

To educate children from a Biblical perspective to become servant leaders



**JIREH SCHOOL
PARENT
HANDBOOK
2014**

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The School Mission Statement:

To educate children from a Biblical perspective to become servant leaders.

The School Vision

Jireh School exists to provide a school community, in partnership with parents, which will enable its students to apply truth, develop a worldview consistent with Biblical absolutes and be equipped to positively impact the culture in which they live. Jireh School is committed to providing education in an environment which will challenge and motivate each student to pursue excellence spiritually, academically, socially and physically.

Parent Commitment

Parents who send their children to Jireh School do so as a matter of personal choice. In so doing, they make a firm commitment to the philosophy of the school and agree to abide by the policies and procedures established for our school.

Parental Responsibility

- To support the philosophy and practices of the school.
- To support the teacher as the classroom manager and as the subject matter expert.
- To send children to school on time and pick them up after school on time.
- To respond promptly to school communications which require a reply.
- To expect children to be responsible for their own behavior.

- To expect children to take a reasonable, age-appropriate measure of responsibility for their own learning.
- To send children to school with a positive attitude toward learning by expecting them to do their best work.
- To send children to school clean, neat, healthy, rested and adhering to the dress code.
- To encourage respectful attitudes towards school and teachers.
- To ensure children are fully prepared for class each day.
- To provide conditions at home conducive to study and homework.
- To attend parent meetings and parent /teacher conferences.
- To follow through on any disciplinary measures recommended or decided by teacher and parent following discussion.
- To avoid criticism of the teacher or school in front of children.
- To be prepared to discuss any concerns immediately with the appropriate people.

Absence from School

Parents are asked to contact the school office either by phone 836 6913 or email admin@jireh.school.nz, before 9am, if your child is absent from school for any reason. If your child has been absent please send a note to the teacher accounting for their absence.

Extra Family Holidays: Parents are asked to try to plan their family holidays during set school holidays. If this is impossible to avoid then the Head Teacher (Ms Bosman) and class teacher must be informed as soon as possible in writing.

Extended Absence: In order to keep your child's place in the school, attendance dues must continue to be paid if you take your child out of school for an extended holiday or an overseas trip.

Acceptable Student Behavior

Students of Jireh School are expected to abide by the school rules. In the event that a student's behavior consistently breaches the rules or creates a serious offence, the privilege of attending Jireh School may be withdrawn.

1. All school staff have responsibility for the good name of the school and for the well-being and safety of students at all times when they fall within the school's jurisdiction. Students must follow instructions given by staff.
2. Students are to abide by the uniform code and be clean and well groomed. The only jewellery that may be worn by boys is a watch and girls may wear a watch and one small pair of plain silver or gold ear studs in the lobe of the ear only. Hair must not be drooping over the face, it must be tied or clipped.
3. Valuable items such as personal stereos, radios, cassette players, valuable toys and large sums of money are not to be brought to school. Electronic games may not be brought to school. Cash or cheques should never be left in the classrooms or school bags. The school will not be responsible for any lost or stolen property.
4. Trading cards are not permitted at school.
5. Chewing gum and bubble gum are not permitted.
6. Knives or any other weapon, dangerous or offensive items, fireworks, cigarettes, matches, cigarette lighters, alcohol, illegal drugs, or pornographic material are prohibited and consequences of disregarding this rule are extremely serious.
7. Graffiti, vandalism or abuse of the school property or property belonging to you or other students is prohibited.
8. Dishonest behavior such as theft or cheating is unacceptable.

9. Students are not to run inside the school buildings and are not permitted in the kitchen or staff room, unless under a teacher's instruction.
10. Cell phones may only be brought to school if they remain turned off during the school day. Students must not use them for text messaging or making or receiving calls during school hours. Non-compliance will result in the phone being confiscated.

Appointment with a Staff Member

Teachers are willing to talk with parents but it is necessary to make an appointment if there is an issue to discuss. This is possible directly or through the school office.

Please do not contact teachers at home unless they have specifically requested you to do so.

Attendance of all school activities

All students are expected to attend all scheduled classes and activities. This is important in order to provide cohesion to an ongoing programme of study. Students are to come to school prepared with books and stationery as required.

Awards Ceremony

This is held on the last day of every school year. High levels of success, diligence and Christian character are rewarded at this ceremony where achievement cups are awarded.

Attendance Dues / School Fees

Attendance dues must be paid by the first week of each term or by direct debit monthly.

