

To educate children from a Biblical  
perspective to become servant leaders



# JIREH SCHOOL PARENT HANDBOOK 2017

# **Contents**

4	The School Mission Statement
4	School Vision
4	Parent Commitment
4	Parental Responsibility
5	Absence from School
6	Acceptable Student Behavior
7	Appointment with staff member
7	Attendance
7	Awards Ceremony
8	Attendance Dues / School Fees
9	Board of Trustees
9	B.Y.O.D.O.
10	Cell Phone Policy
10	Concerns or Complaints
10	Contact Details
10	Damage to School Property
11	Dates for the Year
11	Dental Clinic
11	Discipline
11	Drop Off and Collection of Students
12	Emergency Procedure
12	Face Book
12	Fundraising
12	Hearing & Vision
12	Homework

13	Identification of Personal Property
13	Illness or Accidents
13	Library
13	Messages to Students during School Time
13	Newsletters
14	Office Hours
14	Parents' Association
14	Parental Involvement
14	Parent Meetings
14	Parent/Teacher Interviews
14	Parking Policy
15	Photographs
15	Physical Education & Sport
15	Prayer
15	Punctuality
15	Reports
16	Security
16	Special Needs
16	Sports Teams
16	Standard of Dress
16	Stationery and Supplies
17	Teacher Only Days
17	Telephones
17	Trips & Outings
17	Uniforms
17	Withdrawal of Students from School

## **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, text 02108538662, email [administration@jireh.school.nz](mailto:administration@jireh.school.nz) or via the school website [www.jireh.school.nz](http://www.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, MP 3 Players, mobile phones 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. I-Pads to be used for educational purposes should be placed in a safe place in the classroom upon arrival and taken home in the afternoon.
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, fire-works, 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.

## **Acceptable Student Behavior**

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. Mobile 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 towards the end of the school year. High levels of success, diligence and Christian character are rewarded at this ceremony where achievement certificates and 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: **\$1920.00 per year**, payable by direct debit to  
*The N.Z. Christian Proprietors Trust* ;  
Account Number: 12-3107-0061704-03

The NZ Christian Proprietors' Trust (NZCPT) is the Proprietor of Jireh School and of a growing family of like-minded schools throughout the country. There are currently eight schools for which NZCPT is Proprietor and our vision is to expand the provision of quality, state-integrated Christian schooling in New Zealand.

The term 'Proprietor' means that Jireh School's official dealings with the government are managed by NZCPT in terms of our legal obligations as an integrated state school. The official integration agreement which secures the school's right to operate as a state school with its own special character is held between NZCPT and the government ("The Crown").

As local communities of Christians who recognise the value of Christian education, NZCPT schools share a vision to work together to ensure Christian schooling survives and thrives.

The Board of NZCPT includes representatives from the Christian schooling sector throughout the country and schools that are integrated with NZCPT participate in electing representatives to the NZCPT board.

In its role as Proprietor, NZCPT is responsible for collecting the money families pay to attend Jireh School.

For more information about NZCPT and its activities, please visit [nzcpt.com](http://nzcpt.com).



## **Attendance Dues / School Fees** *(continued)*

Special Character Donations **\$636.00 per year**, payable by automatic payment to:

*KingsWay School*; Account number: 12 3084 0192348 000

There is a *once-only* Capital Development payment of **\$350 for each new family**. This is payable by cheque or direct credit to *KingsWay School* into the ASB account above.

Activity Fee: this amount is determined and advised on a term by term basis to cover trips, outings, sports activities, lessons and workshops.

## **Board of Trustees**

Early in 2017 an Establishment Board will be appointed by the Minister of Education to set up Jireh as a stand-alone school to open in 2018 with the inclusion of Year 7 and 8.

