



Handbook for Families

2024

"Excellence for Christ"

MISSION STATEMENT

To pursue excellence for Christ by
developing our God-given gifts and
using them in His service



VISION

Love to learn
Learn to love
Leave a legacy

***I believe in Christianity
As I believe that the sun has risen:
Not only because I see it,
But because by it I see everything else.***

C.S. Lewis

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SECTION 1 - SCHOOL LIFE

1. How to Contact us



09-269-1050 *(Please leave a message if we miss your call)*



027-2118-110



77 Rogers Road, Manurewa, 2102



P O Box 75-623, Manurewa, 2243



admin@manukauchristian.school.nz



www.manukauchristian.school.nz



Skool Loop App/Choose Manukau Christian School



www.facebook.com/groups/manukauchristianschoolcommunity

- All communication should be directed to **Mrs Oosterbeek** on admin@manukauchristian.school.nz
- Your child's teacher can be contacted by writing a note, writing a message in your child's homework book, or by emailing the office on admin@manukauchristian.school.nz.
- We are very happy to talk to you face to face.
- Staff are always available after school and can sometimes talk briefly before school. But if you need to do more than make a passing comment, it helps if you phone or email the office first to make an appointment.

CONTACT ONLY IN SCHOOL TIME

One of the conditions of enrolment is that you do not approach staff about school issues out of school hours or anywhere else apart from school. It is not unusual for our teachers and school families to meet at church or in homes. Please respect our privacy and leave school conversations with teachers for school time.

Of course, if there is an emergency and contact cannot wait until school time, we will do everything possible to help.

2. Who Are We



Mr Scott Kennedy
Principal, Maths



Mrs Geraldine Oosterbeek
Executive Officer



Mrs Nicole Fickling
Administration



Miss Priscilla Dhinaker
Geography, History



Mrs Charlotte Maney
English



Mrs Hannah Prakasa
Biology, Chemistry



Mrs Elaine du Plessis
Year 1



Mrs Paula van Niekerk
Year 2



Mrs Fiona Vaea
Year 3



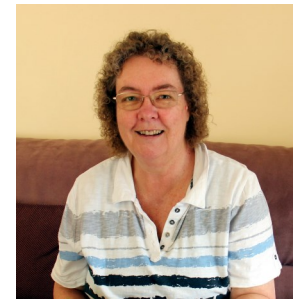
Mrs Nadine Thomas
**Year 4
Team Leader**



Mr Ethan Aloai
Bible, Team Leader



Mr Shaun Gibson
Economics, Physics



Mrs Cheryl Everitt
Maths, Science



Mrs Angela Goodwin
Year 5



Miss Louise Kennedy
**Year 6
Team Leader**



Mrs Jessica Schellingerhout
Year 7



Mrs Amanda Wichmann
Year 8



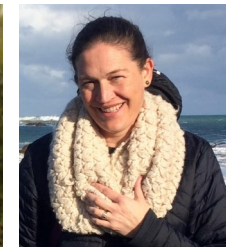
Mr Shane Kennedy
Psychology



Mrs Gail Tegg
Art



Mrs Maria Shallard
Lab Assistant



Mrs Margaret Smilde
Geography/PE



Mrs Christina Ackermann:
Teacher Coach



Mrs Sarah Fritschi



Mrs Samantha Savill
Teacher Aide



Mrs Roneeta Chand
Teacher Aide

3. Arrival at School

Primary students may not enter the school grounds before 8.15am because there is no supervision before this time. When primary school students arrive they must assemble in the courtyard, lining up quietly.

Students in Years 1 to 8 stay in line until **8.30am** when they are sent to class by the duty teacher. High School students have homeroom time at 8.30am sharp. Please do not be late as this disrupts the class and is disrespectful to the teacher and to those students who are on time. **All late students** must report to the office and sign in before proceeding to class. Primary school students are late after 8.35am. High School students are late after 8.30am. Your child may proceed directly to class if the parent signs them in as being late.

Note—please see 'Vehicles and Transport' over the page for parking information.

4. Collecting Children

Children in Years 1 to 8 are released from class at 3.00pm and high school students at 3.15pm. Please ensure that your child is collected by 3.15pm and once collected, that they stand and wait quietly with you if you do not leave immediately. If you are unexpectedly held up, please phone the school to inform us. If you need to collect your child during school hours, please ring the school office in advance so that your child's teacher can be informed or use the SkoolLoop App. Please **report to the school office** if you are collecting your child early. Your child will come to the office to **sign out**. We ask that you do not disturb the class. Our preference is for students to be collected during break times if possible (10.30am and 12.45pm) to avoid disturbing lessons. Children playing on the playground after 3.15pm must be supervised by their parents.

“STRANGERS” COLLECTING CHILDREN

If we see someone we don't know taking children from the school we will stop them. If we cannot establish to our satisfaction that your child should be with them we will not let them go. **Please let us know therefore, if you arrange for someone else to collect your children.**

5. Assemblies

Assemblies are held three times per term for students in Years 1 to 13. These are held at the following times:

Start of each term:	First day of the term at 8.45am
Last day of each term:	8.45am to 9.15am.
Special Assemblies	As notified e.g. Culture Day etc

Parents and friends of the school are welcome to join us at these times. Recognition of achievements and Principal's awards are also handed out at these assemblies.

6. Absences

Please let the school know if your child is away for the day. Please phone us, or email absences@manukachristian.school.nz or send a text via the **Skool Loop App**. Please download the app onto your phone.



If a child is away and we don't know the reason, we will check with you to ensure that your child is at home. **We must have an explanation for every absence.** The responsibility lies with parents to ensure that the school is informed of an absence. We strongly discourage parents from withdrawing their children during term time to go on holiday. A medical certificate is required for absences of **three days or more**.

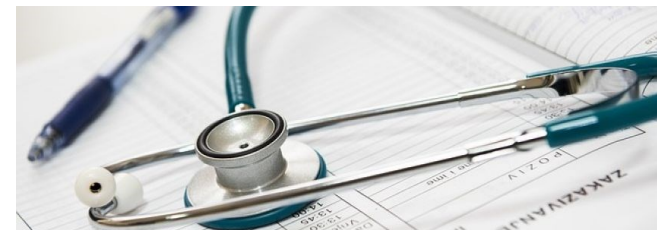
A high absence rate detrimentally impacts student achievement. For this reason, students must never be absent from school unless absolutely necessary. Where student absences exceed 10% of school days, school management will need to consider whether entry into external exams is appropriate.

Absences during Test and Exams

In Years 7 to 13, exams can generally only be sat on the date advertised on the calendar in Thinkwave. Students who are sick for these exams are required to provide a medical certificate when they return, and if they fail to do so, will receive no grade for the examination. Students who do provide a medical certificate will be given compassionate consideration and a teacher-assessed grade. They will not sit the examination.

