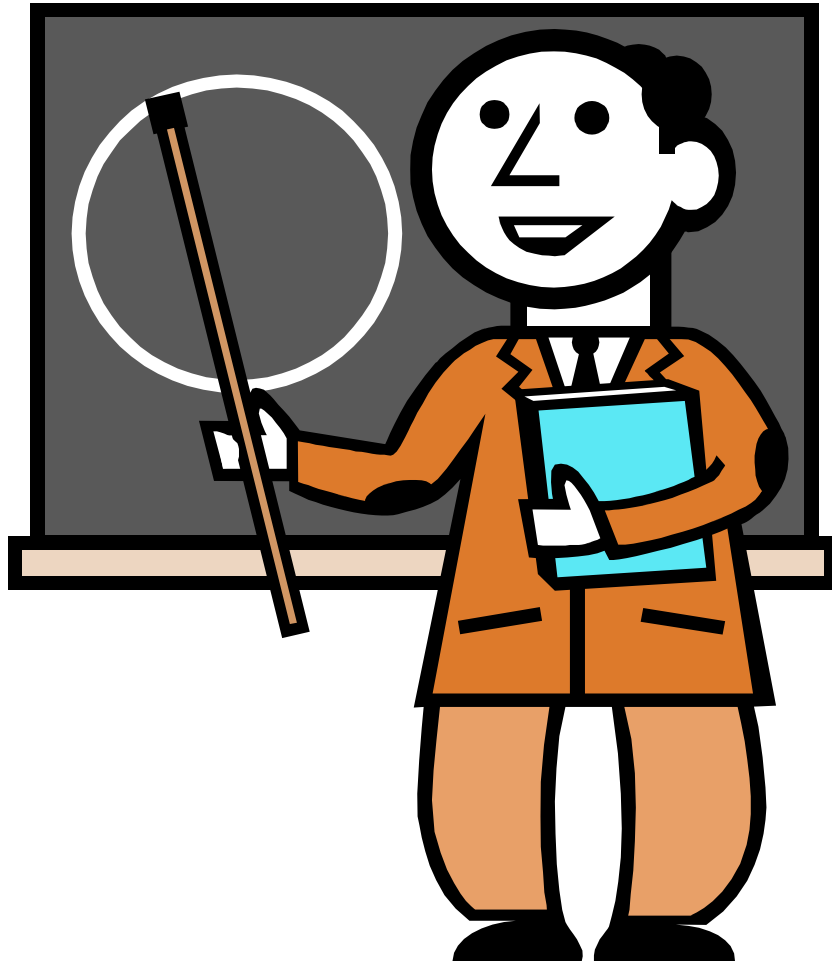


*Mitiaro*  
*School*  
*Staff Handbook*  
*Mou í te kura; tauta í te kíte e te pakari*



2007

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## **Staff**

- 1. Mrs Mata Kaiui – Special Need (Teacher Aide)**
- 2. Mrs Vaine Porima – Pre School (Teacher Aide)**
- 3. Mrs Maaora Murare – Grades 1 -3 Basic Teacher**
- 4. Mrs Tungane Ngatuaine – Grades 4 -5 Basic Teacher**
- 5. Mrs Teremoana T. Pukeiti – Grades 6 – Forms 1 &2 Deputy Principal**
- 6. Mrs Nooroa Teio – Ingaua – Forms 3 - 5 Principal**

## **Accidents**

**An updated list of emergency contacts and existing medical conditions are on file for every student.**

**In the event of an accident occurring to students during school time, a first aid kit is housed in the principal's office or Computer room. This contains basic first aid materials for attending to minor accidents.**

**In the event of a more serious accident it may be necessary to summon the nurse. The telephone number for the clinic is 36120.**

**The nurse visits the school once each week or when necessary and any medical concerns regarding students can be directed to her.**

**All serious accidents must be recorded in the Accident and Incidents Register.**

## **Admission of Student Procedures**

**All students who are entering Mitiaro School for the first time must fill in an entrance card and an Admission and Register. Upon registration, parents are required to present to the office birth certificates and report from the previous school the child has had entered.**

## **Alcohol**

**Teachers are requested to familiarize themselves with the school alcohol policy and restrict themselves to consuming alcohol in the present of students and a staff who is intoxicated from consuming the like should avoid being in the present of students.**

## **Ancillary Staffing**

The school currently employs two ancillary staff: 1) Mrs Mata Kaiui (Special Education) who works with the Special need students from Grades 3, 5,6, Forms 1,2&5. Planning for her students is carried out by the teacher concerned and by herself. 2) Mrs Vaine Porima (Early Childhood Education-ECE). She works with the 3.5 – 5 year old students. Planning is done by herself assisted by Mrs Murare.

