

Reefton Area School

Takaiti-ana to ako ā-mate-noa. Engage in life long learning.

WELCOME TO REEFTON AREA SCHOOL

The school years are so important for your child. We see the role of our school as providing the best learning opportunities for our students in partnership with our parents and caregivers.

There are huge benefits for our students being in an area school. Our junior students get a great start with well-trained and dedicated staff. They have access to specialist facilities in a family setting. These include our well-resourced gym, food technology block, hard materials unit and auditorium.

Our seniors have face-to-face teaching with curriculum specialists in smaller sized classes. Learners are able to have personalized pathways and programmes with strong pastoral support and guidance.

Reefton Area School students achieve to high levels in preparation for their future pathways. We encourage our learners to be positive contributors to our community. Our students have excellent opportunities to take on valued leadership roles.

We are part of the Top of the South Island Area Schools' network. We aim to take full advantage of the benefits of this collaboration. We work together to create academic, sporting and cultural opportunities for our students. This includes using online technologies to enhance teaching and learning opportunities. Our area school network aims to be nationally respected for the quality and innovation of learning programmes.

We value your input and look forward to you having a close association with the school. We hope that you will always feel welcome to come along and be part of your child's education.

Wayne Wright Principal



THE REEFTON AREA SCHOOL WAY

At our school we work together to make appropriate choices, learn and succeed

RIGHTS	RESPONSIBILITIES
<p>ALL STUDENTS AND STAFF HAVE THE RIGHT:</p> <ul style="list-style-type: none">• To learn and teach without being interrupted• To be treated respectfully• To work in a safe environment• To feel proud of our school	<p>STUDENTS WILL:</p> <ul style="list-style-type: none">• Be punctual and prepared for learning• Follow teachers' directions• Be dressed appropriately• Respect the environment• Speak and act politely• Respect others people's feelings, property and space
<p>Our school works within the Positive Behaviour for Learning framework. Our school-wide expectations:</p> <p>Respect, Aspire, Self-manage Manaaki, Wawata, Tu-Tāngata</p>	

The Ideal Reefton Area School Student

Respects:

- By using polite and appropriate language
- Listening and responding courteously
- Diversity
- Learning styles and strengths
- People
- Ethnicity and culture
- The environment
- Themselves
- Personal space

Aspires:

- By setting challenging achievable goals
- Contributing positively to their communities
- To be a good role model
- To be a leader
- To be a problem solver
- To be enterprising

Self Manages:

- By persevering to achieve goals
- Personal behaviour
- Tools for learning
- Time
- Appearance

WHAT YOU AS A CHILD / YOUNG PERSON CAN EXPECT AT REEFTON AREA SCHOOL

- Your safety and welfare is of paramount importance.
- Staff and volunteers are recruited safely and trained.
- Staff and volunteers are expected to follow a code of behaviour.
 - You are expected to follow a code of behaviour.
 - You should always be treated with respect.
- You have a right to feel safe and secure at Reefton Area School.
- You have a right to be heard and involved in decision making in our school.
- If you are worried or concerned about anything at our school you should talk to your form teacher, mentor, deputy principal, principal.
- If someone is hurting you in anyway, you should tell someone you trust. Remember, it is never O.K. for someone to hurt you and it's not your fault.
 - If someone is hurting you, the leaders in the school will talk to someone who can help.
- Your personal information will be treated with respect and shared only on a 'need to know basis'.
 - You should always be told the truth and everything should be explained to you.
- If you wish to make a complaint, you can contact the principal / deputy principal.

SCHOOL UNIFORM

Students in Years 1-11 wear uniform.

The school stresses the importance of wearing the uniform tidily and correctly.

The uniform can be obtained from the school office or through the Warehouse.

If your child is unable to wear part of their uniform for any good reason they must get a pass from the school office.

Requests for a pass need to be supported by a parental note and should give a clear explanation of why a pass is required and for how long it will be necessary.

Hygiene and Safety

Sun hats and sunscreen should be worn when in the sun. Any plain sun hat or cap with a peak / brim may be worn.

Hair should be neat, tidy and tied back for safety reasons when requested by staff.

Closed shoes must be worn at all times in the workshop and laboratories.

Students taking part in PE or sport are encouraged to have a change of clothes.

