



RANGIORA NEW LIFE SCHOOL

TE KURA ORANGA HOU O RANGIORA



2012



Parent Handbook



Providing quality Christian education
that equips and inspires all students
to reach their lives' potential in order
to serve God's purposes



Denchs Road, Rangiora 7400

Ph (03) 313 6332 Fx (03) 313 6237

Email: admin@rnl.school.nz

www.rnl.school.nz

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1. SPECIAL CHRISTIAN CHARACTER

a) Chaplaincy

Chaplaincy is provided by Pastors Peter Driscoll and Tim Good (Gateway New Life Church). They provide important oversight to spiritual matters in the school and participating in assemblies and other events.

b) Proprietors

The proprietors of the school are the Rangiora New Life Fellowship Trustees and have been designated as such in agreement with the Ministry of Education and covered by the Provisional Private Schools Integration Act (1975).

They have two main functions:

1. To promote and maintain the Special Character of the School
2. To undertake to develop and maintain all integrated lands and buildings as agreed under the Integration Agreement

The Proprietors have the right to have representation on the school's Board of Trustees. At present they have three representatives.

c) Special Character under the Integration Agreement

The Deed of Integration for the School was approved on 31 March 1994. It includes the following detailing the Special Character:

It is the goal of the School that Christian character be developed in the life of all students, so that they may find life-long fulfilment in making the unique and positive contribution to society for which they were created. To this end everything that is taught at the School is integrated into a Christian world view based firmly on the Bible, both as the source of truth and the unifying factor, which gives perspective and meaning to all learning.

d) Statement of Belief

We believe in

1. The unity of the Father, Son, and Holy Spirit in the Godhead.
2. The sovereignty of God in creation, revelation, redemption and final judgement.
3. The divine inspiration and trustworthiness of Holy Scripture as originally given, and its supreme authority in all matters of faith and conduct.
4. The universal sinfulness and guilt of human nature since the fall, rendering all people subject to God's wrath and condemnation, and the literal existence of heaven and hell.
5. Redemption from the guilt, penalty, pollution, and power of sin only through the sacrificial death (as our representative and substitute) of Jesus Christ, the incarnate Son of God. There is salvation in no other name.
6. The bodily resurrection of Jesus Christ from the dead, His ascension, His mediatory work, and His personal return in power and glory.
7. The necessity of the work of the Holy Spirit to make the death of Christ effective to the individual sinner, granting them repentance toward God and faith in Jesus Christ.
8. The indwelling and sanctifying of the believer by the Holy Spirit, and His activity in the Church today reproducing by His fruit the character of Jesus in our lives, and empowering us by His gifts to continue the ministry of the risen Lord.
9. The resurrection of the body and everlasting life.
10. The one holy universal Church, the Body of Christ, to which all true believers belong.

2. SCHOOL GOVERNANCE AND MANAGEMENT

a) Board of Trustees

The Board of Trustees (Board) is charged with the responsibility of governing the school, ensuring the charter is upheld, the National Education Goals and Administrative Guidelines are fulfilled, and the curriculum is being followed.

Day to day management for the school is delegated to the principal. The Board comprises of the principal, a staff representative, a student representative, five parent elected members, and up to four proprietors' representatives. Parent representatives are voted onto the Board by the parents of the school every three years. The next elections are due for 2013. All Board members have voting rights.

A current list of the Board members is available on the school's website and in the office foyer.

The Board meets on the third Wednesday of each month in the school's staffroom commencing at 7.00pm. All these meetings are open to the public to attend. The Annual Meeting is held in April or May of each year and includes a presentation on annual financial reports.

b) School Charter

The Charter is the school's foundation document and all business of the school stems from this. A copy can be viewed on the school website or a hard copy obtained from the school office.

c) Strategic Plan

The school has a four year strategic plan in place (2010 – 2012) as part of its charter. A copy can be viewed on the school website or a hard copy obtained from the school office.

d) Annual Plan

The school produces each year a development plan and annual student achievement targets. A copy can be viewed on the school website or a hard copy obtained from the school office.

e) Policies and Procedures

The Board is responsible for writing and reviewing all school policies. Procedures and Curriculum schemes are developed primarily by the staff and are approved by the Board. A copy of this documentation can be viewed on the school website or a hard copy obtained from the school office.

f) Staffing

The most important element of any school is a conscientious and dedicated staff. We are blessed in having a team of fully qualified and registered teaching staff as well as support staff who are committed to upholding the special character of the school and overseeing the personal development of the students.

