



New Plymouth
Adventist™ Christian School

Educating for Eternity

PARENT & STUDENT HANDBOOK 2021



Our Mission	Educating for Eternity
Our Vision	Growing confident children, actively involved in lifelong learning, connected to God and their community.
Our Values	G - Godliness R - Respect O - Ownership W - Wisdom

Postal Address:	41 Saxton Road, Vogeltown, New Plymouth
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New Plymouth Adventist™ Christian School

Educating for Eternity

Our school is a part of the Seventh-day Adventist School System in New Zealand. Our aim is to work with God and fulfill His purposes. Christian Education supports our homes, churches, conferences, and wider communities. Because we emphasize Christian values, based on Biblical principles, students are educated to be effective citizens for this earth and for the new earth to come. Educating involves growth on the part of students and teachers as we work and develop together both academic and spiritual talents.

As Adventist educators, we actively work with God for the salvation of our students. We are committed to nurturing the holistic growth of our students.

Revelation 14:7 reminds us to “Fear God, and give glory to Him; for the hour of His judgment is come: and worship Him that made the heaven, the earth, and the sea, and the fountains of waters.”

Our responsibility as teachers is to present balanced learning programmes based on the New Zealand Curriculum within the context of our special character, Seventh-day Adventist framework. Consequently, we teach all curriculum areas from this perspective. We encourage students to develop spiritually, academically, physically, and socially.

Academically, we grow students with the necessary skills in literacy and numeracy to further their education. Along with these skills, we encourage students to have an inquiry approach to learning - asking questions and thinking for themselves and not merely reflecting the ideas of others. Students are encouraged to learn and grow beyond their classroom experiences - growing for eternity, as lifelong learners.

Spiritually, we support students to develop a loving relationship with God. This will help them to relate to others in a loving, caring way.

Socially, we want students to be effective problem-solvers and deal with conflict in a positive, Christian manner.

Physically, we teach students to view their bodies as the temple of God and to glorify Him with their bodies. Thus, exercise and healthy eating are promoted at our school.

Jesus is our Master Teacher, and we seek His ways in learning and growing through His Word - the Bible

“But grow in grace, and in the knowledge of our Lord and Saviour Jesus Christ. To Him be glory both now and forever. Amen.” 2 Peter 3:18

SCHOOL HOURS

School hours are 8:45am - 2:45pm Monday - Friday. School starts at 8:45 and all students are expected to be settled in class prior to that.

No supervision is provided before 8:15am or after 3pm. Students should not arrive before 8:15am and should be collected prior to 3pm.

Student drop-off and pick-up is in the top car park only. Students must use the pathway to walk from the carpark to school. Please do not park in the staff car park area.

8:45-9.10am	Morning Routine, Devotion and Prayer.
9.15 - 10:45	First Learning Block
10.45- 11:10	Morning Tea
11.15-12.30	Second Learning Block
12.30-1.15	Lunch Break
1.20-2.40	Third Learning Block
2.45	End of Day

TERM DATES 2021

Term 1

11 weeks

3rd of February -Friday 16th April

Holiday - Waitangi Day: 6th February

Holiday - Taranaki Anniversary Day: 8th of March

Holiday- Good Friday 2 April

Holiday- Easter Monday and Tuesday 5-6 April

Term 2

10 weeks

Monday 3rd May- Friday 9 July

Holiday - Queen's Birthday: 7 June

Term 3

10 weeks

Monday 26 July - Friday 1 October

Term 4

10 weeks

Monday 18 October - Tuesday 15 December

Holiday - Labour Day: 25 October

No school - 15 December: Teacher only day

Staff 2021

Principal – Renee Timmins

Room 3, **Junior Room**

Judy Phillips

Room 2, **Middle Room**

Amy Magallanes

Church Hall, **Senior Room**

Monday-Thursday: Rebecca Sarich

Friday: Kevin Gredig

Office Administrator – Natasha Hales

Teacher Aide – David Swanson, Danielle Billing

Caretaker – Peter Calkin

Cleaner – Danielle Billing

Chaplain – Pr. Tony Parrish

R.T.L.B – Charis Hanrahan

Health Nurse – Karena Taylor

Board of Trustees

B.O.T Chairperson – Martin Du Plooy

Deputy Chairperson - Alex Bray

Proprietors Representatives – Dale Lofton-Brook

Parent Representatives - Lucy Sibanda

Treasurer – Sue Mower

Staff Representative - Natasha Hales

Principal – Renee Timmins

SPECIAL CHARACTER

Our Seventh-day Adventist School was established by the local community of the Seventh-day Adventist Church to serve the educational needs of its children and the mission of our Church. This mission includes the provision of educational opportunity to all who share its objectives. Our school is a member of the system of schools operated by the Conferences of the Seventh-day Adventist Church in New Zealand

