



UNLIMITED DISCOVERY

PARENT INFORMATION

Welcome to our kura.

Here you will find information about our language, systems, what to expect, how you can help and more.

If you have questions that are not answered here, your first port of call is your child's HBLA, followed by their Community Leader, a Senior Leader, another parent or the school website: www.aotawhiti.school.nz

'Learning where it occurs naturally: anywhere in the community, not limited by curriculum, place, time, style or subject'

OUR LANGUAGE

Director - Principal

Deputy Director or DD - Deputy principal/ senior leader. There are 3 at our school

Community Leader or CL - Person responsible for several LAs and students. There are 2 based on each floor

Learning Advisor or LA - This is the name we have chosen for what most schools call a teacher. LAs are more than teachers, they are coaches, guides, advisors and learners too. We believe that everyone is a teacher and everyone is a learner

Homebase or HB - This is where a group of children are based over the course of a year. Children choose their Home Base Learning Advisor (HBLA)

Learning Support Staff - The wonderful people who help individuals or groups of students achieve the best they can. They work really hard and we really appreciate them!

Individual Education Meeting or IEM - This is one of the most important parts of belonging to Ao Tawhiti Unlimited Discovery. The three key stakeholders in your child's education - children, parents and LA - co-create an Individual Learning Plan that meets the passions, interests and needs of the student. IEMs happen four times a year, and more frequently if needed. School is open for supervision only on IEM days, and we encourage these days to be LAH/ OSL

Individual Learning Plan or ILPs - each child who attends Ao Tawhiti Unlimited Discovery has their own individual learning programme. This is created during the IEMs

One-to-one meetings/1:1s - These 15 minute meetings are held at least three times a term in Y1-6 and weekly in Y7-13. 1:1's offer an important opportunity for LAs to conference with your child, identify what is going well, where support is needed and where to next for your child's learning. The frequency of one-to-ones is unique to Ao Tawhiti Unlimited Discovery, and reflects our commitment to our special character

Special Character - Our school is a special character state school with a fundamental tenet that the child is central in directing his or her own learning so that the enthusiasm and love of learning is retained

Core Values and Guiding Principles - These form the basis of everything we do and guide the way we operate at school. You can see these on our [website](#)

Community Meeting - This is also an important part of belonging to the Ao Tawhiti Unlimited Discovery community. Meetings are held at the discretion of Community Leaders and are a forum for planning, information and feedback as well as providing opportunities for children to share learning or just to have fun. Your presence at these events is important. They are often fun events with shared kai and are a great way to connect with other families and what is going on in school. During these COVID times, Community Meetings will look different, and may be held via zoom

Off Site Learning or OSL - Families can choose to do OSL out in the community instead of coming into school. Some people choose to do this once a week, others may have an OSL day every so often and some have them very rarely. OSL days need to be agreed by all parties in advance. An OSL day will incur an Explained Absence mark on the roll (E). Once evidence of learning has been uploaded to the LMS, the HBLA can go back and change the roll to a 'P' for 'present' to reflect a learning day

Learning at Home or LAH - similar to OSL but at home rather than out in the community. The same applied to the LMS. Once evidence of learning is uploaded (and the HBLA notified...) attendance can be fixed up in our Student Management System

Learning Management System or LMS - Your child will have a unique log in for our LMS. This is where goals are written and achievement reflected. You will also find attendance records, notes from IEMs and one-to-one meetings, and student goal setting for ILPs. Training on using the LMS will be offered termly for new parents, or upon request

Celebration of Learning or COL - This is a time when the whole school/ community/ HB gets together to celebrate learning that has been happening. Families are welcome and encouraged to attend. Dates of COL will be advertised in advance on the calendar/ notice from your CL. Again, during times of COVID COLs will look different, and your CL will be in touch about these

Passions, Interests and Needs or PINs - This allows for the passions, interests and needs of children, staff and parents to be met by either outside experts or community members. Workshops can be offered across the school, based on what students want to see happen. Everyone is welcome to run a workshop, attend one or help out. Regular training on running workshops is offered to all. We would like to think outside of the box for PINs in 2022, look out for how we can offer PINs and stay safe. If you have any suggestions, please contact Niki