All teaching staff and relievers have to hold teacher registration through the New Zealand Teachers Council in order to teach at the school. All have a police check carried out as part of this process and Equal Employment Opportunity (EEO) regulations are abided by. Support staff also have police checks and are also covered by Equal Employment Opportunity (EEO) regulations.

All teaching and support staff are covered by the relevant Collective Employment Agreements with the majority of the teaching staff choosing to be members of either the NZEI or PPTA unions.

A current list of the staff can be viewed on the school website or a hard copy obtained from the school office.

g) Schedule of Events

Schedules of events are available on the school's website and the regular newsletters. This enables you as parents to know and plan for events in the term.

3. PARENTAL INVOLVEMENT

a) Parent Teachers Association

This vital group comprises of interested and supportive parents along with teacher representatives with the twofold purpose of promoting school community and fundraising for special projects. It is very important that as many parents as possible get involved in this support group. It puts action behind words when it comes to Christian schooling being a success. Money raised is spent on equipment and projects that will enhance the school and the learning programmes that are not covered by the operations grant.

It meets on a Monday evening, once a month in the school's staffroom. See the newsletter for details on upcoming meetings. The AGM is held in the first term each year and is a time for new parents in particular to meet one another.

b) Parent Support and Assistance

There are many opportunities for you as parents to be involved with the education experiences of your children in and beyond school. The school depends on parents and grandparents to support class outings, camps, field trips, sporting events and on a more permanent basis by contributing to learning programmes. What about helping in the preparation of resources at school or at home?

We value your input and assistance in our class programmes and if you would like to give some of your time, please don't hesitate in contacting your child's teacher or the head of primary or secondary.

c) Coaching

In order to offer a variety of sporting opportunities for the students we welcome any parents who are willing to give of their enthusiasm and time. We can provide you with coaching training. Just contact the office and you will be put onto the sports coordinators of primary and secondary.

d) Parent Visits

Our school strongly encourages the active involvement of all parents in school affairs. This includes visits during the school day. However, common courtesy, the need to preserve classroom learning atmospheres, and our dedication to assure the safety of all our children, requires that ALL VISITING ADULTS MUST CHECK IN WITH THE OFFICE AND THEN THE TEACHER before going to any classroom or to the playground. Parents or any other adults wanting to see or pick up a child, please report to the office first.

e) Newsletters ~ ESSENTIAL READING!

Newsletters are given out every third Thursday (starting the first week of each term). They are also posted on the school's website. They contain important information and occasionally surveys and reply slips for various events.

f) Attendance at Special Events

The expectation is that all families will support the school and the students by attending the following:

- The parent/ teacher/student interviews (Refer to Section 9 of this handbook)
- The annual Prize giving every year
 - Mid-November for Senior Prize giving (Year 11-13)
 - Mid-December for Junior Prize giving (Year 1-10)

g) Complaints/Clarifications/Concerns

If you have any cause for complaint related to the school, you are asked to approach the person involved, finding reconciliation according to the biblical principle found in Matthew 18. If such an action fails to resolve the problem then the complaint should be referred to the next appropriate level of authority – Heads of Primary or Secondary, then principal then Board of Trustees. All complaints are treated seriously and in confidence and every effort will be made to rectify and reconcile.

The full procedure is available on the school's website, from the school office, and is included as a supplement in newsletters at least twice a year.

4. SCHOOL ROUTINES

a) School Hours – (No students should be on school grounds before 8:30am).

The timing of bells is as follows:

Primary

8.45 am	Classes begin (all children at school and in class)
10:40 am	Morning interval
11:00 am	Classes recommence
12:30 pm	Lunch begins
1:25 pm	Preparation
1:30 pm	Afternoon classes begin
3:10 pm	Classes end
3.30 pm	Clearing Bell – all students leave grounds.

