



Na to rourou, na taku rourou, ka ora ai tatou.
With your knowledge and our knowledge we will flourish

School Prospectus

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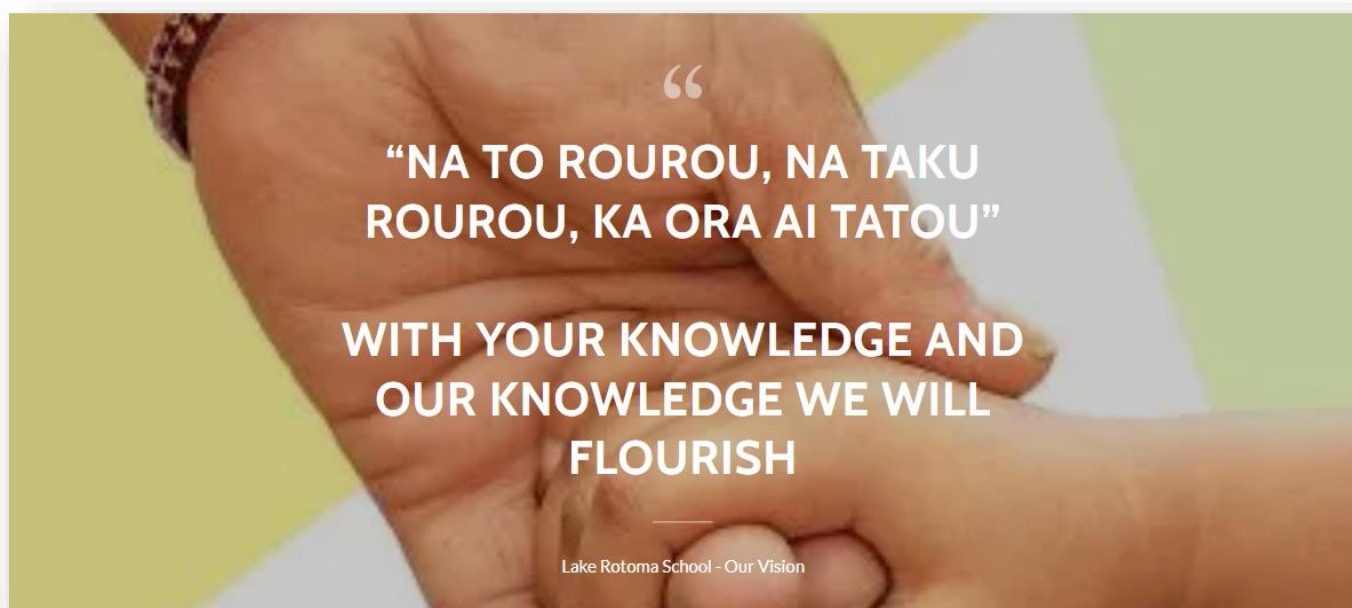
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About our school



Lake Rotoma School is a small rural school located on Manawahe Road on the Western side of Lake Rotoma, approximately 40 kilometres from Rotorua city. It caters for students from Years 1 to 8.

We are a unique school where we value the cultural background of all our children and their families. Our philosophy is to give our children the self-esteem, and the skills and knowledge to have success in learning. We want all our children to become life- long independent learners and can offer you and your child:

- Classrooms that are visually stimulating.
- Well focused teaching.
- Hands on quality learning experiences.
- Teaching that focuses on raising achievement levels in literacy and numeracy.
- Highly effective curriculum planning.
- Skilled teachers who are totally committed to your child’s learning.
- Sports programmes.
- Cultural programmes.
- Interaction with other schools.
- A safe healthy learning environment
- Values based learning
- A Smoke-Free School Environment
- E- Learning.

Our history

The Rotoma settlement grew from the opportunity to provide services for road builders and subsequent travelers on the road between Rotorua and Whakatane in the 1900s. The first school was opened on 2 February 1928 in an old tearooms building with a Mr. Sutherland the teacher for 8 students.

In May 1936 a new school was built on Soda Springs Road (now Manawahe Road) and opened with 29 students drawn from families who came to work at the sawmills in the area. By 1973 the same building was serving 55 students and there were appalling working conditions for the children and the staff.