For students up to and including Year 11, cosmetics and jewellery other than a plain pair of studs will not be worn. Students may be instructed to remove visible jewellery on the grounds of health and safety. Students wearing jewellery for cultural purposes – eg pounamu should do so in a discrete manner.

Belongings

Please name all items of clothing that are brought to school. We try our best to help children keep track of their clothing and having the clothing named is very helpful.

The school cannot accept responsibility for items that go missing.

If the students bring valuables to school they should leave them in the school office for safekeeping.



Board of Trustees

There are 10 full Board of Trustee meetings each year. They are generally held in the 4th week of each month. Dates are advertised in the school newsletter before the meeting. Parents and friends of the school are welcome to attend.

The minutes and Principal's report are available following each meeting, in addition to other information of interest.

The development and review of school policies is ongoing.

Caregivers are informed through regular newsletters when policies are developed and reviewed.

Caregiver input is necessary and welcomed.

A full set of school policy documents is available in the school foyer for you to view at any time.

Complaints

We try to be well organised, fair and consistent but occasionally we may not get it right.

If you have any issues, complaints or problems please contact the appropriate people as soon as possible. In the first instance please talk to the classroom teacher. If you feel the issue needs further action please contact the school office for an appointment to be arranged with the Deputy Principal or Principal. The complaints procedure is available for parents.

You can be assured your issues will be fairly heard and dealt with promptly.

Home and School – Reefton Area School Community Association (RASCA)

We encourage caregivers to attend RASCA events which are generally held once a term. They are a great way to get involved with the school and for you to support your students.

RASCA events are advertised in school newsletters and on the RASCA facebook page.

If you have skills or talents that you are able to offer as a parent help please contact the classroom teacher or principal. We would really like to hear from you.

SCHOOL DETAILS

Reefton Area School is a Smoke-Free environment

School Hours

8.50	-	9.00am	form time
9.00	-	10.40am	spells 1 and 2
10.40	-	11.00am	morning break
11.00	-	12.30pm	spells 3 and 4
12.30	-	1.20pm	lunch time
1.20	-	1.30pm	form time
1.30	-	3.00pm	spells 5 and 6

Supervision of students begins at 8.30am. Before that time teachers are preparing the day's activities for the students

Office Hours

The school office is open from 8.00am – 4.00pm on school days.

Please make calls to the school during this time. If you are unable to get through please do leave a message on the answer phone.

Alternatively feel free to send a message by email to office@ras.school.nz

School phone 7328421

School fax 7328777

Txt absences 0277328421

Absences

A roll check occurs each day at 8.50am and again at 1.20pm

If your child is going to be absent for the day please notify the office, by phone or email to the numbers as listed above. You may also text the absence through to 0277328421

Students in years 11-13 need to be aware of their attendance requirements as set out in the NCEA assessment policy

Cell Phone Use

Year 7-13 students are able to use cell phones in school breaks. They can only be used in classrooms with the teacher's permission. Students are not permitted to take images or recordings without the expressed permission of the school or the individual concerned. Students are not permitted to use social media during class time.

THE SCHOOL ACCEPTS NO RESPONSIBILITY FOR THEFT, LOSS OR DAMAGE OF CELL PHONES

Lunches

Lunch may be ordered from the school office on Wednesday, Thursday and Friday prior to the start of the school day.

Lunches are delivered on these days by local businesses

The school has a healthy eating policy. Deep fried foods, pies and pastries are only permitted at school once a week, on a Friday. Sweets and fizzy drinks are not to be consumed at school unless it is a special occasion and authorised by their classroom teacher.

Leaving the School Grounds

Students are not to leave the school grounds without obtaining permission and informing the office when they leave and return. Students must sign in and out at the office.

Lunch passes are available for those who live in town so they can go home for lunch into a supervised setting.

Senior students Year 11 and above may leave the school at lunchtime without a pass.

Please avoid making appointments in school time if possible.



Visitors

All visitors to the school are asked to report to the office first. This is required to ensure the safety of our students and we appreciate your cooperation in this.

Accidents and Sickness

The school has facilities for attending to minor injuries.

In the case of sickness or a more serious accident we endeavour to contact the caregivers. We will seek medical assistance straight away when we consider it necessary.

If your child requires special medication – eg for bee stings, asthma etc – please complete the form available from the office to allow us to administer medication. This is also required for short-term medication.

School Fees

It is our aim to keep school costs to a minimum. At the present time we do not charge school fees to our students. We may ask for a contribution towards school camps, at an agreed rate. Students in Years 7 and above may incur some costs for technology and art programmes. Materials may be charged out to them.