Absences and Assignments

For high school students, assignment dates are posted on Thinkwave from the beginning of each term, and students are expected to hand in all assignments by the due date. If a child is absent on an assignment due date, they need to ensure their assignment is delivered to the school either electronically or as a hard copy by 9.00am. 10% is docked for every day an assignment is late.



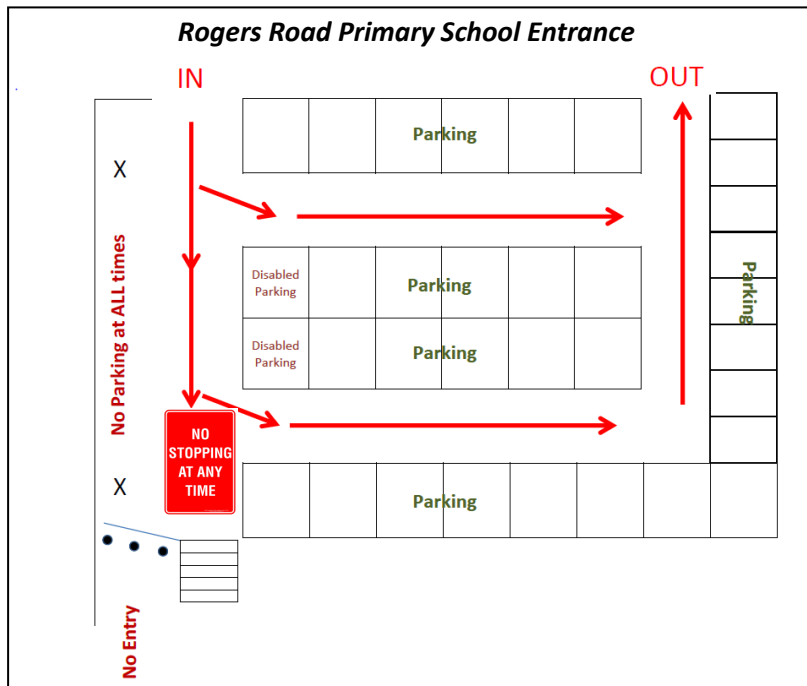
7. Vehicles and Transport

Students in Years 1 to 8 should use the Rogers Road entrance. Due to the volume of traffic, only parents of students in Years 1 to 3 may park in the carpark. A parking token will be provided to these parents. Parents who have older children should park in Rogers Road or Christmas Road. If you come into the carpark, you must **stop and park your car in a parking space**. What may appear safe or convenient for you may pose real danger to children. Primary children in Years 1 to 4 need to be escorted by an adult or a responsible older sibling. Please explain the parking system to your nominee if your elect someone else to collect your child from school.

- Traffic flow in our Rogers Road car park is **one-way ONLY**.
- **PARK** your car to prevent traffic build-up.
- **NO parking** alongside the fence as you enter the school property.
- **NO entry** down the lower driveway towards the church building.
- If parking is not available, please **DO NOT STOP** in the driving area. Drive out the school grounds, come round again, or park on the road.

High school students should be collected from the Beaumonts Way entrance.

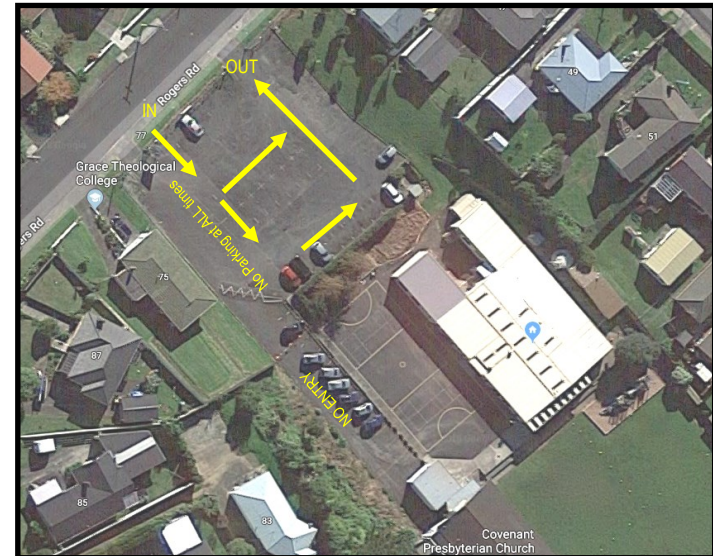
Senior students with a restricted or full license may apply for permission to drive to school and park in our carpark, but must obey all driving rules e.g. no passengers on a restricted license.



8. Parking Map

Please ensure that you are familiar with our school parking protocols and how to move in and out of the school grounds. It only takes one driver to make a problem for many.

Parents of students in Years 1 to 3 are allocated a parking token at the beginning of each year. This token needs to be displayed in the afternoon to gain access to the carpark. Please be considerate of other drivers and keep the flow of traffic going: Refer to 7. Vehicles and Transport.

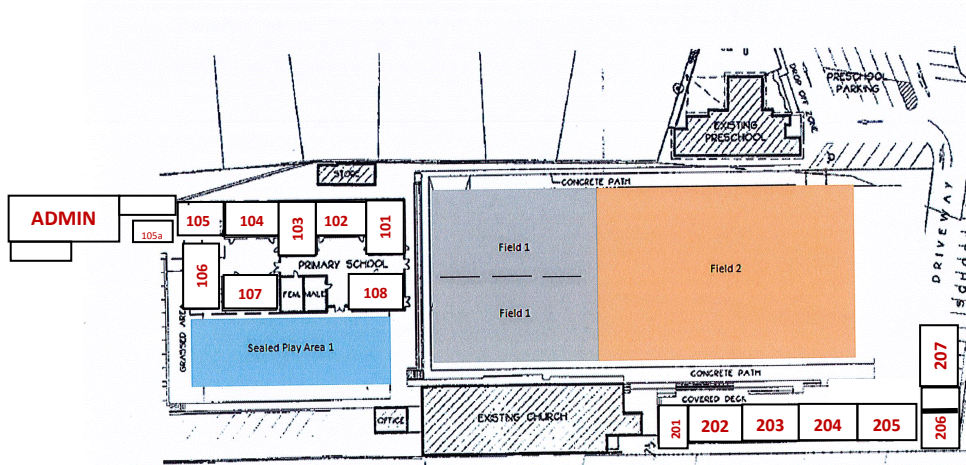


9. Your First Day

- All students start school at **8.30am sharp on the first day of the year**.
- Students in Years 1 to 8 assemble in the courtyard (sealed play area 1), where they will line up and be collected by their teachers. Students in Years 9 to 13 go directly to the high school area.
- There will be an assembly at 8.45am in the church on the first day. Parents are welcome to attend.
- Students must bring a school bag that includes their morning tea and lunch. They should also bring a bottle of water.
- In Terms 1 and 4 primary school students need to wear a hat when they go outside for morning tea and lunch. Please ensure that your child packs one into their bag.
- All stationery required in class will be handed to your child once they start school. Their teacher will advise whether exercise books need to be covered. High school students may be invoiced for textbooks.

