



Parents' Handbook

MISSION STATEMENT

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



VISION

In Christ we are called to live, to love,
to learn and to leave a legacy

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1. How to Contact us



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



77 Rogers Road, Manurewa, 2102



P O Box 75-623, Manurewa, 2243



admin@manukachristian.school.nz



www.manukachristian.school.nz



www.facebook.com/pages/Manukau-Christian-School

- **Mr Shane Kennedy** can be reached at school or on **021-147-4378**
- You can write a note, or write a message in your child's homework book.
- And, of course, we are happy to talk to you!
- 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 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 isn't unusual for our teachers and school families to meet at church or in homes—please respect our privacy and leave school things for school time. Staff are not permitted to take phone calls about school matters at home, or to discuss school business out of school hours.

Of course, if in an emergency contact cannot wait until school time, we will do everything to help.

2. Arrival at School

Primary pupils may not enter the school grounds before 8.15am on school days. As we cannot supervise children before then, we cannot make exceptions. **The school bell rings at 8.30am**, classrooms are unlocked and children get ready for lessons to commence at 8.40am. High School pupils start lessons at 8.30am sharp. Please do not be late as this disrupts the class and is disrespectful to those who are on time. If your child is late please do not interrupt the teacher. If you need to pass on a message, please proceed to the office.

3. Collecting Children

Children are released from class at 3.00pm although secondary pupils may continue to work until 4.00pm on some afternoons. Please ensure that your child is collected by 3.15pm. 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. Please **report to the school office** if you are collecting your child early. Your child will come to the office to meet you. We ask that you do not disturb the class.

“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.***

4. Vehicles and Transport

Please **stop and park your car** in the carpark on Rogers Road or in the school grounds using the Beaumonts Way entrance. Please do not allow your children to run into the carpark unaccompanied.

What may appear safe or convenient for you may pose real danger to others, especially the small children coming in or out of school. It is especially important when it is wet to consider children's safety first: young children need to be collected from the school and escorted to cars.

5. Absences

Please let the school know if your child is away for the day. Tell us when you come to school in the morning, or send a note with another child, email or phone us. 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:** we must hear directly from you or have a note from you.. Ultimately the responsibility lies with parents to ensure that the school is informed of an absence.

6. Health and Dental

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 18th birthday once enrolment documentation has been received. 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 www.ards.co.nz

If you have any concerns or questions regarding your child's teeth, or wish to update your contact details please phone **09 839-0565** or visit www.ards.co.nz

HEALTH NURSES AND TREATMENT

You will be notified when the health Nurse visits the school. No treatment will be undertaken without your consent.

7. 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. **If your child has had vomiting or diarrhoea, please keep them at home for 24 hours.**

Children with chronic illnesses however, must have medications at school and have access to them. This applies to such conditions as asthma, acute allergies or long-term illness.

In such cases:

- 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.

8. 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 organized, 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. Infections spread quickly. Please advise the school if your child gets head lice/scabies or any other contagious disease.

Please ensure that your contact details are kept up to date.

9. 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 pupils 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 all people into and out of the school has to be recorded so that the authorities and relatives can trace where children can be found.

10. Holiday Closing Times

We do not close early during the term for wet days or such like (of course, in an emergency we may have to do this!). Nor do we close early before statutory holidays that come during a term. But we do close early before school holidays, i.e. at **12.30pm on the last day of term**.

11. Telephone use by Pupils

School phones are kept busy on school business. Pupils are not allowed to use school phones, and they cannot be called to the phone to speak to callers. We can take messages for pupils if it is urgent, and in emergencies will assist pupils to make any necessary phone calls of course. Please send a note with your child if you require them to bring a cell phone to school. Cell phones are kept in the school office during school hours.

12. 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.

13. Parent Interviews

We usually have Parent/Teacher Interviews 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. Please do not hesitate to contact the school at any time if you are concerned about your child.

14. 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.

15. Lunches

We encourage our pupils to eat a healthy morning tea and lunch at school. 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.

16. You are Welcome!

Parents are welcome in the school at any time during school hours. You can sit in on your children's classes or just observe how we go about things. No appointment is needed. Parents with accompanying toddlers are not able to sit in on classes. (Of course, without an appointment we may not be able to spend time in discussion with you.)

17. Keep in Touch

To find out what is happening in your child's class or to check the school calendar, you can use

- the school's website
www.manukauchristian.school.nz
- school newsletter
- class blog
- talk to your child's teacher
- the school facebook page
www.facebook.com/pages/Manukau-Christian-School

18. Dress Code

Although there is no school uniform, parents must ensure children are neatly, suitably and cleanly dressed at all times, (Neither unduly flamboyant or overly casual)

- **Boys:** Hair must be tidy, well groomed and cut into a short masculine style. No dyeing, colouring or bleaching of hair is permitted. No jewellery may be worn.
- **Girls:** Hair must be tidy, well groomed and feminine. Long hair is to be tied back from the face. No dyeing, colouring or bleaching of hair is permitted. No jewellery, nail polish or make-up may be worn. Plain studs only in pierced ears.

Footwear: Suitable footwear includes the following:

School shoes with flat heels

Sandals with backs e.g. roman sandals

Sneakers with socks

PE	Both boys and girls are required to wear shorts, T-shirt or top and suitable footwear.
SUNHATS	During the Terms 1 and 4 children must wear a sunhat (brimmed or peaked) while outside.

On all school trips children must wear the school T-shirt.

These can be purchased at the school office.

Sport shorts are also available.