## **Annual Operation Plan and Strategic Plan**

The school's annual operation plan is based on our five year strategic plan which reflects our long term goals for the school. A copy of both plans is included in this handbook so that staff are aware of our curriculum foci and can plan accordingly.

## **Assemblies**

Full school assemblies are held each Monday morning at 7.45am in front of the Administration Building. Procedure for the assembly is as follows:

- Hymn
- Bible reading
- Prayer
- Anthems
- School Song
- Principal's Address and Notices

NB: Class item may be included

## **Attendance Registers**

These must be marked twice daily; first thing in the morning and after lunch. All absences should be duly noted. Pupils who are absent should bring a note explaining their absence, or parents should ring to advise the school. Registers on no account are to be taken out of the school. They should be kept in a safe place in the teachers' classroom. Absences must be marked in red. The first 3 weeks of the year should be marked in pencil to avoid twinking.

Admissions and withdrawals should be entered correctly in the appropriate columns. Registers are to be passed in to the Deputy Principal after the second break to enter information into the summary booklet.

Trial balance registers on Friday of the second week to the end of the term and balance registers on the last Friday of the term.

## **Audio Visual Equipment**

A television, video and DVD are housed in the Computer Room for use by teachers for their classes. Students are not permitted to use them unsupervised.

Portable tape recorders for senior student correspondence work are housed in the computer room. Class teachers may borrow these as required.

Computers are stationed in the computer room, staff room and principal's office. Student use of these is encouraged for educational purposes. Any printing work is done in the staff room or may use printer in the principal's office. Staff and students wanting to print work will need to save their work on a flashstick and bring it to the computer in the computer room or to Mrs Ingaua to be printed out. The teacher in charge of computers and audio visual equipment is Mrs Nooroa Ingaua.

## **Beginning Teachers**

In the event of a P A teacher being appointed to the school, a senior staff member will take on the role of mentor. This will involve regular meetings to support the beginning teacher.

## **Bell Times**

- 7.30 am Staff Briefing
- 7.45am Devotions, Assembly and Briefings
- 8.00 am Period 1
- 9.00 am Period 2
- 10.00am Lunch*
- 10. 10am Playtime
- 10.45am Toothbrush Drill
- 10.50am Sustain Silent Reading
- 11.00am Period 3
- 11.30am Dismiss ECE
- 11.45 am Period 4
- 12.30 pm Break*

12.50pm    Period 5  
1.30 pm    Dismiss Gr1-3  
1.40 pm    Period 6  
2.00 pm    Dismiss Gr 4 -5  
2.15 pm    Dismiss Gr6, Forms 1&2  
2.30pm    Clean up and Dismissal

### **Bicycles**

Children riding cycles to school are expected to obey road rules and ride safely. Bicycles are to be parked outside the Pre School building underneath the pine tree and not ridden around the school during school hours.

### **Budget / Finance**

An annual operating budget of approximately \$5,000 is provided for the school by CIMOE. This may fluctuate from year to year depending on student roll numbers.

To supplement this, the school undertakes various fundraising activities during the year and accesses funding organisations for specific projects.

A projected budget for the school is prepared in May of each year for the following year.

All monies coming into the school should be receipted and reported to the School Committee annually and to parents quarterly.

### **Class Trips**

Educational trips and visits are encouraged by the school, as we recognise the importance of these as learning experiences for children. Full details are provided in the policies EOTC and Class Trips. The procedure to be followed regarding parental approval, supervision, student behaviour and risk management is clearly defined. The classroom teacher ensures that an adult/student ratio (1 -6) is maintained for any trip outside the school and must get the approval of the Principal for the detailed plan. Students must obey road safety rules when walking on the road or using a truck or UTE'.

## **Classroom Environment**

Each class teacher is expected to maintain an attractive and stimulating classroom environment for students at all times. Displays of children's work should be visible and well presented. Examples of work from unit studies should include art work as well as written language samples.