10. School Map

School Map



Primary school students in Years 1 to 8 are located in Rooms 101 to 108.

High school students are located in the senior block in Rooms 201 to 207.

11. Special Events

There are a number of school events outside of normal school hours that are compulsory for students to attend. Attendance is essential at the end of year Thanksgiving services as this showcases student items and their participation.



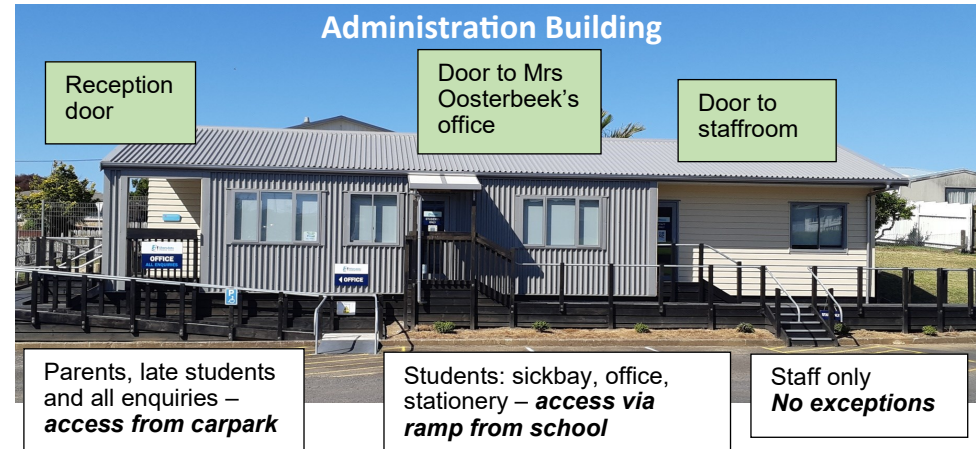
Special event items include parenting seminars, gala day, the school picnic and Thanksgiving services.

12. Holiday Closing Times

We do not close early during the term for wet days or such like (although, in an emergency we may have to do this!) Nor do we close early before statutory holidays that occur during a term. Please note that school closes at **12.30pm on the last day of each term.**

13. Administration Protocols

Administration Building



Parents wishing to visit the school office need to use the entrance door closest to Rogers Road and enter via reception please. Parents must not use the stairs that lead to the staffroom.

Parents wishing to visit the school office at the end of the school day should do so before picking up your children. Alternatively, if you choose to collect your children first and then visit the office, you must keep your children closely supervised. Children in Years 1 to 4 must under no circumstances be left unsupervised in our carpark.

Students needing to visit the office or the sick bay during the school day must do so via the ramp, not by walking through the carpark.

Parents needing to contact administration staff may email:
Mrs Geraldine Oosterbeek: admin@manukachristian.school.nz
Mrs Nicole Fickling: reception@manukachristian.school.nz

Please feel free to phone the office if you are unsure of anything. We are here to assist.



14. House Groups

All students are allocated a house group. They can expect to be in this house for their whole time at school. There are many benefits of having house groups.

The four houses are named after Christian leaders who have in one way or another made a significant contribution to the cause of Christ and who have been a redemptive influence within the world. These heroes can be appealed to as role models and they can help inspire students to do life well as disciples of Christ. House groups are therefore a useful tool to enable students to develop leadership skills.

House groups are also a fun way to divide the school into four teams so they can enjoy some friendly competition in class and in the playground. House groups provide genuine opportunities not only for students to develop leadership skills, but for many students to learn how to better function as part of a team. Teachers are not assigned a house.

House Leaders

- Four senior student leaders will each head one house.

House shirts

- It is compulsory for each student to own one house shirt. These can be purchased from the office.
- House shirts can be donated back to MCS once they become too small, or passed directly to a younger student.

PE

- Teachers can use house teams to divide classes into two or four teams for PE activities.
- This makes it very simple to see who is in each team.

House points

- Teachers will decide what they want to award house points for and these will be collected through a tally system in each classroom. House points for the whole school will be added up each week and there will be a competition to see which house can collect the most points over a year.
- Duty teachers can also award house points to students for particularly impressive behaviour.
- One house point is a significant reward – we will not devalue house points by issuing them in huge numbers. A teacher may only issue eight, ten or twelve house points in a day.

14. House Groups continued

Wilberforce

Justice

Yellow

William Wilberforce was a British politician who could have easily enjoyed a comfortable career without controversy. However, in 1785 he met Jesus. Prompted by the Holy Spirit, Wilberforce poured the bulk of his energy and time into campaigning for justice for African slaves. This occurred when slavery was an entrenched norm within society – a society that considered itself to be Christian. Abolishing slavery was incredibly difficult, but it was his life's work. He eventually achieved his goal when slavery was abolished three days before his death in 1833.

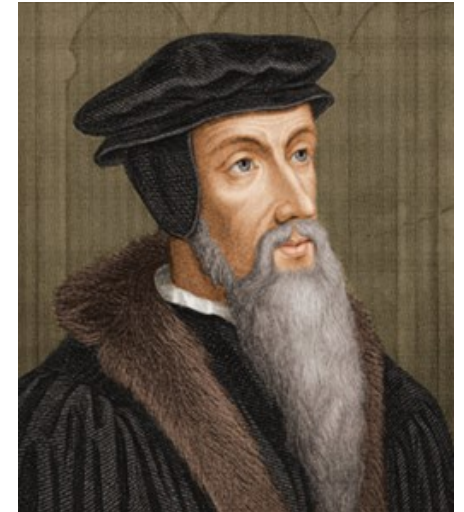


Calvin

Truth

Green

John Calvin was a shy, scholarly type who enjoyed minding his own business. However, he loved God and had the gift of writing powerfully and arguing logically and so God thrust him into a role of leadership. People did not always like what Calvin said but he communicated so clearly that they always knew what he meant. Calvin is famous for his systematic theology "Institutes of Christian Religion" that has shaped Reformed Christianity. He taught that God is sovereign, in control of all things. He also emphasised high standards for believers! Justification is not by works, but good works must always follow our salvation!



