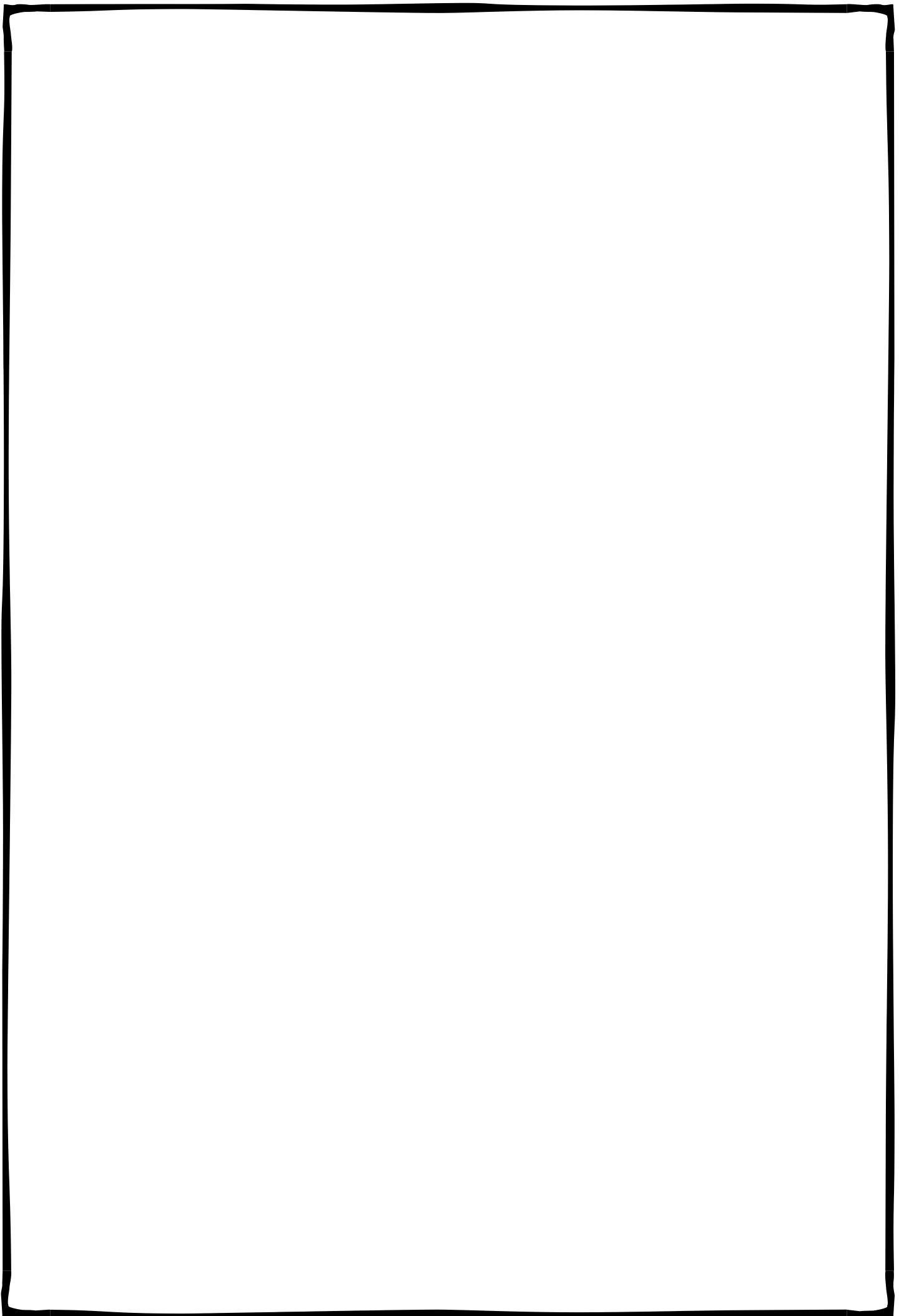


# **Puni School**

**Established 1878**



**Information Booklet 2024**



# **A HANDBOOK OF SCHOOL PROCEDURES**

## **MISSION STATEMENT**

To provide successful, enjoyable learning in a relaxed, secure environment, where people feel a part of our school family and can develop academically, personally and socially.

## **SCHOOL CHARTER**

A copy of the school charter is available at the office for anyone to borrow and can be found on our school website.

## **EDUCATION REVIEW OFFICE (ERO)**

Copies of the latest Education Review Office Report is available from the School Office or via the “Educational Links” on our website.

