



HAAST SCHOOL

Haast Jackson Bay Road
Hannah's Clearing
HAAST – SOUTH WESTLAND

Phone: 03 7500853 Fax: 03 7500858

Email: principal@haast.school.nz

Welcome to Haast School, please read the following and keep this booklet in a handy place for future reference.

The A – Z of Haast School...

Attendance and absence:

If your child is unable to attend school due to illness or exceptional circumstances you must let the school know by 9am. If you are unable to contact us by phone we must have a note as soon as your child returns to school. The Board of Trustees is required to ensure the attendance of enrolled pupils at Haast School.

Board of Trustees:

The Board of Trustees consists of the Principal, three elected representatives, one staff representative and a property advisor. Members are elected for a three year term. The Board meet at least eight times each year. The Board's role is one of governance, which includes policy work, adhering to the school's charter and looking after property and finances. Board meetings occur on every third Tuesday of the month. Minutes are available in the school office.

Current Trustees: Anita Freer (Chairperson)

Margy Robson

Tony Kerr (Property)

Kealy Warren (Staff Representative)

Liz Hawker (Principal)

Buses:

If your child is not going to be on the bus in the morning or afternoon you must contact the Principal and Mrs Cannell immediately and send a note in with your child. The bus rules are as follows:

- Wait safely in line for the bus until told to get on.
- Remain seated in your designated seat on bus until told to get off.
- Place your bag at your feet.
- Keep hands and feet to yourself and sit quietly.
- Keep your seatbelt done up until the bus has stopped.
- No eating or drinking on the bus.
- Do not touch the doors or windows while the bus is moving.
- Be thoughtful of other children.
- Remember your manners.

Change of contact details:

If these change at any time contact the school immediately.

Dental Therapist:

A dental therapist comes from Greymouth once a year, usually in term 3.

Emergency Contact:

In an emergency (illness or accident) we will contact you or the emergency contact you have provided the school. If we are unable to contact you we will act on your behalf.

Enrolment:

We are required to sight the child's birth certificate and immunisation records. Children are not permitted to enrol before their fifth birthday.

Footwear:

Sport and fitness happen regularly and appropriate footwear is important.

Grounds and Playground:

The grounds are supervised during break times but not after school hours.

Health:

If your child is unwell keep them at home until they have recovered. Any particular long term health needs need to be discussed with the Principal.

Homework:

Students will be issued with a homework book. Each unit of work is completed in a week. There are activities suited to the student's year level that reinforce literacy, numeracy and general knowledge.

Jewellery:

Is discouraged at school for safety reasons.

Lost Property:

Unclaimed clothing is left for a week on the bench seats outside the classrooms. Students are expected to take responsibility for their own belongings.

Healthy Lunches:

We promote healthy eating and healthy choices at Haast School. We do not allow junk food in children's lunch boxes. We have an oven to heat up food: food must be wrapped in foil and named.

Hours of School:

9:00	School begins
10:30 - 10:55	Interval
12:30 - 1:25	Lunch
3:00	School ends

Children not arriving by bus can arrive any time after 8:30am.

Newsletter:

A newsletter is sent home regularly usually on a Thursday.

Photographs:

Are taken once a year usually in the fourth term.

Policies:

We have a number of policies to enable us to function efficiently. These are available for parents to view in the school office.

Reporting to Parents:

Reports are sent home at the end of Term 2 and Term 4.

School Donation:

Haast School does not currently require a school donation.

School Events:

We combine with schools in South Westland for cluster events:

Term 1:	Athletics	Haast School
	Swimming Sports	Fox Glacier School
Term 2:	Kiwi Sports Day	Whataroa School
Term 3:	Music Festival	Franz Josef Glacier School
	Cross Country	Jacob's River School
Term 4:	Tournament	South Westland Area School

We require parental assistance with transport for these events. We try to give petrol vouchers to assist with travel costs.

You will be asked to complete a permission slip/transport slip for every event away from school.

Stationery:

At the beginning of each year, your child's stationery requirements for the year will be available at the current cost and will arrive at the school as an individual pack. Students will have a new set of stationery every year.

The school will hold items of stationery should any further be required and these can be purchased as needed. If you would like to buy your stationery elsewhere ask staff for a list of requirements.

A cost of \$15.00 per year is added to stationery to contribute to photocopying and worksheets throughout the year.