Secondary (Mon, Tues, Thurs, Fri)

8.50 am	Form Time
9.05 am	Period One
9.50 am	Period Two
10.40 am	Interval
11.00 am	Period Three
11.50 am	Period Four
12.40 pm	Lunch
1.30 pm	Period Five
2.20 pm	Period Six
3.10 pm	Classes end
3.30 pm	Clearing Bell – all students leave grounds.

Secondary (Wed)

8.50 am	Form Time
9.00 am	Period One
9.45 am	Period Two
10.30 am	Interval
11.00 am	Period Three
11.45 am	Period Four
12.30 pm	Period Five
1.15 pm	Lunch
2.00 pm	Period Six
3.10 pm	Classes end
3.30 pm	Clearing Bell – all students leave grounds.

b) Office Hours

The school office is open from 8.30am through to 3.30pm. Before or after this time the answer phone will pick up any enquiries you may have.

c) Parking

All vehicles arriving to collect children at the end of the day are asked to park in an orderly fashion. No vehicles are to be driven into the school grounds between the hours of 8.30am and 3.30pm.

d) Leaving the School Grounds

Pupils are not permitted to leave the school grounds unless accompanied by their parents, caregivers or designated authority. With permission from parent in writing or doctors and dentist appointment cards, students may apply from the office for a sign out form.

e) Absence and Lateness

Attendance The school keeps electronic registers, a requirement under the Education Act that the school keep accurate records of attendances and reasons for absence. The Act also requires that students should be at school except where sickness or compassionate reasons apply. Excursions and camps are regarded as normal school days. The school must be open for the number of half days gazetted by the Minister of Education.

Notification of absence If your child is absent for any reason, please telephone the office (answer phone service) regarding absence on the day, **prior to 8.45am**. If we have not received notification the office will ring shortly after 9.00am to check on the reason for absence (a legal requirement). It is expected that your child then present a short note to their teacher on the day of return to indicate the date of and specific reason for the absence. This applies to partial and full day absences.

Notification of lateness to school Students who arrive at school after 8.45am (apart from those on buses), are required to come to the school office and record their lateness in the register. If your child is in Secondary they will require a note or a parent to telephone to explain their lateness before they arrive, otherwise they will be issued with a detention notice.

Absence other than sickness or compassion If you are intending withdrawing a child from school for reasons other than sickness or compassionate reasons (e.g. family holiday), then this must be put in writing to the principal ahead of time. The school cannot give permission for such absence as such, but appreciates being fully informed. If your child is sitting NCEA then be aware that any absence on grounds other than sickness or compassion means that your child may lose the opportunity to re-sit assessments.

Picking up children All students are to be picked up as soon after 3.15pm as possible. If you need to collect your child for an appointment during school time, please report to the office and they will arrange to have your child brought over for you.

f) Assemblies

Primary and Secondary assemblies are held weekly and full school assemblies – twice to three times a term. Times are advertised on the school's website and in regular newsletters. All parents welcome to attend.

g) Bus Transport

The school has several bus routes.

- There are two minivans operated by Travis Junction Fellowship and pick up students from Brighton, North Beach, Burwood, Queenspark and Marshlands area. Please ring the school office for contact details for the operators.
- Another bus runs from Kaiapoi.
- A third bus transports students to and from Rangiora High School so as to utilise the feeder bus system from the country districts of North Canterbury.

Any queries about bus matters need to be referred to the school's bus coordinator, Mr. Hans Berends.

5. UNIFORM

a) Lost Property

All lost property is kept in a bin in the administration block.

Such items that are not named will be regularly displayed, in an attempt to find owners. Then if it is non-uniform it is sent to an appropriate charity group. If it is uniform we offer it to the uniform coordinator as second-hand or dispose of it.

b) Uniform and Standard of Dress

The school is a uniform school. We believe that the wearing of a uniform promotes a sense of belonging and unity and care for one's appearance. All clothing should be neat and tidy and named clearly. The school uniform has to be worn properly and in a complete manner.

