

Jireh Christian School

We are a Christ centred community where learners are nurtured to glorify God

PARENT HANDBOOK

2020



Please read this handbook carefully as information has changed from last year.

JIREH CHRISTIAN SCHOOL, 63 ST. GEORGES ROAD, AVONDALE 0600
TEL 09 836 6913

Email: administration@jireh.school.nz

Website: www.jireh.school.nz

Reviewed 31 January 2020



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Our VALUES

At Jireh Christian School we hold to the values of –



These values underpin all we do and inform the way we aspire to behave, treat one another and approach our learning journey as a Christian community.

Our MOTTO

From God ... For God (I atua, Hoki atua) (Romans 11:36)

Our VISION

We are a Christ centred community where learners are nurtured to glorify God.

Our MISSION

Jireh Christian School has:

- a curriculum that is Bible-based and Christ centred
- a partnership with parents/whanau to nurture their children
- students who are equipped to positively impact the world
- an inclusive community that honours cultural diversity
- an environment which challenges learners to faithfully develop their giftings
- a collaborative culture of excellence
- a culture of prayer

Our Valued Student Outcomes





Parent Commitment

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

How I can help my child enjoy a happy and productive school experience

- To support the vision 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 send children to school with a positive attitude which encourages the love of learning.
- To send children to school clean, neat, healthy, rested and adhering to the dress code.
- To expect children to be responsible for their own behaviour.
- To expect children to take a reasonable, age-appropriate measure of responsibility for their own learning.
- 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 respond promptly to school communications which require a reply.
- 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 office either by phone 836 6913, text 02108538662, email administration@jireh.school.nz or via the school website www.jireh.school.nz, **before** 8.30am, if their child is absent from school for any reason. The preferred method of communication is via the school website or the absence option on the school phone. If parents have not contacted the school, and the office has been unable to contact them, the child will be marked as Truant. If they have been away for 3 consecutive days or longer due to illness, a medical certificate is required.

Extra Family Holidays: Parents are asked to try to plan their family holidays during set school holidays. If a holiday in term time is impossible to avoid then the Principal and the class teacher must be informed as soon as possible in writing.

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

Acceptable Student Behaviour

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

1. All school staff are responsible 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 electronic games, MP3 players, cell phones (unless by arrangement for students travelling on the bus or public transport), toys and large sums of money are not to 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, laptops and Chromebooks 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 at school.
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 a student or other students is prohibited.
8. Dishonest behaviour, such as theft or cheating, is unacceptable.
9. Students are not to run inside the school buildings or on the decks and are not permitted in the kitchen or staff room, unless under a teacher's instruction.



Allergies and Restricted Foods

We have several students who are severely allergic to nuts. We request that you do not give your child nuts or products containing nuts (this includes Nutella) for morning tea and/or lunch.

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. You can make an appointment by e-mailing the teacher or contacting the office.

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

Attendance at all school activities

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

Attendance Dues / School Fees

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

Attendance dues: \$1964.00 per year, payable by direct credit to -

The N.Z. Christian Proprietors' Trust
Account Number: 12-3107-0061704-03

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

The term 'Proprietor' means that Jireh Christian School's official dealings with the government are managed by NZCPT in terms of our legal obligations as a state-integrated 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 Christian School.

For more information about NZCPT and its activities, please visit nzcpt.nz.



Special Character Donations **\$636.00 per year**, payable by direct credit or included in the direct debit for Attendance Dues to:

The N.Z. Christian Proprietors' Trust
Account Number: 12-3107-0061704-03

Capital Development payment **\$350 for each new family**

This is a *once-only* payment and is payable by eftpos at the Office or direct credit to:

Jireh Christian School
Account Number: 12-3034-0512219-00.

Activity Costs for Curriculum Enriching Experiences and trips

This amount is determined and advised in advance to cover trips, outings, sports activities, lessons and workshops. Students who are absent on the day of an activity are not able to be refunded transport costs.

Activity Costs are payable by cash or eftpos at the Office or direct credit to:

Jireh Christian School
Account Number: 12-3034-0512219-00.