Attendance dues: **\$1860.00 per year**, payable by direct debit to

The N.Z. Christian Proprietors Trust

Account Number: 12-3107-0061704-03

Special Character Donations **\$588.00 per year**, payable by automatic payment to:

KingsWay School

Account number: 12 3084 0192348 000

There is a *once-only* Capital Development payment of **\$300 for each new family**. This is payable by cheque or direct credit to *KingsWay School* into the ASB account above.

Board of Trustees

Jireh School is governed by the KingsWay Board through the Jireh Sub-Board of Trustees which consists of:

Kevin Herring—Chairman of the Board

Elise Schweitzer—Parent Representative

Sandra Bosman—Staff Representative

Graeme Budler—Senior Manager

Frankie Lim—Parent Representative

Concerns or Complaints

In dealing with all situations of a difficult nature we endorse the Matthew 18 principle for resolving problems - go to the person involved. If any problem arises concerning your child's welfare or progress at school then you are encouraged to first discuss this with your child's teacher. If following discussion, you feel the situation has not been satisfactorily resolved, then make an appointment to see the Head Teacher.

Contact Details

Office Reception: 09 836 6913

Email: admin@jireh.school.nz

Website: www.jireh.school.nz

Address: Jireh School,
80A Central Park Drive,
Henderson,
Auckland 0610

Damage to School Property

Students and parents will be held liable for willful damage to school equipment and property.

Dates for the Year 2014

Term Dates: Term 1: 29th January— 17th April
Term 2 : 5th May—4th July
Term 3: 21st July—26th September
Term 4: 13th October—11th December

Teacher Only Days: 28th January, 28th & 31st March, 30th May, 3rd June, 21st July

Public Holidays during term: 6th February, 2nd June, 27th October

Dental Clinic

Dental clinics are currently held at Henderson Intermediate School, Lincoln Road. Enrolment forms will be available at the school office.

Discipline

Jireh School seeks to produce good, sensible citizens. Our students will be encouraged to behave appropriately at all times. We aim to instil self-discipline, self-motivation and respect for others (and their property) at all times. Positive reinforcement through praise, merit stickers and other methods are used. Inappropriate behavior is dealt with immediately and with sensitivity. ‘Restorative Justice” methods are employed; what happened? Who do you think has been affected? What do you need to do to put things right? How can we make sure this doesn’t happen again?

Drop Off and Collection of Students

Parents dropping off students must ensure that they are escorted inside the school premises on the Laidlaw College site. Before school, students are to proceed to their classrooms and prepare their desk for the day. After school all students are to wait for their parents inside the school gates. The teachers are not responsible for looking after children after **3.15pm**. If you cannot collect your child on time, you must make alternative arrangements. Staff often have other school related commitments after that time and there is no guarantee there will be adults on site.

Fundraising

It is the responsibility of each family to be involved in the school fundraising activities, as these are an essential part of school life. These fundraising activities will be run by the Parents’ Association.

Hearing and Vision Tests

These are conducted, through the Department of Health, at the school regularly.

Homework

Teachers set homework each week on Mondays.

The homework will be:

Relevant

Specific

Comprehensible

Reasonable in length.

Where students are required to do assignment work, rather than definitive daily homework, teachers monitor student's assignment work regularly in order to assist them to manage time well.

Daily time allocation:

Years 0 – 2, 15 - 20 minutes max

Years 3 – 4, 20 - 30 minutes max

Years 5 – 6, 30 - 40 minutes max

Identification of Personal Property

All clothing **must be named** to ensure that it is returned to the owner should it be left at school. Lunchboxes should have permanent labels affixed. The school is not responsible for misplaced items. Please check the lost property box in the Sick Bay for lost items as it will be emptied periodically.

Illness or accidents

If a student is injured at school and requires more than simple first aid treatment, the parents will be contacted. If they cannot be reached, the child will be taken for emergency medical treatment according to the medical release form signed by parents.

If a student becomes ill and does not improve within an hour, parents are contacted to collect the child. Emergency caregivers should be listed on the medical information form. If a child is required to take medication during the day, it should be brought to the teacher correctly labeled to be administered. Children may not keep restricted medicines in their bag or desk. No child should be at school with a contagious disease, e.g. chickenpox, influenza, impetigo. Please keep your child at home for 24hrs following any vomiting or diarrhoea or fever. Head lice spread easily in school environments where children are in close contact Please check your child's hair regularly.

Messages to Students during School Time

If necessary an important message can be conveyed to a student during school time. However, this must be done through the school office. It is not appropriate for parents to go directly to the classroom during teaching time, unless office staff are not available.

Newsletters

These are sent home (and e-mailed) once a fortnight with the oldest student in each family.