Students must bring a note if for any reason they are unable to wear or be provided with the correct uniform.

UNIFORM REGULATIONS – Refer School Website or Uniform Booklet

6. STUDENT ISSUES

a) Counseling Services

The school offers a student counseling service. Our counselor, Mrs. Glenda Deed, has many years experience in counseling young people and has a diploma in Counseling and is a member of the New Zealand Association of Counselors and the New Zealand Association of Christian Counselors.

The services she provides can be accessed by either parent referral or self referral on the part of the student. Her hours are 10am – 2.00pm every Thursday.

b) Canteen

The school canteen is situated next door to the Ward (technology) block and is open on a Thursday and Friday. It arranges lunch orders and also offers snacks and low sugar, non-soda fruit drinks.

c) Care of School Property

Pupils respond positively to an interesting and stimulating environment and are encouraged to treat their own property, their classrooms and the school with care and respect. Where breakages occur through fair wear and tear, the item will be replaced or repaired, where damage results from carelessness or wilful intent, the principal will arrange with the family for full or part payment of the damaged property.

d) Removal of Property from Students

The staff have the right to remove items from students which are forbidden, contravene regulations or are a distraction to learning. In general these are returned to the student at the end of the day. In the case of forbidden items parents will be informed they were found in the student's possession and appropriate disposal of the item(s) will be decided on together. If a student repeatedly offends items can be then confiscated for the term or year. The principal would then be given the item for storage and only return it to the parents / caregivers.

e) Searching of Students and Their Property

Students can be searched in line with police and Ministry of Education guidelines, abiding by legislation related to privacy and civil rights. Parents of students searched will be fully informed. No teacher is able to touch a student to search them. They can require them to empty lockers, pockets, desk or bag if this is necessary to follow up on legitimate concerns of stealing or contraband. Police may be called in, in serious circumstances.

f) Forbidden Items

The following are forbidden items at school. No list will be comprehensive but can indicate clearly the type of items unacceptable in a Christian school.

- Dangerous items such as lighters
- Weapons of any kind including toy types e.g. knives
- Cards and other related collectibles that portray violence, control or satanic influence e.g. pokemon
- Any items of a sordid sexual nature e.g. pornography
- Drugs, alcohol and other addictive and harmful substances

g) Alcohol Consumption

There is to be no alcohol consumed by students at school, on school outings and camps or at events organised by the school or on behalf of the school.

h) Food and Drink in Class

There is to be no food consumed in classrooms unless this is in the hall foyer at a wet lunchtime for primary. Students are allowed water in class as long as this in no way distracts the teacher from teaching and the students from learning.

i) Cell phone Use

Primary

Only pupils with significant health or safety problems, will be permitted to have cell phones in their bags, and this will need to be approved by Mr Nicholson, Head of Primary rnicholson@rnls.school.nz. It would be appreciated if you check bags for these devices and ensure that they do not travel to school.

Secondary

If you wish your child to have a cell phone in their bags for family communication purposes you will need to fill the permission form available from the school's office. Cell phones must not be used in classroom and can only be used at interval and lunchtime for **emergencies**. If a student is caught misusing this privileged the cell phone will be confiscated and parents will need to come and pick up from the office.

j) Valuables

Valuables such as i-pods, computer games, jewellery etc are not to be brought to school by children. If they are brought to school we hold no responsibility for loss or any damage. Again we will confiscate the item and parents will need to come and pick up from the office. Refer to c) above.

k) Student Council

The student council comprises of students from Years 6 – 13 chosen by their peers to represent them. Their responsibilities extend to such areas as running assemblies, organising special events, mentoring other students.

l) Student Representative on the Board of Trustees

Nominations are called annually for a secondary student (usually from upper secondary) to be the Board's student representative. The student reports to the Board of Student issues, has voting rights on the board and is a member of the curriculum and health and safety subcommittees.

m) School House Groups

Each student across the school is placed in a house group, usually with other family members. Points gained from various sporting and cultural events during the year contribute to the house shield.

n) Prize-giving

At the end of each year there is a school Prize giving where awards, trophies and certificates are given in recognition of achievement and progress. This is a compulsory event for the students and is counted as a school day.

o) Student Vehicles

Students holding provisional or full motor vehicle license can apply for permission to drive to and from school. Once permission is given then parking is made available.

p) Bikes

All bikes ridden to school must meet safety standards and only students over the age of 9 may ride.