14. House Groups continued

**Te Wiremu
(Williams)**

Commitment

Blue

Henry Williams (Te Wiremu) came to Aotearoa NZ as a missionary in 1823. He was a very hard-working man who genuinely tried to see Maori treated equitably and justly. He translated the Treaty into Maori and sought to see the intent of the Treaty outworked with regard to land ownership. Although his efforts were later misunderstood and criticised, Williams and the other missionaries worked tirelessly to see that Treaty principles in this country were honoured. Land-grabbing became more common after the influence of the missionaries had waned and unscrupulous governors took control.

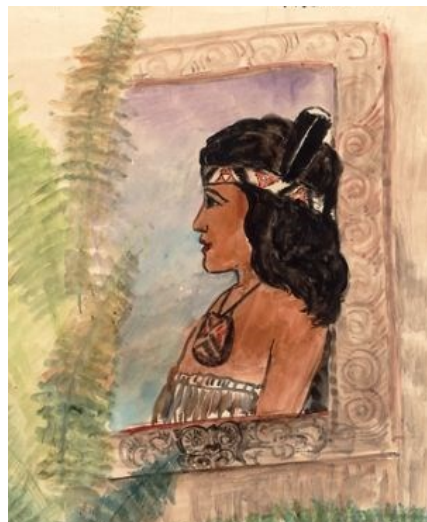


Tarore

Forgiveness

Red

Tarore was only 12 years old, the daughter of Chief Ngakuku. She died tragically in a raid by the Arawa tribe when attacked by a man named Uita. Tarore had attended a mission school, and had been given a small Gospel of Luke, which she wore around her neck. Her attackers stole the book and fled. Eventually somebody read it for them. The message of forgiveness caused Uita to repent. Remorseful and repentant, he risked his life and approached Tarore's father, Chief Ngakuku, seeking forgiveness. Forgiveness was granted and instead of bloodshed and utu, peace was established as the gospel took hold.



15. Parenting Seminars

Raising children has never been easy. In today's complex world it seems it is more difficult than ever. God's Word provides parents with some very important principles which help us to parent effectively. From time to time we host parenting seminars where we explore what God says about how to carry out the complex and demanding role of parenting.



At these evenings we share some insights and then we open the floor so our panel of experts can chew over the trickiest parenting questions you can come up with. We conclude the evening with supper and informal chatting. Feedback from our previous parenting seminars has been very positive.

One obstacle to great parenting is our reluctance to ask anybody's advice on parenting because it is seen as a private matter. It is considered rude to ever comment on how others bring up their children! However, it is worth remembering that none of us have parenting 'sorted'. None of us are perfect parents. The panel of 'experts' who share ideas at these seminars will share some of their parenting blunders and the lessons they have learned along the way as well as the truths from God's Word that have been an anchor during times of challenge. Another obstacle is the popular idea that good parenting comes naturally. That flawed idea breeds pride and self-sufficiency and makes us very reluctant to seek advice. The truth is that all parents need help, guidance and encouragement.

We are convinced that these seminars are useful and so we ask every new parent to the school to please attend an MCS parenting seminar as soon as they are advertised.

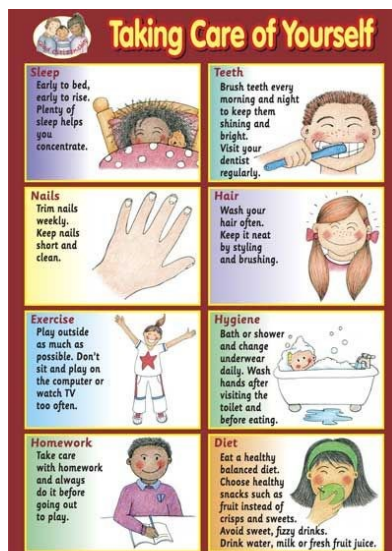
SECTION 2 - HEALTH AND SAFETY

1. Health and Safety

PERSONAL HYGIENE

Germs spread disease and these germs are passed from person to person through poor hygiene. Students need to:

- wash their hands with soap and dry them after using the toilet and before eating.
- sneeze only into an elbow or (better) a tissue.
- never share drinks. Meningococcal disease is potentially fatal and is caught through sharing food and drink.
- follow other instructions from time to time as emailed to parents.



DENTAL NURSE

The Auckland Regional Dental Service provides free dental examinations, oral health education, x-rays and treatment to all eligible children from birth up until their eighteenth birthday once enrolment documentation has been received. The closest dental clinic is at 5C Brown Road, Manurewa, phone **264-0047**. It is the parent's responsibility to enrol their child/children in this service. To access an enrolment form please contact your local clinic or complete the enrolment form online at www.ards.co.nz. If you have any questions regarding your child's teeth, or wish to update your contact details ring **839-0565** or visit www.ards.co.nz.

HEALTH NURSES AND TREATMENT

Parents are notified when the Public Health Nurse visits the school. Vision and hearing tests are carried out on a scheduled basis. No treatment will be undertaken without your consent.

RISK MANAGEMENT

Students and parents who notice something that could be hazardous at school are asked to please report this to the office where it will be recorded in our hazard register. Hazards recorded can then be remedied.

SAFE EMOTIONAL ENVIRONMENT

Our school is to be an emotionally safe place for students, parents and staff. We make every effort to ensure that students are loved, cared for, nurtured and shown compassion by their teachers, ancillary staff and fellow students. However, despite our best efforts, our school is not perfect. If students ever feel emotionally unsafe they need to tell their teacher. If they cannot tell their teacher for some reason, they need to see another staff member. Parents, when you hear from your child about a situation that troubles you, please make an appointment and discuss the issue with your child's teacher. Please keep an open mind until hearing what the teacher might have to say on the matter.

BULLYING AND VULNERABLE CHILDREN

Bullying in all of its various forms is unacceptable. Our school has a culture of honour and respect. Bullying will not be tolerated. Teachers are trained to know how to care for vulnerable children according to our Child Protection Policy.

POLICIES

As a school, we have many policies, including dress code policy, cellphone policy, child protection policy, student distress policy and a physical restraint policy. Policies are available to parents on request.

SIGN IN AND SIGN OUT

- If students are to be picked up from school during school hours, they **MUST** be signed out at the main office and signed in again at the office if/when they return to school.
- Visitors to the school must sign in at the office and must receive a health and safety briefing.
- Late students must sign in at the office. A parent may sign in on behalf of their child.



2. Disasters and Emergencies

In a civil emergency or major disaster, the school becomes (by law) a Disaster Centre. Apart from our need to provide care and shelter for the students and anyone else in the neighbourhood, special controls are applied to the release of children from our care. No one is permitted to take children from the school during an emergency without the permission of the Controller. All movement of people into and out of the school has to be recorded so that the authorities and relatives can trace where children can be found.

EMERGENCY EVACUATION PROCEDURE (FIRE, BOMB THREAT ETC)

A continuous sounding of the bell will signal an emergency evacuation. This could be because of a fire, a gas leak, a bomb threat or similar.