Office Hours

Monday to Friday during term time: 8.30am to 3pm

Please leave messages at all other times and a staff member will respond as soon as possible.

Parents' Association

The Parents' Association's main purposes are to foster good relationships between parents and teachers, promote Christian Education and Jireh School within the wider community and to raise funds for the school. Voting occurs once a year during the first term.

Parental Involvement

Parents who wish to help children in any aspect of learning are welcome to discuss this with the teachers. There are many opportunities for parents to be involved in the school.

Parent teacher communication is essential for the child's optimum progress. Staff are happy to discuss the progress of your child.

Parent Meetings

The home/school partnership is foundational to our philosophy. As part of our commitment to the partnership, meetings are held to communicate important matters relating to your child's education and the on-going development of the school. This year the meetings will be held on **Monday 24th March** and **Monday 1st September**. All families need to be represented at this meeting. If for any valid reason you are unable to attend, apologies must be tendered to the office prior to the meeting.

Parent/Teacher Interviews / Student Progress

These are to be held on **Monday 7th April** in Term 1 and **Monday 22nd September** in Term 3. At any time of the year parents may discuss their child's progress by making an appointment with the teacher.

Reports

Written reports of student's progress are issued at the end of Term 2 and Term 4.

Photographs

School photographs will be taken once a year. The planned date for this year is **Tuesday 29th May**. Prior notice will be given.

Physical Education & Sport

All students are expected to participate in the physical education program, unless excused by a written note from a parent (for a particular day only) or medical doctor (for a longstanding medical complaint).

Students are required to have their school sports' uniform with them daily. Physical education may take place off the school premises in which case parents will be given prior notice.

Prayer

Prayer is a vital part of our school programme and it is through prayer and God's goodness that we have seen His blessings. Parents meet weekly to pray. Please refer to the office for the time and day.

Punctuality

School starts at 8.55am and finishes at 3.05pm. It is essential that students arrive on time. All students should be at school by 8:45am to allow them time to unpack their bag. Students who are absent miss instruction that may never be completely regained. Lateness often disturbs the rest of the class. In many cases it is not the student's fault because he/she relies on adults for transportation. Please make every endeavor to instill good habits of punctuality in your children through training and example.

Parents must sign the late attendance book outside the office if dropping off children late or collecting them early. Students arriving late at the beginning of the day will be marked late on the roll.

Special Needs

Jireh School is part of the RTLB, (Resource Teachers: Learning and Behavior Service) Henderson cluster. Students of concern are referred by the teacher, in consultation with parents, for appropriate intervention.

Standard of Dress

Students are expected to wear the official uniform, in a neat and clean condition, at all times. It is to be worn in its entirety. Uniform must also be worn to attend school trips, unless notified to the contrary.

Summer Uniform consists of skorts/shorts, T-shirt, hat and black sandals.

Winter Uniform consists of skorts/shorts or long trousers , T-shirt, jumper (optional), polar fleece jacket, long black socks/tights and closed black shoes.

Stationery and Supplies

The school provides students with textbooks and reading books in good condition. Students are responsible for returning all books in good condition. They will be required to pay for excessive wear, damage or loss of books. Stationery lists are available online at www.myschool.co.nz. It is the parents' responsibility to provide these items and any ongoing stationery needs throughout the year.

Teacher Only Days

Students do not attend school on Teacher Only Days. These days have been set aside for staff professional development.

Teacher Only days for 2014: **28th January, 28th March, 31st March, 30th May, 3rd June, 21st July.**

Telephones

Students must have permission from the teacher to use the telephone. The telephones are only permitted to be used for urgent requests or emergencies.

Trips & Outings

School trips, including sports lessons during school hours, are an integral part of the school curriculum and are to be attended by all students. There are no exemptions unless there are extenuating circumstances. Payment in full is expected, whether or not your child is absent or unable to attend/participate in outings, sport or work-shops. Costs are carefully calculated to cover transport, entrance fees and/or tuition and no profit is made. Payments for school trips can be by cash, cheque or direct credit into:

KingsWay School: Account number 12– 3084-0192348-04.

Please clearly identify your Child's Name/Jireh/Activity

Uniform Supplies

Jireh students are requested to wear full and correct uniform at all times.

Jireh Uniforms are available from The Schoolwear Centre, 100-102 Central Park Drive, Henderson:

Phone— (09) 835 3409

Email— online@theschoolwearcentre.co.nz

Please allow 5-7 working days for delivery.

Withdrawal of Children from School

Should parents need to withdraw their children from Jireh School, they are required to give one term's written notice to the school. If prior notice is not given then attendance dues for the full school term will apply.

Updated Dec 2013

