Stoke School

Parent Information

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Welcome to Stoke School

The staff and Board of Trustees of Stoke School warmly welcome you to our school whānau. We look forward to getting to know you and your tamariki during their time with us at Stoke School.

Success in education evolves through a partnership between home and school, and we are always available to discuss your child's schooling with you, so please feel free to drop into the office or contact Sarah Davies sarahd@stoke.school.nz to make an appointment. Sarah often walks around the grounds before and after school, so this is also a good opportunity to catch up with her.

Findings from a 2019 visit by the Education Review Office (ERO) endorsed the approach the school leadership team are taking to provide the best education for your child through the delivery of challenging and interesting programmes in all areas of the curriculum. Along with the BOT, the leadership team and teaching staff are continually working to seek a steady improvement in our achievement results.

Our experienced staff work hard to maintain and monitor an inclusive, supportive and secure environment at the school and are conscious of the differing needs of individual children. We have a proud cultural diversity within Stoke School and strive to embrace and celebrate this.

We provide many opportunities for your child to develop interests in sporting and cultural pursuits such as classroom swimming sessions, music lessons, Kapa Haka, school band and school choir. We really appreciate whānau involvement with these programmes, as this is part of our ethos of working in partnership to develop the whole child.

We also welcome family and community involvement in our many school activities during the year such as House Days, sports days, the annual school picnic to Rabbit Island, school assemblies and extend an open invitation to you to come into the school to share in these with your tamariki and their classmates.

We hope you and your whānau enjoy your time with us at Stoke School.

Sarah Davies

Principal

Sara Jamieson

Board of Trustees Chairperson

Our School Community

Stoke School opened on the 28 December 1845 and is, after Wakefield, the second oldest continuous public school both in Nelson and the whole of New Zealand. We are very proud of this**.**

We are a state funded co-educational contributing school catering for children from Year 0 to Year 6. Our roll has grown over the last few years and finished 2016 on 260 students. Our Teaching staff of 11 (2016) is well supported by ancillary staff. Due to our rapid roll growth we have had an enrolment scheme put in place from the 17th of December 2016.

Stoke School is proud of its growing cultural diversity with 29% of our students of Maori descent, 7% Pacific Island, 6% Asian and the remaining students New Zealand Europeans.

Our School is well supported by the community. Parents become involved willingly in classrooms, sporting, cultural and social activities involving children. Stoke School has an active PTA fundraising group and a very proactive Board of Trustees.
There are 7 primary schools, one special school, one college and early childhood education representation within our Community of learning. Working together we are celebrating and champion learning and Enabling equity for all our tamariki to become confident, competent, lifelong learners. Our children interact frequently with these schools through sporting challenges; shared learning, Kapa Haka Festivals and Musical events such as Rock Fest. Our teachers interact regularly within the cluster and are part of a shared learning community as we all develop Teaching as Inquiry around many foci, such as Literacy, Mathematics and relationship based learning.

Stoke School has extensive grounds with ample shade from the Nelson sun and fantastic facilities thanks to the generous support from local charities and our fundraising team.
Stoke School has wonderful pre-school centres in our local community and we really enjoy the interaction with each centre. We have regular interaction and we enjoy opening our doors and facilities for their use. Stoke School has extensive grounds with ample shade from the Nelson sun and fantastic facilities thanks to the generous support from local charities, majority of which from the Canterbury Community Trust and our fundraising team.

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Our Vision is…

"Tū Iti Tū Tonu Mai" -"We are proud, humble and will keep striving

Our Mission:

To provide a respectful supportive environment where our children strive to achieve highly and be the best they can in all they do as lifelong learners.

We do this by encouraging **Our Values** within:

"We're Stoked!"

“We’re Stoked!”

We’re	**S**upportive	Means….. We help each other be friends and help each other learn.
We’re	**T**ūturu	Means….. to be real, authentic, original
We’re	**O**ne Whānau	Means….. We’re all in this together. We belong as a group and we each have a role and responsibility within the group
We’re	**K**aitiakitanga	Means….. We are caretakers, guardians of our surroundings
We’re	**E**nthusiastic	Means….. We are positive, we are motivated, we are happy in our learning
We’re	**D**iverse	Means….. We are all unique and our own uniqueness is valued and celebrated in our learning.