A protest from the community led to a new school being built in 1974. The roll has fluctuated constantly since the closure of the mills.

Our vision

Lake Rotoma is a school that sees education of children as a holistic process that is much more than mastery of the academic skills of literacy and numeracy. Unless the health of children and staff is supported and developed as part of learning, there is a risk that the children will not develop into self-sufficient and contributing adults.

The school therefore follows the principles of Professor Mason Durie's health philosophy **Te Whare Tapa Wha**.

There are four concepts of Māori health that are infused into the curriculum and the teaching approach at Lake Rotoma School.

Te Taha Wairua (Spirituality)

Without spiritual awareness a child can lack in wellbeing and be prone to more health issues. Wairua also encompasses relationships with the environment, with other children and adults and with heritage.

Te Taha Hinengaro (Mental)

Thoughts, feelings and behaviour are vital to health in Te Ao Māori. Communication through emotions and unspoken signals is more meaningful than the exchange of words. For an individual to think firstly of themselves is considered unhealthy.

Te Taha Tinana (Physical)

The body and things associated with it are Tapu. Common practices are identified as healthy and unhealthy. Personal space and respect for the personal space of others contributes to an atmosphere of respect and acknowledgement.

Te Taha Whanau (Family)

The primary system for physical, emotional and cultural support is the extended family / whanau. Whanau contributes to a person's wellbeing and identity: everyone has a place and a role to fulfil in their own whanau. Personal strength and maturity derive from common bonds and shared environments.

All of these principles are reflected in the curriculum that is taught to your children. More information about how we implement this philosophy through our Mauri Tū programme, is provided on page 8.

Consultation

Although it is elected by parents to make educational decisions on its behalf, the Board of Trustees does consult the Rotoma School community about the direction in which it is leading the school and when specific issues require feedback, particularly about the learning progress of children.

Formal consultation opportunities include: newsletters, Board meetings, monthly columns in local media (Panui), PTA meetings, and parent / teacher interviews. Informal discussions are appropriate at school noho marae, sporting / cultural occasions and events such as BBQs. A popular choice for parents / whanau is the option of a conversation with the Tumuaki when visiting the school.

Māori Dimension and Cultural Perspective

The significant proportion of students at Lake Rotoma School are Māori. therefore all students are provided with experience in and understanding of cultural traditions, language, local and national history.

The Board of Trustees ensures that all reasonable steps are taken to provide instruction in Tikanga Māori and Te Reo Māori at each level throughout the school.

Lake Rotoma School is located in an area with valuable taonga that originates and celebrates the kaitiaki and tangata whenua of the district. This is strengthened in the shared whakapapa with the other schools in the immediate vicinity.

The Lake Rotoma School curriculum includes components of Tikanga Māori as appropriate to the topic and class level including the history and culture of the people and places in the local area.

Our team

Teaching Staff

Te Aroha Wihapi	(Whaea Te Aroha)	Acting Principal
Melanie	(Whaea Mel)	Principal Release Teacher

Support Staff

Khadija Busby		Office Administrator
Pam Takiwa	(Whaea Pam)	School Cleaner

Board of Trustees

Jonnie Mead	Presiding Member
Te Aroha Wihapi	Acting Principal
Mike Manuel	BOT Member
Frances White	BOT Member
Laurie Mc Manus	BOT Member/Secretary

Class names

Lake Rotoma School classes of learning have been named to acknowledge and celebrate the history of the area.

Matawhaura is the name of the biggest mountain that sits in this area known as Ngati Pikiāo that many of the Maori people affiliate to. For this reason, our years 6, 7 and 8 class is referred to as Matawhaura.

Otari is the name of an old pa site in Rotoehu. From this pa site you can see all the land in the area including Matawhaura, Lake Rotoehu and Lake Rotoma. Our middle year class of years 4 and 5 is called Otari.

Waitangi is the name of the soda springs along Manawahe Rd. Our junior class of years 1, 2 and 3 are at the beginning of their schooling years and are referred to as Waitangi.

Although our capacity is for three classes, we currently have one class running for all students, Matawhaura.