The Special Character of the school is determined by the faith system made up of Bible-based Christian beliefs, values and lifestyle of the Seventh-day Adventist Church and determined by the General Conference of the Seventh-day Adventist Church and as advised through the New Zealand Seventh-day Adventist Schools Association Ltd.

The purpose of our school is to support the home and the church in helping young people develop a personal relationship with God. The function of our school is to facilitate the development of commitment to our Bible-based beliefs and practices of our church so that students will become responsible and caring Christians in our community. We endeavour to provide balanced, individual learning programmes using our New Zealand Curriculum and Adventist Curriculum Framework.

Our 28 Seventh-day Adventist Bible-base Fundamental Beliefs can be found at <https://adventist.org.nz/about-us/fundamental-beliefs/>

HEALTH

The Seventh-day Adventist Church was founded with health principles as part of our Fundamental Beliefs. We believe a healthy body enhances the quality of life and learning.

We encourage parents to provide wholesome **lunches with minimal or no packaged foods and low amounts of sugary food** for their children. We also have a **'water-only policy'** while at school or on school trips. Drinking water is available for students. Refillable bottles are recommended so students do not leave the classroom during class time.

'Treats' such as chocolate, lollies, fruit lollies such as Nice Natural lollies, chewing gum, juice, flavoured milk, etc. are not permitted at school.

We believe that a healthy lifestyle can support us as we educate our students for the present, for the future, and for eternity!

At all of our school functions where food is brought we require vegetarian based dishes.

PARENTS AND THE SCHOOL

The relationship between home and school is vital if our students are to succeed. For this reason we try to develop a close relationship with our students and their parents and encourage parental participation in the life of the school.

Assemblies

Whole school assemblies are held weekly on Friday Mornings at 9a.m.

The purpose and format of school assemblies are:

- Singing
- General announcements

- Theme talk / reinforcement
- Celebration of Learning (teachers will present certificates to students in their class for outstanding achievement.)

Attendance at School

- Regular attendance at school is very important for continuity in learning programmes. According to regulations, only illness or other unavoidable causes are allowed to interfere with attendance.
- Absences must be reported to the school office prior to 8:45a.m. Unreported absences will be marked as truant and if regular, Attendance Services will be contacted.
- Leave for any other reason (music exams, funerals, etc.) requires the parents to contact the school.
- If students are away from school for medical reasons for more than three days, a medical certificate is required.
- If a student is away for non-medical reasons, please seek permission from the principal.

Chaplain

A School Chaplain is always available to attend to the needs of students and/or their families. (Please consult the current directory.) The chaplain is involved with the worship programme and a variety of curricular and extra-curricular events of the school, and is available to council students or parents as necessary.

Contacting the School

If parents have any concerns about students, please contact the school office to arrange an appointment with the classroom teacher. Teachers can be contacted via Seesaw or email.

Commencement at School

Children who commence at age 5 whose birthdays fall between January 1 and April 1 will be considered Year 1 on entry and will progress each year by one year level through the school accordingly. Children whose birthdays fall outside of these dates will be classified as Year 0 on entry after their fifth birthday. Pre-visits to classrooms are welcome for new entrant students and these will be discussed at the time of the enrolment interview. It is suggested one or two half days may suffice for children transitioning to school for the first time.

Damages

It is the School's policy to charge parents/caregivers for any damage caused by their child if it is considered by the school that such damage was the result of a deliberate action on the part of the child, or careless disregard to school rules which contributed to the damage occurring.