Stoke School's Kowhaiwhai

This Kowhaiwhai is called: "Whanau"

This Kowhaiwhai was developed by a group within Stoke School and with consultation with local iwi. The design has 3 layers of meanings:

1. **Whanau:** Working together, accepting each other, nurturing and sharing amongst ourselves as a positive "family" community.

2. The **3 way partnership** between the Parent (blue), Teacher (yellow) and the Child (red) that needs to exist to grow a strong young person.

3. Our **School Rules** of Respect, Responsibility and Safety.

This Kowhaiwhai is being used as our letterhead and around our school on signage.

Our Expectations

Teachers will:

- Respect all students, parents and staff
- Be Responsible
- Display Safety
- Encourage students to take risks and challenge themselves to their own ability
- Meet the individual needs of the all students and accept the differences of each child
- Be enthusiastic and positive, have a smile on their face and be fair and consistent
- Welcome to all students, parents and visitors and listen openly to any concern
- Model that we are all learners and that we can achieve what we set out to do

Children will:

- **Respect all students, parents and staff**
- **Be Responsible for their decisions and actions**
- **Display Safety**
- **Be prepared to learn and actively participate in class adventures**
- **Be friendly to all others**
- **Be positive and believe that they can achieve**
- **Be proud of themselves, others and their school environment**
- **Will manage and take responsibility for their own learning**

School Community will

- **Respect our school and value education**
- **Be Responsible with our resources and ensure all students attend school regularly**
- **Display Safety with and around our young**
- **Take a full part in assisting the school to achieve its vision**
- **Be loyal and supportive of the school**
- **Become involved in the life of the school**
- **Encourage their children to be successful in all areas of their life**
- **Support their child in interests that develop the whole child such as sports and music**
- **Show an interest in their child's learning by being an active participant in their child's learning**

School Uniform

We have a compulsory school uniform available from Dot Neiman Leisure Wear, 34 Forests Road, Stoke, phone 547 6318.

The following items are available:

Hat (bucket) navy (new hats are also available from the school office)
(must be worn in Term 1 and 4)

Burgundy polycotton polo top with school logo
(short sleeve)
Burgundy polycotton polo top with school logo
(long sleeve)

An assortment of navy shorts, skorts and skirts

Burgundy polar fleece Vest with school logo

Navy taslon track pant or navy fleece track pant/tights (not Jeans)

Burgundy polar fleece zipped jacket with school logo
Second hand uniforms are available from the school office at a cheap rate as a PTA fundraiser. Please rename any purchases you make.

Shoes: We do not have a uniform shoe but the wearing of shoes is compulsory during the winter months of Terms 2 and 3
Any shoe worn should be fit for purpose, ie: Running shoe for athletics

Pre Enrolment (for New Entrant Children)

An important feature of your child's settlement into the routines of school life is the transition from home or pre-school into the classroom. Consequently there are pre-entry visits made available, starting one month prior to your child starting school. These visits are arranged for children on Tuesdays by the New Entrant Teacher.

Enrolment:

- Children are entitled to start school the day they have their fifth birthday.
- Parents/Caregivers must present a birth certificate or passport for verification on enrolment.
- Regulations require us to keep a record of immunisation. Please bring your child's immunisation certificate to school when enrolling.
- We ask for a letter from your landlord/letting agent or a utility bill as proof of address due to school zoning.
- A standard form is completed with particulars relating to names, addresses, phone numbers of family, medical information and the ethnic group with which your child will be identified. (Children may be identified with more than one ethnic group).
- Names of children in the family yet to attend the school are also recorded to assist with the roll prediction.

Coming to School

A school traffic safety team, supervised by a staff member operates on the Main Road each morning between 8:35 and 8:50 and each afternoon at 3:05. This ensures the best possible safety procedures for pupils crossing the Main Road.

We encourage you as parents, to park on Ranui Road when dropping your child to school.

School hours

Supervision within the playground begins at 8:30am. Children may then enter the classrooms. There is no shortened lunch hour during wet weather.