19. School Rules

We keep rules to a sensible minimum. The discipline of the school will be fair but firm, and always in accordance with biblical principles. Students will be suspended and/or expelled for serious misconduct. Our basic rules, printed below, are displayed in each room.

- Children must always act in a way that shows they care for other people and for the school.
- All children must be seated whenever they are eating, At the beginning of the lunch time, children must be seated until dismissed by the duty teacher (when eating is completed and the lunch area is clean and tidy).
- School bags must be kept closed and stored tidily when not in use.
- All personal property, including stationery issued by the school, must be clearly named.
- All children must adhere to the dress code.
- All play stops and children are to line up quickly for class when the bell is rung. On the second bell children move quietly into their classroom or wait for their teacher.
- Within the school grounds (including the drive) cyclists must walk and not ride.
- Among items not permitted at school are; chewing gum, radios, music players, correcting fluids.
- No rough body contact.
- If dental/doctor appointments are necessary within school hours, a note must be sent to the teacher.
- Explanatory notes are required from parents when children are absent from school. Children are not allowed to leave the school grounds during school hours without written permission from parents.

20. 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. **We ask that you 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 1-4 children will normally be expected to complete 10-20 minutes homework each night.. Children on the WORD Programme—10 minutes extra.
- Year 5-6 children will normally be expected to complete 30-45 minutes homework each night.
- Year 7 –8 homework allocation of 45 minutes to 1 hour each night.
- Year 9-10 homework allocation of 1¹/₂ to 2 hours depending on topics and subjects.
- Year 11-13 homework allocation of 2 to 3 hours.

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

- Homework is for pupils not parents! Sometimes you will be asked to help students with practice or drill, but we are willing to do the teaching at school. This is a time for sharing in your children's school work, and drilling and reviewing what we have taught. If your child can't do something set for homework, check with us.
- For Primary Pupils, homework requirements are explained in their homework books. If it is not written down it is not set by us. Regular work (such as spelling lists, tables and memory verses) can be done progressively through the week: other work will have a required date.
- Secondary pupils plan their own homework, but they should be working to their timetable.

- Pupils 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's a good idea to start by saying them aloud, but all memory work (except for year 1 pupils) needs to be written to learn it and to be sure of it.
- Spelling, from year 2, also must be written down: children who can say the spelling aloud have made a start but writing practices and checks: children are taught to use this rule:

*Say, copy, write, check
Repeat if incorrect*

Ask them to explain and show it to you.

- Revision for tests should be more than reading through the notes: children should cover the main points with paper and see if they can identify them. Practice helps!
- Don't overdo it! Children need a balanced family life that involves time on their own, time with parents and time with friends.



21. Tests and Examinations

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

- **Every Friday:** Pupils are tested on spelling, tables and memory verse for the week. Their test book, weekly report and one subject book are sent home and returned again on Mondays.
- **Subject Tests:** Testing is carried out at the end of a five week block of topic study. The results will be in your child's test book.
- **Portfolios:** Once a term a portfolio is sent home instead of the test book. This will contain a particular set of work. Please read and sign and return by Monday.
- **Parent Interviews:** These are held in terms 1 and 3 and are an opportunity for teachers and parents to discuss your child's progress. Please remember that you do not have to wait until interview time to talk to your child's teacher.
- **Progress and Achievement Tests (PATs):** We use these standardized tests as a way of assessing your child's reading, vocabulary, listening and comprehension skills. Other PAT's include Maths and Study Skills. Results of these tests are given to parents.

Qualifications

We are a Cambridge Affiliated School and use the Cambridge International Curriculum. Pupils will sit Cambridge Checkpoint tests and examinations at prescribed dates. These dates will be published in the school newsletter.

22. We're a Team

We recognise parents biblically are first and foremost responsible before God for their children's upbringing and education (Deut 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.

Please contact us should there be a matter concerning your child that we should know about.

23. Solving Problems

This is a small school, and we are blessed with godly staff and families, and a great deal of harmony. For that we thank God. But Satan's endeavours and weakness of our faith mean that we share with all God's people—great and insignificant alike—the ability to be and do wrong. Problems can arise simply from natural inability and error, and from sin. If you have something you are unsure about, have hesitations about or simply don't like, or believe something is wrong, please talk to us! We want to do what we can to put things right and make sure any problems don't arise again.

- Don't wait for things to get serious. Sometimes people don't raise their concerns in case they have it wrong. But then by the time they do raise them the problem has moved from being "easily solved" to "seriously threatening"! If you are concerned about something that proves to be no problem, we don't mind spending the time on it to make sure we are working together in the love of Christ. We will talk to you as soon as we have a concern: we ask you to do the same with us.
- Please talk to the right person. As a general rule the classroom teacher is the best person to discuss lessons, 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, and a great deal of harm can be done to a school by talking to the wrong people.
- If for any reason you want to talk to senior staff that is OK. They will give time to any parents who have concerns with anything at school.
- We ask that you be willing to seek information or explanation before forming a judgement. People do misunderstand each other, especially when most of the information is transmitted by children!
- When you talk to any of us about concerns you have we will listen. If we know the answer we will talk to you about it straight away. If we don't we will ask for time to find all the information and look for a solution. We will then get back to you to talk to you about what we have found and propose to do, or to seek your advice or more information.
- We cannot tell you about other children and families unless the complaint cannot be resolved in any other way. 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 behavior by anyone we may have to involve the appropriate enforcement agency.
- You can have a friend or counselor to help you if you want this. We can also bring in other people to help solve problems if this is appropriate. But the Bible does instruct us to first go privately in most situations.
- Please pray for everyone involved in the school. God's protection and God's solutions are our best help.

Seven Habits to Learn and Grow

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**