Sun Smart:

All students must wear a brimmed hat during Terms 1 and 4. Students are encouraged to bring sunscreen and utilise the shaded areas.

Swimming:

Swimming takes place regularly in Term 1 and 4 depending on the weather and pool status. Students are required to have their swimming gear every day. Keys can be purchased for use outside school hours. Rules are displayed on the key ring and must be adhered to.

Wheels Day:

A Wheels Day will be held once a term.

Students can bring some wheels to school on Wheels Day- scooters, skateboard, skates... no bikes. All wheels are to be ridden on the court and students take responsibility for their own wheels. Safety equipment must be worn.

Technology:

Year 7 & 8 students are enrolled in technology and complete the programme in a 1 and 1/2 hour session held once a week.

Telephone:

The answer machine in the office is only cleared at break times. Any changes to normal arrangements must be rung through as early as possible.

Toys and Valuables:

The school discourages students bringing toys and valuables to school. The school does not accept any responsibility for loss or damage to these items.

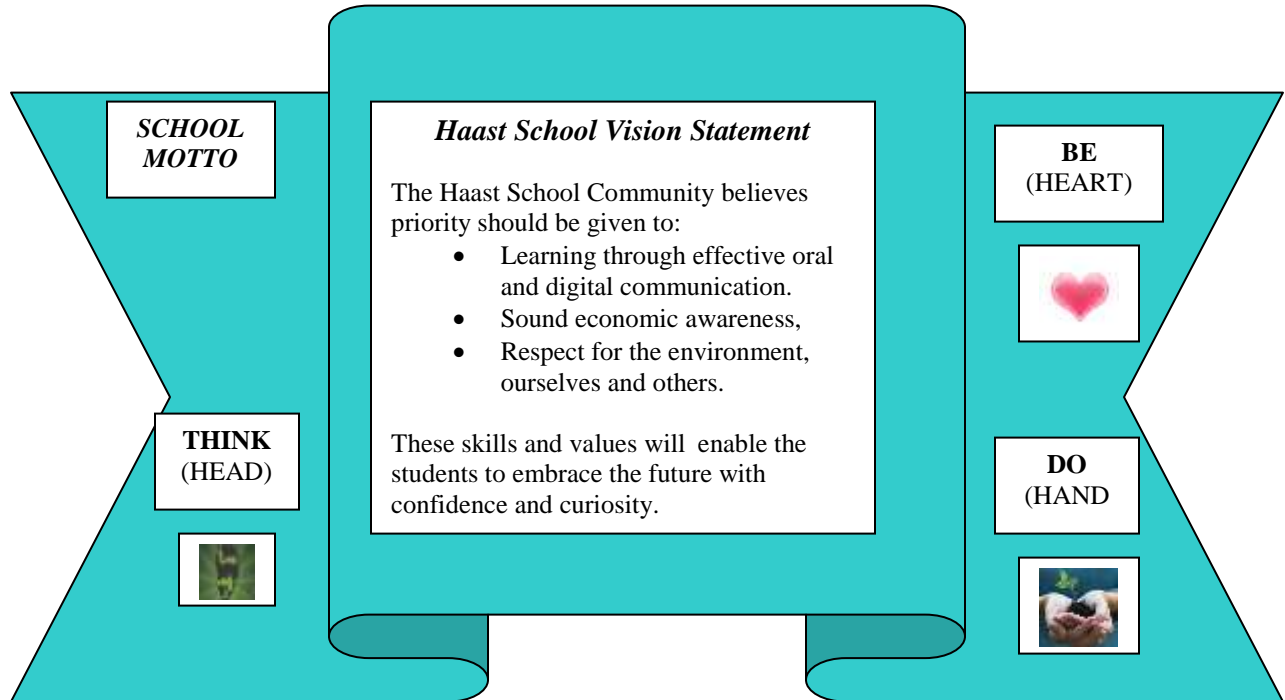
Uniforms:

We have an uniform which is royal blue and black. Clothing can be purchased through Postie Plus. Uniforms are handed out at the beginning of each year and must be worn to any sporting or cultural event that the school attends. Uniforms must be kept clean and tidy for each event.

Motto

Think, Be, Do = Use your Head, Heart and Hands for the development of our vision.

Vision:



We appreciate your support through the consultation period and support of these skills and values at home.

Principal
Board of Trustees
Haast School