Garvie	Room 7	Yrs 5 & 6
	Mr M. Khan	Room 8	Yrs 5 & 6

Middle School:	Miss N. McCoskrie	Room 15	Yrs 3 & 4
	Miss R. Doppenberg	Room 16	Yrs 3 & 4
	Mr S. Jolly (TL)	Room 17	Yrs 3 & 4
	Miss J. Revilla Royo	Room 18	Yrs 3 & 4
	Mrs N. Lameko	Room 19	Yrs 3 & 4
	Miss R. Hu	Room 20	Yrs 3 & 4
	Mr M. Romauld	Room 22	Yr 3 & 4

Junior School:	Miss Nalini Chhima	Room 10	Yr 2
	Mrs P. van Niekerk	Room 11	Yr 2
	Miss A. Robinson	Room 12	Yr 2
	Mrs J. Virk	Room 13	Yr 2
	Miss N. Findlay	Room 14	Yr 2
	Miss S. Ashley	Room 9	Yr 1
	Miss A. Robertson	Room 21	NE/Yr 1
	Ms P. Kirkwood	Room 23	Yr 1
	Miss Jessica Heo	Room 24	NE/Yr 1
	Miss Y. Lee	Room 25	NE/Yr 1
	Mrs G. Say	Room 26	Yr 1
	Mrs Kiran Kaur	Room 27	NE/Yr 1
	Miss A. Cave (TL)		

(TL – Team Leader)

Tech Shop Teacher: Mr B. Read

Reading Recovery Teacher: Mrs K. Harland, Miss A. Cave

Part Time Teachers: Mrs J. Ravji, Mr A. Khan

Secretary/Admin: Miss L. Campbell, Mrs S. Lush, Ms S. Kumar

School Librarian: Mrs J. Gow

Te Ara Centre Staff: Mrs J. Frost, Mrs S. Munthree, Miss M. Prasad

School Caretaker: Mr C. Valeli

# **General Information About the School**



## **Accidents**

In case of a serious accident we immediately phone parents or emergency contacts. In an emergency, the ambulance service is contacted or the child is taken directly to the nearest Accident and Emergency facility.

## **Attendance, Absences and Lateness**

In the event of a child being absent, a note, text or phone contact by parent/caregiver is required to explain the absence. We are required by law to maintain accurate records of a student's absence.

These records are audited by the Ministry of Education, with the expectation that they are accurate and complete. In the event of an unexplained absence a process will be instigated to establish valid reasons for absence. This will include:

1. A letter home asking for an explanation.
2. A follow up letter.
3. Referral to a truancy officer.

It is in the best interests of all parties to comply with school policies, informing the school in the event of a child being absent from school for one of the following reasons:

1. sickness
2. medical reasons i.e. appointments
3. unavoidable home circumstances.

Thank you for your cooperation in ensuring your child attends school punctually and regularly.

## **Assemblies**

Whole school assemblies are a feature of Puhinui School. Assemblies are times when we get to meet and share the special events of our school, promote our students' many talents and celebrate our student successes.



Whole school assemblies are held at 1:50 p.m. on Friday of each odd week during the term, and on the final Friday of the term. The Junior School hold their own assembly alternative Fridays at 2:30 p.m. All parents are welcome to assemblies.

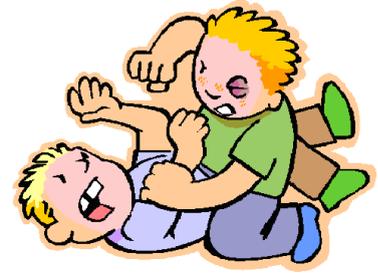


## **Before and After School Care**

SKiDS is a 'before' and 'after' school programme, based at Puhinui School. It is a CYF approved OSCAR programme. Please enquire at the office for further information.

## Behaviour

At Puhinui School, there is a Behaviour Management Plan, which is implemented throughout the school. School rules are based on respect for oneself, for others, for property and for the family, school and community beliefs.



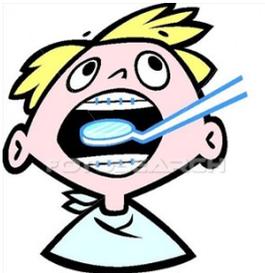
There is zero tolerance towards any form of bullying at Puhinui School. Parents should contact the school immediately if they have any concerns in relation to bullying.

