



# Maraetai Beach School

## Prospectus

### 2016

MARAETAI BEACH SCHOOL  
154 Maraetai Drive  
Maraetai Beach  
Auckland  
2018

Telephone: 536 6570

Email [office@maraetaibeach.school.nz](mailto:office@maraetaibeach.school.nz)

Website [www.maraetaibeach.school.nz](http://www.maraetaibeach.school.nz)

## **STAFF 2016**

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DEPUTY PRINCIPAL Wayne Gillard [wgillard@maraetaibeach.school.nz](mailto:wgillard@maraetaibeach.school.nz)

## **TEACHING STAFF**

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## **TEACHER RELEASE**

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## **SPECIAL PROGRAMMES**

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## **SUPPORT STAFF & TEACHER AIDES**

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## **BOARD OF TRUSTEE MEMBERS**

Mrs Alison Brown Chairperson  
Mrs Mark Keenan Principal  
Mr Paul Bennett  
Mrs Natalie Cooper  
Mrs Tracey-Lee Dalton  
Mr Craig Rooks

## Introduction

Maraetai Meaning :

Meeting place by the Sea. Safe water - Ngai Tai.

*On behalf of the Board of Trustees I would like to extend to you a very warm welcome to Maraetai Beach School. We look forward to working closely in partnership with you to ensure your child/ren receive a high quality education and achieve to their potential.*

*The Education Review Office completed their review of our school in 2016 and the report highlights a number of areas of success including:*

- ***Highly engaged students***
- ***Students learning in a caring, collaborative and settled environment***
- ***Very good quality teaching***
- ***A very effective curriculum that promotes and supports student learning***
- ***A culture of high expectations***
- ***Maraetai Beach School provides very good quality education***

To view the school's latest ERO report visit [www.ero.govt.nz](http://www.ero.govt.nz) .

*Ma te mahi ka ora  
(Through hard work comes success)*

*Mark Keenan  
Principal*

## School Description

***Maraetai Meaning :***

***Meeting place by the Sea. Safe water - Ngai Tai.***

Maraetai Beach School has been educating children in Maraetai since 1879. The school now sits on the headland above Te Pene Point - an area that is significant to Nga Tai ki Tamaki as an ancient kaianga or village adorned with flourishing gardens, crops and seafood aplenty. From this position our school looks out over the safe waters of Maraetai, to the islands of the Hauraki Gulf.

Maraetai Beach School is a U4, Decile 10, full primary (Years 1 to 8). The roll is maintained between approximately 220-270 children. We are a learning community that provides an exciting and challenging curriculum designed to extend all children's horizons in a secure, safe and learner focused environment. We have very strong parent and community involvement and highly value these partnerships. The school district encompasses all the Maraetai and Omana beach areas towards Whitford and Beachlands.

Our students are a very special group, friendly, confident and strongly motivated to learn.

## Mission Statement

*A learning community that provides an exciting, challenging programme designed to extend student's horizons in a secure, safe environment.*

## School Vision

**Maraetai Beach School's Vision is based on our 3Ps - People, Potential, Planet**

- We value **People** and accept uniqueness
- We value **Potential** by developing resilient lifelong learners
- We value the **Planet** by all contributing to Earth's well being
- 

## School Values

We have a strong set of values that are integrated through all aspects of school life

- Integrity/Ngakau Tapatahi
- Excellence/Rawe
- Resilience/Manawaroa
- Respect/Whakaute

## School Curriculum

At Maraetai Beach School we have an exciting and engaging , integrated school curriculum. We have high expectations of all our learners. Literacy and Numeracy are the cornerstones of our curriculum. Science, Technology, Languages and the Arts all play a key role in providing an exciting and engaging school curriculum. We have strong links to the local community and the outdoors which provide our students with authentic learning experiences. Sports and Cultural groups are highly valued.

## Our Houses

At Maraetai Beach School we have four houses:

- Motutapu
- Rangitoto
- Ponui
- Waiheke

All students are placed in a house (siblings are placed in the same house) to foster their sense of pride and belonging in the school. Houses meet regularly and compete in different events across the school year.

## **BOARD OF TRUSTEES**

The Board of Trustees is responsible for the governance of the school, including building maintenance, financial management, community liaison, and meeting the day-to-day needs of both children and staff. Board of Trustees members are elected for a three year term. There is provision for some community members to be co-opted if necessary. Board of Trustees members are the parent representatives. Enquiries relating to school policy can be made directly to the Board of Trustees or through the Principal to the Board of Trustees.