*Teachers are expected to keep their classrooms tidy at all times.*

Classrooms should also contain reading corners with a variety of reading materials and activities for students to do, an area where mathematics equipment is readily available to facilitate student learning and an extension corner which contains a wide variety of activities for those students who complete tasks early. These activities should be changed on a regular basis.

## **Classroom Routines**

It is anticipated that these will be clearly displayed for students to see. Routines should be discussed with students at the beginning of each school year so that they are aware of school expectations.

## **Cleaning**

No teacher is to dismiss students after school until the classrooms and area outside the classrooms have been thoroughly tidied. Grounds should be free of litter at all times.

## **Computer room**

Students must seek permission from Principal before use of computer. Students shall be supervised by a teacher except Correspondence students. Any student who abuses the use of the room and the computer shall lose his/her privilege of any future use of it.

## **Communication with Parents**

Regular fortnightly newsletters are sent to parents and caregivers to keep them informed of happenings at the school. These are taken home by prefects.

Written reports are sent out twice yearly in June and December and interviews for parents are held at this time. All reports should be written in either blue or black pen. Red pen is not to be used.

## **Communication within School –Staff meetings/Briefings/notices**

Regular staff monthly meeting or Professional Development is conducted the first Tuesday of the month after school to plan and to keep staff informed of the progress and weaknesses of the school. If no matters to be discussed at a meeting a PD session should be conducted.

Staff briefing is conducted on Mondays, Wednesdays and Fridays for quick, important matters to be relayed to staff and notices pass around to staff advises any notices of importance.

## **Consumables**

Teachers are provided with a stapler and two pairs of scissors for use in the classroom. A supply of staples, celotape, crayons, colouring pencils, felt pens, markers are handed out at the beginning of each term and required. It is expected that teachers will monitor their use of these carefully. A staple gun is kept in the school office and is available on request from the principal.

## **Crisis Management**

The school has procedures in place for dealing with this and teachers should familiarize themselves with these. Procedures are prominently displayed in each classroom including the resource room and the library.

## **Cultural Activities**

This is a focus of our school's strategic plan, and opportunities are provided for students to gain the knowledge and skills of our culture. (Refer Strategic Plan)

## **Curriculum Coverage**

We aim to provide all students with a balanced curriculum delivery. A timetable detailing allocation of time for various curriculum areas is required to be completed by staff each year.

## **Dental Care**

Daily toothbrush drill takes place at school and procedures for this are clearly displayed in each classroom.

## **Discipline of Students**

The school's policy on student discipline clearly outlines what the school expects and teachers are required to familiarise themselves with this. Under no circumstances are teachers permitted to hit students only at the Principal's discretion.

## **Duty Roster for Staff**

A copy of this is included with this handbook. Teachers are expected to carry out their duty obligations without needing to be reminded to ensure that our students are being supervised at all times.

## **Emergency Procedures**

Procedures are clearly displayed in each classroom including, the library and resource room. Fire and evacuation drills take place on a termly basis. Teachers are expected to ensure that students fully understand the procedures.

## **End of Term Tasks**

Attendance registers are to be accurately balanced at the end of each term.

Teachers are to ensure that a thorough cleaning of classrooms takes place and that their rooms are free of rubbish and items of food.

## **Student Entry**

All students entering Mitiaro School for the first time and who will be studying and learning for a duration of 3 weeks must have their parents/ guardian fill in the Entrance Card. Parents are asked to fill the child's registered name for that is the name to be entered on the School's Register. Entry age is three and a half years. Parent/s wishing to bring any child less than three and a half are required to come and supervise their own child/ren. Parent/s must contact school if child/ren are leaving the island and the trip does not affect the student/s school work. If a child/ren are absent from school for more than three consecutive weeks the child/ren shall be withdrawn from the school roll.

## **Exercise Books**

The school requires that a very high standard of exercise book presentation be maintained by students at all times. Procedures for this are clearly displayed in each classroom and should be followed. Poor exercise book work by students is clearly a teacher responsibility and staff will be held accountable for an unacceptable standard of student work.

## **Fundraising**

From time to time, other fundraising activities are held such as Spellathon/Mathathon/Readathon ventures and Bring and Buy Sales Tables, Raffles, Marches and etc.

Funds raised are used for the purchase of resources and equipment for the school.