The school provides bike stands located in behind the hedge near the entrance to the school. It is recommended that all bikes be locked.

7. BEHAVIOUR MANAGEMENT

a) Code of Conduct

The following code of Conduct (is written as clear guidelines. It cannot and does not cover every detail of conduct of every student but encompasses the key values and expectations of the school.

As a pupil of Rangiora New Life School I commit to:

1. Respecting my teachers, fellow learners, and myself as a learner by:
 - a. Being punctual to class
 - b. Bringing the correct materials and gear to class
 - c. Being prepared to contribute to, and cooperate in, learning activities
 - d. Developing strong work habits; being diligent and hard working
 - e. Completing all set homework
 - f. Not being a distracting influence on others as they learn
2. Treating others with dignity by:
 - a. Speaking positively and supportive of others
 - b. Looking for opportunities to help and serve others
 - c. Showing understanding for others' differences
 - d. Never using cursing or swearing
 - e. Being honest
 - f. Never resorting to manipulation, bullying, abuse or violence to control others
3. Caring for property and the environment by:
 - a. Looking after my own belongings by ensuring they are named and kept neat and tidy
 - b. Keeping a tidy locker
 - c. Placing all litter in provided rubbish tins
 - d. Not intentionally damaging or defacing any school facilities or equipment
 - e. Not taking property that does not belong to myself – this is stealing
 - f. Reporting any damage to property or stealing

b) Behaviour Management

The school maintains that behaviour management is an issue that is a shared equitably between the school and the home. We promote **encouragement, positive reinforcement and taking personal responsibility** as the most effective ways of ensuring appropriate and good behaviour. We do not use corporal punishment in this school. The school does however have the right to stand down, suspend, exclude (under 16) or expel (over 16) students in certain circumstances.

A full copy of the behaviour and discipline plan accompanies this home pack or is available from the school office on request.

c) Incentive Schemes

We seek to affirm students for good attitudes, marked improvements, special deeds, Christian character, personal endeavor and special achievements. Affirmations will frequently be conveyed in a personal and individual manner.

- In class and during intervals there are systems in place for the awarding of certificates, cups or other types of acknowledgements. Teachers consider a broad range of achievements, which gives each child the chance of an award.
- In assemblies there is an opportunity for further public acknowledgements.

8. HEALTH AND SAFETY

a) Smokefree

All school buildings and environments are smokefree in line with the smokefree legislation.

b) Illness

No child should be sent to school that is ill. If they have a notifiable contagious disease the office needs to be notified immediately and all parents of children in the school who have not been appropriately immunised will be given a notice advising them of this situation.

If a child arrives at school ill or complains of illness during the day the teachers will monitor them closely and contact the office as soon as they have reason to believe the child should be at home for close care. If they just require a rest the office administrator will place them in the sick bay and return them to class when they are recovered or alternatively need to be sent home.

c) Medication

All families will be required to complete a Health form on their child. A list of children with health problems is given to each teacher for rapid referral. In many cases (such as wasp stings) instant action is urgent so it is important we have relevant information given to us at the office.

Parents are asked to let the school know of any medication that needs administering and we will follow the schools policy on its use.