Mauri Tau Programme

At Lake Rotoma School we have adopted Dr Mason Drurie’s Te Whare Tapa wha model – a Maori philosophy, which represents the basic beliefs of life. This forms the foundation of our school curriculum. We believe that this model is good for all children of all cultures.

To increase likelihood of making successful transitions guidance needs to build on children’s knowledge of themselves and their potential for development. Developing self awareness is key to creating balance and harmony in all aspects of life, including achieving success at school.

The wharenui (meeting house) is the symbol used to illustrate these dimensions of well being. Just as each corner of the house must be strong and balanced to hold its structure, each dimension of well being must be balanced for health to exist. This philosophy may be used to approach all areas of wellness in life.

<p>Te Taha Hinengaro Psychological Health</p>	<p>Focuses on emotions. The mind and body are inseparable. Communication through emotions is important and more meaningful than the exchange of words. For example, someone who is unhappy in their school work may manifest this in physical illness.</p>
<p>Te Taha Wairua Spiritual Health</p>	<p>Recognised as the essential requirements for health and well-being. Without spiritual awareness an individual may lack well being and be more prone to ill health. Wairua explores relationships with the environment, people and heritage. Spiritual awareness is key to making effective decisions.</p>
<p>Te Taha Tinana Physical Health</p>	<p>Focuses on physical well being and bodily care. Tinana suffers when a person is under emotional stress, or is unwell. Pain in different parts of your body is tinana communicating what is going on consciously or unconsciously. For example, someone who is stressed or unhappy in their work may be more likely to become physically ill.</p>
<p>Te Taha Whānau Family Health</p>	<p>The most fundamental unit of Maori society. Whanau are clusters of individuals descended from a fairly recent ancestor and may include up to three or four generations. The beliefs, expectations or opinions of the whanau can have a major impact on the career choices that an individual makes.</p>

What does this look like at school and in the classroom?

- Mauri Tau Certificates for good behaviour, positive social skills, academic achievement and success
- Mauri Tau Cards

- Positive behaviour in the playground
- Exit Profile
- Given to year 8 children when they achieve the 10 criteria
- Goal Setting
- House Challenges
- School Charter
- Teaching & Learning Programmes.

School Administration

Absences

When students are absent from school they are required to bring a note from home on their return to school stating why they have been away. We encourage parents to ring the school if your child will be absent. These messages can be left on the school answer phone before school (Ph 3620839).

Any non attendance will be followed up. If for any reason we are concerned that your child is not at school we will contact you to discuss this. If needed we will refer the matter to the appropriate authorities.

Access to the School

All visitors to the school who are not students or staff must use the front entrance to the school and report to the office.

Assemblies

We start our day with a karakia/prayer and a himene/hymn at 9.00am each day.

A whole school assembly is held every Thursday from 2:00pm - 2:30pm where we celebrate and acknowledge student achievement and success.

Board Meetings

Board of Trustees Meeting – Notice of the meetings is in the school newsletter

Car Park

Parents and visitors are asked to park on the sealed area before the paved area.

Care of Property

Any school property taken home by children e.g. library books, readers should be treated with respect and returned to school in the same condition they go home in. Parents may be asked to pay for loss or damage to school property. This also refers to damage of school property at school.

Cell phones

Children are not permitted to bring cell phones to school.

Dates For the Year

We will notify parents in the weekly newsletters of important dates for the school and we recommend that you put these on your fridge.

Enrolments

When enrolling five-year-olds for the first time please bring:

- the child's birth certificate or passport for age verification
- health information, and anything else, that may be important to help teachers understand your child
- The child's immunisation certificate signed by your Family Doctor or Nurse – this is required by law.

We would like enrolment to be carried out a few days before children begin school. This will give you a chance to look around the school before you start and will enable us to prepare for our new students. You are invited to attend school with your child for 1 day a week 3 weeks before they start school. This will help them with their transition to school.

Lost Property

Pupils not only misplace clothing at school, but also actually fail to recognise it when it is held up. The lost property is kept at school for parents to inspect for missing items. Now that we have a school uniform please try ensuring all clothing is named. All unclaimed property will be donated to good homes at the end of each term.