## **P.T.A.**

The school has a very active P.T.A. which meets monthly. Parents are encouraged to join. The P.T.A. is both a social and fundraising group. It is seen by the school as a most important link between the home and school. Any enquiries can be directed through the School Office.

## **SCHOOL ADMINISTRATION**

The school office hours are from 8.30 a.m. to 3:45p.m. Office staff take care of aspects of the daily running of the school that include; school finances, arranging meetings, typing, copying, purchases, and attending to students who have health and medical needs.

Parents will be contacted by the office if there are health and medical concerns.

The school telephone number is **536 6570**. Email: [office@maraetaibeach.school.nz](mailto:office@maraetaibeach.school.nz)

Parents and students are encouraged to contact the office staff for any administration information. The office staff will also co-ordinate appointments with the Principal.

## **HOME/SCHOOL PARTNERSHIP**

We see learning as a partnership between the student, the teacher and the parents. We try and foster a relationship where information is shared to enhance the students' learning opportunities. The partnership with school allows the students to achieve their goals and to take part in the wide range of activities the school offers.

## **COMMUNITY INVOLVEMENT**

Maraetai Beach School policy is to involve both parents and the community whenever possible. Activities such as displays, concerts, visits, people resources, sports, the arts, family sector groups, competitions, and social activities all endeavour to meet a community need when people see the school as an integral part of the community.

There are opportunities for community members to volunteer in a range of school activities. Requests for support are published in the school newsletter or on the school website.

## **ATTENDANCE**

Class hours are from 9.00 a.m. till 3.00 p.m. Children are asked to be at school by 8.45 a.m. so that they have time to prepare themselves for the day. Morning interval is from 11.00 a.m. until 11.30 a.m. Lunch time is from 1.00pm until 1.45 p.m. The school grounds and classrooms are open from 8.30 am onwards.

If your child is arriving at school after 9.00 a.m. or leaving before 3.00 p.m. please sign them 'in' or 'out' at the office. If a parent/care-giver is not present a signed note is required. This should also be arranged with the class teacher.

## **ABSENCES**

Please contact the school if your child is absent or late for school for any reason. Please phone the school on 536 6570 and leave a message before 9.00 am on the day of absence. This number is always available for messages out of school hours. Please state your name, your child's name, room number and the reason for their absence.

Alternatively tell the office if you know before hand that your child will be absent. Please ensure that school records show the 'current' and 'all' of your contact details. (Home, Work, Mother, Father, Guardian, Grandparents etc).

## **PLAYGROUND SUPERVISION –HOURS**

The school playground is open from 8:30am in the morning. Children are encouraged to use the school play areas after school, but they must be supervised. Any child without a parent will be sent to the office to wait at 3:15pm.

If you wish to meet with your child's teacher please make an appointment for either before or after school.

## **REPORTING TO PARENTS / CAREGIVERS**

THE PURPOSES OF OUR ASSESSMENT PROCEDURES ARE:

- To improve students' learning
- To improve teachers' teaching
- To improve the quality of our learning programmes
- To provide feed forward for both staff and pupils

EFFECTIVE ASSESSMENT PROCEDURES WILL BE USED TO:

- Involve students in self and peer assessment to discuss, clarify and reflect on goals and strategies, with their teachers, their parents, and one another.
- Support teaching and learning goals so students understand the desired outcomes and criteria for success.
- Provide evidence of and report student progress
  - to the students themselves
  - to the parents/caregivers
  - to other schools/classes
  - to the BOT and community
  - to Ministry of Education

- Provide formative and summative information by building a profile on the learner to inform future planning, teaching and learning
- Improve programmes and teaching practices in classrooms and throughout the school

### MARAETAI BEACH SCHOOL REPORTING FRAMEWORK

<b>Avenue</b>	<b>When</b>	<b>Reason</b>
Meet the Teacher	February	Setting the scene Defining needs-parental input, last report Pupils strengths/weaknesses Parental aspirations Cementing a partnership Pupil aspirations, strength/weaknesses and interests form to be filled in by parents. Results filed by staff.
Parent/Teacher Conferences.	April/May	Share achievement data Show progress against the national standards Outline the next learning steps (Reading, Writing, Math's) Share learning goals Define what the teacher will be doing/parents can do to support the achievement of goals Assisting to create a home/school partnership
SLC (Student Led Conferences) Years 1-8	June	What have I achieved/not achieved to date? What are my next learning steps? What evidence do I have for my learning journey? Are my parents aware of how I stand against the National standards?
Mid Year Report	June	Teacher's written summary of progress to date, including progress against the National standards To support the SLC
'Touching Base'	July	Continued follow up with parents with a focus on those pupils identified as either below standard or at risk of being below standard by the end of the year.
End of Year Written report	December	Summary of child's progress for year in all areas, including achievement against the National Standards Future learning goals Summary of achievements