- All talking must stop.
- Stand, put chairs under tables.
- If near windows or open doors please close them.
- Evacuate the building. Walk (do NOT run) in line through the nearest door. Take nothing with you. Last person out close the door.
- Follow the official route to the assembly area - field in front of the high school block or as directed by the Principal, Deputy Principal or Executive Officer. (A map is located in each classroom).
- Line up in class lines at the assembly area (in the case of a bomb threat we might choose to assemble at the far end of the field).
- Students line up silently and wait until all checks have been carried out and all students and staff have been accounted for.
- Classes wait quietly until dismissed by the Principal or Deputy Principal.
- Once dismissed, students walk quietly back to class in single file.

An emergency evacuation drill must be taken seriously, as if it is the real thing.

EARTHQUAKE PROCEDURE

In the event of an earthquake there will be no bell, but the earth and buildings will be shaking or swaying.

Drop, cover and hold immediately.

For an earthquake drill the Principal will signal the start of the imaginary earthquake.

The end of the drill will be signalled by a phone call from the Executive Officer.

LOCKDOWN PROCEDURE (INTRUDER ALERT ETC)

In the case of some danger occurring in the school grounds an alarm will be sounded on the school bell.

Short rings at half second intervals over an extended period.

This alarm signals a '**LOCKDOWN**'.

- If this alarm occurs during class, students are to hide under desks or down low in a part of the room as directed by the teacher. They must then be silent.
- The teacher will lock doors and windows, turn lights off and close all blinds.
- If this alarm sounds during a break, students must move quickly to a nearby room and sit quietly as directed by a teacher.
- The Principal and administration staff will secure the administration areas.
- The Principal will phone the emergency services. If the Principal is not on site, the Executive Officer will do this.
- A **LOCKDOWN** drill must be taken seriously, as if it is the real thing. It is important that students do not leave their safe place until told to do so by a teacher.
- The end of a **LOCKDOWN** drill will be signalled by a phone call from the Executive Officer or a visit to the room by the Principal or Deputy Principal.

For more detail on emergencies see our Health and Safety Policy.



3. Medicines at School

As a normal rule, children **may not** bring medicines to school. Teachers are not permitted to administer or supervise the administration of medicines to children unless arranged as explained below. On the advice of medical authorities, aspirin will not be administered to children at school. Medications will only be permitted at school for chronic illnesses or conditions.

Children recovering from infections or illness **may not** bring medications to school to complete treatment; as a general rule children should not return to school until they have either completed any course of treatment or can take required medications at times they are not at school. The school is not permitted to administer antibiotics to your child.

Children with chronic illnesses however, must have medications at school and have access to them. This applies to conditions such as asthma, acute allergies or long-term illness. In such cases a **medications advice form** must be completed. This form is available from the office.

- Medications must be labelled with the child's name and dosage required.
- Parents must sign our standard indemnity form and provide written advice detailing the condition and dosages to be administered.
- No medications can be kept in children's bags or desks.
- Medications are to be taken under the supervision of a staff member.
- If your child suffers from asthma, please provide an inhaler and medication that can be kept on-site in the sickbay.



4. If your Child gets Sick or Hurt at School

If your child gets sick at school, you will be asked to take them home. We can give them rest and comfort them, while you get organised, but we do not have facilities for nursing children. If your child is injured at school, we will give first aid treatment only. If anything else is needed we will phone you to make arrangements. If the situation is serious and we can't reach you, we will arrange for medical help or an ambulance as appropriate. If first aid is enough, we will write a note or phone you to tell you what has happened so you can check that all is well.

Please keep your child at home if they are sick, especially if they have been vomiting. **If your child has had vomiting or diarrhoea, please keep them at home for 24 hours from when the vomiting or diarrhoea stops.** Infections spread quickly. Please advise the school if your child gets head-lice/scabies or any other contagious disease.

Please ensure that we have your current contact details and that they are kept up to date.

5. Lunches

We encourage our students to eat a healthy morning tea and lunch at school. We do not provide food on site. Please pack morning tea and lunch for your child each day, as well as water only in drink bottles. Please, no lollies, chocolates or fizzy drinks. Please do not bring goody bags or cakes to school on your child's birthday—many children have allergies. Speak to the child's teacher if you have any questions in this regard.



6. Children's Property

All children's personal property and clothing should be named. If it can get lost, it will! At the end of each term uncollected clothing is donated to charity. We have adequate recreational play areas - and children can bring suitable sports equipment to school, providing they use it sensibly and accept risk of damage. No toys please.

SECTION 3 - COMMUNICATION

1. Parent Meetings

We plan Parent Meetings in Term 1 and Term 3 to discuss any matters regarding your child. At these times school will close at **12.30pm**. Written school reports are issued at the beginning of Term 3 and the end of Term 4 and are addressed to the parents. The Term 3 report is discussed at the Term 3 Parent Meeting. Children do not attend Parent Meetings. Please do not hesitate to contact the school at any time if you are concerned about your child or their progress.

2. Keep in Touch

To keep in touch please ensure the office has your **current** email address as well as an up-to-date physical address. Stay in touch with happenings via:

- school website (term dates, newsletters etc)
www.manukauchristian.school.nz
- email the office **admin@manukauchristian.school.nz**
- report absent students to **absences@manukauchristian.school.nz**
- talk to your child's teacher immediately after school for quick questions.
- write a note in your child's Homework Book or see the teacher after 3.00pm if you have made an appointment via the office.
- download the **Skool Loop App** on your phone. Absences may be notified via this app. Notices, newsletters and the school calendar are available to view with ease.
- ThinkWave portal for parents of students in Years 7 to 13. Please do not leave comments here.

For significant matters of discussion please make an appointment to see the teacher by phoning or emailing the office on:
admin@manukauchristian.school.nz

3. Newsletters

Newsletters are sent out twice a term, both in hard copy and via email. If you would like the school to forward a copy of the newsletter to family members, please inform the office. Please ensure the office has a current email address. Newsletters are also available on the school website. The most recent newsletter is also available on the Skool Loop App. Stay up to date by downloading the app.

High School Updates are produced by our senior students once a term.

4. Prayer for Manukau Christian School

Parents in Prayer (PIPS) occurs every week on Friday mornings at 8:30am. Parents in our school recognise that a school with a vision to train up young people who love Jesus and want to be his disciples will definitely face spiritual opposition. Our school treasures the prayers of Christian parents who recognise the spiritual battle that our ministry faces. Please come and join the PIPS team in the school staffroom to pray for our students, our staff, and our vision.