Parent Assistance with Transport

From time to time parents may be asked to assist with providing private transport for school outings. Such transport must comply with current legislation such as children being required to be strapped into seat belts and using booster seats if children are under seven years of age. Vehicles are required to be fully road legal and vehicles should be driven in a safe and responsible manner by a suitably licensed driver and speeds should be kept within legal limits.

Parents and visitors at School

We welcome parent participation at our school, by helping in school trips, productions, reading support, sports events and school assembly (Friday's). It is school policy that parents and helpers who work with students will be required to have a police vet. The school will organise this and there will be no charge.

Complaints Process

If you have a concern, prayerfully follow our complaints policy. A copy is on our website and in our school office. We encourage the Matthew 18 principle for solving conflict. 18:15 "If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over."

Emergency

- If a child is sick or injured, a parent will be contacted to come and pick him or her up.
- Please keep your emergency contact numbers at the school up to date, especially if you move or change jobs.
- Children should have sweatshirts and/or jackets at school each day in case of an emergency.
- Should a school closure be necessary, a notice will be sent out on the Seesaw app, via email and on Facebook.
- In case of school evacuation, if the school grounds are unsafe, the meeting place would be in the church car park.
- Emergency drills are practiced by the staff and students each term.

Enrolments

Preference for enrolment will be granted to: (As a general guide to determine order of priority)

- Children belonging to Seventh-day Adventist families. (Deemed "Preference with a particular connection")
- Children from the wider community who are deemed "Preference with a General connection"
- "Non-preference" applicants.

The School is permitted a maximum of 75 students under its Charter Agreement with the Ministry of Education which includes a maximum of 3 "Non Preference" students. The School chaplain is responsible for meeting with all prospective parents and making a preference determination which forms part of the enrolment process.

For more Enrolment information, please see our school Enrolment Policy on our website or in our school office.

Hair Care / Head lice

Unfortunately one of the aspects of school life is that on occasions, children's hair can become infested with head lice. The following guidelines are given to parents in order to reduce the risks of infestation and to deal with the problem should an outbreak occur.

- Girls' and boys hair (longer than back hair line) should be plaited or tied back with black or dark blue hair ties or put into a bun so that hair is not touching the collar.
- Boys' hair should be kept tidy and will not have trend-setting hair cuts such as shaven zig-zags or mohawks.

- Tints, colours and hair products are not permitted.
- Brushes, combs and hair accessories should not be shared with other children. This includes hats.
- If the School discovers that a child has live lice or nits, parents/guardians will be contacted and the child is to be removed from the school until the appropriate treatment has been given. (Usually up to three shampoos)
- Parents/caregivers are advised to check all other family members and to treat clothing, bedding, towels etc . The School can provide additional advice and help as necessary. Parents are requested to check their children's hair regularly. If treatment should be needed, please go to a chemist where the appropriate treatment can be obtained. Parents who discover that their children have infestations, are requested to contact the school office as soon as possible so an alert can be given to all parents.

Home - School Communication

School Notices are sent regularly via Seesaw.

Other information will be sent to parents via their children as necessary. We also use the school **Facebook** page and the **Seesaw** to communicate and share learning.

Home learning Book -

- The expected home learning schedule for each evening is:
 - Years 1-4 10 - 15 minutes
 - Years 5-8 15 - 30 minutes
- Home learning will always include:
 - Reading

It may also include:

 - Topic research
 - Spelling words
 - Maths/ basic facts
- Parents can assist by:
 - Reading with their children
 - Showing an interest in what is happening at school
 - Checking and signing home learning books as learning is completed
 - Helping students to plan time to complete tasks

Home Learning folders are used to record home learning/reading, and notes from the teacher to parents or parents to the teacher. This should be checked by parents every night and signed.

Parent-Teacher Meet and Greet - this occurs early in Term One and gives teachers the opportunity to share class procedures and expectations with parents. It also enables parents to be involved with the wider school community.

Reports - parents receive a written report on their child's progress mid-year and in Term Four.

Parent/Teacher Interviews - these occur at the end of Term Two and reports are given at these interviews.

Jewellery & Adornment

Students are not permitted to wear make-up or jewellery at school. This includes the wearing items such as earrings, fancy studs, rings and necklaces. Girls who have pierced ears may only wear plain miniature studs. Painted nails and tattoos are not permitted.