Manual Training

(Technical Arts) – Year 7 and Year 8 students attend Mokoia Intermediate for one week per term. Parents and Guardians will be advised of the dates through the school newsletter when the school receives them. The fee is \$70.00 per student. The school asks that each student pays \$40.00 toward this fee (the BOT contributes the balance).

School Koha

\$30.00 per year per child.

Parent Concerns/Complaints

Parents or caregivers who have concerns are encouraged to approach the school as quickly as possible. If you have a concern regarding your child please approach the class teacher. If you still have a concern after speaking with the teacher please approach the Principal. The Board of Trustees do not address the curriculum and the day to day management of the school and therefore are not required to respond to these.

Policies & Procedures

All policies and procedures are kept in a folder in the office and are available for you to look at them at school.

Precious Belongings/Toys

We would like it if children did not bring their precious games and belongings to school. Please keep them at home as it is very sad to everyone when they get lost or damaged. The school will not take responsibility for this.

Punctuality

Being on time for school is important for children. It means they will have time to see their friends, talk with the teacher and get ready for the school day. Learning starts at 9:00am and children who are consistently late miss out on the instructions and talk that precedes their learning. Being on time also means that children get into a routine early on in life of being on time and it is especially important when you join the workforce.

School Bus

We are very fortunate in having the use of the bus to transport most of the children to school. For many of the children this is a privilege, as they do not qualify for this service. Therefore, I would ask that you impress upon your child that they behave reasonably and sit in the appointed seat at all times. If your child is to be delivered to an address **other than your own**, a note or phone call **must** come to the office to inform staff of the change. If we do not have any notification from parents or caregivers of the change the drop off point will be their home address.

The bus times for 2022 are as follows:

Morning Bus Run

Departs from school at 8:30am. All children in Rotoiti will be picked up first. On return it will go straight through to Rotoma before arriving at school.

Afternoon

Departs from Lake Rotoma School for Rotoma at 2:40pm. The bus will then make its way through Rotoiti dropping children off on the way.

School Dates (2022)

Term 1 1st Feb - 25th April

Term 2 2nd May - 24th June

Term 3 25th July - 30th September

Term 4 17th October - 15th December

School Grounds

Parents are asked to make sure their children do not come on to the school grounds outside of hours unless a parent accompanies them.

Due to Health and Safety issues the following are not permitted on the school grounds

- Skateboarding/scooters
- Bike Riding unless accompanied by a parent
- Dogs
- Alcohol and any illegal substances
- All schools in New Zealand are smokefree

If you wish to use the fields after hours on a regular basis please ring the school for permission.

We ask all parents to help us keep our grounds and our school safe from those who would like to graffiti it and steal our children's precious resources and equipment.

School Hours

9:00 am	Classes commence
11:00 - 11:30	Interval
1:00 - 1:30	Lunch
2:30pm	School Ends

School Newsletters

The school newsletter will be given out to the oldest child of each whanau at school on a fortnightly basis. Newsletters will inform you of school events etc, so please take time to read them.

School Phones

Children can only use the school phones to ring home if there is an emergency or if their teacher instructs them to. Children are not to come to the office during breaks to make phone calls unless they have permission and are with their teacher.

School Photographs

These are taken once a year.

School Protocol

It is important that parents make appointments through the office if they wish to visit the Principal, their child's teacher, or take a child out of class.

School Uniform

The Polar Fleece Jackets and Polo shirts are available through the School Office only. Trousers/shorts/skirts/tights/track pants may be purchased through clothing stores in town.

Sweatshirt with school logo \$20.00

Shirt with school logo \$20.00

Sunhat - Blue/Black \$15.00

Black shorts/long pants – These can be purchased from town.

Footwear - black shoes/black sandals/ black socks

Children are strongly encouraged to bring an extra set of clothes to play sport in so that their uniform doesn't get ripped and can remain in one piece.

Stationery

Children are issued with their stationery on the first day of school. Each child is required to pay \$15.00 as soon as possible please.

During the year stationery is sold from the school office therefore, if children would like to purchase some items then they can do this before school starts please. Children will not be able to order during class time as this disrupts teaching and learning.

