

Information Booklet



Our Mission Statement

RESPECT for Self, People, the Environment and
Opportunities

Opoutere School
1203 Tairua Rd
Opoutere
R.D. 1, Whangamata, 3691
PH- (07) 865 9077
office@opoutereschool.com



Nau mai, haere mai. Welcome.

A warm welcome to all whānau. The staff are all delighted to have you back and we welcome all new students. We aim to achieve high standards of learning through a holistic curriculum. The development of sound work habits and a positive attitude to learning are a focus. We strive to have close co-operation between home and school, and we welcome open lines of communication throughout the year.

Please keep this information book in a safe place, as you may need to refer to it throughout the year.

Staff Directory

Principal	Mr Jethro Dyer		principal@opoutereschool.com
Deputy Principal	Mrs Emma Driver		emma@opoutereschool.com
Teina Hub	Kākano Teacher Mrs Emma Driver Mrs Michelle Cameron	Yr. 0 & 1	emma@opoutereschool.com michelec@opoutereschool.com
Teina Hub	Kōwhai Teacher Mrs Natalie Keogh Mrs Jodi Millar Mrs Michelle Dyer	Yr. 1 & 2	natalie@opoutereschool.com jodi@opoutereschool.com michelle@opoutereschool.com
Teina Hub	Rimu Teacher Mrs Brooke Duffull	Yr. 3	brooke@opoutereschool.com
Tuakana Hub	Pūriri Teacher Mrs Beryl Hughes	Yr. 4 & 5	beryl@opoutereschool.com
Tuakana Hub	Totara Teachers Mrs Laurie Anne Webb Mrs Jodi Millar	Yr. 5 & 6	laurie@opoutereschool.com jodi@opoutereschool.com
Tuakana Hub	Kauri Teacher Miss Shelby Garratt	Yr. 7 & 8	shelby@opoutereschool.com
Administrator:	Mrs Stephanie Noa and Mrs Jess Matetaka		office@opoutereschool.com
Kapa Haka	Whaea Steph Noa		
Envirogroup	Natalie Keogh		
Caretaker/Cleaner Teachers' Aides	Mr Kurt Jacobs - Caretaker Miss Carlie Fitness - Cleaner Mrs Rachel Jacobs Ms Jodi Miller Mr Kevin Te Huia Mrs Turia Carr		

Board of Trustees

Board of Trustee meetings are held at 6.00pm in the school Staff Room and are usually on a Monday of each month. You are welcome to attend these meetings and if you would like to address a meeting, you must request to do so in writing, briefly stating your intended topic, by the Wednesday preceding the meeting.

Mr Phillip Keogh (Co-Presiding member)
Mr Steven Trebilco (Co-Presiding member)
Mr Anton Dorreen
Ms Kassie Philps

Mrs Tara Bradshaw
Mrs Emma Driver - Staff Representative
Mr Jethro Dyer - Principal

School Hours

9.00am School Starts
10.30am First Break
10.50am First Break Ends
12.50pm Lunchtime
1.30pm Lunchtime Ends
2.45pm School Finishes



Term Dates

The school operates the normal primary school terms. The dates are as follows:

Term 1 - Monday 3rd February - Friday 11th April
Term 2 - Monday 28th April - Friday 27th June
Term 3 - Monday 14th July - Friday 20th September
Term 4 - Monday 6th Oct - Wednesday 16th Dec

Public Holidays

Waitangi Day - Thursday 6th February
Good Friday - 18th April
Easter Monday - 21st April
Anzac - Friday 25th April
King's Birthday- Monday 2nd June
Mataariki - Friday 20th June
Labour Day - Monday 27th October





Communication

Newsletter

We produce a fortnightly newsletter at Ōpoutere School. In the 2025 year, the newsletter will be distributed via email, every second Friday, hard copies will be available from the school office, a downloadable copy will also be available through the school website and HERO. Newsletters are one place where we celebrate learning, sporting achievements, events, share up-coming events and important dates, as well as feature our top school award winners each week.

Class Newsletters

Teachers will sometimes send notices and permission slips home with children when trips and events pertaining to their classes. However, most correspondence will be communicated through our online school system app HERO. These notices often have important information so please check your child's bag regularly or even better get your child into a routine where they hand the notice to you when they get home. The HERO app can be found in your apple store or google playstore to download and navigate. Please contact the school office if you need any assistance with this.

Ōpoutere School Facebook

This year we will publish information via Facebook, but our preference is through our HERO app.

Ōpoutere School Website

Our school website also has important information, including our latest newsletters and school calendar for the year. www.opoutereschool.net

Friday Assemblies

At 2pm every Friday during the term, we hold a whole school assembly led by our Year 7 & 8s, which we welcome parents and caregivers to attend. Assemblies are mainly a celebration of learning and efforts our children have demonstrated over the week but will often feature additional notices or weekend event notices.

Meet with Staff

All our staff are happy to make time to speak with whānau, we will ask that if you do require time with teachers that this does not disrupt classroom learning, our principal is available during school hours if the matter is urgent.