Please note – the school does not provide Paracetamol or any other painkiller, except in emergency situations with parental consent.

d) Accidents

All accidents to pupils are reported and teachers will fill in the School's Accident register. For serious accidents/injuries the children are taken to a medical centre and the parents are contacted as soon as possible. For these there is an OSH form filled out by the principal and these may be reported at the BOT meetings. All medical expenses are the responsibility of the parent or guardian.

e) First Aid

Some members of staff are required to hold a valid and current 1st aid certificate. We hold a fairly comprehensive first aid supplies on site and kits that are available to be used on trips and camps.

f) Health Nurse

Our school health nurse visits regularly. She facilitates such matters as class health activities, children with medical concerns and immunisations.

g) Dental Services

The school is associated with Rangiora Borough School and uses the area dental nurse. Children are informed of when they are to attend.

h) Traffic Safety

The school crossing, located on the main road is manned between 8.30 – 8.55am 3.10 – 3.30pm. Children are trained as monitors and oversight is shared between parents and teachers of New Life and Southbrook schools.

i) Emergency Procedures

All children are regularly updated on emergency procedures by way of fire and earthquake drills.

j) Civil Defence

Neighbouring Southbrook South is the local Civil Defence centre.

9. FINANCE

a) **Withdrawal of Students from the School's Roll**

If you intend withdrawing your child/children from the school you are required to give the board one term's notice. Attendance fees for one term are able to be charged if this notice is not given.

b) **Family Accounts**

These accounts are held at the office and are a cumulative record of costs incurred by way of camp charges, stationery and second hand uniform purchases and sunhat sales. Also there will be fixed charges related to specific curriculum courses as follows: NCEA, Home Economics and Workshop Technology, Art and Music. Other charges could relate to locker hire, instrument hire and participation in Australasian Academic competitions.

c) **Attendance Dues**

The attendance dues are paid directly to the school's proprietors in order to service the capital development costs. Attendance Dues are compulsory under the Integration Act. A copy of the charges is available from the school office.

A further annual contribution of \$100 per family is also requested to provide the school's Christian Curriculum and the resources to implement this. (Not covered by Government grants).

d) **School Activities**

This covers such items as outings, special activities inside and out of school and subsidising a range of other activities within the school. Present charges are set at \$60.00 - \$110.00 p.a., depending upon the class level and we request that you support us in this way so we can continue to provide these experiences for your children.

e) **Photographs**

Class and Individual student photographs are taken during each year. These are prepaid and permission slips are returned in advance. If dissatisfied the photograph pack can be returned and the photographer will issue a refund. All students participate in the class photo whether they have prepaid or not.

f) **Library fines**

Any books not returned within a month of issue will incur a fine. If the book is not returned by year end, a replacement cost will be incurred.

g) **Locker Hire**

Students in the secondary are allocated a lockable locker with a charge of \$15 per year and a further charge for lost keys or damage to the locker.

h) **Textbooks**

Textbooks are issued to each secondary student and are to be returned in good condition at the end of the year. Any substantial damage or non-return will incur a charge.

i) **Payment for damage to property**

The school will advise you of any damage caused by your child along with details of the cost. This will be added to your account.

j) **Debt Recovery**

The school has the right to recover debts owed to the school in regards to fixed charges and attendance dues. The cost of the recovery will also be incurred by the debtor.

k) **Transport subsidies**

These are available for pupils outside the Rangiora area. Enquiries welcome at the school office.

10. CURRICULUM

a) Reporting

This is a vital part of the consultative process within the school. Apart from the freedom that any parent or caregiver has in approaching their child's teacher anytime, over any matter to do with their child's progress, there are also formal reporting times set aside during the year.

There are 'meet the teacher' meetings early in term 1 to give teacher and parents the opportunity to meet each other in a relaxed atmosphere. Being early in the year, it is not a reporting time, but rather an opportunity for parents to relay to staff, any information that they feel would be appropriate.

Each child in Years 1 to 10 has a profile of assessed work items that provides a record of achievement and progress.

Primary

Twice in the year the primary teachers report on student progress and achievement against the National Curriculum and the National Standards. For those in Years 1 – 3 this is done according entry date to school and for Years 4 – 8 mid year and end of year. Reporting takes the form of written reports and learning conferences involving students, their parents / caregivers, and their teachers.