Exit Profile

We have an exit profile. It is hoped that by the time a child reaches year 8 she or he would have achieved the ten criteria that create the exit profile. On exit from Lake Rotoma School one would receive a trophy to be kept by the recipient, and a framed copy of the exit profile. This is the highest award one can receive at Lake Rotoma School. This is promoted from when the child enters school until they leave.

Parents/Caregivers Commitment

All parents are asked to make a commitment to assist in their children's education. For your child/ren to benefit from their time at school and achieve their potential they need your support in these ways;

- Breakfast before they come to school
- A healthy morning tea and lunch
- Listening to your child read and talking with them about the story
- Talking with our child about the school day and listening to what they have to say
- Home readers returned to school the next day so they can bring another one home.
- Develop a positive relationship with your child's teacher that focuses on your child's learning.

Assessment

All students are assessed regularly to identify strengths and areas to further develop. We use a variety of nationally recognized assessment tools which include Running Records; STAR; e-asTTle; for reading. ICan; Gloss; E-asTTle for numeracy and E-asTTle and the literacy test for writing for juniors.

Reporting to Parents

Term 1 – Parent/Teacher Conferences

Term 2 - Mid Year Report & Parent/Teacher Conferences

Term 3 - Parent/Teacher Conferences

Term 4 - End of Year Report & Parent/Teacher Conferences

We will also be using SEESAW an online portfolio tool. Your child's work and learning will be put in here for you to see. Usernames and passwords will be sent home so that you can access it.

If you have concerns and wish to make an appointment outside of these times to talk with the class teacher you may do this by ringing the office and making an appointment.

Extra - Curricular Activities

Arts Festival

Every year we have an arts festival where children are involved in 'the arts' activities. Parents who have skills in this area are invited to deliver a programme.

House Challenges

We have three house groups; Rotoiti, Rotoma and Rotoehu. These are the names of the surrounding lakes in the Ngati Pikiāo area. Children are put in these and participate in challenges throughout the year.

Science Days

Our science days are facilitated by a high school science teacher from Lakes High School and takes place in term 4. This is funded by Rotoma No.1 Trust.

Education Outside the Classroom

All children will be involved in outdoor education/trips throughout the year. The whole school is involved in a marae noho at the beginning of the year for two nights. The older children will have a longer camp where they are asked to further explore the key competencies of the New Zealand curriculum.

Inter-school Sport Exchanges -

We will be having interschool fixtures every term this year whereby each school will host an event. The other three schools involved are Te Kura Kaupapa Maori o te Rotoiti, Whangamarino and Te Wharekura o Ngati Rongomai. We are known as the Te Kahui o Matawhaura (Matawhaura Cluster)

Kapa Haka/Performing Arts

Later in the year the Rotorua Primary Schools Festival will be held. Lake Rotoma will be entering a roopu in the annual event. This has been a successful event where the children have thoroughly enjoyed themselves.

Swimming

This year we will be delivering swimming lessons in our school pool. Swimming lessons will take place at the lake on fine days. We have a whole school swimming sports day in term 1 and our Matawhaura Swimming Sports also.

Marae Noho

Each year we have a marae noho and this is at Tapuaeharuru Marae in Rotoiti.

All group activities, events and visits are subject to COVID19 protocols, please

Opportunities for Children in Year 7 & 8

Leadership Programme

Our leadership programme is designed to challenge the children's physical and mental capabilities. They take part in education outside the classroom activities, career sessions and are required to take up leadership opportunities in school.

Manual Training

All children are required to take part in a manual which is delivered at Mokoia Intermediate School in Rotorua. This includes the following; Food Technology, Textiles, IT, Music and Hardwood Technology.

Sports

We endeavor to enter our children in inter-school sports competitions that take place throughout the year. If we don't have enough children to make a team we combine with our neighbouring school so that our children can be involved.

Media Team

A team is selected at the beginning of the year who are required to gather information for our yearbook. Eg; take photos and record events.

Celebration of Learning Trip

At the end of the year all year 8 children are taken on a celebration of learning at the end of primary school trip.

Digital Natives Programme

Our students have an opportunity to participate in digital learning in town every second Thursday.

Health & Safety

Accidents

Every effort is made to contact Parents. In an emergency the child's Doctor will be contacted, or the child is taken to Hospital.

