



Parent Handbook **2020**

This booklet contains useful information. We recommend you keep it in an easily remembered place for ready reference.

A guide for parents

Please note this parent handbook may be amended throughout the year.



Dear Parents

We take pleasure in presenting this information booklet to parents as a guide to Sonrise Christian School.

Please take the time to read the meaning behind our school logo on Page 3.

We focus on a Christ-centered education; fostering learning in a supportive environment where each individual is valued as a person and that each child has the potential to achieve and gain satisfaction from their learning.

A positive partnership between you, as parents and the school is vital and we invite you to become actively involved in the education of your child/children. We provide opportunities for you to participate in the school programme for the good of all pupils.

We have a very supportive Board of Trustees and Proprietors, who give unselfishly of their time and work very hard for the school.

Wendy Gabriel
Principal

The meaning of our school logo

- The sun is important to Gisborne, first city in the world to see the sun rise.
- The Son is risen.
- Symbolic sunrise at the foot of an empty cross.
- Concept of Turangawaewae - the place we come from, the place we stand. The school as a spiritual home and place but we are also grounded in Christ Himself who is our Turangawaewae.
- Wave of the sea meeting our land, Te Tairāwhiti.
- The meeting of the 2 elements creates a path - a path to eternity - a route we must take to be saved.
- The place which we stand which is Christ our Rock.
- The koru shapes also represent our new life in Christ.
- The unfolding of the potential of our children.



*Sonrise
Christian School*

Contents

Term dates	5
Statutory holidays	5
School hours	5
Staff	6
Management team	6
Teachers	6
Support staff	6
Proprietors	6
Board of Trustees	6
Sonrise Christian School	7
Sonrise Christian School philosophy	7
Enrolment	8
Emergency procedures	8
Smokefree policy	8
Policy documents	8
Absence and lateness	8
Health, first aid and illness at school	8
Allergies, Asthma etc.	9
Dental clinic	9
Road safety	9
Pupils arriving/departing by car	9
Bicycles	9
Sports	9
Swimming	9
Physical education	10
Technology	10
Field trips	10
Lost property	10
Money	10
Lunches	10
Specialist education services/resource teachers/learning behaviour	10
Parent help	10
Homework	10
Purposes	10
Reports on children's progress	11
Communication diaries	11
Attendance dues	12
Alternative financial support options to explore	13
Textbooks, class materials	14
Stationery	14
Care of property	14
Uniform property	14
Uniform rules	14
Girls uniform	15
Boys uniform	15
Stationery: Te Whare Aroha / Tu Tangata	16
Stationery: Te Whare Rongopai / Manaakitanga	17
Stationery: Te Whare Hirenga	18
Cake kitchen lunch menu	19
Behaviour and expectations	20
Behaviour in the playground	21

Term Dates 2020

Term 1	Monday 3 rd Feb to Thursday 9 Apr
Term 2	Tuesday 28 Apr to Friday 3 Jul
Term 3	Monday 20 Jul to Friday 25 Sep
Term 4	Monday 12 Oct to Friday 16 Dec

Statutory Holidays

Auckland Anniversary	Monday 27 Jan
Waitangi Day	Thursday 6 Feb
Good Friday	Friday 10 Apr
Easter Monday	Monday 13 Apr
Easter Tuesday	Tuesday 14 Apr
ANZAC Day	Monday 27 Apr
Queen's Birthday	Monday 1 Jun
Labour Day	Monday 26 Oct

School Hours

Class teaching commences at 8:45am. Children should arrive by 8.30am in order to sort out their bags etc. Teaching staff meet at 8:00am in the staffroom for prayer time. Parents/Caregivers are welcome to join us for prayer time.

10:15am to 10:35am	Morning interval
12:15pm to 1:00pm	Lunch interval
2:30pm	School ends

Parents are requested to pick up their children no later than 3.00pm. After this time the contact people will be asked to come and get their children.