HERO School Management System

Please see below for information about our school management system

Finances

Our school system HERO is up and running and we are primarily using this platform for a multitude of parent interactions. You will be able to send your child absentees through this system, access newsletters, receive school messages, reminders and upcoming events, view invoices and eventually track tamariki testing results. If your children catch the bus, your invoices will have been emailed out to you via HERO. Please check your emails and junk mail for these as there is a new set up required to view your invoices and gain access to HERO. You will receive an email giving you prompts to set up a profile or renew your password – you will not have set up a password yet, but please follow the prompts to set up your HERO account and hopefully you will be able to begin navigating your way around. Please contact the office if you have not received an invoice and require assistance. We are happy to email these out to you or send home a hard copy upon request.



LOGIN INSTRUCTIONS



Scan QR code or go to App Store or Google Play on your phone to get the Hero App. You can also log in via [browser](#).



Hero by LINC-ED
Making Education Heroic

OPEN

Add your email address

Select "Next"

Select "New User"

Your account will be set up by your school using the email address that you provided when you enrolled your children, use this address to request a password

Select "Submit"

Hero will send you an email with a link to follow.

Check your email

You should receive an email within five minutes.

Follow the link

This will take you to a secure page to enter your chosen password.

If you encounter problems logging in, please check with the school office to make sure we have the correct details for you.

Absenteeism

The Ministry of Education Regulations require all absences must be satisfactorily explained. **Please phone, email or submit your HERO absentee notification by 9:15am if your child will not be at school and the reason why.** We would ask that, where possible, parents avoid taking their children out of school during school hours, as this can be very disruptive to your child's schooling. We do understand that it is not always possible to make doctor or dentist appointments after school but ask that you do so where possible. Non communication with school in regards to absenteeism will be recorded as Truant.

Changes of Details

Please inform the school promptly of any changes in your address, landline number/mobile number address and email address. We must be able to contact you or a trusted caregiver or emergency contact in case of an accident or illness.



Stationery

At Ōpoutere School, the Board of Trustees cover the initial cost of stationery for your child. Any extra stationery that is needed throughout the year will be added to your account at cost price.

School Bus Fees



The Ministry of Education will not fund children's bus travel when families choose to send their child(ren) to a school other than the nearest appropriate one. The Board of Trustees continues to subsidise the cost of bus travel to help minimise this cost.

Individual \$65 per term. (7.00/ week or \$1.20 return trip per day)

Family \$120 per term. (\$ 11.50/ week or \$2.60 return trip per family)

Casual bus users (in zone children and irregular users) \$2.50 each way

We require all bus accounts to be prepaid at the beginning of each term and a request for payment will inform you of the amount of the bus fee still owed. Bus fees are **compulsory** if your child or children catch the bus unless they live within the designated distance from their nearest appropriate school. The current distance is:

Students from Years 1 – 8 must live at least 3.2km from their nearest appropriate school entitlement zone.

Payment made via internet banking or in person to the office. Options are also available to set up an A/P to spread this cost over the year. You will find a bus timetable in your Enrolment Pack.

Bus changes:

Should your child/children be getting off the bus at a stop other than the usual, or you wish your child/children not to go on the bus for any reason, **the school must be notified**, otherwise we will instruct the driver to let your child/children off at their regular stop. If your child is being picked up by another adult, we must be informed of the change in writing or by phone. We will not accept children verbally telling us that their bus arrangements have changed, as sometimes they get the wrong message. Please phone or email the school **before lunch begins at 12.50PM** to notify us of any changes.

Bus Behaviour and Rules

At Ōpoutere School Bus Code of Conduct specific to bus travel given to all children who travel on the bus at the beginning of the year.

Opoutere School Bus Code of Conduct

I will:

- Sit quietly in my seat.
- Put my bag on the floor at my feet.
- Stay in my seat while the bus is moving.
- Wait until the bus is stopped before I leave my seat.
- Walk sensibly from the bus when I get off.

I will not:

- Throw anything out of the bus.
- Eat or drink on the bus.
- Distract the driver while the bus is moving.
- Be disruptive or annoying to other passengers.



Donation Scheme

Ōpoutere School has opted into the Donations Scheme. What this means for you as parents is that the board of trustees cannot ask you to donate unless it is for an overnight school/kura camp – and then you can choose if you want to pay none, some or the entire donation. If you choose not to donate, your child cannot be stopped from attending a camp if it is part of the school's core learning programme (curriculum).

- Bus fees will still need to be paid by parents
- Visiting Tech fees will be covered by the school
- Stationery will initially be covered by Ōpoutere School BOT, with minimal charges through the year for extra stationery that may be required.
- You cannot be asked to make either a general or specific donation e.g., a donation for a day trip to a museum or a field trip to a hiking track.

Further information can be requested from the school.

Te Reo Māori me Ōna Tikanga

All children receive some instruction in Te Reo Māori. The focus of this programme is beginner Te Reo and basic tikanga. This is a compulsory part of the school programme. Ōpoutere School has two kapa haka groups, both senior (Tane Mahuta) and junior (Puāwai) Tane Mahuta is optional for year 5-8 tamariki and it requires a level of commitment from the children in the senior group. Puawai is compulsory for all our junior children both support the use of te reo māori me ōna tikanga.