## **Furniture**

It is the responsibility of teachers to ensure that all desks and chairs in their classrooms are maintained in good order. *It is not acceptable for students to be drawing or defacing school furniture* and teachers need to monitor this rigidly and ensure that appropriate punitive action is taken against offenders.

## **Handling of Blood**

Teachers must familiarise themselves with this policy and ensure that it is observed at all times.

## **Health inspection**

The school holds a health inspection day every week. Wednesday is designated whereby the classes assemble in front of the Administration block for a general inspection. Each staff member rotates weekly inspecting a class and giving a point system of 10 points for each identified area. After the inspection of the individual cleanliness, students marched to classroom where the staff responsible checks the classroom environment and lunches. Points are tallied and announced on Monday morning at the assembly.

## **Homework**

Procedures have been set in place for homework and these are displayed in each classroom. Homework must be given to students each night as per the procedures. Teachers are required to mark all written homework that is set for students. Students from Grades 1 – Forms 3 are expected to take home an instructional reader each night. Forms 4 – 5 students should have correspondence homework each night.

## **Individual Education Plans (IEPs)**

Where appropriate, these are written for students who have been identified as requiring special programmes. These are written by the class teachers and should be discussed with the principal, parents, Facilitator advisory service and where appropriate the students themselves. These should run for a specified length of time and progress very carefully monitored.

## **Keys**

Each staff member holds a key for their own classroom. Keys for the office and all other rooms are held by the principal. The key for the library is held by the principal who will ensure that it is unlocked each day by the Principal for students and staff to use.

## **Laminating**

All teachers are allowed to use the laminating machine for class work. There is no charge for this.

There is a charge of \$4.00 per A4 sheet and \$5.00 per A3 sheet by staff or community member for private laminating.

## **Library**

We regard the library as integral to student learning and all classes have a scheduled library period each week. Students from Grades 1 – 6 are allowed to borrow one book at a time; students from Form 1 – Correspondence are allowed to borrow two books for a period of a week. When these have been returned more books may be borrowed.

It is the responsibility of the teacher to ensure that the library is maintained in a tidy condition after their class has been using it. Teachers are permitted to borrow a selection of books to keep in their class reading corners. Any damage or loss of library books will incur a minimum charge of \$10.00.

The teacher responsible for the Library makes sure that the library is in order and running smoothly.

### **Lost Property**

Any items of lost property will be displayed for children to see from time to time. Any items not claimed with either be given away or disposed of.

### **Lunches**

In order to ensure that we uphold the philosophy of our health curriculum in ensuring that students observe a good and healthy diet, Monday to Thursday have been designated for children to bring any healthy food and could be papa'a and local food. Friday is a day designated as a local food day. No junk food is permitted to be consumed by students at school except on days identified by school.

Students are encouraged to bring their own lunch from home each day and avoid asking other children for their lunch.

Children shall sit in front of their rooms and eat their lunch supervised by their teacher. Class teacher supervise own class at lunch time and checking that students are eating healthy lunches.

### **Management Units**

These are awarded to teachers for specific areas of responsibility and carry an additional salary component. Teachers holding management units are required to fulfill the unit responsibilities diligently in accordance with their job descriptions.

### **Meetings**

A staff meeting is held on the first Tuesday afternoon of each month and all staff members are required to attend. An agenda for the meeting shall be posted on the staff room blackboard the week prior to the meeting. In addition a monthly School Committee meeting is held. A staff representative elected by teachers is required to be present in addition to the principal. Any other staff members are also welcome to attend.

### **Money**

Students should not be bringing money to school unless it is for a specific purpose. Students should hand in money to their class teacher for safekeeping during the day.

## **Mufti Days**

Mitiaro School has a mufti day programme throughout the year as part of their fundraising activities.

- Mufti days will apply to all students and teachers.
- It occurs every fortnight, usually on Friday, or if Thursday is the last day of the school week.
- Students are encouraged to bring more than 20 cents, while teachers must contribute at least \$1.00. This money will be used at the end of the year for the school's end of year picnic.
- Teachers shall record all money received in the fundraising book.
- This money is received by the principal, receipted and banked by the school treasurer.
- Students are allowed to wear any of the following to school:

### **BOYS**

- Neat and clean trousers or knee length shorts.
- T shirts, or long or short sleeved shirts.
- No hats, caps and jewellery are to be worn at school.