Leaving Grounds

Children are to remain within the confines of the school grounds at all times until it is time to return home. For any other special departure, the parent/guardian must log their child/ren out at the office using the terminal. The printed sticker must be given to the teacher to take the child.

Itinerant Tutor/s

The School offers students the opportunity to learn piano through private tutors who operate from our school during regular class time. Please enquire at the office for the current available opportunities as these change from time to time. Children are not permitted to enroll with more than one private tutor at any one time so as to minimise disruptions to class work.

Office

The School Office is administered by paid staff from 8:30am to 12:30pm each school day.

Medication at School

From time to time school staff may be required to administer medication to children. The School should only be requested to administer medication during normal school hours when it is either not possible or impractical for a parent or caregiver to do so. Further, to protect the health and safety of all students, certain procedures need to be followed when any child is requiring medication. These include:

- **The School must be informed if any child is requiring medication whilst at School.**
- The first dose of any medication must **not** be given at school. All requests for staff to administer any medication should be on the appropriate parent request form and addressed to the principal. All medications will be kept in a safe place in the school office.
- Before medication is administered the School, parent/caregivers will be required to complete a Medication Form at the school office.
- The exact dose of medication must be provided by the parent/caregiver to the School.
- The delegated person/s will administer the medication as requested by the parent/caregiver.
- Staff will respect any confidentiality issues concerning children requiring medication.

Not Permitted at School

The following items are not permitted at school: Electronic equipment such as devices, (without special permission), dangerous objects such as knives, fireworks and items which do not reflect the special character of the School. These also include toys that replicate dangerous items and inappropriate toys.

With parent permission, senior students can bring their phones to school if they need it for specific reasons such as walking home after school etc. Children must give it to their class teacher to look after when they arrive at school and it will be returned at the end of the day.

Property

- All property should be clearly marked with students' names.
- Articles of value (toys, devices etc.)
- Possession of questionable literature, cards, guns, shanghais, fireworks, matches, knives, and other dangerous objects is not permitted.
- Lost property is placed in the large blue container near the toilets.

Safe-keeping of Personal Items

Students are discouraged from bringing to school money and personal valuables. If such items are brought out of necessity to school, students are advised to give these to their teacher as soon as possible in the morning for safe keeping during the day. The School cannot be held responsible for damage or loss to such valuables.

School Bags

School bags are personal property and no student is permitted to interfere with any other person's school bag or personal property in any way. At School, bags are to be kept in the designated areas.. Children are encouraged to keep bags closed when not being accessed.

Smoke-Free Policy Parents and visitors to the school are advised that this school has a smoke-free policy and as such, there will be no smoking by any person on the school grounds or at any school activity off site. This includes vaping.

Sickness & Accident

It is recognized that minor injuries and sickness occur from time to time with children, and these will be treated in the school's sick bay as appropriate. It is the School's policy that in the event of a serious accident, parents will be contacted as soon as possible. Depending on the seriousness of the accident, the pupil may be taken directly to a medical facility and parents notified. Naturally, all medical expenses are the responsibility of the parent. If on occasion a child becomes too sick to remain in class, parents will be contacted.

Use of the Sickbay

The first aid space will be available for use at all times.

- Use of the sick bay is only permitted with a staff member's permission.
- At all times a staff member will be in close proximity to the patient and able to keep a regular check on his/her condition.
- Depending on the nature of the case, another child may stay with the child in the sick bay to provide comfort and support. This person however does not replace the requirement to have a supervising adult in close proximity at all times who can monitor the child.
- A decision will be made within 20 minutes whether or not the child remains in the sickbay. If it is deemed they do require additional time, a staff member attending the students will attempt to notify the parent/caregiver accordingly. (A copy of the School's first aid procedure can viewed at the Office)

Swimming and Water Safety

Children will receive a block of tutored swimming lessons each year in Term One. Children will be transported in a Transit Bus to Todd Energy Aquatic Centre. The emphasis on this instruction is on water safety and basic swimming and survival skills. Parents who wish their children to learn swimming at a more competitive or technical level should arrange for private swimming tuition outside of the school's programme. Children are responsible for all of their equipment. They are required to bring labelled togs, towel, cap and goggles

in a swimming bag.