Secondary

A brief written report is issued at the end of term 1. Written reports and the opportunity for discussion by way of parent interviews, will be given mid-year. A further written report will be posted out to parents at the end of the year with an opportunity to follow up on any matters raised. Students in Year 11-13 receive a n NCEA report once a term.

b) Homework

Research shows that children who spend more time on homework, on average, do better in school and that the academic benefits increase as children move into the upper years. The value of homework extends beyond school. Good assignments completed successfully can help children to develop sound habits and attitudes. Homework can help parents learn about their children's education and communicate both with their children and the school.

Why Do Teachers Assign Homework?

Homework is meant to be a positive experience to encourage children to learn.

Students should:

- review and practice what has been learned.
- get ready for the next day's class.
- learn to use resources (libraries, reference material)
- explore the subject more fully than time permits in the classroom.
- complete class work.
- Homework can also teach children to work independently, encourage self discipline and responsibility and encourage a love of learning.

Guidelines on Time per week day

Years 1 - 4	Approximately 30 minutes	Years 5 & 6	Approximately 45 minutes
Years 7 & 8	Approximately 1 hour	Year 9 & 10	Between 1 and 2 hours
Year 11-13	Approximately 2 hours depending on courses being studied		

How Parents Can Help With Homework

- Show you think Education and Homework are important to you.
- Set a Regular Time - The best schedule is one that fits your child and your family. Some flexibility may be necessary to accommodate outside activities. Homework must be a high priority and may require limiting outside activities.
- A good study area should have lots of light, supplies close by and be fairly quiet, but not excluded.
- Remove Distractions - Turn off the television, radio and CD player. Discourage social telephone calls. Schedule quiet activities for other family members during homework time e.g. reading, writing letters, colouring.
- Set a Good Example - Show your child that the skills they are learning are an important part of the things adults do. Be Involved—Appropriately.
- Monitor assignments, encourage your child to clarify by talking through assignments and due dates. Use an agenda planner to schedule important dates.
- Help your child to avoid plagiarism by giving practice putting information into their own words.
- Do not do the homework for your child.

When to Contact the Teacher?

- Your child refuses to do an assignment despite your best efforts to prod and encourage.
- Instructions are unclear.
- You can't provide the needed supplies or materials.

- Assignments have a pattern of being too hard or too easy.
- Homework is assigned in uneven amounts (e.g. none on Mon, Tue, Wed, but many assignment on Thursday with a short due date)
- Your child has missed school and needs to make up assignments.
- An unexpected complication has arisen.

How to Contact the Teacher?

- A note explaining the problem is usually sufficient.
- A phone call to school.
- Leave a message or ask for an appointment.
- Email the teacher at school.

c) Stationery

The school requires that all students have the correct stationery in order to be prepared for all curriculum studies / courses.

A list of the necessary stationery is sent out to all families prior to the start of school each year. It is the responsibility of the family to supply the stationery for the student. This list is also available from the school office.

Class books should be covered. Scribbling, drawing, doodling and any other writing upon or inside the cover is totally discouraged and, if unacceptable, then the family will be required to replace the stationery defaced.

d) Sport

There are many opportunities for the children to apply skills and strengths from the P.E and fitness programmes to various sports. All children are expected to participate unless there is a medical reason for not doing so. We encourage children to be involved in sports groups in the Christchurch and Waimakariri areas.

Additional opportunities throughout the year are by way of participation in:-

1. Specialised teams run by teachers and parents for example - touch rugby, cricket, hockey, netball, table tennis, water polo, rugby and soccer.
2. NZACS athletics and swimming competitions.
3. Interschool sports events.
4. Combined country High Schools sport events.
5. Sport exchanges.
6. CASAFEST (Canterbury Area School's Association Festival).
7. Provincial/National representation.

e) Swimming

This is an important part of the school's P.E programme. Details of organisation will be placed in the school newsletter.

f) Internet Use

Children have supervised access to the internet under a strict set of protocols. All parents need to have agreed to the protocols by signing the appropriate forms. Copies are with this pack or are available from the school office.

g) Field Trips and Camps

It is a priority that the children of our school have opportunities to explore and appreciate God's creation and work together outside of the classroom. Some skills and values are best taught in other contexts and places. At the beginning of the year or when a child is enrolled during the year, the school gets permission for all such outings. It is intended that at the commencement of the year that an outline of probable events will be distributed. For each trip, if relevant, medical details are sought.