## **B.Y.O.D.O.**

At Jireh School we do a Bring Your Own Device Optional, (BYODO) in Years 2-6. Students and parents are to read and sign the school cyber safety agreement. Every I-Pad should be in a protective case and be placed in a flatly enclosed carry bag. I-Pads are to be taken home each day to charge overnight. They will be kept in a safe place in the classroom during the day. They are not to be shared, they are a one on one device used at school solely for educational purposes, under the direction of the teacher. No inappropriate Apps, websites or any form of cyber bullying are permitted. A breach of this could result in a ban on technology. I-pads require restrictions to be set by parents

## Cell Phone Policy

Cell phones may only be brought to school if they remain turned off during the school day from 8:45 am to 3:15 pm. They are the students' responsibility and should only be brought to school as an absolute necessity for extenuating circumstances. Students must not use them for text messaging, accessing the internet or making or receiving calls. If students are caught using a cell phone during the school day it will be confiscated. A parent is then required to collect a confiscated cell phone from the Head Teacher's office and sign a letter of acknowledgment. If the student is found to be breaching the rule a second time or subsequent times, the student's cell phone will be confiscated for 3 weeks or until the end of term, (whichever is shorter). Please do not text or phone your child during the school day as phones are required to be **turned off**.

## 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 / 02108538662

Email: [administration@jireh.school.nz](mailto:administration@jireh.school.nz)

Website: [www.jireh.school.nz](http://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 2017

**Term Dates:** Term 1: 2nd February –13th April  
Term 2 : 1st May-7th July  
Term 3: 24th July –29th September  
Term 4: 16th October - 15th December

**Teacher Only Days:** Wednesday 12th and Thursday 13th April  
Friday 2nd June

**Public Holidays during Term:** Monday 5th June and Monday 23rd 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 no earlier than **8.30am** please. Before school, students are to proceed to their classrooms and prepare 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.

## **Emergency Procedure**

Should you hear of a lock down or evacuation at the school, please do not attend the school or phone, as we will not be in a position to respond. Any information pertaining to an emergency occurring at the school will be updated on our website and the Parents Association FaceBook page.

## **FaceBook**

Please join our Parents Association FaceBook page to pick up important notices.

## **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, at the school regularly, through the Department of Health.

## **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 office 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.

## **Library**

Each class has a library with age appropriate books. Students can borrow books weekly: Years 1-3 = 1 book per week; Years 4-6 = 2 books per week. They may not borrow a book before returning the ones already issued. Students will be charged for lost or damaged books so that they can be replaced.

## **Messages to Students during School Time**

If absolutely 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.

## **Newsletters**

A copy is emailed to each family and posted on the Jireh School website fortnightly. Should you wish a printed copy, please notify the office..

## **Office Hours**

Monday to Friday during Term time: 8.30am to 3.30pm

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. All are welcome. Meetings are held once a Term or when needed.

## **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 meetings will be held on several Monday evenings dates to be advised in the newsletter. All families need to be represented at these meetings. 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 10th April** in Term 1 and **Monday 25th September** in Term 3. At any time of the year parents may discuss their child's progress by making an appointment with the teacher.

## **Parking Policy**

Parents are asked to park in the designated spaces i.e. do not drive right up to the school gate and reverse out of the car park.

## **Photographs**

School photographs will be taken once a year. The planned date for this year is **Monday 22nd 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 at Jireh School on Tuesdays at 9am to pray.

## **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.

## **Reports**

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

## Security

All visitors, (including parents) during school hours must report to the school office. For security reasons it is not permitted for people to go to the classrooms or wander the grounds during the school day.

## 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.

## Sports Teams

Jireh enters Sports Teams in various tournaments throughout the year. We also participate in the Auckland Christian Schools soccer, netball, cross-country and touch competitions.

## 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 be worn to attend school trips, unless notified to the contrary. Shoulder-length hair must be tied up.

**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](http://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 2017 are Wednesday 12th & Thursday 13th April and Friday 2nd June.

## Telephones

Students must have permission from the teacher to use the telephone. The telephone is 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. The Activity Fee for each Term is \$70. This covers all group activities and learning programmes such as Reading Eggs and Mathletics. Small groups and sports teams will be billed separately as they come up. Payment in full is expected, whether or not your child is absent or unable to attend/participate in outings, sport or workshops. 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. Uniforms are available from NZ Uniforms : 7 Rata Street New Lynn; Phone; 099720272, [newlynn@nzuniforms.com](mailto:newlynn@nzuniforms.com)

## 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 December 2016*