### **GIRLS**

- Neat and clean dress, skirt, or pant skirt.
- T shirts or shirts.
- No mini, tight or revealing clothes may be worn to school.
- No jewellery may be worn.

## **Nukuroa day**

Nukuroa Days are held on the last Friday of each month. Students are encouraged to wear pareu wear to school and also flowers and eis. Students and teachers are encouraged to bring local made or cooked food to school such as fresh pork, chicken, local foods, vegetables and drink.

## **Parent Helpers**

We welcome the assistance of parents to assist the school in their particular areas of expertise eg language, crafts etc, as we recognise the contribution they are able to make for our students.

## **Photocopying**

All teachers are allowed to use the photocopier for student work. There is no charge for this.

There is a charge of \$0.40 per sheet for private photocopying by staff or community members. Back to back charges are \$0.60 per sheet, If own paper is supplied; the charge is reduced to 30 cent per sheet and \$0.50 for back to back.

This helps to allay the high charges involved in purchasing toner and photocopying paper.

## **Planning and Preparation**

All teachers are required to adequately plan for student work and to carry out student assessment. In addition they are required to evaluate their own lessons. This is a CIMOE requirement. All unit studies must show achievement objectives and specific learning outcomes which should be based on the achievement objectives. Samples of students' work must be maintained in student profiles as evidence that student learning has taken place.

## **Playground Supervision**

Mitiaro School staff shall be put on a duty roster. The duty roster shall be posted on the staff room notice board and in all classrooms. The staff will also work with the prefect to ensure the smooth running of the school during the day.

## **Policies and Procedures**

The school has a comprehensive policy and procedures folder. Each teacher has a copy of this and should be familiar with the content of all policies.

## **Religious Instruction**

This takes place every Friday mornings for half an hour from 8.00 – 8.30 am. Each denomination conducts its own instruction. Catholic students assemble in Room 3 and CICC students assemble in Room 4.

In the case where a pastor is not present the two classrooms will be combined and if none of them are present then the teacher on duty will have the privilege to supervise students

## **Resources**

The school is very well resourced. Some resources are housed in the resource room and others are kept in the principal's office and the computer room. Teachers are expected to sign the borrowing books when taking resources for use in their classrooms and to return resources promptly so that other teachers can access them. Teachers are asked to treat the resources with respect and ensure that their students do the same. It is expensive and difficult to replace damaged items here.

Students are not allowed to enter the resource room or take any resource without the teacher being present or approval.

## **Reward system**

The class that gain the most points shall be given one of these rewards at the end of the term

- Early dismissal
- Swimming on a hot day
- Extra P E period
- Watch a favourite DVD

## **School Committee**

The school committee holds its AGM in February of each year and holds monthly meetings throughout the year. Staff are encouraged to attend meetings.

## **School Vision Statement**

A copy of the school vision statement is included with this handbook. Teachers are expected to uphold and promote its objectives. The vision statement is displayed in all classrooms.

## **Smoking**

Teachers are requested to familiarise themselves with the school smoking policy and smoke only in the designated area at the back of the administration building.

## **Sport and P E Equipment**

All sports equipment is to be used with care and put away after use. Monitors for each class should be appointed by teachers. The teacher in charge of sports equipment is expected to carry out regular checks to ensure that all gear is in good repair.

## **Staff Concerns and Complaints**

A comprehensive complaints policy with procedures exists and staff should refer to this.

## **Staff Responsibilities and Duties**

Various responsibilities have been assigned to staff and it is expected that staff will undertake these responsibilities diligently. In some instances these responsibilities attract a management unit.

### **Mrs Nooroa Ingaua**

- Asset Register
- School Inventories
- Resources – grounds/buildings
- Timetable
- Photocopying
- Curriculum – Correspondence, languages – Bi lingual, computers.
- Careers/Life Skills
- Receiving guest/s
- Staff Attendance/Timesheet
- Liase with parents/committee/community

### **Mrs Teremoana Pukeiti**

- First Aid
- Agriculture
- Sports
- Registers
- Curriculum – arts, science.
- Receiving guest/s

### **Mrs Tungane Ngatuaine**

- Culture/Nukuroa Day
- Singing
- Toilets
- Curriculum – Maori language,

### **Mrs Maora Murare**

- Morning tea monitor

- Staff Finance
- Curriculum – English language, Maths, Social Science and Health.