<p>Other</p> <ul style="list-style-type: none"> <li>• E-portfolio</li> <li>• Books-sent home on regular basis</li> <li>• Parent/Teacher initiated meetings</li> </ul> <p>Other</p> <ul style="list-style-type: none"> <li>• Special events, open days, informal discussions, newsletters</li> <li>• Regular emails through SMS (e-tap).</li> </ul>	All year	<p>To provide another avenue for sharing learning &amp; achievements</p> <p>To share work in progress and completed</p> <p>To share appropriate assessment rubrics</p> <p>To help maintain an on-going dialogue</p> <p>To consult over effectiveness of procedures, possible improvements</p>

### REPORTING SHOULD:

- Inform parents as to progress, achievements, next learning steps, strengths and weaknesses of their child in a format which is clear simple and direct
- Be regular
- Be transparent
- Be honest [parents want to know exactly where their children are at]
- Be able to be understood by all [parents have a great deal of difficulty making sense of our 'levels', and dealing with the 'teacher talk']
- Be relevant
- Be based on sound data/evidence and formative assessment
- Use a variety of tools and methods
- Keep parents informed of child's development and learning against National and School Standards and expectations
- Be appropriate to 21<sup>st</sup> century education and not based on outdated models [we live in a sophisticated technological age where we have a great deal more ways in which information can be shared, without compromising the need for face-to-face interaction]
- Be personalised

### SPECIAL PROGRAMMES

Maraetai Beach School welcomes children with all learning abilities. We have focused programmes designed to meet student's individual needs. Our special programmes teacher runs classes to both boost and stretch our learners. Classes run 3 days a week Tuesday to Thursday.

We have a number of other special programmes that run during the school day, including:

- A Boys Education Group
- Extension Art Class
- Music Classes
- Specialist Spanish Lessons (Yr 7/)
- Technology (Yr 7/8)



- Dance
- Drama (Performance Net)
- Learn an instrument (see office for details)

## **CLUBS AND GROUPS**

A variety of clubs and groups can be joined by students and run before, during and after school. Some of these include:

- Kapa Haka
- Science Club
- Enviro Team
- Choir
- Mountain Biking Club
- Running Club
- Dance Groups
- Chess Club

## **LEADERSHIP OPPORTUNITIES**

Providing opportunities for our students to shine and lead in different areas of our school is very important to use. Some of the opportunities students are given are:

- House Captains
- Sport Captains
- School Councillor
- Librarian
- Peer Mediator
- Travelwise Team
- Road Patroller

## **SCHOOL POLICIES AND PROCEDURES**

These are reviewed by school staff and Board of Trustee members on an ongoing basis and are available on the school website at all times for all parents to read.

## **EDUCATIONAL TRIPS**

At Maraetai Beach School we make wide use of the local community to support learning programmes. This often means trips to a range of venues and facilities. Classes will often plan for visits away from school. Permission forms will be sent home for each major trip. Costs are covered through the Activity cost paid at the start of the year. All trips are linked to the learning taking place in the classroom. We also have a generic permission form that allows us to take children for walks in the local community to support learning programmes. All children travelling by car must wear a seat belt.

## **LIBRARY / RESOURCE ROOM**

Maraetai Beach School has a very well resourced library. Students are encouraged to borrow books on a regular basis. If books are lost parents will be requested to pay

towards the replacement cost of the book. Year 1 and 2 visit the mobile library bus weekly.

We often need parent volunteers to help with the general running of the library. Please pass on your details at the school office if you would like to help.

### **LOST / FOUND PROPERTY**

Lost property is located outside the hall. All named items are returned to the classroom. Please help us to keep lost property to a minimum by naming all of your child's items. Any unnamed items not collected will be washed and become part of our second hand uniform sale.

### **SPORT/PHYSICAL EDUCATION**

All students are expected to participate in physical education lessons, fitness, and organised sport, depending on age and ability.

Every child in Year 3-8 need to have a sports uniform at school every day.

Our children in the senior school are involved in a number of ECCS (Eastern Counties Country Schools) sporting events competing against other school from the local area.

### **EOTC (Education Outside the Classroom)**

All students are involved in a variety of EOTC events through the year designed to build confidence and out door skills. EOTC activities include using the local bush and coast. These programmes are designed to meet the needs of various age groups.

Our senior school students (Yr 5-8) have a 4 day annual camp that changes venue from year to year.