Staff

Management Team

Wendy Gabriel	Principal
Andrew Russell	Deputy Principal
Natalie Potini	Senco

Teachers

Natalie Potini	Te Whare Aroha	New entrant to Year 2
Andrew Russell	Te Whare Tu Tangata	Year 3-4
Ben Sutherland	Te Whare Rongopai	Year 5-6
Karen Sadlier	Te Whare Manaakitanga	Year 7-8
Georgette Jenson/John Drummond	Te Whare Hiranga	Year 9-10

Support Staff

PA/Office Administration	Paku Kingi
Reading Recovery	Kathleen Rutherford
Teacher – Special Needs	Gina Robinson
Teacher Aides	Sharon Craig
	Walton Sadlier
	Selina Sanders-Taylor
	Heather Smolka
	Jacqui Stevens

Proprietors - Gisborne Christian Education Trust

Deryk Jenson	Chairman
Georgette Jenson	Secretary
Dianne Holland	Treasurer
Peter Ford	
Walton Sadlier	
Debbie Viljoen	
Philburgh Viljoen	

Board of Trustees - Sonrise Christian School

John Smolka	Board Chair
Deryk Jenson	Proprietor representative
Wendy Gabriel	Principal
Paku Kingi	Minute Secretary
Andrew Russell	Staff representative
Te Aroha Harrison	Student representative
AJ Baker	Parent representative
Mahala Reynolds	Parent representative
Lawrence Schokker	Parent representative
Philburgh Viljoen	Parent representative

Sonrise Christian School Offers

Sonrise Christian School offers a Christ-centred education. We believe that God created the world and reveals Himself in His Word. A true and complete understanding of the world can occur only when God is the centre of the education process. The school aims to help students respond to God the Creator and find their place in His world, serving Him to their best with whatever skill and abilities He had given them.

Sonrise Christian School Philosophy

- Parents have a biblical responsibility for the education of their children.
- Sonrise Christian School aims to assist parents to prepare, and guide their children towards maturity. The four main areas of development are spiritual, social, academic and physical.
- The Bible is recognized as authoritative and infallible. Biblical principles are integrated into all facets of school life.
- Since God is Truth and His creation reveals Him, students are shown that Truth can be known and taught.
- Students are encouraged to know, love, serve and trust the Lord Jesus Christ, to commit their lives to Him and to love others as Christ loves us.
- Because God has made us unique, with individual skills and talents, each child is expected and encouraged to develop to their personal potential.

Enrolment

Because Sonrise Christian School is an integrated school of special character, families of children enrolled at the school must show that they agree with and support the Special Character of the school, and desire Christ centred education for their children, specifically by acknowledging their own Christian faith.

Up to ten percent of enrolments at the school are available for families who still desire Christ centered education for their children but are not themselves active Christians, but are able to support the Special Character of the school.

Ministry of Education guidelines require parents of 5 year olds enrolling at Sonrise Christian School to supply a copy of their child's Birth Certificate and Immunization Certificate.

All enrolment procedures must be completed and confirmation of acceptance at the school received prior to the student being able to commence at the school.

Emergency Procedures

Sonrise Christian School has a comprehensive emergency plan. In the case of an emergency that requires the school to close during school time, the children will be moved to Mangapapa School in Rua St but only on the advice of civil Defence on the day. This is our designated Civil Defence assembly point. Please take time to read the emergency policy and familiarize yourself with the details.

Smoke Free Policy

Sonrise Christian School is a designated 'Smoke Free Area'. This means that there is no smoking within the school buildings, the fenced off area and car park.

Policy Documents

Sonrise Christian School Board of Trustees has developed policies covering the governance of the school.

Policies can be accessed on www.schooldocs.co.nz, username: **sonrise** password: **sonrise**.

These are available from the Principal, and on our web site www.sonrise.school.nz Please feel free to read them.

Absence and Lateness

A "check-safe" scheme operates in the school. If your child is going to be absent or late, please contact the school – phone 868-9841 or text office administration on 027-4319-249 between 8:00am and 8:30am! If your child does not arrive at school and you have not contacted us we will phone you or your emergency contact. Please immediately advise us of any changes of phone numbers or addresses. In the case of a foreseen absence from school please discuss an exemption with your child's teacher.

Health, First Aid and Illness at School

In the case of an accident at school, first aid is carried out by the administrator Paku and, in serious cases, parents are notified. Parents will also be contacted if a child becomes ill at school. For this reason, our record for home, work, doctor and other emergency contact numbers must be current. Please advise the school of any changes.