## School Board

This governing body is elected every three years by the parents of Puhinui School. The board is made up of five elected members, one staff representative and the Principal. Monthly meetings are held at 5:30 p.m. in the Library Break-out Room. You are most welcome to attend Board meetings, please phone the school for the dates they are held.

The Board is as follows:

Mr Simon Kent	Presiding Member
Mr Martyn Chalmers	
Mr Luke Doubleday	
Mr Phillip Wihapi	
Ms Helena Yuhoi-WongKing	
Mr Mark Elder	Principal



## Dental Hub

Puhinui School has a dental clinic on site. Therapists are in attendance every weekday. Please ring to discuss your child's dental needs on 278-1975.

## Drop Off Zone

There is a designated school drop off zone accessible from the Grayson Avenue entrance. In the mornings parents stop in the drop off zone whilst their children disembark. This is a no parking zone. Please remain in your car to drop off your child and leave. After school parents enter the parking bay and remain in their car. Your child will meet you at your car, once your child has their safety belt on, parents leave.

## Emergency Contacts

We ask that parents/caregivers notify us of any change of address or telephone numbers, including emergency contacts as soon as there is a change in either. As this is very important, we would appreciate if parents respond to this request seriously and promptly.



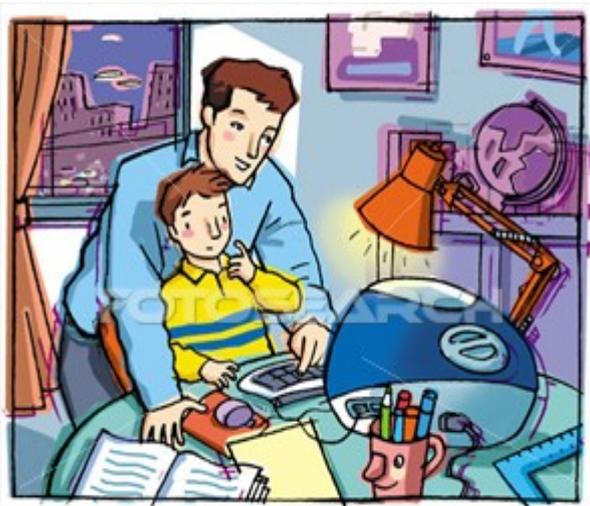
## Extra Curricular Activities

At Puhinui School, children in the Middle School and Senior School have a range of sporting and cultural opportunities.

The sporting activities include rugby, cricket, netball, soccer, swimming, gymnastics and playball and the cultural activities include Kapa Haka, Pasifika cultural group, guitar group, beginner/intermediate band, choir and chess club.

## Home and School Communication

If you wish to discuss a child's progress or have any queries about the school or programmes, please contact the school on 278-8703 and arrange to meet with the appropriate person. The first point of contact is always your child's teacher.



## Homework

Homework gives opportunities for children to interact with parents consolidating the work already covered at school.

Homework is set to foster and encourage study skills and independent work habits and to provide opportunities for child and parent interaction in these areas. Parental support of set homework is desirable and encouraged by the teacher.

Children in the Middle and Senior Syndicate may receive homework in a variety of areas, but the time spent on activities should not exceed 20-30 minutes per night. Junior Syndicate students will practice reading their book and they may have language activities.

## House System

If your child is in Year 3 or above, they will be placed in a 'house' as part of the enrolment procedure. Throughout the year, a range of events will give the children a chance to compete against other houses. Fortnightly, the 'house' shield is awarded to the winning house at the school assembly.

## Internet Agreement

You and your child will be asked to sign the School Internet Agreement form. Please discuss the agreement with your child and then return the signed agreement to school as soon as possible.





## Lost Property

All items found around the school, which are unnamed will be kept in the School Lost Property cupboard, located in the quad.

The lost items are kept for one term. All children's clothing and belongings need to be clearly named.



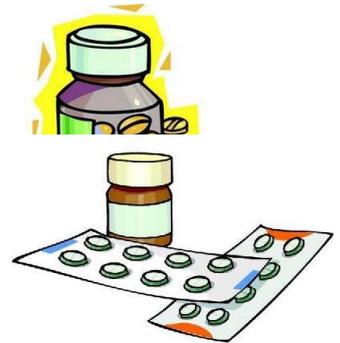
## Lunch Orders

The school operates a lunch ordering scheme on Mondays and Fridays. Children who wish to order lunch, need to do so in the auditorium before 8:45 a.m.