## **POLICIES**

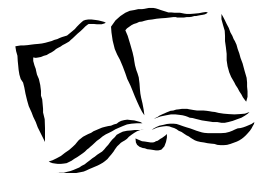
The following Policies are also available on request:

- Children with Special Needs
- Children with Special Abilities
- Complaints Procedure
- Curriculum Delivery Plan
- Discipline and Behaviour
- Health and Safety
- Homework
- Pre-School Visits
- Reporting to Parents

## **CLASS NAMES**

At the end of 2013 we held a naming ceremony for each classroom. Their new names link to the journey through the syndicates from Te Awa (years 0-2), to Maunga (years 3-4), through to Rangi (years 5-6). From 2014 they will be known as the following:

- Room 1 - Te Puna
- Room 2 - Waikato
- Room 3 – Waimana
- Room 4 - Wairere
- Room 5 - Te Puaha
- Room 6 - Ara Tiatia
- Room 7 - Ara Matua
- Room 8 - Te Tihi
- Room 9 - Te Ao Rangi
- Room 10 - Te Ao Marama
- Room 11 – Te Puawai



## **THE SCHOOL**

Puni School is located 5 km to the west of the Pukekohe Township. We educate pupils from Yr 1-6 in our semi-rural location.

Puni School has an exciting multi-cultural character which affords opportunities as we explore the cultures around us. In March/April we hold a Cultural Festival in Pukekohe which includes local schools competing in variety of Ethnic Sports, Song & Dance and Foods. We are a semi-rural school holding an annual Country Day in September/October each year.

At present the roll is approximately 200 children. Many of our children come by bus from Pukekohe area and the Puni region.

The following information is a reference for you in your dealings with our school; an association we trust will be a happy and beneficial one.

## **STAFF**

### *Management*

Haydon Brill – Principal  
Corrina De-Arth – Deputy Principal  
Lesley Moloney – Deputy Principal

### *Te Awa Syndicate (Years 0-2)*

Mrs Melchers/Mrs Birchall – Te Puna  
Miss Frew- Waikato  
Miss Foote – Waimana  
Mrs Moloney\*/Mrs Crisp -Wairere

### *Maunga Syndicate (Years 3-4)*

Mrs Crawford/Mrs Brown – Te Puaha  
Mrs Swain\*/Mrs Roxburgh – Ara Tiatia  
Miss Wilson – Ara Matua

### *Rangi Syndicate (Year 5-6)*

Mrs Benny – Te Tihi  
Whaea Ange – Te Ao Rangi  
Mrs De-Arth\*/Mrs Dorizac – Te Ao Marama

\* Team Leader

### *Teacher Aides*

Michelle Swain – Learning Support  
Angela Douglas – Learning Support  
Vicki Leuschke – Learning Support  
Karyn Galvin – Learning Support

### *Support Staff*

Carolyn Smith – Office Administrator  
Michelle Swain – Office Help  
Jonathan Drain – Caretaker

## Term Dates 2024

Term 1	Thursday 1 <sup>st</sup> February – Friday 12 <sup>th</sup> April
Term 2	Monday 29 <sup>th</sup> April – Friday 5 <sup>th</sup> July
Term 3	Monday 22 <sup>nd</sup> July – Friday 27 <sup>th</sup> September
Term 4	Monday 14 <sup>th</sup> October – Tuesday 17 <sup>th</sup> December



## Absences

Families are asked to phone the school to explain daily absences. This needs to be done no later than 9.00am. If the school has not been contacted before 9.00am a phone call will be made to ensure your child is safe after this time.

Absences for unexplained reasons and repeated minor absences are not acceptable. If a child is to be absent, the office at the school should be telephoned daily to remind us of this fact. We set a guide that children should have no more than 4 days absence per term. We expect a 90% attendance rate for every child.

Everybody is aware that children must attend primary school. It is very important that we know where your child is every minute of the day. Please follow these rules very closely.

Absences forms can be filled in upon our website [www.puni.school.nz](http://www.puni.school.nz), via our Skool Loop app or by emailing [admin@puni.school.nz](mailto:admin@puni.school.nz). Our telephone answer phone is available out of school hours if you wish to leave a message.

## Accidents at School

The sick-bay at Puni School is very well equipped. It is usually administered by our office staff. All staff have first aid certificates. An email will be sent to caregivers recording any incidents.

It is very important on enrolling a child at the school that you tell us the child's Doctor, emergency contact phone numbers, and advise of any medical conditions, allergies etc.

## Assemblies

We hold school assemblies once a fortnight generally from 8.45-9.45am. Classes take turns at hosting the assemblies on a rostered basis through the year. Items are presented by the host class.

Class and sports awards are handed out at each assembly. Usually 3-4 certificates are handed out per class. One child from each class will receive the "Giraffe" award from their teacher for "standing tall".

The Principal also hands out a Jabari Award, to one person in each syndicate per assembly.

The Agenda for Assemblies usually flows as such:

- ❖ National Anthem - Sung in Maori and English.
- ❖ Red Hot Chilli (red ribbon) and Astro Blue (blue ribbon), are our Giraffes given out at the assembly, are introduced and the teachers that will look for the best children at assembly. The students chosen each receive 50 House points. Winning students return the giraffes to their classrooms for the next two weeks and then bring them to assembly.
- ❖ Item from the host class.
- ❖ Te Awa Syndicate hands out their Certificates (3) and Giraffe (1)
- ❖ Item from the host class.
- ❖ Maunga Syndicate hands out their Certificates and Giraffe.