Allergies, Asthma etc.

The school keeps a record of children who require special and immediate attention in case of insect sting or illness. If you have a child who falls into this category the school should be notified now so that the necessary safeguard can be taken. Parents must supply the school with the appropriate medication if it is likely to be needed.

Dental Clinic

Children attend the Mobile Dental Clinic. Dental treatment is available for children from the age of two and a half years. Appointments can be made by phoning 027 242 5120.

When children are enrolled at school the first time, unless otherwise directed, they are placed on the dental clinic register and regular checks of teeth are made. Early enrolment and many visits with parents before school will give children confidence with dental examinations.

Road Safety

Children should be warned against stopping on the way to and from school and talking to strangers. If arrangements made with children about collecting them after school are altered please contact the school so the children can be informed.

Children must stay behind the barrier until the parents arrive to pick them up.

Pupils Arriving / Departing By Car

There is a turning circle providing pick up and drop off only. Entry is at the furthest point. Car parks for four vehicles are provided onsite. Please do not park in the drop off area. This is for loading and unloading only. If you need to get out of your vehicle for more than helping with a seat belt please find a car park. It may be necessary to park to one side of the main driveway until a drop-off space or car park is available. Please be aware that this driveway gives access to the house further up the drive. **CHILDREN MUST NOT WALK ACROSS THE DROP OFF AREA AT ANY TIME.** Please explain this to your child before they arrive at school on the first day. The staff will reinforce safe walking to the children.

Bicycles

Nelson Road is very busy and hazardous to cyclists. It is our recommendation that pupils younger than 11 years do not ride bicycles to school unsupervised, but the responsibility to allow a child to cycle is yours as a parent.

Sports

Sport is a popular pastime and entertainment here in Gisborne and at Sonrise Christian School it is no exception. We value fair-play but also desire to win.

Our children have many varied talents and skills and it is important for us to provide every opportunity possible for them to be involved in whatever sport they have a passion for as well as give them a chance to try something new.

Whatever we cannot provide for here at school we help to make connections to those that can through our effective networks with other schools, School Partnership Coordinators for Primary and Intermediate levels and Regional Sports Directors for Secondary Schools.

Swimming

During the 1st and 4th terms children swim at the Enterprise Pool. Swimming is a compulsory component of the curriculum. The pool is heated and under cover so it is not dependent on the weather. Please ensure that all clothing is named. Parent helpers are needed. Let the class teacher know if you're available to help with swimming.

Physical Education

PE is a compulsory component of Sonrise Christian School's curriculum. If your child is unable to participate, a signed permission slip from parents is required. If the condition is ongoing, a medical certificate is required.

Field Trips

Students take part in field trips that complement classroom studies. A permission slip will be sent out at the start of the school year to cover local school trips.

Lost Property

Lost property is stored in individual classrooms. Please name all belongings. We ask children to leave expensive and treasured items at home. While we do everything possible to locate lost items, we cannot be responsible for lost property.

Money

If children have to bring money to school, they should bring it in an envelope labeled with their name, the amount and purpose and hand it to their teacher when they arrive. The school has no place for the safekeeping of large amounts of money and can take no responsibility.

Lunches

Parents are encouraged to provide nutritious lunches for their children. Lollies, fizzy drinks, chewing gum are not permitted. Parents and pupils are reminded that there will be no opportunity for lunches to be purchased during the school day. Pupils will NOT be allowed offsite during school hours. Any purchases that need to be made will need to be made on the way to school. There will be no exceptions to this rule. On Thursdays, lunches can be ordered at school, through the Cake Kitchen.

Specialist Education Services/Resource Teachers/Learning and Behaviour

These services may be called on by the school or parents to assess and advise on children with special needs of learning and behaviour. Please contact the school first as a joint approach to G.S.E.; is more likely to gain priority.

Parent Help

A much-appreciated aspect of the school day is the help parents are able to give teachers in various ways. This can take the form of regular help in the classroom with a wide range of non-teaching tasks and is not confined to the Junior Class. Parents can also help when classes go on education visits away from school, also expertise in sport, hobbies and craftwork. If you are interested do not hesitate to offer.