## Medication

It is essential that any child taking special medication for allergies or chronic medical conditions have medication clearly labelled. Medications are kept in the school office.

Please ensure that office staff are clearly aware of any special conditions or allergies, when you are enrolling your child at Puhinui School.



## Newsletters

A school newsletter is sent home on a fortnightly basis. This newsletter is designed to keep you informed about school wide activities, news and events. These can also be accessed on our school website.

Also from time to time, you may receive a newsletter from the syndicate leaders. These newsletters are designed to keep you informed about forthcoming activities.

## Office Hours

The School office is open from Monday to Friday between 8:00 a.m. and 4.00 p.m.

Parents delivering lunches should leave them at the office, not at the classroom.

Parents wishing to take children early from class for appointments or emergencies, are asked to sign their child out at the office prior to collecting their child.

All visitors to the school must report to the office first.

## Public Health Nurse

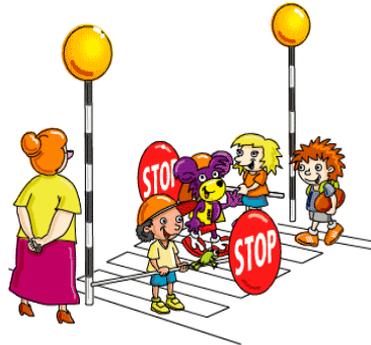
Regular visits are made by a public health nurse to check up on any minor health issues that children attending Puhinui School may have. If necessary, the Public Health Nurse will contact parents. This is a free, onsite service.

## Reporting to Parents

Term 1: Parent – Teacher conferences  
Term 2: Mid-year written reports  
Parent – Teacher conferences  
Term 4: Written report



Reports show progress against the New Zealand Curriculum.



## Road Safety & Patrols

The school crossing is supervised on school days from 8:20 a.m. – 8:45 a.m. and 2:55 p.m. - 3:10 p.m.

We ask that both children and parents use the crossing correctly and sensibly and that parents use the footpaths at school. Parents, please do not walk across the car park.

## Scholastic Book Clubs

A book supplier operates a book club scheme, in which your child is invited to participate. Each child receives an information sheet about the books available for the month according to the club best suited to their reading interests.

These paperback editions are of high interest, usually of high quality and reasonably priced. Money must be sent when the order is placed.

## School Donations

In 2022 Puhinui School will not request a school donation from parents. For non curricular items we may still need to charge parents. This will be within the school donations scheme criteria.

## School Hours

It is recommended that children arrive at school between 8:20 a.m. – 8:40 a.m. in order to get organised for the day.

All children are required to be at school by 8:50 a.m.

8:50 a.m. – 10:50 a.m.	1 <sup>st</sup> Block
10:50 a.m. – 11:10 a.m.	Morning Tea
11:10 a.m. – 12:40 p.m.	2 <sup>nd</sup> Block
12:40 p.m. – 1:40 p.m.	Lunch
1:40 p.m. – 3:00 p.m.	3 <sup>rd</sup> Block



## Sick Bay

Only first aid is administered. If there are any concerns over a child's health or safety, parents will be contacted immediately. Please ensure that our records are up to date.



## Stationery

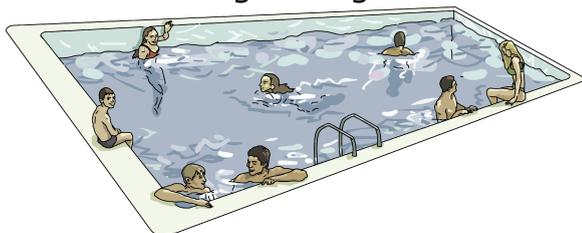
All stationery supplies can be purchased at school at normal retail prices. When your child requires replacement stationery, a notice giving details will be sent home by the teacher.

Items are available for purchase from the stationery room before school from 8:20 a.m.

## Swimming

We have a heated swimming pool, which is used throughout Terms 1 and 4.

Swimming and survival skill development is an integral part of the school curriculum and all children are expected to participate. A signed note must be produced to excuse your child from swimming through ill health or on other medical grounds.