Stationery

Parents are required to purchase students stationery. Stationery lists are on our website/Seesaw/school office. Students can choose to cover them with appropriate covering.

Sun Smart

Blue broad-brimmed sun hats are to be worn during break times and outdoor activities in terms one and four.

Some outdoor school events require sunscreen for prolonged activities. The school will supply sunscreen.

Student Behaviour

The school has high expectations in behaviour as outlined in our School Values. These uphold God at all times and we encourage students to:

- Grow in faith as they learn to apply the Christian values of respect, responsibility, self-control, honesty, kindness, contentment, patience, humility, and commitment in their words and actions.
- Wear correct uniform at all times during school hours, as well as to and from school.
- Arrive at school on time and have their books and equipment ready at the start of each day.
- Play sensibly in the designated areas and move quietly around the school.
- Develop a caring attitude towards others and property.
- For further information, visit our website to see our Behaviour Management and Anti-Bullying Policies and Behaviour Plan.

Bullying

Our School clearly specifies there is to be Christian respect for one another at all times. As such, the School has a zero tolerance towards bullying and staff will take appropriate action, as specified in the School's Behaviour Management and Anti-Bullying Procedure and Behaviour Plan.

To provide a comprehensive, universally understood definition of bullying behaviour and to outline strategies for all members of the school community to combat social, emotional, and physical and all other forms of intimidation.

DEFINITION

Bullying usually has these common features:

1. It is deliberate
2. It is repeated over a period of time.
3. It is difficult for those being bullied to defend themselves
4. It is difficult for those who bully to learn new social behaviours

There are several types of bullying and the examples are not extensive:

Physical- punching, kicking, slapping, intimidation, fighting, tripping and pushing.

Verbal- mocking, hurtful texts or email, swearing or abusing words, writing notes spreading rumours or laughing at someone.

Blackmail / Making Threats- making people buy you things, forcing people to give you things, saying you won't be their friend if they don't do as you ask.

Gesturing- giving people the fingers, poking out tongue, glaring at people and rolling your eyes.

Exclusion- leaving people out of games, snobbing and alienation

Relational bullying – forming coalitions against someone, persuading people to exclude someone.

These may occur within various contexts, including:

- (i) Racist bullying
- (ii) Bullying of students with special needs
- (iii) Homophobic bullying
- (iv) Transgender bullying
- (v) Sexual harassment

An integral aspect of the interaction between bullies and the victims is the inability of the victim to defend him or herself. The School's Health curriculum also covers aspects of bullying under the NZ Police's "Kia Kaha" programme. We also use Restorative practice as a way of restoring relationships.

Technology: Year 7 & 8 Pupils

Y7 and 8 pupils receive technology instruction at the Devon Intermediate Technology Centre. Children receive free transport to and from the Centre. If they are late, it is the parent's responsibility to transport them to the Centre. A Technology fee is included in the School Contribution for Year 7 and 8 for this purpose. Children will attend Technology once a week, each week throughout the term.

Toys at school

Children are allowed to bring their toys to school on Friday's only. Digital devices and dangerous objects such as knives, fireworks and items which do not reflect the special character of the School are not allowed. These also include toys that replicate dangerous items and inappropriate toys. The School cannot be held responsible for damage or loss to such valuables.

Property

- All property should be clearly marked with students' names.
- Articles of value (toys, devices etc.)
- Possession of questionable literature, cards, guns, shanghais, fireworks, matches, knives, and other dangerous objects is not permitted.

Transport

- Parking is available at the top of the school drive for drop-offs and pick-ups
- Staff only parking within the school gates

UNIFORM

General Provisions

All students need to wear the correct school uniform for school activities. This includes:

- To and from school
- Daily attendance at school
- Sporting events
- School trips
- Other school events as determined by the staff

A student's uniform is expected to be kept clean and tidy and is to be worn in a smart and acceptable way. All articles of clothing worn at or brought to the school must be clearly marked with the name of the student to whom it belongs.

Uniform for Girls

Tunic/Squort: available through The Warehouse

Blouse: White short-sleeved blouse or long-sleeved

Socks/tights: Plain black socks above the ankles. Full length black leggings or black tights.