- ❖ Item from the host class.
- ❖ Rangī Syndicate hands out their Certificates and Giraffe.
- ❖ House Points read out and tokens placed upon the House Trees.
- ❖ Principal hands out the Jabari Awards. 1x Rms 1,2,4 - 1x Rms 5,6 - 1 x Rms 7,8 - 1 x Rms 9,10.
- ❖ Teacher General Notices.
- ❖ Dismissal – (Generally check lost property on the way out.)

## **Before and After School Care**

The Franklin Recreation & Aquatic Centre (Franklin Road) runs a before school programme. Children can be dropped off from 7.30am and they will be delivered to Puni School before our 8.30am start. The Centre offers after school care too, picking the children up from school at 2.30pm and transporting them to the Recreation Centre. A programme runs through until the pupils need to be collected at 6pm. For further information please phone 238 5240.

Hill School also runs a similar programme called Kids after School @ Hill. Please phone Carolyn on 238 3760 for further information.

## **Board of Trustees (BOT)**

Presiding Member	Dave Sweatman & Keir Robertson
Treasurer	Dean Morris
Committee	Amy Lambourne, Raewyn Austin
Staff Rep	Corrina De-Arth

The Board of Trustees meets monthly. Meetings and agendas are advertised in the newsletter a week prior to the Board meeting. Board Meetings are open to the Public and a copy of the Board minutes is available in the administration area.

Trustee Elections are held every 3 years and the next one is being held in September 2025.

## **Buses**

The MOE provides free transport to schools for pupils who live within our enrolment zone and live more than 3.2 kilometres away from our front gate. Pupils are expected to transport their children to the Transport Entitlement Zone (TEZ) between Puni School and our neighbouring schools. The TEZ is a half way point between the schools.

Pupils who live outside of the Puni Enrolment Zone are considered ineligible to receive a free bus service. The cost charged by Murphy's Buses is \$100 per child per term (\$400 per child per year).

All bus fees need to be paid to our school office in advance. If they have not been paid by Week 4 of the term the children will be put off the bus until such time the fees are up to date.

We expect a very high standard of behaviour on the buses. Children are to remain in their assigned seats until the bus stops at their stop. Student helpers have been appointed to oversee seating, but can hardly be expected to discipline other children – we seek self-discipline. Children are expected to display the best behaviour possible on the buses. If children are to disobey bus conduct rules they will be put off the bus and not allowed to use this facility for up to two weeks, please see our Bus Policy (on website).

There should be no walking between bus stops and no walking home from school if a child is a bus pupil. Staff members rostered on ensure pupils are check listed on to buses at 2.30pm.



### **Murphy's Buses run the following bus for Puni School:**

#### **AM Primary & College – F11**

	<b>Times</b>
Depart <b>Cnr Princes St &amp; Dublin St</b> , Montgomery Ave, Victoria St West, Helvetia Road, Harris St, Queen St, <b>Depart Shepherds Cnr</b> , Upper Queen St, Attewell Rd, Left Dazeley Rd,	7.30am 7.45am
Left Tramway Rd, Settlement Rd to terminus at 99. Return Left Tramway Rd onto Waiuku Rd, left into AkaAka Rd <b>Puni School</b>	7.55am 8.00am
Left Aka Aka Rd, <b>to terminus at Cnr Massey Rd</b> , Return Aka Aka to Puni School	8.05am 8.10am
AkaAka Rd, right Waiuku Rd into Puni Rd, West Street, Wesley St, Massey Ave Graham St, Harris St, Pukekohe High School	8.25am

#### **PM Primary – F11**

Start Puni School, Waiuku Rd, Attewell Rd (Drop off cnr Attewell & Blake), Upper Queen St, Shepherds Cnr Queen St, Harris St, Helvetia Rd, Right into Victoria St, Montgomery Ave, Princes St, Cnr Princes St & Dublin St, Dublin St, Seddon St, Tobin St, Wesley St, Pukekohe Intermediate	2.30pm 3.20pm
Depart Pukekohe Intermediate to Pukekohe High School	

### **Cars at School**

The area in front of the school office is a **drop off zone only**. When visiting before and after school, please park in the car park in the front of the school. There are also carparks available by the bus bay parking area on Aka Aka Road. Please make use of this car park especially if your child is in Room 4, 5, 6, 7, 8, 9, 10, 11.

### **Children's Health**

We have regular contact with our Public Health Nurse. Should serious matters arise, parents will be contacted. Checks on eyesight, hearing and general health are taken during the year and the nurse often speaks to children about her job and health matters.