We also take part in a number of events that we believe challenge our students:

- Beachlands Try-athlon
- Weet-Bix Try-athlon
- Mudrun

### **FIRE DRILL**

Students are instructed in how to care for themselves in case of fire, earthquake and unexpected emergencies. Drills are taken 4 times a year.

### **SUN SAFE POLICY**

Parents are asked to support the school's sun safe policy by supplying hats for students during hot weather. It is compulsory for all students are to wear a uniform sun hat during terms 1 and 4.

### **TECHNOLOGY TRAINING**

Our Intermediate students attend Beachlands School (by school bus) and Maratai Beach School weekly, covering a wide range of manual subjects. A manual material fee is payable with the government paying the teaching and travelling expenses.

## HOME LEARNING

All students have regular home learning. This can change depending on the age of your child but typically all home learning consists of:

- Reading (signed reading diary in Yr 1-3)
- Mathematics
- Spelling
- Basic Facts

Please contact your child's class teacher if you have any questions regarding your child's home learning.

## ELEARNING

### Year 3-8

In Year 3-8 we run a bring your own device programme (BYOD). Students are encouraged to bring either a chrome book or laptop. Devices can be purchased through PB Tech at a discounted rate (link on our school website) or any other outlet. There are chromebooks available in class for those students who do not bring their own.

### WHO BYOD?

1. A vehicle for **personalising learning** in ways that ensure each student is fully engaged in learning and is successful in attaining established learning standards.
2. Access to digital content and digital learning environments that provide **multiple pathways to learning**.
3. **Empowering** our students to be to be life-long learners

Students in year 3-8 use the google apps for education (GAPE) tools and in Year 1 and 2 there are class ipads that teachers use as part of their classroom programme.

## MATHLETICS

Mathletics is an engaging online learning tool used from year 1-8. Mathletics is used both in-class and as part of home learning. We ask for a contribution towards the sunscription cost as part of your child's stationary costs.

## SCHOOL UNIFORM and SPORTS UNIFORM

It is compulsory for all students to wear the School Uniform. The uniform hat must be worn in terms 1 and 4. The sports uniform is compulsory for Year 3 - 8 students. Uniform prices and information about uniform is available at the school office or on the school's website. Our uniform is supplied by NZ Uniforms and can be purchased in store or on-line.

## SWIMMING POOL

Teachers take summer swimming lessons and expect students to bring their swim suits each school day. Families may purchase a key for after school and weekend use. Enquire at the office.

## **USE OF SCHOOL GROUNDS AFTER HOURS**

The school staff and Board of Trustees endorse the community use of school grounds for sporting activities, and school buildings for meetings. Permission should be initially sought from the Principal.

The school expects out of hours users to:

- Vacate the grounds at sunset.
- No bicycles, skateboards or unauthorised vehicles.
- Take care of all property at all times.

## **SCHOOL RULES**

We try to keep the number of school rules to a minimum in the belief that our students will take responsibility for their own actions and behave in a manner that reflects our school values and 3Ps. The school has a behaviour continuum and expectations for student's both in the classroom and playground. When at school we teach children to resolve any problems by:

- Walking away
- Ignoring
- Telling Someone
- Say –Stop it I don't like it

We call this using our **WITS**

## **ASSEMBLIES**

Whole school assemblies are held every Friday afternoon at 2pm and alternate between class and music assemblies. Assemblies are seen as an important time to celebrate students learning and achievements. If your child is receiving an award you will be notified.

## **ROAD SAFETY**

Police Education officers assist teachers in developing road safety programmes and instruction to students each year. We are a Travelwise School.

Parents delivering or collecting their children in cars at school are asked to observe the following:

- Do not park across the road from the school so that the students need to run across the road
- Park well clear of the pedestrian crossing
- Drive slowly near the school especially at the start and the end of the day

- Do not enter the bus bay area while the cones are out or while road patrol pupils are on duty.

### **Walking School Bus**

MBS has several Walking School Buses that students can join. For more information please contact the school office.

### **HEALTH**

The school has a health room for students who are unwell or injured. Parents will be contacted to collect their child if they are unwell or injured and require medical attention.

**If students need to bring medicine to school please leave it at the office and one of the office staff will administer the medicine as needed only once a medical form has been filled out and signed.**

Hearing and sight checks by Health Department Officers are made on a periodic basis. These have been most helpful for parents in pin-pointing potential difficulties for children.

### **STUDENT INFORMATION**

Please make sure the school office has up to date information about your child. This includes all contact phone numbers and addresses. All information is confidential. If there is a change in family circumstance that may affect your child's life at school, please let the class teacher know as soon as possible. This is particularly important as far as phone numbers, changes of address and guardianship are concerned.