5. Social Media and Internet

Due to the professional nature of the teaching profession, teachers cannot engage in social media contact with students and we discourage social media contact between parents and teachers unless it is through our Manukau Christian School Community group on Facebook **www.facebook.com/groups/manukauchristianschoolcommunity**

We encourage parents to place strict controls around their children's social media usage and their internet usage generally. We also strongly recommend that you do not give your child a smart phone: a basic phone to text is all that is required while students are at school. Studies have found that some emerging adults today are less physically capable because of their excessive screen time as children and connections have been found between excessive screen time and high rates of anxiety and depression. And then there are the risks of cyber-bullying and of online predatory behaviour of unknown others. Parents, please be vigilant. **Students have been known to engage in inappropriate use of the internet outside of school hours.** Please place appropriate boundaries around your child's or teen's online behaviour.

Our hope and belief is that MCS students will learn to be discerning, responsible internet users.

SECTION 4 - SCHOOL RULES AND HOMEWORK

1. General School Rules

The discipline of the school will be fair but firm, and always in accordance with Biblical principles.

- Students must always act in a way that shows they respect and care for other people and for the school.
- Honesty and integrity are expected and required at all times.
- Students will be punctual to school (thank you parents, as this rests with you).
- School bags must be kept closed and stored tidily when not in use.
- All personal property must be clearly named.
- All students must adhere to the dress code.
- After break times when the bell rings, play stops immediately and students are to line up quickly and quietly for class. On the second bell children move quietly into their classroom or wait for their teacher.
- Cyclists must walk, not ride, within the school grounds.
- Items not permitted at school include toys, chewing gum, radios, music players and other electronic gadgets, phones, correcting fluids, vivid markers, tobacco, e-cigarettes/vaping equipment, alcohol, drugs, drug paraphernalia, narcotics, chemicals, knives or other weapons, matches, cigarette lighters, fireworks, substantial sums of cash.
- No violence.
- Children are not allowed to leave the school grounds during school hours without written/emailed permission from parents.
- Students in Years 1 to 6 may not bring cell phones to school. Students in Years 7 to 13 may bring cell phones to school but must apply for permission. A permission form is available from the office or from their homeroom teacher.
- All phones must be handed in by 8.30am and retrieved at the end of the school day.
- Smart watches may not be worn at school.
- Students will comply with the rules around computer and internet use.

Stand down or suspension shall be considered by the Principal where:

- A student's gross misconduct or continual disobedience is a harmful or dangerous example to other students at school.
- Because of a student's behaviour, it is likely that the student, or other students at the school, will be seriously harmed if the student is not stood down.

2. Primary School Playground Rules

Before school:

- Students are not to arrive at school prior to 8.15am.
- Parents must personally escort primary children to the courtyard where children need to sit or stand and wait quietly – parents must never let children in Years 1 to 4 walk through the carpark unattended. They must park their cars and escort their children to the steps, or send them with a responsible older sibling (Year 5 or older) who holds their hand.
- The expectation for children to sit or stand and chat quietly with others sets the scene for a productive school day.

On wet days:

- Doors to the central foyer will be opened by the duty teacher at 8.15am and children in Years 1 to 4 can wait in this covered area.
- Students in Years 5 to 8 go to their classrooms (Year 9 to 13 students have covered decking where they can shelter).

Morning tea and lunch routine

- Years 1 to 4 sit beneath the shade sail adjacent to Room 101. They raise a hand and wait to be dismissed after the 12.50pm bell if they are finished eating. Students show the teacher their lunchboxes.
- Years 5 to 8 sit beneath the seated shelters and are less supervised. After the 12.50pm bell, they may go without seeing the teacher, provided they have eaten their lunch.
- All students leave their lunchboxes neatly by the seats, keeping the courts free. When the 10.48am bell sounds at the end of morning tea and at 1.18pm at the end of lunchtime, students are to put away all equipment.
- Year 1 to 3 students must be lined up, waiting to be sent to class. They should line up in straight lines without talking, with eyes on the duty-teacher. Students in Years 4 to 13 go directly to class.

End of day routine

- Students walk to the courtyard in a quiet, orderly line by their teacher.
- Students must approach a teacher when they see their parent, and ask permission to leave. If the teacher cannot see the parent, the child cannot leave school.
- Students walk to their parents and if not leaving immediately, must stand next to their parent, and not run around while parents talk.
- After 3.15pm, if Year 1 to 6 children are still at school they are brought back inside to sit on the main carpet in the central foyer area. If they are still sitting there at 3:30pm the parent is considered to be very late and will be called.
- Students are not allowed to play on the playground unless they are supervised by their own parent, and this must only be after 3:15pm.
- On wet days parents can collect students from classrooms or from the foyer.

2. Primary Playground Rules continued

- The field is divided into three sections – the first half close to the primary buildings is for Years 1 to 6 and the second half is for Years 7 to 13. If balls or other items land on the high school side of the field, it is up to high school students to throw them back. Primary students are not to run onto the high school side of the field.
- The primary field is divided again into two. The playground is for Years 1 and 2. The side nearest the church is for Years 3 to 6. Years 3 to 6 also have the courtyard.
- Year 1 and 2 students do not play soccer or other rough games with older students.
- Only Years 1 to 4 are to use PE gear from the black barrel by Room 106's ramp. Years 5 to 8 are given PE gear by monitors. High school students help themselves to PE gear from the high school PE shed.
- No kicking balls on the court. However, students can hit or throw balls on the court.
- No PE gear is allowed on the adventure playground for safety reasons.
- Teachers (not students) have the authority to set up or remove the 'field closed' sign.
- Students only play when they have finished their lunch – this applies to all ages.
- Duty teachers treat basic first aid.
- Primary students up to Year 4 must ask permission to go to the toilet during morning tea and lunch. This helps discourage playing in bathrooms.
- Students are not to return to classrooms for drink bottles or jumpers. They need to plan ahead.



3. Dress Code

Although there is no school uniform, parents must ensure children are neatly, suitably and cleanly dressed at all times, (neither unduly flamboyant, nor overly casual). Hats or beanies may not be worn in classrooms. If wearing a hooded sweatshirt, hoods may not be pulled up to cover the head. Clothes must be clean and in good repair without holes.

- **Boys:** Hair must be natural (not dyed, spiked or excessively gelled) and tidy, well groomed and cut in a short masculine style, No extreme styles (including mohawk, shaved hairstyles, braided/matted hair or long hair). No jewellery, bangles or threads may be worn. Clothing must fit neatly and be of modest length. No singlet tops. High school boys must be clean-shaven. No henna, tattoos or skin adornments are allowed.
- **Girls:** Hair must be natural (not dyed) and tidy, well groomed and feminine. Long hair is to be tied back from the face. No half ponytails. No jewellery, bangles, threads or make-up (this includes nail polish) to be worn except one plain stud per ear in the lower lobe. No henna, tattoos or skin adornments are allowed. Clothing must fit neatly and be modest. Skirts, dresses or shorts should be loose and ensure a modest covering of a girl's thighs. Tops should likewise ensure modest covering. Shoestring tops are not suitable. No singlet tops or tight leggings. Leggings may only be worn if they are underneath a skirt or shorts.