The Public Health Nurse can be contacted on 237 0660.

### **Classes**

Classes are formed on several grounds, social, academic development and physical growth. Classes are formed in consultation with all staff. Regardless of which room your child is in, all children at the same levels will cover the same basic skills. It is our policy to keep the numbers in the junior classes low so children can have a good start in the basic areas (around 1:15). Several of our classes are composite where 2 year levels are combined to form one class.

## Commemorations at Puni School

Puni School was established in 1878 and thus the grounds and buildings host many memories.

Following, is a list of Commemorations found at our School.

- ❖ View the plaques in front of the School and Community Hall.
- ❖ A plaque at the exit of the main car-park remembers Brett Miller a pupil at Puni School 1977-1982 who died at 11 years of age.
- ❖ A plaque above the window into the office in the library remembers Daniel McIntyre 5 years old 7.8.79
- ❖ The Memorial Garden has a plaque placed to remember those from the Puni area who fought and lost their lives in World War 1 and 11.
- ❖ The three trees planted on the field outside of the hall are planted to remember The Su family who lost three daughters-Amanda, Cindy and Sarah to drowning on Christmas Day 2004.
- ❖ The Su Family donated a Cup for Outstanding Academic Achievement for the Year (female).
- ❖ (Frances) Allingham Cup- Mother of staff member Helen Rolinson and well known music teacher in Franklin.
- ❖ Bhkata Cup-Remembers Kavita Bhkata who attended Puni School from 1988-1994.
- ❖ Ryder's Cup- Donated by the Paulsen Family in remembrance of their son who survived but a few short hours.
- ❖ (Ann) Montgomery Cup staff member and art enthusiast.
- ❖ (Brenda) Miles Science Cup- Staff member and enthusiast
- ❖ Fulton Cup-The Fulton Family had members here from 1878-2008.
- ❖ Swain Cup-Murray Swain's mother was educated here as was Murray and his siblings, Murray's three sons and grandchildren. Murray's wife Maureen worked at Puni School for 31 Years.
- ❖ Eason Cup – Donated by former PTA president for excellence in Maunga Syndicate.
- ❖ Amber Culbert Winning Sports House- Amber taught at Puni School in 2004 and again from 2009-2013.
- ❖ See also Founder's Day and the families who have served Puni School so incredibly.
- ❖ Health Promoting Schools Achievements - All by the board-walk. – Manuka Tree Level (June 2006), Kowhai Tree Level (Sept 2006), Kauri Tree Level (2007)

## Complaints and Problems

Concerns about children should be referred to their class teacher. Other complaints or problems about the school should be referred to the Principal immediately. Please see our Complaints Policy held at the office.

## Computers

Puni School continues to expand our ICT and digital curriculum; this is integrated across the curriculum. Junior classes are provided with iPad. Year 3-6 work on chrome books either BYOD or these are provided. Some classrooms have inactive TV's or projectors.

## Consent Forms

In February each year, or on enrolment, we ask parents and caregivers to provide Puni School with their consent or otherwise for pupils to use the internet, have their photos and work displayed in public places. The form seeks your contact details in case of an emergency and reviews your child's health requirements.



## **Country Day**

In late September of each year we hold a Country Day. Children are encouraged to raise a calf, lamb, goat or chick to bring to Country Day. It is also an opportunity for parents and friends etc to view art works completed by the children.

## **Curriculum**

Puni School offers the following subjects:

Mathematics, Reading, Spelling, Visual, Oral and Written Language, Visual Arts, Drama, Dance, Physical Education, Sport, Te Reo Maori, E-Learning, Choir, Orchestra, Library, Music, Science, Technology, Health, Social Studies, Outdoor Education.

## **Cultural Festival**

In late March/early April each year the PTA and School run a Cultural Festival where our pupils dress in their native costume, if this is applicable, and perform in their Syndicates. This is held on a Sunday and we invite ethnic groups to perform. In the past we have had Irish Dancers, Wesley College Pacific Island Group, Indian Bollywood Dancers etc.

We also have a variety of ethnic foods available along with the usual children's treats. The day aims to encompass the multi-culturalism of Puni School and to celebrate our differences and similarities as people of the world.

A gala atmosphere prevails as pupils, parents and visitors enjoy bouncy castles, pony rides, raffles and competitions.

## **Dental Clinic**

All children are requested to attend the School Dental Clinic at Pukekohe Intermediate School. The dental nurse will contact you with appointment times, usually once a year. Please phone 237 1070 for assistance.

## **Donations**

Puni School has opted into the Government's \$150 donation scheme which means for the 2024 school year the only costs you will incur will be the stationery pack and uniform items. This means that we will not ask you for any money for school trips/visiting shows, seek school donations or ask for any type of additional levy or fee. The exception to this is for overnight camps (for year 5-6 students only), which we can ask for money for your child to attend to cover accommodation, food and transport. The bus to and from school (for those students not in zone or living too close) is \$100 per term per child and this is also NOT covered by the donation scheme. This is reviewed each year by the Board of Trustees.