9:00 am	Classes commence for the day
10:30 – 10:50 am	Morning Interval
12:30 – 1:30 pm	Lunch Break
3:00 pm	Classes finish

Please ensure that your child is PUNCTUAL each day. It is important that children are present at school PRIOR TO THE MORNING BELL. Lateness can interrupt the teacher's establishment of the day's routine.

Pupil Absence

In the event of your child being absent, you must contact the School (phone 547 7582) prior to the start of the school day (9am), and leave a message on the absentee line or a 'text only' message on 027 547 7582. The School has a Policy under The National Administration Guidelines (Nag 5), to ensure pupil safety and the regular attendance of all pupils at School each day, is monitored.

Parents must notify the School prior to or on the day of non-attendance, by phone or in writing.

If non-attendance is persistent or truancy is evident, appropriate community agencies will be activated.
Please note: our school target is 92% attendance; allowing 16 days absence in any one year. A doctor's certificate must be supplied after 3 days.

School Rules and Discipline

Our School rules are RESPECT, RESPONSIBILITY and SAFETY. We have set expectations for each rule and a flowchart of protocol to ensure consistency across the school.

This is reinforced through curriculum programmes and recognised daily in the classroom and at formal assemblies on Mondays and Fridays.

A copy of the school rules and flowcharts are available from the school office

Adventure Playgrounds

There are three adventure playgrounds for the children at the school. The junior pupils, Years 0,1,and 2 may use the junior play complexes (which are the two nearest to their rooms) and Years 3, 4, 5 and 6 use the more challenging play complex outside the senior rooms.

Stationery Purchases

The school office stocks the range of stationery requirements needed in the classroom. Prices are competitive and following the initial class purchase at the beginning of the term replacement exercise books, pencils etc. may be bought at the office each morning. Beginning of year class book sets are available from the office, this is to ensure the correct issue.

Internet Payments

Please feel free to pay any payments for fees trips etc direct to the school bank account number: Stoke School BOT 031709-0021954-00. Reference detail: Childs name and what you are paying for. You may also pay in cash at the office. We do not have eftpos facilities.

Pupil Assessment

Pupil assessment is a shared process involving communication between pupil, teacher and parent/caregiver.
Pupil assessment is a continual process from the beginning of schooling and the teachers are available to discuss progress and performance with parents and caregivers at any convenient time for both parties.

Public Health Nurse

Our Public Health Nurse's, Sheryl Hockey and Helen Omlo serve the Stoke, Nayland and Tahunanui area and regularly visit the school. She advises on pupils' health and welfare and liaises with families.

Hats and Sunscreen

It is Stoke School policy that children must wear hats when outside during Term 1 and Term 4 of the school year. Children, who do not wear hats, play in the shade area.
Sunscreen is made available in classrooms. Teachers encourage its use.

Lost Property

Please name all articles of clothing, footwear and swimwear. Lost property is available for inspection in the foyer between Rooms 4 and 5. A silver pen for marking darker colours ie hats is available for use from the school office.
Lost property left at the end of each term is shared out to charities.

Breakfast/Fruit in Schools/Milk

We have a Free Breakfast Club that is run all year by a group of volunteers. This is available to your child from 8.15am to 8.45am in the school hall. If you would like to volunteer please ask at the office.
During the day each child is given a piece of fresh fruit supplied by Fruit in Schools programme and a small carton of milk supplied by Anchor.

Lunches

Soup Monday A group from the Elim Church provide free soup and a bread roll on Mondays during terms 2 and 3.

Angel Trio Free Lunch provided on Wednesdays all year. Must be pre-ordered from the office for the term or year.

Subway sandwiches can be ordered on a Friday. This is organised by the PTA and order forms are available on a Friday from 8.30am to 9am at the school office.

Sweets and Drinks

Sweets and chewing gum are not permitted at school.

"We are a water only school"

(as per NMDHB guidelines)

School Pool

Swimming lessons from professional coaches and the classroom teachers are part of the regular daily programme in Terms 1 and 4, involving all pupils and all classes. Therefore pupils will bring togs and a towel (clearly named) every day during the swimming season. When it is necessary for your child to be excused from swimming, please send a note to school explaining this.
A key can be hired for entry to the pool out of school hours during the swimming season.