Homework

At Sonrise Christian School homework is set to allow children to practice and consolidate skills learnt at school.

Purposes

- The expectation is that homework is given throughout the school.
- Homework should support what is being done at school and should not be an academic exercise for parents.
- The level of homework should be appropriate for the child's abilities.

Reports on Children's Progress

Parents are invited to discuss your child's progress with the class teacher – please make an appointment. Written reports are issued at the end of the second and fourth terms and more formal parent teacher interviews are available at those times.

Communication Diaries

To aid communication younger students will have a communication diary for daily messages between teachers and parents. Please make sure you read these and add any comments you wish to make. This diary is a useful method of communicating any concerns to your child's teacher, seeking an appointment time to meet with the teacher or letting the teacher know of any family events that may affect your child's learning at school.

Newsletters are sent home every Wednesday.

Attendance Dues

Sonrise Christian School is a state integrated school of Special Character. This means that the government funds the day to day operational costs of running the school but **not** the provision of land and buildings. The land and buildings are owned and administered by the proprietors of the school, the Gisborne Christian Education Trust. To fund the original purchase of the land and all the capital works involved with the school, the proprietors charge attendance dues, which are set in conjunction with the Ministry of Education attendance dues are compulsory and are payable to the proprietors by all students attending Sonrise Christian School.

Attendance dues are set at \$1,664 (including GST) per year per pupil, capped at \$5,720 (including GST) for families of four or more pupils attending the school.

Attendance dues are charged at the beginning of each term and are due in advance. However, to make payment of the dues more achievable for families, payments may be made by regular automatic payment on a weekly, fortnightly or monthly basis as per the following schedule.

Account Details Gisborne Christian Education Trust

Account No 06 0637 0178869 00

Ref (enter your child/s name)

Annual Payment	\$1,664.00	1 Payment	Due in advance
Per Term Payment	\$416.00	4 Payments	Due in advance
Monthly Payment	\$138.67	12 Payments	Due monthly
Fortnightly Payment	\$64.00	26 Payments	Due fortnightly
Weekly Payment	\$32.00	52 Payments	Due weekly

Please note that if a regular payment plan is chosen, the payments need to start from the beginning of the calendar year and continue through holiday time.

In cases of hardship, an approach can be made to the proprietors, who may reduce or waive the fee if necessary. This is done in the strictest confidence.

Please contact **Linda Fussell (027) 316 8642** or email linda@bksolutions.co.nz for any queries.

The school is not charging an activity fee however parents may be asked for a voluntary donation.

Alternative Financial Support (options to explore)

Alternatives	Contact Details
Family Support	
Scholarship/ Grants	<p>Consider whether student may be eligible for education scholarship or grant through community, iwi or similar channels. i.e.</p> <p>https://maorieducation.org.nz/</p> <p>http://www.ngatiporou.com/nati-biz/our-community-services/education</p> <p>http://www.mangatu.co.nz/news-and-events/</p> <p>https://www.careers.govt.nz/courses/scholarships-grants-and-awards/scholarships-grants-and-awards-for-maori-students/</p> <p>http://www.sunrisefoundation.org.nz/grants/</p> <p>http://tindall.org.nz/apply-3/other-funding-resources/</p>
Church	Education grants or Koha may be available, speak with your Church Leader, Pastor or Elder
Budget Services	<p>Gisborne Budget Advisory Services, 43 Cobden St, Gisborne. Phone (06) 867 7173</p> <p>CAP Debt & Budgeting Centre, Mangapapa Church, Gisborne. Phone 0508 227 111</p>
Government Agencies	<p>Working for Families https://www.workingforfamilies.govt.nz/</p> <p>Work and Income https://www.workandincome.govt.nz/eligibility/children/index.html</p>

Textbooks, Class Materials

Students are provided with all necessary textbooks. These books remain the property of the school and are issued on the understanding that they will be cared for and that any loss or damage will be paid for.

Stationery

Stationery lists will be provided at the start of each year. Each student is expected to have the necessary stationery needed for class.