## **Dress Code/School Uniform**

Puni School has a school uniform which is ordered through the school office. Uniform order sheets can be obtained from the office or from the website. Orders generally take 3-4 weeks to process. Children's clothing must conform to acceptable standards of cleanliness, neatness and fitness. All clothing is to be clean, unattired and untorn.

Hair must be clean and groomed and ideally tied back. Excessive jewellery is not permitted at school. We have a splendid sports uniform for senior pupils representing Puni School to wear.

## **Duty Teacher**

Our duty teacher wears a bright yellow vest to ensure they are easily visible whilst on duty. Teachers patrol the playground during all intervals. Pupils needing assistance can see the duty teacher or call at the office via the hall corridor entrance. Two duty teachers are available at lunchtimes.

## **Education outside the Classroom**

Many valuable learning opportunities exist outside the school. Classes will be involved in outings. These usually involve a cost for transport and/or entry fees and require adult helpers to supervise groups of children.

Prior written notice of trips giving details and costs will be given in our weekly newsletter. Children will be required to return a permission slip signed by their parent/caregiver. If a signed note is not returned the child will not be able to go on the trip.

We ask that families support these learning opportunities by ensuring prompt payment of money and if possible coming along to help.

We are very aware that the cost of trips can impose an unwelcome financial strain on families, particularly if more than one child is involved. If this is the case the school may be able to cover the cost until the money can be forwarded. Please feel free to contact the Principal or Deputy Principal in complete confidence either by telephone or letter.

Outdoor Education is practised at this school. Year 5 and 6 children have the chance to attend a camp every 2 years.

## **Eftpos**

Eftpos has been installed at Puni School for your convenience.

## **Enrolments**

Children may be enrolled at five years old and must be enrolled by six years of age. A birth certificate or passport/visa information is required at enrolment time please. An enrolment form, dental record card & immunisation form are issued and need to be filled in and returned to the school. New students have two pre-school visits generally on a Tuesday and Thursday prior to their 5<sup>th</sup> birthday to become accustomed to school routines. Please enrol children before 8:30 a.m. if possible.

## **Enrolment Zone**

Puni School has an enrolment zone. Families who live within the area below are eligible to attend Puni Primary School

Bregman Road

Elbow Road

Aka Aka Road

Arrowville Road

Eastern Drain Road

Wily Road

Waller Road

Waiuku Road

Shipherd Road

Fulton Road

Tramway Road

Knight Lane

Clifford Road

Dazeley Road

Attewell Road

Burrow Road

Bayly Road

Middleton Road

Russell Road

Blake Road

Hilltop Road

Upper Queen Street

Kitchener Road

Anzac Road

Foy Road

Rowles Road

Stuart Road

Corbett Road

Pollock Road

Jenkin Road

Massey Road  
Riverview Road  
Rogers Road  
Bilkey Ave

Settlement Road  
Calcutta Road  
Cameron Town Road  
Flynn Road

Eden Road  
Douglas Road  
Lynley Terrace

Families living outside of this zone can apply to the Board of Trustees for an out of zone placement if we have vacancies available. Application forms are available from the school office or on our website [www.puni.school.nz](http://www.puni.school.nz).

## **Fire Drills/Lock Downs**

Puni School holds fire drill and lock down exercises once every 5 weeks or so during each school term.

## **Founders Day**

Generally held in the final week of October each year, Puni School holds a special assembly where we choose an established Puni family to commemorate their association and contributions to our school. At the assembly, the invited family is entertained by items from each syndicate. The Principal high-lights the family's time at Puni School.

A member of the family will talk about their time at Puni School and then we proceed outside to plant a tree and place a plaque to remember the occasion.

- 2005 = Ishavar Morar - back entrance to the hall
- 2006 = Ron and Judith Fulton planted a Pohutukawa - front entrance to the school carpark.
- 2007 = Murray Swain planted a Totara by the embankment behind Room 3.
- 2008 = Garry Landon - Puriri on eastern boundary fence-line about half way down the running track.
- 2009 = Colin Swindial President of Pukekohe Lions (presented Puni School with Hi-Viz jackets
- 2010 = Bhula Family – Puriri on the western boundary fence near the AkaAka Rd intersection.
- 2011 = Bennett Family - Totara on the left side carpark on entry to Puni School.
- 2012 = Lim family – Pohutukawa on the eastern boundary fence line.
- 2013 = Keary/Murphy Family – Rimu on the AkaAka Rd/Waiuku Rd boundary
- 2014 = Hume Family – Pohutukawa on the upper field boundary beside the hall.
- 2015 = Miller/Slack Family – Kauri tree on the upper field boundary beside the hall.
- 2016 = Uka Family

## **Hat**

Whilst in the playground, students must wear a hat that protects the face, ears and neck through Term 1 and Term 4. Students without hats must stay under shade sails or on deck areas. Hats can be purchased at the school office for \$15.