Where a staff member and a student disagree over the application of the dress code policy, the student must submit to the staff member's guidance. A detailed list of High School rules is available on request.



FOOTWEAR: Suitable footwear includes the following:

- School shoes with flat heels.
- Sandals with backs e.g. roman sandals.
- Sneakers with socks.
- We recommended that Year 1 students wear sneakers with Velcro-type fastenings.
- Closed footwear must be worn by high school students in potentially hazardous areas such as the Laboratory.

PE: Boys and girls are required to wear shorts, shirt or top and suitable footwear.

SUNHATS: During Terms 1 and 4 students in Years 1 to 8 must wear a hat (brimmed or peaked) while outside.

Students must wear the school polo shirt on all school trips. For all sports competitions out of school grounds, students must wear the school polo shirt and standard navy blue shorts. These can be purchased at the school office.
Students are to wear their house T-shirt when required.

Items available from the office are: polo shirts (\$40), shorts (\$35), hats (\$18), caps (\$18), windbreaker jackets (pre-order \$65) and house T-shirts (\$12).

4. Discipleship and Discipline

As a provider of Christian education, it is our task to help students to become disciples of Jesus Christ. This involves challenging as well as inspiring them, and training them in righteousness. It means celebrating their successes and also helping them recognise the consequences of sinful choices. It involves students working hard and making an effort. It involves discipline. Parents who enroll their children at our school do so in the understanding that we work together to discipline children for their growth and character development.

Blue Cards

A blue card is issued for minor infractions. Students who have been issued with a blue card will attend a written detention during school time.

Yellow Cards

A yellow card is issued for serious misbehaviour. The issue is outlined on the card and the card is read and signed by the Principal and then read and signed by the parent or parents. The card is then returned to school where it is kept in the student's file for the rest of their time at MCS. A yellow card is intended to convey to students and parents that a certain type of behavior is unacceptable and must not be repeated.

We expect parents to support our teachers as we ensure high standards of discipline that allow learning to flourish.

5. Telephone use by Students

School phones are kept busy on school business. Students are not allowed to use school phones, and students cannot be called to the phone to speak to callers. We can take messages for students if it is urgent, and **in emergencies** will assist students to make any necessary phone calls.

Students in Years 1 to 6 are not to bring cell phones to school at all. In Years 7 to 13, cell phones are allowed to be brought to school if the student has been granted a cell phone licence. These are granted only under special circumstances.

All phones must be switched off and handed in to the teacher (Year 7 to 8) or Room 201 (high school students) at the start of the school day. At the end of the day when students leave, they may take their cell phone and place it in their bag rather than hold it in their hands on school grounds. They cannot be used on the school grounds except with teacher permission and must not be seen before school or after school while students are on school property. Teachers need to be vigilant in enforcing this rule. Students who break the rules of cell phone use can have their cell phone confiscated overnight. Parents and students sign an acknowledgement of these rules when they apply for a cell phone license.



6. Student Book Work Expectations

Manukau Christian School believes children need to walk before they can run. The same applies to the presentation of their written work. They need to write their work by hand and become good at doing this neatly. Computer technology will probably be their tool of choice for presentation and editing later down the track, but the primary years are best served by traditional presentation of work in books.

- All student book work must be presented neatly and legibly.
- All work should be dated with the full date (eg Friday 10th April (except Year 1)).
- Titles should be left aligned.
- Textbook references should be included where appropriate.
- Students should rule off after each piece of work.
- No felt tip or vivid to be used.
- No graffiti on book covers.

7. Homework

For most parents homework is straightforward and welcome. However, there can be confusion at times, so here are some basic guidelines. Please talk to class teachers about anything that is unclear.

The homework your child is given is an important part of their education. It is also one of the ways parents can become aware of, and be involved in, what happens at school, as all homework we set is reviewing what has been taught at school (or for older children, preparing for a lesson to come). We hope that you will enjoy sharing with your child this aspect of learning. **Parents of primary students, please check their homework notebook each night, supervise the homework set and sign the notebook when the work is completed.** If any requirement is not clear, or if there are any difficulties, the teacher concerned may be consulted and the situation discussed.

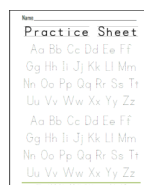
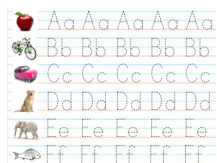
As a guideline:

- Year 1 to 3 children will normally be expected to complete 20-30 minutes of homework each night.
- Year 4 to 6 children will normally be expected to complete 30-45 minutes of homework each night.
- Year 7 to 8 homework allocation of 45 minutes to 1.5 hours each night.
- Year 9 homework allocation of 1.5 to 2 hours depending on topics and subjects. Part of this time should be devoted to revision.
- Year 10 to 13 homework allocation of 2 to 2.5 hours. Part of this time should be devoted to revision.

7. Homework continued

In certain circumstances the school may discuss with parents the need for a greater time allocation.

- Homework is for students, not parents. Sometimes parents will be asked to help students with practice or drills, but we do the teaching at school. This is a time for sharing in your children's school work, and reviewing what we have taught. If your child can't do something set for homework, check with us.
- For Year 1 to 8 students, homework requirements are explained in their homework books. Regular work (such as spelling lists, tables and memory verses) can be done progressively through the week: other work will have a required date.
- High school students largely plan their own homework, but they should be working to their timetable.
- Primary students on the phonics programme *must* sound out each letter and combination in each word, whether reading from a sheet or a book. Sound the letters out before blending them into words, even if they know the word. *It is phonics practice your child needs.*
- Drill tables firstly in order then in a random, mixed order. Also cover the answers with a scrap of paper and have the child try writing the answers down. They can check for themselves and repeat this while you get on with other things!
- Memory verses need the reference and the punctuation as well as the words. It is a good idea to start by saying them aloud, but all memory work (except for Year 1 and 2 students) needs to be written for good memorisation. The goal of memory verses is to meditate on them, take them to heart and let them inform our thinking and our behaviour.
- Spelling is taught from Year 1 using the Orton-Gillingham approach of multi-sensory instruction, grouping words of the same family. Students write and memorise words of each family.
- Revision for tests should be more than reading through notes: children should cover the main points with paper and see if they can identify them and unpack them. Practice helps!
- Don't overdo it! Children need a balanced family life including time on their own, time with parents and siblings and time with friends.



8. Tests, Assignments, Exams and Feedback

Tests and examinations are an essential part of teaching and learning. All teachers carry out regular individual and class assessment of students.