SDL or Self Directed Learning - There is a strong focus on students directing their own learning at Ao Tawhiti. Students are encouraged and supported to follow their passions and do what they love. Students in Y7-13 have 6 hours of time dedicated to SDL, so it is important to come prepared to your IEM with some ideas of what this could look like. Your HBLA will support you

Learning Through Play or LTP - we offer students in Y1-6 many opportunities to learn through play. We offer student agency and discuss the play and learning that is happening during 1:1's

Education Outside The Classroom or EOTC - this includes trips and visits carried out by LAs or parents taking students out of the school

RAMs or Risk Assessment Management - [these forms](#) are found on our website and must be completed by the person organising a trip. The form must be signed by a member of the Senior Leadership team before the trip can go ahead. A **Trips and Visits** planner must also be completed. These are found at reception. Regular training is offered on EOTC. Parents wishing to take groups out or help in school must have a Police check. Forms for these are in the office. There is a cost of \$10, payable to school. You need to have a current check,

relevant to Ao Tawhiti Unlimited Discovery to take students out by yourself. These last for 3 years

GENERAL INFORMATION

- **Illness:** Please be very vigilant and keep your child at home if they are ill, particularly in these times. Students must be free from symptoms such as diarrhoea, vomiting, coughs etc for at least 48 hours before returning to school.
- If head lice are found, you will be called to collect your child. Students are welcome to return to school as soon as they have been treated

- **Absence from school:** If your child is going to be absent or late, please let us know by 8:30am each morning if at all possible. You can do this via phone message (03 377 7773), emailing office@aotawhiti.school.nz or via the SchoolApps app (see below). When your child arrives at school late, they must sign in at reception as they will arrive after the rolls for class have been taken, you must do this even if you are dropping them off. Lack of communication in this way to school re absences or lateness results in a text message/ email being sent home and the office staff following up on these. We need to know your children are either at school or safe elsewhere.

- **The teaching day:** begins at 9:00. It is very helpful to be at school before 9:00 but no earlier than 8.30 so your child gets a chance to settle in and is ready to hit the ground running. Morning tea is from 11.00-11.20 and lunchtime is from 12:20-1.00. We ask that you pack healthy, rubbish free choices in named lunch boxes, and students bring a named water bottle. Please do not send sweets or fizzy/energy drinks. School finishes at 3:00 except for Year 7 to 13 students on Wednesdays who finish school at 2:00pm .

- **Please name all items of clothing!** There is always a lot of lost property in our kura, which is removed at the end of every two weeks. Many precious items have gone to charity, all for the want of a name...

- **School opening hours/ supervision:** The doors unlock at 8:00am and lock at 3:15pm. **Supervision is only provided between 8.30 and 3.15 and we discourage students being on-site out of these hours** unless under the prearranged, direct supervision of an LA or similar. Out of hours school care is offered by [Power Zone](#) who offer drop off and pick up also. Please contact them directly through their website.
<https://www.powerzonechch.org/>

- **Getting outside:** We endeavour to get the students out each lunchtime. One of the ways parents can support us is to help supervise students at lunchtime outside the front of the school, come and play some games and support young students eat their lunches

- **Communication:** All communication is predominantly sent through the school website... www.aotawhiti.school.nz. There is also a Facebook page: https://www.facebook.com/pg/aotawhiti/posts/?ref=page_internal
You will find our school Newsletter posted in both of the above places. This is published twice a term.
We also use **SchoolApps** to communicate last minute reminders. Download the SchoolApps app and choose “Ao Tawhiti” from the list of schools. The password is mollett19. You can also use this app to inform the office of absentees, see the school calendar and access the school newsletter
We will sometimes also email information out, however our preference is to use the school website. It is a good idea to bookmark it and head there regularly to stay informed.
Seesaw is used in Y1-6. It is private to invited guests only and gives you in-the-moment information on what your child is up to. Your child’s HBLA will be in touch about accessing this
- **Computers and iPads:** Students need to sign a cyber-safety contract each year. BYOD is optional, to be agreed between student, LA and family and involves a separate agreement. Limited iPads and computers are available for students to use
- **COVID information:** Please refer to our website for information regarding COVID at school. We ask visiting parents to sign in and wear a mask