## **Health Promoting School**

Puni School has been awarded a Kauri level certificate for the programmes we run to promote healthy outcomes for our pupils. This involved a regular exercise programme: PE, Sport and Fitness, as well as a healthy school lunch scheme. Puni School is a water only school whilst supporting the Milk In Schools programme.

Our core policies are written to progress pupils in a safe and nurturing environment.

## **Homework**

Homework can be a useful extension of work covered at school. It also gives you as parents a chance to share in and keep up with what is being taught at school.

For Te Awa & Maunga Syndicates this can involve Home-readers, Number Club and Robot words which should be read with the children and returned each day to school and with Seniors bringing home spelling words, possibly some maths, tables, short investigations, and at times a project to complete. Reading for all should be a daily must. Homework should never exceed 30-40 minutes per night.

## **Houses**

Puni School places each pupil into one of 4 houses:

Pohutukawa	(Red)
Karaka	(Blue)
Kowhai	(Yellow)
Kauri	(Green)

Each house is led by 2 senior pupils assigned as House Captains. Pupils are awarded points for great behaviour, attitudes and achievements. Points are awarded for a variety of in class and sports competitions. These points are totalled and pupils are notified at assemblies. The winning house each term achieves a special house incentive (e.g.; ice blocks, popcorn and a DVD during a lunch hour).

## **Jewelry/Hair Accessories/Nail Polish**

Only watches, simple stud earrings (small basic round are preferred, hoops or sleepers are **not** allowed) and personal or cultural necklaces / bangles are allowed to be worn at Puni School.

Nail polish is not to be worn at school. Head bands, hair ties and hair clips must be simple and practical.

## **Kapa Haka**

Trials are usually held in Term 4 each year (for the following year) for all interested students in Year 1-6. Kapa Haka runs on Fridays from 9am-10am in the hall. There is a limit on how many students can participate, generally around 55.

## **Library**

We have a very large range of books. All children visit the library regularly. We expect all children to be responsible for books they have borrowed. Our books amount to a very considerable figure in dollars and cents and we encourage children to look after books. If your child loses a book you will be asked to pay the replacement cost for the book. At the end of each term a check of library books is made. If books are missing, children will be charged a standard fee for these books.

Reader/library bags are available for children to place library books in. These can be purchased from the office.

## **Lost Property**

Please name all pupils' clothing. If anything is misplaced please contact your child's teacher. Clothing will generally be found within the classroom. Otherwise our lost property box is located under the eaves of the hall facing the back field.

## **Lunches**

A current lunch menu can be found on our website or from the school office. Lunches can be purchased on Monday's, Thursday's and Friday's, with the occasional fund raising group doing lunches on a Wednesday. Keep an eye on newsletters or the school website for current menu.

## **Mobile Phones**

Students should not need to have mobile phones at school unless they are required for a personal out of school activity. If such a need arises, the cell-phone must be handed into the office for safe keeping and return at home time.

There are some watches that can also receive texts or phone calls. These need to be considered the same as cell-phones so will need to be handed into the office for safe keeping or that aspect of the watch disabled. The only exemption is if this is required for the monitoring of ongoing medical needs.

## **Morning Club – 7.50am – 8.10am daily**

As the school bus arrives at school each morning, all students must come to the hall. All pupils arriving at school before 8am must also come to the hall. Puni School staff run the Morning Programme where pupils are offered toast or cereals for breakfast.

## **Music**

Puni School offers private music sessions on at school. Guitar, keyboard and drumming lessons are offered. Please contact the office for specific information and costs.

## **Netball**

Puni School enters up to 3 teams into the Friday evening or Saturday morning netball competition held at the Pukekohe Netball Centre. The teams are trained at school. Please phone the school office for the name of the contact person if you would like more information.

## **Newsletters**

A newsletter is sent home via email in weeks 1, 2, 4, 6, 8 and 10 each term on a Wednesday. Communication is an important part of any organisation and schools are no exception. This regular newsletter is very important.

If you would like to have a printed copy of the newsletter sent home please speak to the office staff. Newsletters are also found on our website [www.puni.school.nz](http://www.puni.school.nz) and on the Skool Loop app.

## **Number Club**

These are Puni School's basic fact knowledge tests for our pupils. They range from basic facts 2+3, 4+1, through to percentages, fractions, decimals and ratios. Pupils are tested on their Number Club Sheet each Thursday and if they succeed in getting them all correct in the set time they progress onto the next level.

## **Open Morning Tea**

Parents and friends are always welcome to attend morning tea in the staffroom.



## **Parent/Teacher Association (PTA)**

Co-President            Bridget McRobbie & Mel Percival

The PTA here is active in organising fundraising, school and social activities. They are always in need of your support and interest. Meeting times and dates are always mentioned in the school newsletter, generally three times a term.