Care of Property

All clothing, bags, lunch-boxes etc. brought to school should be clearly named. Children are discouraged from bringing personal items not required for school activities to school. Children are encouraged to develop personal responsibility for their own gear and good stewardship of equipment at the school. Children are expected to take good care of all property at the school and restitution is expected for any equipment willfully or carelessly damaged.

Uniform Policy

The following principles are used when considering the dress and appearance of children at Sunrise Christian School.

- Safety
- Practicality
- Cleanliness and tidiness
- Modesty - some clothing is provocative
- Humility - not drawing attention to oneself; not an act of rebellion
- Distraction - some clothing or hairstyles are a distraction to others
- Competitiveness - we do not want to encourage competitiveness in clothing
- Equality - rules should apply equally to both sexes
- Self-respect - clothing should encourage self-respect
- Overt messages - some slogans, symbols and motifs may have messages which are not consistent with the school culture.

Uniforms help to standardise and simplify decision, providing a sense of unity, school pride, identity and identification to others.

The Principal and teachers have been instructed to ensure the correct uniform is worn.

Uniform Rules

- School uniform must be worn.
- Jewellery - no more than one stud or sleeper in each ear. A wristwatch is permitted. No other jewellery to be worn except if a piece is culturally significant and provided it is consistent with the culture of the school. This includes birth bracelets, Maori pendants and crosses.
- Hair can be worn long in either sex but must be neat, clean and tied back off the face. Extravagant or unusual hairstyles such as Mohawks, outrageously dyed hair are not permitted.
- No make-up or nail polish will be worn with the uniform.
- Black school shoes or black school sandals are to be worn.
- Regulation hats must be worn outside during the summer terms.

Sonrise Christian School Uniform & Price List

Girls' Uniform

- Navy and Gold polo shirt with logo for Years 1 to 6 (Primary).
- Navy and White polo shirt with logo for Years 7 to 10 (Intermediate/High School).
- Skirt or shorts for summer.
- Navy Canterbury track pants.
- School sweatshirt.
- White, black, navy socks (either ankle or just below the knee length) or full length black or navy tights for winter (no footless tights to be worn with uniform).
- Black school shoes or black sandals (no coloured shoes, platforms, high heels or any other shoe which is not classified as school shoes).
- Trainers may be worn but it has to be completely black, no coloured stripes in the shoe.

Boys' Uniform

- Navy and Gold polo shirt with logo for Years 1 to 6 (Primary).
- Navy and White polo shirt with logo for Years 7 to 10 (Intermediate/High School).
- Shorts.
- Navy Canterbury track pants.
- School sweatshirt.
- White, black or navy socks to be worn with black school shoes and black sandals.
- Trainers may be worn but it has to be completely black, no coloured stripes in the shoe.

ALL uniform items can be purchased from the school uniform shop. Opening hours will be advertised in the school newsletter and the Gisborne Herald at the commencement of each school year.

Item	Price	Primary Year 1-6	Intermediate Year 7-8	Secondary Year 9-10
Kids				
Navy/Gold kids polo shirt	\$40.00			
Navy/Gold kids hoodie	\$52.70			
Navy/White kids polo shirt	\$40.00			
Navy/White kids hoodie	\$52.70			
Navy kids soft shell jacket	\$70.75			
CCC navy kids track pants	\$63.80			
CCC navy kids tactic shorts	\$32.25			
Adults				
Navy/Gold adults polo shirt	\$43.40			
Navy/Gold adults hoodie	\$55.00			
Navy/White adults polo shirt	\$43.40			
Navy/White adults hoodie	\$55.00			
Navy adults soft shell jacket	\$89.15			
CCC navy adults track pants	\$79.80			
CCC navy adults stadium shorts	\$33.40			

Stationery List

Te Whare Aroha – Mrs Potini (Year 1-2)

4 Glue Sticks (AMOS or BIC)
2 1U4 exercise books (Writing)
3 1A5 exercise books (Unruled book- blank pages)
1 Learn to Write Books (Handwriting)
3 1F4 exercise books (Topic, poem, reading)
2 3B1 notebooks (Homework)
1 1H5 Maths book (Maths)
4 Scrapbooks or project books white pages only please (Reading, Maths)
4 Blue pens
3 pencils
1 30cm ruler
1 Red pen
1 1B4 exercise book (for **Year 2** students only)
Journal Bag or homework folder
Ringbinder with some plastic pockets
Colouring pencils (optional)
Felt pens (optional)
If needed a pencil case