Allergies/Medication

If your child has an allergy or requires medication it is necessary to inform the school about this. Children allergic to Bee stings must wear shoes.

Changing Address/Phone Numbers

Please remember to notify the school if you move to a new address or the telephone numbers for yourself or your listed emergency contacts change.

Civil Defence

The School is this area's Civil Defence Post

Dental Clinic

The Dental Therapist spends about 2 weeks at school during the year and then moves on. When she not based at school, children requiring treatment will need to attend a clinic at another school. Please contact the office and we will let you know where you may take your child.

Ear Clinic

The Ear nurse regularly visits our school to check the children's ears.

Emergencies

The school will take every care to prevent injuries. However situations occur where children are injured. To make sure we can assist your child we require an up to date list of the following

- Home and Work contact numbers
- Allergies and Treatment required
- Medical Conditions
- Two Emergency Contact Numbers (other than yourself)
- Doctors number

Emergency Closure of School

If the situation arises where the school is closed on a school day an announcement will be made as soon as possible. In other circumstances the school secretary and staff will notify each parent/caregiver by phone so that children will not be left unsupervised. If the school cannot contact you the children will be kept in the care of staff members.

Evacuation Drills

These will be held each term. The children will become familiar with evacuation procedures.

First Aid

Basic first aid will be administered as required. Accidents are recorded in the accident register book and parents notified.

Headlice

Throughout the year there are times when headlice can be in your child/rens hair. Our Public Health Nurse will give us pamphlets outlining the headlice cycle and how to treat them. Please feel free to ask us for a pamphlet if you need them. Headlice is something all children get at some stage of their lives so please do not feel too embarrassed to ask.

Immunisations

The Lakes District Health Board Public Nursing Service is responsible for delivering the immunization programmes in Rotorua. Concerned children and their parents will be notified when these take place. Before these immunisations are given consent forms will need to be returned to school.

Infectious Diseases

Infectious diseases such as chicken pox, measles, mumps, whooping cough, scabies, glandular fever, hepatitis, meningitis etc. do occur. Parents should inform the school if a doctor diagnoses one of these diseases and check whether there is a suggested time before children return to school. Bouts of influenza and viruses spread rapidly in a school and teachers ask parents to consider this before sending their children who are not well to school. Vaccination certificates are required on enrolment of your child when they turn five.

Public Health Nurse

The Public Health Nurse visits the school regularly checking health problems. If you would like to discuss your child/children's health problems with the Nurse, contact the school office for details.

School Mauri Tau Programme

At the beginning of every year each class writes their own treaty which assists us in developing and nurturing a safe and happy environment for all involved. This is usually based on a set of principles and values.

Smokefree

Lake Rotoma is a Smoke Free school. This means that no one will be allowed to smoke within the school grounds at any time. We are doing this so that we can all be role models for our children and community, to try and keep our children safe from smoke related illnesses.

Sunsmart

Please ensure your child brings a sunhat to school so that it is available for them to wear if needed.

Taking Children From School

For safety reasons, it is the policy of the school that either the school secretary or the classroom teacher is informed before a student is taken out of the school

Parental Involvement

E.O.T.C –Education Outside the Classroom

Parents/Caregivers are invited to assist us through helping in the kitchen or supervision of children as per our programme. Each event will have different expectations and will follow the schools' policies and procedures.

Fundraising

Assistance in this area is always appreciated. Everyone will be informed of fundraising events through the newsletters. Please keep an eye out for this. Our fundraising group will keep you updated.

Working Bees

Every now and then we will have a working bee. This is so that we can keep our school looking tidy and slick. Please watch the newsletter for information. If someone would like to lead this then please come in and see me.

Breakfast Club

We are looking for a couple of parents to help prepare and serve weet-bix and milk and clear the dishes in the mornings. Breakfast will be given from 8:30 – 8:50am every day. If you are able to help in this way then please come in and see us at school.

Sports & EOTC Trips

When going on sports trips we may ask for assistance with transportation and supervision of a team. Your support on the sideline is also greatly appreciated.

If you have any queries please come in and see us at school. Mauri Ora !