## **Parent Help**

In line with our open-door policy we encourage parents/caregivers who are available and willing to assist in class programmes on a regular basis. The form of this assistance varies with the teacher and the class level, but is extremely valuable in the lower school areas.

We believe that parent help, be it in the class, library, or at school events. Children also get a great thrill from seeing Mum or Dad or Guardian at school.

## **PB4L (Positive Behaviour for Learning)**

Please see REACH Programme below.

## **Physical Education**

Physical Education sessions are taken regularly as per the requirements of the syllabus. These sessions are based on the school scheme and follow the pattern as laid down in the Education Scheme produced by the Ministry of Education. All classes participate fully in physical education.

We expect children to dress suitably for physical education and if possible we would appreciate you providing a T-shirt, shorts and some type of suitable footwear for this purpose. Please make sure clothing is named.

Also a regular fitness programme is run by all classes to ensure your children are kept physically fit while at school. Te Awa and Maunga Syndicates hold a weekly sports session.

## **Playground**

The children at Puni School are lucky to have extensive areas to play in. We boast two adventure playgrounds, a sandpit, a rugby field, an athletics track and two smaller fields for social games.

At lunch times pupils can use these areas, visit the library and we run lunch time swims during summer months. Tackle rugby is only to be played with adult supervision. Allotted syndicates can build huts using the materials supplied during the week. Trees can be climbed up to the head height of the child. The sandpit is available to Te Awa and Maunga Syndicates on Monday – Thursday and Rangi Syndicate on Friday's only.

Sports equipment is available on request from the sports shed at lunchtimes. Each class has their own sports gear to be played with during interval times.

## **Reach Connection**

If students continually break the REACH expectations or display extreme behaviours either in the class or in the playground, they are expected to take part in a REACH conference. This occurs with one or more of the PB4L team members on the day of the offence or as quickly as possible. The REACH connection involves a conference with the child about their behaviour. Details are recorded and a follow up plan with guidance and support is put in place. The students are to come up with ways to avoid similar behaviour and examples of how to behave in similar situations.

## **Reach Programme/School Rules**

The REACH Programme focuses on Values and Virtues Puni School wishes to emphasize with our students. The programme is on-going but a session is set aside every Friday morning to teach the specifics or areas of emphasis.

Puni School has set the following expectations for our pupils:

- R** = Respect yourself, others and property
- E** = Eyes and Ears for Learning
- A** = Act safely, immediately and willingly
- C** = Challenge yourself
- H** = Have control of your actions

**REACH** is aspirational and fits within our school symbol the giraffe and all that we do at Puni School. We are following the Positive Behaviour for Learning Programme (PB4L) which emphasizes great behaviour for all so that learning is maximized.

- At staff meetings we will organise the value or virtue to be taught over a two week period and to be rewarded at School Assemblies.
- A Class Compliment Chart augments the REACH Programme. The organisation and management of the chart is over to each teacher but generally the chart has spaces to collect 'tokens' for demonstration of REACH values and virtues. As an example, our school focus could be upon 'Responsibility.' As a member of the class (or the class itself) shows this virtue, congratulations are signified by the placing of a token upon the Compliment Chart. Once all of the token spaces are completed the class earns a reward. (Negotiated as a class before the Compliment Chart has begun.) This could be a pop-corn party and a DVD, an afternoon of Art or Sport, a trip to a local destination, ice-creams all round etc.
- The Compliment Chart should take many weeks to complete.

## **The following actions will not be tolerated at Puni School:**

- \* Bullying
- \* Swearing
- \* Fighting
- \* Stealing
- \* Vandalism
- \* Disobedience

A copy of our classroom discipline plan can be viewed at the school office or on the website.

## Reporting to Parents

Will consist of:

- Meet the Teacher in term 1.
- A report form and an interview on children's progress at mid-year.
- A fully written report summarising progress throughout the year issued in late November.
- Teachers are happy to discuss your child's progress with you. Please phone for an appointment time.

## Robot Words

We have 22 lists of words which are derived from the 7 Essential Lists from Spell-Write.

The lists have been organised to gel with the basic reader's vocabulary. The first list is the Robot List (Fish, Tree, Dinosaur ...). Each student receives a copy of the list that they are working upon to learn the words by sight. The lists are learnt at home and then the students are tested on the words they know at school once per week. Those correct are coloured in. Once the child has got all words coloured in he/ she visit the Principal for congratulations and stickers. The next list is then given to the student to learn.

## School Council

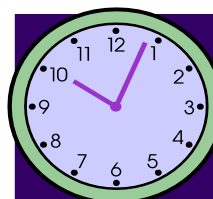
Once a term (Term 1-2-3) we hold a School Council meeting. Classes hold a class meeting and discuss school life. Is there anything that is upsetting them? Are there resources, activities or equipment that the students would like to school to organise? Do we need to make any changes to lunch menus or add or delete school rules? etc.