Te Whare Tu Tangata – Mr Russell (Year 3-4)

2 1H5 maths exercise book
8 1B5 lined exercise books
1 large topic project book (Blank Pages)
4 Blue pens
1 Red pen
5 pencils
2 35g glue-stick (Amos or Bic)
1 yellow highlighter
1 eraser
1 ruler
Colouring pencils and felts (optional)
1 Clear file folder with **40 pockets** and preferably an insert cover
(Display booklet – for student PORTFOLIO)
Blue for boys, **Yellow** for Girls

1 **20 page** clear file
(Display booklet – for student PROFILE)
Blue for boys, **Yellow** for Girls
(For **Year 3** students only, or new children to the school)
1 set of headphones for use on computers and laptops (optional)

Stationery List

Te Whare Rongopai – Mr Sutherland (Year 5-6)

10 1B5 exercise books
2 3B1 notebooks
4 1E5 Maths book (with margins)
4 HB Pencils (Staedler)
1 Packet of Coloured Pencils (12 Pack or more).
1 Pencil Sharpener
4 Blue Pens
2 Red Pens
1 Dry line Grip Roll-on Twink
1 Packet of Coloured Felt Pens (12 Pack or more)
1 30cm Ruler
1 Rubber (Eraser)
1 60 Pocket A4 Clear File and preferably an insert cover
2 Large Glue Sticks (Amos)
1 915 School Pad (A4)
Headphones for computer - optional

Note:

Students put unused stationery into zip lock bags to use when required later in the year.

Te Whare Manaakitanga – Mrs Sadlier (Year 7-8)

8 1B5 exercise books
2 1B8 exercise books
2 large glue sticks
1 A4 lined refill
3 1E5 exercise books (Year 7 & 8 only)
2 3B1 notebooks
Colouring pencils (Crayola or Faber Castell)
4 HB pencils (Staedler)
4 Blue ballpoint pens
2 Red ballpoint pens
Pencil case
Ruler
2 Erasers
Pencil sharpener
Mathematical Drawing Set
Felt Pens (optional)
2 Yellow highlighters
1 Clear file folder with **60 pockets** and preferably an insert cover

Note:

Students can put unused stationery into personal zip lock bags to use when required later in the year.

Stationery List

Te Whare Hiranga – Mrs Jenson/Mr Drummond (Year 9-10)

8 1B5 exercise books
2 1B8 exercise books
2 large glue sticks
1 A4 lined refill
3 1E5 exercise books (Year 7 & 8 only)
2 3B1 notebooks
Colouring pencils (Crayola or Faber Castell)
4 HB pencils (Staedler)
4 Blue ballpoint pens
2 Red ballpoint pens
Pencil case
Ruler
2 Erasers
Pencil sharpener
Mathematical Drawing Set
Felt Pens (optional)
2 Yellow highlighters
1 Clear file folder with **60 pockets** and preferably an insert cover

2 2B5 exercise books
2 2E5 exercise book
Scientific calculator

Cake Kitchen Lunch Menu

NOTE: Lunch orders are available only on Thursdays

1.	Pies – mince	\$3.00
2.	Pies – mince & cheese, potato top, steak & cheese, bacon & egg	\$3.50
2.	Savouries	\$1.00
3.	Sausage Roll	\$1.00
4.	Salad Roll – ham, chicken	\$4.00
5.	Salad Roll – seafood	\$4.50
6.	Plain Lamingtons – chocolate, raspberry	\$1.00
7.	Creamed Lamingtons – chocolate, raspberry	\$1.50
8.	Pikelets	0.70c
9.	Muffins – chocolate, blueberry, boysenberry	\$1.00
10.	Long Donuts – chocolate, jam	\$2.00
11.	Raspberry Bun	\$1.50
12.	Large Afghan Biscuit	\$1.00
13.	Small Afghan Biscuit	0.50c
14.	Custard Square	\$2.00