SOME OF THE MANY WAYS YOU CAN SUPPORT HBs

- Attend induction seminars for new parents and risk management training
- Attend IEMs four times a year
- Attend any homebase parent meetings and community events
- Be involved with facilitating workshops for homebases or PINs
- Contribute to your student LMS through learning stories, particularly for OSL days
- Notify your LA when you have made an entry to your child’s LMS
- Respond promptly to requests for help/ permissions/ information - chasing up people who have not responded in a timely manner takes up a lot of LA’s time and is a cause of frustration! Some students have missed out on trips because of forms not being completed
- Help with transport or trips
- Assist students/ LAs with tidy-up at the end of the day
- Help with duties at break times
- Talk with students, extend their language, be involved with their learning
- Visit www.education.govt.nz for information on supporting learning at home

WHO TO TURN TO AND WHERE ELSE TO FIND INFORMATION

If it’s urgent ask any staff member, we are all here to help

If it is not urgent contact your child's HBLA to arrange a meeting. Email is most effective. Email addresses are '[first name.last name@aotawhiti.school.nz](mailto:first.name.last.name@aotawhiti.school.nz)' or you can email office@aotawhiti.school.nz, and your query will be sent on to the relevant person

Director Anita Yarwood - director@aotawhiti.school.nz

Deputy Director Y1-6 - niki.stephenson@aotawhiti.school.nz

Deputy Director Y7-10 - ian.hayes@aotawhiti.school.nz (On sabbatical for term 1 2022)

Deputy Director Y11-13 - megan.taylor@aotawhiti.school.nz

School Counsellors - We have several counsellors for you to contact:

miriam.denney@aotawhiti.school.nz 021 795 309

bridget.scott@aotawhiti.school.nz

susan.ayson@aotawhiti.school.nz

SENCO - Special Needs Coordinator - Paula Green is our Learning Support coordinator who works hard to ensure that every student is supported to achieve their full potential at school. Paula works alongside students with additional learning needs and their whānau to achieve the best possible outcomes for them, undertaking a range of duties including: liaising with HBLAs, Learning Support staff and specialist providers, testing students and analysing results, and completing a variety of administrative tasks. She can be contacted via paula.green@aotawhiti.school.nz

2021 Communities

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| <p>Level 1</p> <p>Y1-3 CL Bonnie Dalton Mel Fisk Charis Sweeney Jenny Ward</p> <p>Y4-6 CL Gina Harrison Melva Gill Jess Finnigan Debz Dunlop Kate Griffith Kat Bauer</p> <p>Yolanda Soryl (Reading Recovery)</p> <p>Andrew Dean (Garage)</p> | <p>Level 2</p> <p>Y7-13 CL Richard McCance Jess Dewhurst Jon Jeet Louise Wilson Megan Woods Anita Yarwood</p> <p>Y7-13 CL Laura Borrowdale Zack Williams Abby Robertson Brent Silby Anne-Marie Hampton</p> <p>Paula Green (SENCo) Kirsty McMillan (Careers) John Schischka (Gateway) Courtney Allison (Community Assistant) Bridget Scoot (Counsellor)</p> |
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| | Susan Ayson (Kaiwhakamahereora hinengaro/ mental health advisor) |
| Level 3 Y7-13 CL Craig Perry George Mackenzie/ Jo Bennett Kate Armour Matt Davis Richard Pitts Matt Parkes CL Sarah Marshall Derek Thatcher Emma Kneller Greg O'Neill Michelle Verkaaik Megan Taylor | Level 4 Y7-13 CL Steve Hunt Alex Hunt Libby Boyd Ian Hayes (on sabbatical T1, replaced by Steph Marsic) CL Kay Hayes (on sabbatical T1) Steve Ingham (T1 cover for Kay) Suze Lamont Dean Crawford Beth Manders Miriam Denney (Counsellor) |

Administrative team

Jonelle Matthews - Business Manager jonelle.matthews@aotawhiti.school.nz

Bethany Jefferson - Student Administrator office@aotawhiti.school.nz

Jacinta Buist - Executive Assistant jacinta.buist@aotawhiti.school.nz

Clint Williams - Property Manager clinton.williams@aotawhiti.school.nz

Peter Gee - IT peter.gee@aotawhiti.school.nz

To be appointed - Sports coordinator

Other useful information

School Nurse: Katie Mullord, email katie.mullord@cdhb.health.nz, 027 687 2299

Dental care Please call 0800 846 983 or email commdental@cdhb.health.nz to make a dental appointment. The dental van does not come to school