Appropriate swimming togs are required for swimming - shorts and/or t-shirts are not allowed. Togs and towels need to be named and contained in a named plastic bag.

## Uniform

We have a compulsory school uniform consisting of a number of clothing options. These include:



green/gold polo shirt  
green tracksuit pants  
green/gold polar fleece jacket  
green showerproof jacket

green drill shorts  
girls green skort  
gold hat  
green beanie

The uniform is on display in the school office foyer and is available from Angels Fashion, St George Street, Papatoetoe. Uniform price lists are available from the school office.

Second-hand uniforms may be purchased from the school, subject to availability. Please contact the school office for further information.

School sun hats are a part of the school uniform and are compulsory in Terms 1 and 4. These can be purchased at Angels Fashion, Papatoetoe.

## **Valuables and Money at School**

Children are discouraged from bringing unnecessary money and valuables to school.

Please encourage your child to hand any valuables to their teacher for safe keeping. If it is necessary for a child to bring a cell phone to school, this needs to be kept at the school office during the school day.



## **Wet Weather**

The school hours remain unchanged in the event of a wet lunch hour. Children are supervised in classrooms or in the auditorium during times when they cannot play outside. The lunch break and the end of school remains the same – 3:00 p.m.

# Key Competencies

The New Zealand Curriculum identifies five key competencies:

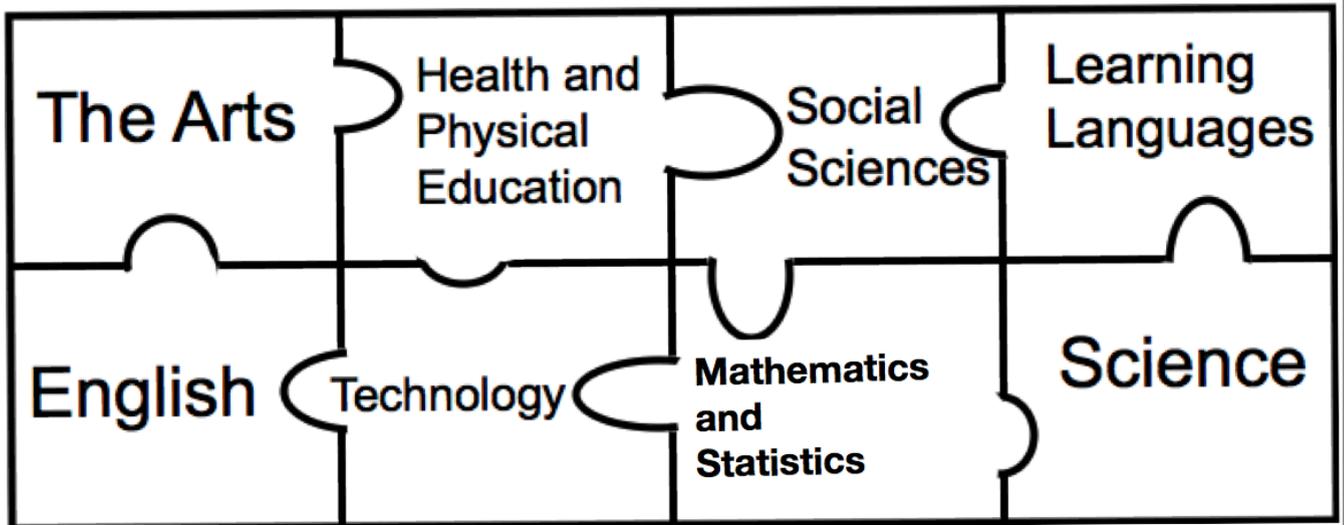
- Thinking
- Using language, symbols and texts
- Managing self
- Relating to others
- Participating and contributing



During their time at Puhinui School, children will be developing the 'Key Competencies' through all their learning experiences, both curricular, and non-curricular.

# Learning Areas

Puhinui School's classroom programmes are planned, delivered and assessed in line with The New Zealand Curriculum, which specifies eight learning areas.