Behaviour and Expectations

Sonrise students are expected to:

- ✚ Obey the school rules at all times
- ✚ Show respect in speech and behaviour to all students, staff and adults
- ✚ Respect school property and the property of others
- ✚ Play co-operatively and harmoniously
- ✚ Not use bad language, hit or tease others
- ✚ Get permission before leaving the school grounds
- ✚ Sit quietly and practice proper eating manners during lunchtime
- ✚ Not take things which do not belong to them
- ✚ Complete assignments and homework to the best of their ability and hand it in on time
- ✚ Go to class prepared – proper stationery, uniform, footwear, PE and swimming togs
- ✚ Keep gum for after school

Infractions will include:

- ✚ Using profane offensive language
- ✚ Using physical violence – pushing, hitting, shoving, biting, kicking, scratching, pinching and spitting
- ✚ Name calling, making racist remarks, being rude (spoken, written gestures) or harassing others
- ✚ Fighting real or play
- ✚ Disobeying rules
- ✚ Throwing objects or other things (acorns, stones, rubbers or hard objects)
- ✚ Continually distracting the class
- ✚ Damaging school property or others belongings
- ✚ Bringing potentially dangerous articles such as matches, lighters, knives and other weapons
- ✚ Stealing or cheating
- ✚ Persistently opposing authority

Behaviour Management Procedures

Underlying Biblical Principles

Matthew 7:12

In everything do to others what you would have them do to you.

Colossians 3:23

Whatever you do, work at it with all your heart, as working for the Lord, not for men.

1 Peter 1:13

Therefore, prepare your minds for action; be self-controlled.

Philippians 2:14

Do everything without complaining or arguing.

1. It is expected that teachers:

- Develop close communication and ties between home and school.
- Positively reinforce appropriate behaviour through e.g. merit awards.
- Encourage consistency in the application of the behaviour policy.
- Approach each incident or positive behaviour as a teaching moment.

2. Steps for teachers dealing with a Minor Incident (some examples)

- Dripping litter
- Not seated at lunchtime
- Bad sportsmanship
- Deliberately wearing uniform inappropriately
- Inside when shouldn't be
- Interrupting others in class
- Excluding others from games
- Disturbing class through talking at inappropriate times.

If an incident occurs:

Step 1: Warning - verbal

What did you do?

What should you have done?

Consequence

- Apology from pupil.
- Appropriate punishment e.g. Drop litter therefore pick it up.

3. Steps for teachers dealing with a Major Incident (non-negotiables)

Teachers must take the time to listen to both side first.

We decided that the following are **NON-NEGOTIABLES**:

1. Deliberately and intentionally physically hurting others.
2. Swearing at anybody.
3. Back-chatting to adults.
4. Disobeying the adults.
5. Showing inappropriate signs e.g. showing the finger, etc.
6. Stealing
7. Repeated minor incidents.
8. Wilful damage to property.

If an incident occurs

Step 1: Reprimand – verbal

- Time out/isolated from peers or loss of privilege (if a classroom incident).
- Apology letter (years 3-10) and OR THINK SHEET.
- Incident sheet completed; sent home to parents. Sheet is signed and returned to school.
- Copy of incident sheet given to the Deputy Principal (Mr Russell) and classroom teacher if a playground incident.

N.B. If the incident is against another student, parents of the student must be informed that the matter has been followed up.

Step 2: As for step 1 plus:

- Parents contacted directly by classroom teacher - possible interview.
- Child removed from playground during lunchtime (if playground incident).

Step 3: Parents contacted directly for interview with Deputy Principal and classroom teacher.

- DP's detention.
- 1-2 days stand-down (refer to stand-down policy and guidelines)
- Behaviour modification contract formulated with parents as required.
- Regular liaison between home and school is critical.

Step 4: As for step 3 - continue and review.

Refer to RTLB if necessary.

N.B. The severity of the incident will determine the step that will be implemented.

In- school detention**What is it?**

1 day detention from the playground.