Uniform for Boys

Shirts: Blue short-sleeved shirt or long-sleeved

Shorts: Navy school shorts

Trousers: Navy school trousers

Socks: Navy school socks or black mid-calf/ knee high socks

Uniform for Girls and Boys

Shoes: Plain black leather lace-up/buckle school shoes with low heels or plain black velcro shoes. Black sandals may be worn in terms one and four without socks.

Sweatshirt: Royal blue Schooltex sweatshirt with school logo.

Sun hat: Royal blue broad-brimmed Aussie style.

Physical Education: Royal blue polo shirt. Plain black shorts, leggings or track pants. Dark coloured sports shoes.

PE uniform is worn each Friday and for sports events.

All uniform items can be purchased at The Warehouse.

School Fees and contributions

Attendance Dues

This is a compulsory fee that must be paid for each child attending the school. They are charged directly to parents from the Seventh-day Adventist Schools Association on a term-by-term basis. Payments can be made directly to the Association by automatic payment or to the school.

Dues for 2021 are \$570 per child per annum.

Term payments of \$142.50 per child are expected to be paid in full at the start of the term to maintain enrollment of your child. (Exceptions may be approved, a payment plan form should be completed and sent to NZ Adventist Schools Association for approval.)

Please phone us or the Auckland office to get your family code and the account number for automatic payments.

The phone number is: 0800 469 3837

School Contributions

You will be invoiced for this annually; \$150 year 1-6, \$225 year 7&8. A reminder will be sent at the beginning of each term. This contribution enables us to provide an enriched learning environment that enhance the learning programmes provided - this includes school outings, swimming, and enrichment.

Special Character Donation

This is an important voluntary, tax-deductible Special Character contribution payable to the Association for the purpose of providing quality Christian education. This amount of \$100 helps to pay for:

- A National Education Office in Auckland to coordinate staffing, facilitate curriculum development and enhance continuity of educational service across all sixteen schools in New Zealand.
- Teacher recruitment
- Professional development for teachers and principals;
- Monitoring and evaluating schools' effectiveness in maintaining the special character.

Senior School Camp

We endeavour to run a Senior School Camp every second year as part of the outdoor education programme. The price and time of year for this varies depending on the programme provided.

CURRICULUM

This school acknowledges that the New Zealand National Curriculum is the official policy for teaching, learning and assessment and it is through this curriculum, the School's Seventh-day Adventist Special Character is integrated and delivered to students. The philosophy and objectives of this school are reflected at all levels of the curriculum. In addition to the national requirements, a core curriculum subject is Bible which specifically aims to acquaint students with God Himself in a personal and meaningful way. The broad areas of study include Bible, English, Mathematics, Social Studies, Science, Health and Physical Education, Art and Music, and Technology. Underlying all of the above, the School recognizes the importance of the development and nurture of students forming positive Christian attitudes and values. Each term a school-wide values-based theme forms the basis of classroom teaching and learning programmes.

Bible

Each day begins with worship and special Bible classes are taught during the day. The programme is based on the Encounter Curriculum encouraging the students to develop their faith as they:

1. Learn about God's revelation through His relationship with us, our relationship with Him, and our relationship with others;
2. Respond to God's revelation through personal commitment, unselfish love, and service.

Literacy and Numeracy

These two areas form the foundation for learning and the basis for all learning programmes.

The school has developed a wide range of resources and has been involved in Ministry-funded Numeracy and Literacy programmes to enable staff to cater for student needs and reach high levels of achievement.

Key Competencies

These are developed through all curriculum areas based on a Biblical worldview and focus on:

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

Digital Technologies

Digital Technology is seen as an important aspect of the curriculum and is used as a tool to enhance the programmes offered.

To protect the interests of the students and staff, the school has a Computer User Agreement that parents and students must sign to say they have read and understood expectations.

Seesaw

Seesaw app is used as a simple way for teachers and students to record and share what's happening in the classroom. Seesaw gives students a place to document their learning, be creative and learn how to use technology. Each student gets their own journal and will add things to it, like photos, videos, drawings, or notes. Students will be guided by the teacher and will post at least once a week. <https://web.seesaw.me/>

Seesaw app is also used to share newsletters and notices. It is important for all parents/caregivers to connect to Seesaw. See your child's class teacher for more information.