The Class choose two representatives to bring ideas and feedback to a meeting with the principal. At the meeting, each class shares their meeting notes and all ideas from the classes are noted on a whiteboard. At the end of the meeting, all involved vote on the ideas we need to make a reality in the coming term.

## School Hours

We ask that children are not dropped off before 8am and are not left at school after 3pm without prior arrangement.

- 7.50am – 8.10am Morning Club.
- 8.15am – 8.30am Lunch Orders
- 8.30am – 10.30am Session 1
- 10.30am – 10.55am Morning Tea
- 10.55am – 12.30pm Session 2
- 12.30pm - 12.40pm Lunch Time
- 12.40pm – 1.15pm Play
- 1.15pm - 2.30pm Session 3
- 2.30pm School concludes



Please note so as not to disrupt the student's learning Puni School ONLY rings the bell at the following times:

- 8.30am -Start of School
- 10.55am -End of Morning Tea
- 12.40pm -End of Lunch eating time.
- 1.15pm -End of Lunch time
- 2.30pm -End of School

### **School Swimming Pool (in conjunction with Fulton Swim School)**

Our pool is fully enclosed and heated and available for class use in Terms 1 and 4.

### **Stationery**

Stationery is now purchased as a complete pack from the school office at 8.15am—8.30am. We do have a few extras as needed. Please ask at the office for a current price list.

### **Toys/Mobile Phones at School**

Children are discouraged from bringing toys to school as these are sometimes lost or broken. We cannot take responsibility for toys at school. The exception to this rule is if the personal object is used to enhance a classroom study or project.

If a mobile phone is required by your child after school, it must be left at the office during school hours.

### **Visitors**

Visitors are always welcome at our school. Please do not hesitate, if you would like, to come along and spend time here with us. We do ask that all visitors sign in at the school office first and wear a blue visitor's badge.

**Please feel very welcome to visit your school**



## Special Programmes at Puni School

To foster children's learning, progress and wellbeing Puni School incorporates the following into our weekly programmes:

1. **Perceptual Motor Programme (PMP)**

This is a programme run in the Junior School to build the junior's co-ordination, balance, listening and vocabularies.

2. **English as a Second Language (ESOL)**

These programmes run with our Teacher Aides to give pupils new to NZ oral, written and reading skills. The programme is based as experiences and fun with language.

3. **Teacher Aide Programme**

Senior Teachers organise programmes for pupils requiring a boost to certain aspects of the curriculum to work in a one to one or small group situation with our teacher aides.

4. **Music Groups**

Many of our staff are highly skilled in music and therefore offer recorder, tuned instrument, choir and orchestra training.

5. **Swimming Lessons**

Due to the fact we have an enclosed heated swimming pool we offer a year round water safety programme. Private lessons are available through the Fulton Swim School, phone 238 1841.

6. **Netball Teams**

We have up to 3 teams entered into the winter competition run by the Pukekohe Netball Centre. Contact 238 7403 for further information.

7. **Sports Programmes**

We have an incredible sports store with a variety of new sports equipment. Our pupils enter into Pukekohe and Franklin wide competitions. Puni School excels in netball, touch rugby, cross country, swimming, hockey and athletics codes.

8. **Social Workers in Schools (SWIS)**

Puni School is a member of a cluster of 7 schools who are part of the SWIS programme. The SWIS workers run programmes to build self-esteem, work on behaviours and attitudes and assist families to be united and supportive.

9. **Kapa Haka**

This programme each Friday from 9am-10am.

10. **Franklin Schools Competitions**

Puni School pupils who show special skills are entered into one or more of the following competitions or programmes.:

- \* Mathex
- \* Speech competition
- \* Children with Special Abilities Programmes
- \* Science/Art festivals
- \* Sports programmes

11. **Country Day**

This special Puni School day is run to allow pupils from farms and small blocks to show their prowess with raising chickens, calves, lambs and goats. We also have special sections for judging caged animals (not dogs or cats). All animals are judged and ribbons awarded. The pupils are also involved in presenting special indoor exhibits. Often these projects are linked to science or technology studies.

Visual art is also a feature of our pupil's displays with traditional "Calf Club Day" activities.

12. **Cultural Festival Day**

Puni School holds a cultural festival day in late March/early April. This is an opportunity for Puni School to display the talents of our various ethnic communities represented within our school. Each syndicate performs an item along with any special groups at Puni.

We invite other ethnicities to perform. Past contributors have been Wesley College, Pukekohe High School Rock and Jazz bands, Tongan community, belly dancers, Japanese dancers and the Indian community.

**357 Waiuku Road**

**R D 3**

**Pukekohe 2678**

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**Email: [admin@puni.school.nz](mailto:admin@puni.school.nz)**

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