There is a national fee which is applicable for students completing NCEA courses. Parents / caregivers will be notified of these costs.



Stationery

The school office is equipped with most classroom stationery requirements. These can be purchased in the morning before school commences for the day.

A list of stationery requirements is available from the office.

Years 11-13 students may be required to purchase other stationery items depending on the courses they are studying. They will be advised of requirements by their teachers at the beginning of each course.

Buses

Three bus runs operate daily from Inangahua Junction, Craigs Flat and Totara Flat.

The school office must be notified if there are any changes to your child's normal travel arrangements. We ask parents / caregivers of junior school children to please provide a note or phone call from home.

Financial assistance may be available if parents provide daily transport to the bus route of more than 4.8km. Contact the school bus controller for more information.

Parents / caregivers are reminded that travel on the school bus is a privilege that may be withdrawn in the event of poor or dangerous behaviour.

All bus students are required to sign a code of conduct.

Dental Clinic

Therapists from other West Coast centres treat students periodically in the Dental Caravan, at Reefton Area School.

Notification of the therapists' visits is given in newsletters.

In cases of emergency or when the therapists are not in residence here they can be contacted by cell phone on 0274516381

Alternatively emergency care may be provided free of charge as a dental benefit from any dental practitioner. You should check with the dentist that they are prepared to provide this emergency care as a dental benefit.

Leaving Procedure

When a student leaves the school, either to transfer to another school or as a school leaver, it is asked that a parent / caregiver please inform the office that this is going to happen.

All school property is to be returned and any outstanding debts to be paid.

In the case of a student transferring to another school in New Zealand, that school will then request all relevant records on enrolment at the new school.

Change of Personal Information

If you change your address, your home or work phone numbers please notify the office as soon as possible.

SCHOOL CURRICULUM

Years 1-10

All students follow the National Curriculum with a balanced programme of study from the eight Essential Learning areas.

The eight Essential Learning areas are:

- Languages – Te Korero me Nga Reo
- Mathematics – Pangarau
- Science – Putaiao
- Health and Physical Education – Hauora
- Social science – Tikanga-a-iwi
- Technology – Hangarau
- The Arts – Nga Toi
- English

Years 11-13

Students study a core of English, Maths and Science.

We offer a choice of taught subjects including social sciences, physical education and health. We access a vast range of student options by distance learning.

Students undertaking distance learning are supported by staff in the school and have considerable resources available to them.

Bring Your Own Device (BYOD)

Allowing students to bring and use their own devices (tablets and laptops) at school enables students to access documents and files on a wide range of devices both on and off the school site. Personal devices are the student's responsibility and should be covered by the family's Home Contents insurance. The school takes no responsibility for theft, loss or damage of personal devices.

Physical Education, Sport, Fitness

Students are expected to take part in all parts of the school programme. If unable, through illness or injury to participate in activities, a note is required.

Education Outside the Classroom

Learning programmes can include a range of activities in locations away from the school. These studies outside the classroom often provide opportunities for parents to participate and assist.

Internet

Because the internet brings great educational possibilities and opportunities, we provide all students with Internet access. Inappropriate use of the Internet may lead to the loss of Internet privileges. All students are required to sign an Internet Use Safety Agreement.

Careers

The school has a Career Education programme aimed at ensuring all students leave school with the information and skills required to continue their education or find and keep a job. Year 7 and 8 students will be given an introductory look at careers. Year 9 begin to research the idea of finding a career. Year 10 students have the opportunity for workplace exploration. Senior students years 11 and above are exposed to considerable career information and opportunities. The Gateway and STAR programmes both provide significant opportunity to explore career opportunities.

Homework

The school encourages effective homework practices. We encourage parents to work alongside children as a way of supporting students' learning. Regular homework including reading, spelling and maths problem solving is encouraged at our school.

Religious Education

Religious Instruction is offered to students in senior primary classes

Trained instructors from the local churches carry out the approved non-denominational programme. Parents may remove their children from the programme by contacting the Principal.

Student Support

Each student is in a form group or home group for teaching purposes, administrative and pastoral needs. The Principal, deputy principal and social worker in schools are able to offer support and advice to students who are having problems or need to modify aspects of their behaviour

A full set of School Policies and Procedures is available at the school foyer.