# Puhinui School Values

## Community



- \* Take care of each other
- \* Celebrate our success
- \* Work together, learn together





## Integrity



- \* Be honest and trustworthy
- \* Make good choices, even if no one is watching
- \* Take responsibility for yourself and your actions





## Opportunity



- \* Look for new things to try
- \* Make the most of your learning opportunities
- \* Be brave and have a go





## Respect



- \* Care for ourselves and others
- \* Care for our environment
- \* Follow school expectations





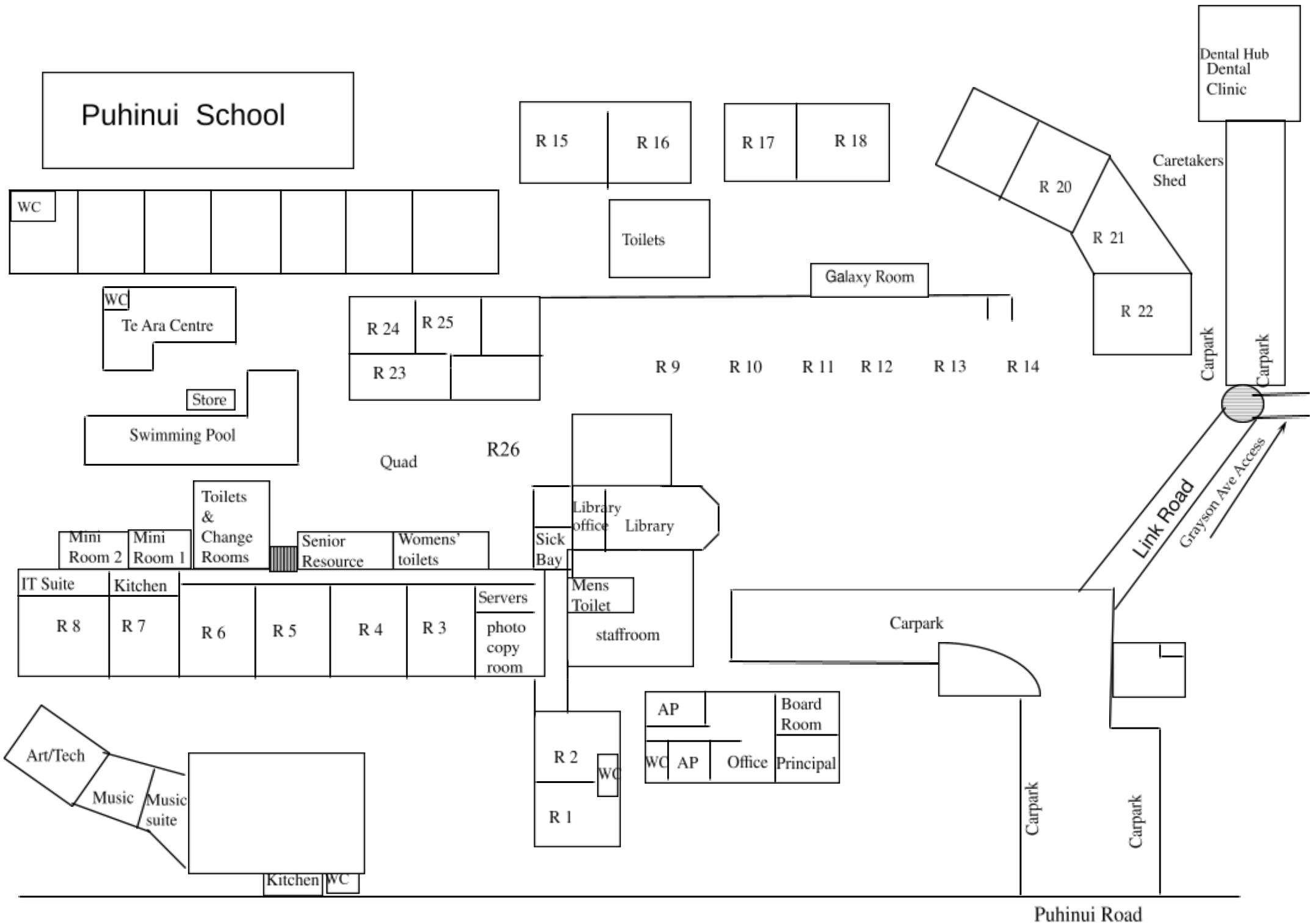
## Resilience



- \* Be flexible and positive
- \* Keep trying, never give up
- \* Bounce back from your mistakes
- \* Kia kaha







Puhinui Road