Procedures for in-school detention

- Morning tea and lunch is spent in the administration area (the space behind the wall in the administration area).
- This space is away from people coming into the administration area but the student will be under supervision by either Wendy or Paku.
- During this time, the student will complete a reflection sheet.
- This reflection will be discussed with the Deputy Principal before being sent back to class.
- The student will have his/her morning tea and lunch break after the bell had rung for classes to resume.
- The student will have 10 minutes for morning tea and 25 minutes for lunch.

4. Steps for teachers to encourage positive behaviour

- Biblical teachings stressing the positives and 'Do's of life - not just the don'ts.
- Positive, supportive comments from staff.
- Occasional tangible rewards.
- In-class merit awards.
- Certificates at assemblies.
- Report/interview comments.
- Notes home to parents about positive behaviour via homework diary.

5. To work, the system should be:

- Regular
- Consistent
- Fair to ALL students
- Specific to children
- Especially for younger students, as immediate as possible.

1. **INCIDENT FORM (for non-negotiable): BEHAVIOUR**

GOES TO "CAREGIVER" WITHIN 24 HOURS OF BEING REPORTED

Copies to: (indicate with a ✓)

	Deputy Principal		Classroom Teacher		Parent/Caregiver
--	------------------	--	-------------------	--	------------------

Name:			
Date:			
Room:			
Referring Teacher:			
	Before school 8.20am to 8.45am		9.30am to 10.15am
	During interval 10.15am 10.40am		10.40 to 12.15pm
	Lunch 12.15 – 1.00pm		1.00 to 2.30pm
	After school on the way home		Other time please state

Referred for:

	Refused to comply		Insolence to an adult
	Physical violence		Fighting
	Verbal bullying		Abusive or inflammatory language
	Showing inappropriate signs		Damage to property
	Other		

What do you think precipitated (lead to) the incident?

The incident was ...

ACTION TAKEN (Indicate with a tick)			
	Removed from class and given time-out in another classroom		Written out incident sheet - made 3 copies. Letter filed with class teacher, deputy principal and given to parents
	Play area has been restricted. Given boundaries for where they are allowed to play during lunch or interval.		Incident requires a parent interview.
	Has to follow the duty teacher at playtime.		
	Write a letter of apology		Informed all staff of incident and boundaries.
	An opportunity given to repair and restore- Apologize.		Referral for assistance if continuous negative behaviour is demonstrated.
	1 lunchtime detention for reflection on appropriate ways to respond to others. THINK sheet / REFLECTION sheet to be completed.		Individual Behaviour Plan is being implemented.
	IN SCHOOL DETENTION.		
	Other: (What else will you do with the child?)		

(Signature and date required)

Teacher on duty		Date	
Principal		Date	
Parent		Date	
Class Teacher		Date	

For Parents/Caregivers

I/we would like to speak about the incident with the class teacher and deputy principal.

Yes

No

Next steps for parents/caregivers to do at home with their child

Examples could be:

- We will speak to our child and set clear boundaries if this behaviour happens again.
- Remove a privilege
- Other consequences

We have signed the incident report and returned to school the very next day.

Signed: Parent

Date:

2. ACCIDENT / INJURY FORM

GOES TO "CAREGIVER" WITHIN 24 HOURS OF BEING REPORTED

Name of Person injured:	
Date:	
Room:	
Referring Teacher:	

Time (indicate with a ✓)

Before school 8:20am – 8:45am		9:30am to 10:15am
During interval 10:15am – 10:40am		10:40am to 12:15pm
Lunch 12:15pm – 1:00pm		1:00pm to 2:30pm
After school on the way home		Other time please state

What happened?

Where did it happen?

When did it happen?

ACTION TAKEN (Indicate with a ✓)			
	Appropriate first aid given		
	Further medical or first aid treatment is provided if required		
	To comfort the child in distress		
	To find out the circumstances leading to the accident		
	Child has been sent home		
	Parent/caregiver contacted		
	Accident/Injury/Incident Investigation Report form completed		
	Incident Form (for breaking a non-negotiable) completed		

ACTION TAKEN (Indicate with a ✓)			
	Parent and Principal given a completed report on day of accident		
	Final Administration check completed		

Teacher and Parent to sign below

Teacher		Parent	
Copy to class Teacher (indicate with a ✓)		Copy to class Principal (indicate with a ✓)	