- **Every Friday:** Students in Years 1 to 8 are tested on spelling, tables and the memory verse for the week. Their test book and one subject book are sent home and must be returned again on Mondays. Weekly report cards are sent home to parents of students in Years 1 to 6.
- **ThinkWave parent portal:** This online platform is available to parents of students in Years 7 to 13, with regular updates on student progress, test marks, assignment feedback and exams. ThinkWave includes comments from the teacher. Parents can view grades for each subject through a login that they are given when their child enters Year 7. Parents have their own login and password that differs from their child's login and password.
- **Subject Tests:** Testing is carried out at the end of each block of topic study. The results will be in your child's test book.
- **Parent Meetings:** These are held in Terms 1 and 3 and are an opportunity for teachers and parents to discuss your child's progress. You do not have to wait until a meeting time to talk to your child's teacher.
- **Progress and Achievement Tests (PAT):** We use these standardised tests as a way of assessing your child's reading, vocabulary, listening and comprehension skills. Other PATs include Maths. Results of these tests are given to parents, but be aware that they are diagnostic assessments, not summative assessments. PAT tests are applicable to students in Years 3 and up.
- **Assignments:** In high school, if a child is absent on an assignment due date, they need to ensure their assignment is delivered to the school either electronically or as a hard copy. This must be done by 9.00am. Grade deductions of 10% per day will occur for late assignments.
- **MCS exams** must be sat on the day scheduled. If a medical certificate is provided for an absence an aegrotat mark will be provided. **If there is no medical certificate the exam mark will be recorded as zero.**

Qualifications

We are a Cambridge Assessment International Education Centre and use the Cambridge International Examinations curriculum. Students will sit Cambridge Checkpoint tests and examinations at prescribed dates as set by Cambridge International. These dates are made available to students.

9. Study Leave

At Manukau Christian School, we provide all Year 12 and 13 senior students with regular study periods throughout the year during school hours to enable them to excel. We genuinely believe that in Term 4, during the external exam period, it is best for our students to continue to attend school and complete their study on school grounds. The reasons for this are:

1. Expert subject teachers will help students in their study and be able to answer questions students are having, whereas if students are at home, they do not have immediate access to the teacher.
2. When students are at school, they are less likely to be distracted by phones, gaming or the internet, because their study is supervised, and normal school rules apply.
3. Senior students who are coming back to school as Year 13s next year begin to work on the A level courses.

However, parents of our senior students can apply for study leave for their children in Term 4 as they prepare for their A levels.

- Email the office to ask for permission.
- To be eligible for study leave, a student must achieve a minimum of 50% in all their preliminary examinations, have parental permission to study at home as well as permission from the Head of High school.
- All students who are granted study leave are still required to attend certain special events, such as the senior thanksgiving evenings and any special assemblies. They will also be expected to attend school on Fridays to check in with their teachers and attend a Service module.
- Students who are at home studying need to ensure that they arrive at least 20 minutes prior to the start of their scheduled external exams.



SECTION 5 - WORKING TOGETHER

1. Failure as a Stepping Stone

School is all about students learning. Learning to do something generally means many unsuccessful attempts before success is reached. With that in mind, our school needs to be a safe place for students to fail. Having said that, failure should only ever be a stepping stone, not a resting place. Failure through lack of care or lack of effort is not acceptable.



2. We are a Team

We recognise biblically, parents are first and foremost responsible before God for their children's upbringing and education (Deuteronomy 6:6-9); and that our school's role is to assist parents to equip their children for responsible Christian living and service in modern society.

It is our policy to avoid teaching on sexual reproduction or sexual issues in Years 1 to 8. Where questions on sex or sexuality arise in class, teachers will give truthful but age-appropriate answers. We believe that parents need to teach their children about sexuality by Year 7 or younger if their children are watching a lot of television or spending time on devices regularly. At the school office we have books designed to help you do this in a helpful way.

At high school level, students will cover sexual reproduction in their science courses, and in Bible, worldview courses and in some literature will investigate ethical issues in sexuality from a Christian perspective. Wisdom and modesty will guide our teachers in these matters.

3. Solving Problems

As a small school with godly staff and families, we experience a great deal of harmony. For that we thank God. However, our own sinful nature results in all of us making wrong judgments and wrong decisions from time to time, often unintentionally. The Bible teaches that all of us have indwelling sin. Problems can arise within a school community due to poor judgments. **If there is some aspect of school life that you are unsure of or concerned about, please talk to us.** We will endeavour to put things right. We want to be the best version of our school that we can possibly be!

3. Solving Problems continued

- Do not wait for situations to get serious. Sometimes people do not raise their concerns in case they have it wrong. By the time they do raise them the problem has moved from being easily solved to seriously threatening! If in doubt, please contact us to discuss an issue.
- Please talk to the right person. As a general rule the classroom teacher is the best person with whom to discuss homework, course content or class management. Senior staff are the right people to discuss policies with.
- The Bible is clear that we must not talk to people about things that are none of their business, as a great deal of harm can be done to a school by talking to the wrong people. Gossip is very, very damaging.
- If, for any reason, you want to talk to senior staff, that is okay. They will give time to any parents who have concerns about any aspect of school life, but please make an appointment and state what your concern is in broad terms.
- Please be willing to seek information or an explanation from staff before forming a judgement. People do misunderstand each other, especially when much of the information is transmitted by children!
- You can have a support person attend a meeting. This can be helpful in delicate situations or if you feel you need the emotional support.
- We cannot tell you about other children and families due to the Privacy Act. Other families will expect to be given the same standard of privacy and confidentiality you expect from us.
- Some concerns relate to relatively minor matters or matters of personal judgement. Others may involve matters of law. We will treat your concerns seriously. We will explain to you policies we have for handling complaints and solving problems. If the complaint relates to possible criminal behaviour by anyone we may have to involve the appropriate enforcement agency.
- Please remember, school conversations with school staff can only happen on school grounds in school time.
- Please pray for everyone involved in the school. God's protection and God's solutions are always best.



4. Seven Habits to Learn and Grow

These habits are emphasised in each classroom and at assemblies.

Habit 1: **You are responsible**

Habit 2: **Have a plan**

Habit 3: **Work first, then play**

Habit 4: **Be a servant**

Habit 5: **Listen before you speak**

Habit 6: **Together is better**

Habit 7: **Sharpen the saw**

5. Handbook Return Slip

It is very important that each family reads through this handbook each year and that all students and all parents are familiar with all of the main headings. Please discuss any issues that this handbook raises. We ask that parents sign the slip included and return it to their child's class or form teacher.



**77 Rogers Road • Manurewa
Phone: 269-1050**

**E • admin@manukachristian.school.nz
W • www.manukachristian.school.nz**