BEHAVIOUR

Many of the children in the school behave very well and we are proud of the way they play together and respect their peers, teachers, school, and visitors. The behaviour we have is relative to the vigilance of the staff and the expectations of parents. It is essential to have a school environment that creates a culture of care where children feel secure to learn. All members of Ōpoutere School are entitled to belong to a learning community that fosters an intrinsic approach to behaviour management through the creation of a safe physical and emotional environment. Kotahitanga - Our behaviour management belief is to develop strong relationships with our students, be responsive to needs and manage behaviour through restorative practices.



Swimming

Swimming is an integral part of the Physical Education programme, and all children are required to take part in Term 1 and the latter half of Term 4. If, for any reason, your child/children cannot swim on any given day or time, a note or a phone call is essential. Children need suitable togs and a towel, both of which should be named and in a suitable bag. We cannot allow children to wear cotton t-shirts in the pool as they draw chlorine from the water and make it difficult to keep the water quality safe. Rash shirts, wet suits and other items designed specifically for swimming are permissible. Supplying your child with sun block is advisable.



Clothing

Please ensure your child dresses appropriately for school. No high heels or midriffs showing. Clothing should be suitable for daily fitness. **PLEASE NAME ALL YOUR CHILDREN'S CLOTHING.** At times through the term, lost property will be available at Monday morning assemblies. All unclaimed clothing will be given to the Opportunity Shop at the end of each term.



Sun Safety

All students must be sun safe. In Terms 1 and 4, students *must* eat their lunch under the shaded areas provided (i.e., the Wharekai or under the shade sails) and must wear hats in the playground. Sun hats are worn during any school event or class excursion during the terms mentioned. We encourage parents to apply sunscreen before school. Sun Cream is available at school also. If you wish for your child to not use our school sunscreen, please advise and provide your own to your child's teacher.

Valuables

We ask that children do not bring valuable toys or other items to school, as we cannot ensure the safety of these items. The use of mobile phones is prohibited at school. Any children who bring a phone to school should hand it to their class teacher and collect it after school.

Visiting Tech

Technology for Year 7 and Year 8 children is at the Whangamatā Area School on Wednesday mid morning, Beginning week 2. Children are to wear closed shoes when in the workshop and cooking room without these they cannot go. Transport to and from visiting tech is provided.

Adventure Learning

This is an exciting and unique part of Ōpoutere School curriculum. Adventure learning looks to develop the following core values; Adventure, Environment, Leadership, Service, Excellence and Tikanga/ Te Reo. Students in each class explore the following themes throughout the year:

Term 1: Te Moana / The Ocean

Kayaking / Conservation / Environmental Studies / Marine Science / Water Safety



Term 2: Matariki / Māori New Year

Tikanga / Te Reo / Astronomy / Leadership / Māori Games & Art / Gardening / Service



Term 3: Te Whakataetae / Adventure Racing

(Literal translation – competition)

Navigation / Teamwork / Fitness / Leadership / Strategy / Maths / Bushcraft / Survival



Term 4: Te Haerenga / Expedition



Safety / Risk Management / Planning / Teamwork / Leadership / Geography

All students participate at their level. Safety is paramount and EOTC guidelines adhered to when managing these activities. A blanket consent and medical form is sent home at the start of the year to cover day trips. Overnight trips, require separate parent consent and police vetting notices will come home informing parents of gear children may need and on what days. Other notices will come home informing parents of gear children may need and on what days.



School Policies & Procedures

To view our School Policies and Procedures please go online: <http://opoutere.schooldocs.co.nz>

Login: opoutere Password: tawa

If you do not have access to the internet at home and you would like to access School Policies and Procedures documents, please feel free to come into the school office and use one of our school computers.

Reporting to Parents - Hero.....

- End T1 - Whanaungatanga Hui, Junior and Senior Showcase
- End T2 - mid year Student achievement reports, Whanau Hui.
- End T3 - Junior and Senior Showcase
- End T4 - Student achievement reports.

If classroom teachers feel there are any concerns or celebrations around a child's learning, they will contact parents regarding these. Please do not be afraid to contact your child's classroom teachers, they are more than happy to talk with parents and caregivers.



Issues and Concerns

There may be times when you have concerns about aspects of your child's education, social or emotional wellbeing. On these occasions, it is important that you bring your concerns to the school via your child's classroom teacher first and principal, if required, as we want to deal with your concerns immediately within the school environment.

Calendar of Events

February/March	Whānaungatanga Hui Swimming Sports
March/April	Beach Hop
April	Mid year Reports to parents
June	Kaumātua Day / Matariki Celebrations WHOT Winter Sports Reports to Parents
July	Classroom Learning Showcases Ōpoutere School Adventure Race
August	Cross Country
September	Classroom Learning Showcases
November	Snr WHOT Sports (Athletics days) School photographs
Nov/Dec	Reports to parents
December	Break-up night (Prize giving)