Teachers are given every encouragement to take children on class trips that are related to the class programme. Factors such as experience of the teacher, cost, transport and risk are taken into consideration.

There will be a camp held each year for students in Year 4 and up. Details will be in the school newsletters. You should receive at least 6 weeks prior notice (usually at least 2 terms is given) to any camp.

h) Withdrawal of Students from Learning Programmes

All students are to attend learning programmes whether these are on or off the school site. This includes camps and outings. If your child is going to be absent due to illness, please inform the school via the usual means.

Under law parents can withdraw their child from Sexuality Health programmes. When these programmes are held this opportunity for withdrawal will be clearly outlined.

i) Library Learning Centre

Our library learning centre is a vital part of the school. Two librarians are employed. Each class is allocated one period per week as a class library time. During this period students may change books and are taught skills in the use of the library.

j) Special Education Support Programmes

The school works hard to provide programmes during the year for children either experiencing delay with learning or exhibiting giftedness and exceptional ability. This is in part funded by the MOE by way of a Special Education Grant and subsidising of our reading recovery programme.

ONGOING RESOURCING

For those who have a severe disability there may be special funding that may allow for some teacher aid hours and any specialised equipment or resources.

SPECIAL NEEDS

1. Those who have a physical disability such as hearing loss or diabetes are regularly monitored and any special considerations or resources are put in place.
2. Those who require it are given remedial assistance in areas such as writing and mathematics.

SPECIAL ABILITIES

For children who are highly gifted/talented extension programmes are provided.

For enquiries regards the nature of support available please contact Mr. Ross Nicholson the school's special education coordinator.

k) Viewing of Videos

All videos that are not from the school library will be used carefully and with discretion in learning programmes. If they are being used to provide entertainment then this will be clearly stated to the parents and they should have the right to not have their children view it.

l) Careers

Our programme serves students in Years 7 – 13. A staff member has responsibility for this vital area.

The main **aims of the programme** include:

- Raising awareness of career possibilities within general fields.
- Inspiring students to start *working* towards their goals and dreams.
- Developing good habits and attitudes *now*, for their future.
- Establishing students' personal strengths & areas of interest/talent.
- Devising strategies to overcome students' weaker attributes.

m) S.T.A.R. Courses

The purpose of the **Secondary Tertiary Alignment Resource** is to enable senior students to study tertiary courses that are not normally available at secondary schools. Such courses undertaken in the past at RNLS include: Electrotechnology, Automotive Engineering, Tourism, Skills for Jobseekers, Commercial Airline Pilot, Computer Programming, Child Care & Selling Skills/Customer Relations.

The School contracts with providers such as Polytechnics and courses may be done partly by Correspondence, with a work-site component, full-time or short term such as the 3 day Commercial Airline Pilot course.

n) GATEWAY Courses

The school is able to offer special long-term work experience courses with accompanying NZQA credits. This is primarily for Year 12 and 13 students who want to pursue careers in a wide variety of industries and service sectors.

o) Cantatech

The school is a member of the Cantatech group, consisting of 14 high schools, who operate a scheme that allows students undertaking NCEA studies to be in classes taught via Video Conferencing. Where the numbers are too few to allocate a teacher to a course e.g. Y13 Accounting or Y.12 Geography our senior students can link in with other area schools in the Canterbury region and undertake a course by distance education.

p) Examinations

Exams are held at the school for secondary students.

In years 11 to 13 these are held at the end of term 3 and are 3 hours in duration.

In years 9 and 10 these are held at the beginning of term 4 and are 1 ½ to 2 hours in duration.

q) Senior Courses

Each year in term 3, students returning in the following year to Years 11 – 13 are issued with a course selection booklet. From this, students select their courses for the following year. While every effort is made to give students the subjects of their choice, in some cases, due to staffing, lack of Cantatech alternatives, exam results or option line clashes this is not possible. In such cases students are contacted and are asked to reselect their courses.