#### **Mrs Mata Kaui**

- Special Needs

#### **Mrs Vaine Porima**

- Early Childhood Education (ECE)

**NOTE** All staff are responsible for assembly, playground, meetings, kitchen and staff room cleaning.

### **School Rules**

1. Walk and play off the verandah except if raining could walk on the verandah
2. Teachers open classrooms in the morning
3. No skateboards at school
4. No jewelleries at school except a watch or studs, sleepers for girls
5. Radios, cameras, walkman are to be kept home unless permission given by Principal for special reasons
6. Chewing gum to be kept at home – restricted
7. Wear school uniform at all times in school or on field trips unless P.E, Sports, Mufti and Nukuroa Day
8. Students are not to leave school ground without permission from teacher on duty each day
9. Students are to attend each school day each school day unless child is sick or under unavoidable circumstances. A letter must be written to the teacher or Principal from the student or parent/Caregiver if child is unable to attend or ring the school each day
10. Given homework must be completed by students
11. Careful use and care of school buildings, and resources are important. Any damage caused by students will be paid by student/s' parents
12. Students are not allowed to smoke and drink or be intoxicated by alcohol at school
13. Any serious offence committed by student/s shall reported that may affect the welfare of student/s
14. Students bicycles shall be kept under the pine tree opposite the Special Education building

### **Staffroom**

When being used by staff, it is expected that no students will be in there as it is important for staff to be able to have an area to themselves away from students.

## **Stationery**

**This is ordered annually in time for the commencement of the school year. Supplies are issued to students at the beginning of the year. When further supplies are required, teachers should see the principal who will arrange for further supplies to be issued.**

## **Student Counselling and Mentoring**

**Mitiaro School shall have a counselling and mentoring programme for the students. There shall be a programme for the students who are struggling at school. The programme shall ensure confidentiality of any issues raised by the student or students. Counselling shall be taken in the Administration Building for about five minutes or longer if needed.**

## **Student Portfolios**

**Each student must have a student portfolio which contains samples of work gathered throughout the year for all curriculum subjects. This provides evidence of student learning for the Audit Review Officer. Work samples for each unit study should be included and regular samples of English, Handwriting, Spelling and Mathematics work should also be included. A schedule for when samples are to be taken has been given to each teacher.**

## **Telephone**

**No staff toll calls are permitted to be made unless at the express permission of the principal has been obtained or at the use of cards. This is to prevent large and unwelcome charges appearing on the school toll account. Fax message may be sent before and after school hours and during lunch break and for private fax messages is paid at a charge of \$2.00/copy. Local calls for school purposes is free of charge and private calls at a charge of 20c.**

## **Time book**

**The Principal has the responsibility for ensuring that this is signed by all staff each morning. It is the teachers' responsibility to sign the book before school each day before 8.00am.**

**Teachers must sign their arrival time accurately. If you are late and happen to arrive at 8.15am, do not sign 8.00am.**

## **Toothbrush Drill**

**Mitiaro School shall promote good oral hygiene by having daily toothbrush drill. Teachers should refer to the procedures displayed in each class room.**

**Toothbrushes can be obtained from the school office free for the first issue and at a cost of one dollar when lost and damaged.**

## **Uniform**

**Mitiaro School has a school uniform and uniform hairstyle to promote uniformity in the school. No jewellery allowed except a watch for boys and girls a watch, and could wear a pair of sleepers or studs**

### **Boys:**

**Clean, plain white short sleeve shirt. Navy blue elastic or buckled school shorts. Hair shall be kept short, clean and tidy. Those boys whose parents are planning for special haircutting ceremony must wear their hair in one plait.**

### **Girls:**

**Primary – Light green sleeveless, knee length, A -line school dress and white sleeve shirt. Hair plaited in two plaits and tied with green ribbons.**