Library

A well-stocked, attractively presented, computerised library is used by all pupils. Each child is entitled to borrow books for a period of two weeks. On enrolment pupils are issued with a bar coded card, with their borrower's number.
The P.T.A and parents of the school have worked hard to purchase and install the new computer system, update the library and book stocks. We hope you will share their enthusiasm for encouraging quality reading for your child.

Toys, Cellphones and Personal Equipment

Cellphones are to be handed in to the office before school and collected at the end of the day. Toys, and personal equipment can cause friction and distractions and the children are encouraged not to bring these items to school. The School accepts no responsibility for loss or damage. The adventure playgrounds, balls and other games/equipment are available to pupils at intervals.

Cycle Policy: Nag 5

- Children under the age of 10 years are encouraged not to cycle to school unless there are exceptional circumstances, which have been discussed with the Principal.
- All pupils cycling are to wear, at all times, correctly fitting Safety Standards approved cycle helmets.
- Cycling in the school grounds is not permitted, except on the bike track before 8.30am and after 3.30pm.
- The use of any wheeled equipment during the hours of Monday - Friday 8.30am to 3.30pm is not permitted.

Stoke School Staff 2020

Principal		Mrs Sarah Davies
Deputy Principal		Mr Craig Logan and Jodi Lancaster
Teachers	Ranui	Mrs Kirstin Goomes and Niki Hewson
	Room 1	Miss Caitlin Ryan
	Room 2	Mr Craig Logan
	Room 3	Miss Natalie Stuart
	Room 4	Mr Andrew Thompson
	Room 5	Mrs Kelly Marshall
	Room 8	Mrs Jo Douglas
	Room 9	Miss Sarah Oates
	Room 10	Miss Kiri Wahanui
	Room 11	Miss Monica Butler

Teachers	Ms Jo Mumm, Miss Kirsty Jones, Mrs Suzanne Pentecost
Reading Recovery Teacher	Ms Jane Rawson
Teacher Aides	Carole Rendle, Mel Edwards, Maxine Foster, Nikki Wells, Mel Llewellin, Karla Lanauze, Rachael Gray
Administration:	Megan Crabb Office Manager Leeanne Bertram Office Administrator
Caretaker	Adriana Weepu
School Chaplain	Mrs Margaret Stewart
HPP Coordinator	Ms Karena Shannon
Public Health Nurse	Helen Omlo and Andrea Staufer
Senco Special Education Needs co-ordinator	Mr Craig Logan

Stoke School Board of Trustees 2020

Chairperson	Sara Jamieson
Finance	Jonathan McWatt
Property	Kellie Todd
Health and Safety	Holly Ramsay
PTA	Lucy Jackson
Secretary	
Principal	Sarah Davies
Staff Representative	Craig Logan

Stoke School Parent Teacher Association (PTA) 2020

Chairperson	Carole Rendle
Secretary	Melanie Edwards
Treasurer	Carole Rendle
Melanie Edwards	Carol Edmonds
Lucy Jackson	Angela Holland
Stacey Fox	Jessica Stephens
(Staff Rep) Sarah Oates	

Stoke school boasts an extremely active, energetic P.T.A. which works in close liaison and cooperation with the Board of Trustees. In recent years this body has continually worked to fund the purchase of new equipment and to provide and enhance pupil facilities. The continuation of this enthusiastic body is DEPENDENT ON YOUR SUPPORT. If you are willing to assist or join the P.T.A. please contact Carole Rendle.

Stoke School House Programme

All students in our school are put into a “House” for their time spent at Stoke School. The children are allocated to evenly spread each year level and classroom throughout the four house teams. We do our best to keep siblings in the same house groups.
For each school wide event your child is encouraged to dress up in their House colour to show support for their teams and earn points for their House.
Throughout the year different team orientated activities will be run for house points. These will be accumulated through the year to find a winning house.
The names of our four Houses are Ngawhatu (after a local Maori legend), Omaio (the Maori name for Stoke), Marsden (the name of the land owner where Stoke School was originally built), and Songer (the first settler in Stoke).

Stoke School
Tū iti Tū Tonu Mai

Tu Iti Tu Tonu Mai