**Secondary – White blouse. Light green knee length A line skirt.**

**Hair shall be plaited in two and tied with green ribbons.**

## **Vandalism**

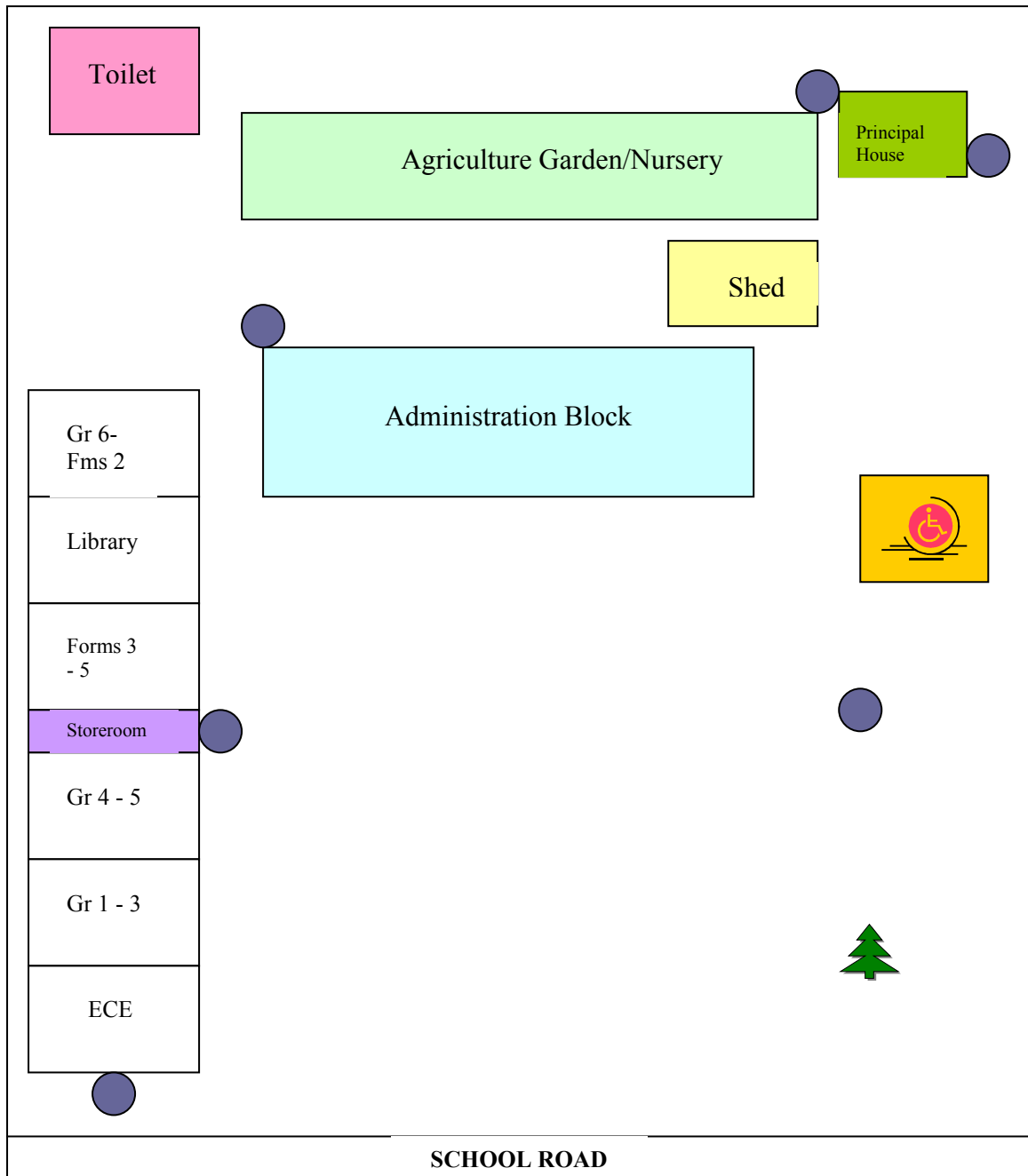
**In the event of any incidents of vandalism occurring at the school, staff are to advise the principal who will take appropriate action. Financial restitution commensurate with damage caused by intentional misuse of school property and equipment will be required of offending students.**

**Any broken or damaged school property is charged to parents who will recuperate the minimum cost of \$10.00 per item.**










## **Visitors to the School**

**It is anticipated that all visitors to the school will be accorded courtesy and hospitality by the staff and students. It is customary for staff to provide a plate for visitors for morning tea when they are working in the school.**

# MITIARO SCHOOL PLAN 2007



## KEYS

- |   |                            |   |                  |
|---|----------------------------|---|------------------|
|  | Toilet                     |  | Principals House |
|  | Agriculture Garden/Nursery |  | Tree             |
|  | Shed                       |  | Water tank       |
|  | Admin Block                |  | Disability       |
|  | Storeroom                  |   |                  |