Eftpos or direct credit are our preferred methods of payment. If paying by cash it can be handed in at the office. Please put the cash in an envelope with your child's name, the amount and what it is for on the outside. If paying by eftpos or direct credit you can pay one lump sum for all your children. Enquiries regarding any of the above fees should be directed to accounts@jireh.school.nz

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.

Bicycles, Scooters and Skateboards

It is recommended by the Police that children aged 10 years and older should be the only ones who ride bikes to school. Bicycles must be in a safe, roadworthy condition and helmets must be worn. Reminders to ride on the road are important. Bicycles are not to be ridden in the school grounds unless supervised and given direct permission. It is a privilege to ride a bicycle to school and failure to ride in a safe, sensible manner will mean the child's parents will be contacted and permission withdrawn until behaviour is rectified. Scooters, skateboards and bicycles are not to be ridden in the school grounds except on special days when provision is made for this, and helmets are to be worn at all times. No riding on paths or decks.

Board of Trustees

The Board of Trustees (BoT) is made up of elected parent representatives, up to 4 Proprietor representatives, the Principal and a staff representative. The next national BoT elections are in 2022.



Buses

Jireh Christian School transports a number of students to and from the school on three different routes: Henderson, Oratia and Massey. This service is partially subsidised by the Kingsway Trust. The balance is funded by parents on a user-pays basis. For information about bus routes and the cost involved, please contact Vicki Morris (Bus Controller) on vicki.morris@jireh.school.nz.

B.Y.O.D.

Jireh Christian School is a Bring Your Own Device (BYOD) school from Years 2 - 8. Years 2 - 4 use i-Pads or tablets and Years 5 - 8 use Chrome books or laptops. Before bringing devices to school, students will complete a Responsible Media Use course. Students and parents are to read and sign the school Cyber Safety Agreement. Every device should be in a protective case and placed in a fully enclosed carry bag. Devices 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. Devices 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 2:45 pm. They are the students' responsibility and should only be brought to school as an absolute necessity for extenuating circumstances. Phones must be handed to the classroom teacher at the beginning of the day. 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 Principal's office and sign a letter of acknowledgement. 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). Students are not to be texted or phoned during the school day as phones are required to be **turned off**.

Concerns or Complaints

In dealing with all situations of a difficult nature the school endorses the Matthew 18 principle for resolving problems - go to the person involved. If any problem arises concerning their child's welfare or progress at school then parents are encouraged to first discuss this with their child's teacher. If, following discussion, the situation has not been satisfactorily resolved, then, an appointment to see the Principal should be made. You can also fill out a complaints form which can be found at the School Office or downloaded from the website.

Contact Details

School Office	09 836 6913 / 02108538662
Email:	administration@jireh.school.nz
Website:	www.jireh.school.nz
Address:	Jireh Christian School 63 St. Georges Road Avondale, Auckland 0600



Damage to School Property

Students and parents will be held liable for willful damage to, or careless use of, school equipment and property.

Dates for the Year 2020

Term Dates:	Term 1	30 January	–	9 April
	Term 2	28 April	–	3 July
	Term 3	20 July	–	25 September
	Term 4	12 October	–	11 December

Teacher Only Days: Monday, 11 May, Monday, 31 August,
Monday & Tuesday, 14&15 December

Public Holidays during Term:

- Waitangi Day: 6 February;
- Good Friday: 10 April;
- Queens' Birthday: 1 June;
- Labour Day: 26 October

Dental Clinic

Parents may collect their children from the office to attend the dental clinic at Avondale Intermediate School clinic in Holly Street for dental care. Enrolment information is available at the office. Parents should make appointments directly with the dental clinic at Avondale Intermediate.

Discipline

In keeping with our values 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, house points and other methods are used. Inappropriate behaviour 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 see their child entering the school gate no earlier than **8.15am**. There are three drop off gates:

St. Georges Road is a drop off zone only. No vehicles are permitted to enter the carpark other than people going to the Kindergarten or Church. There is a turning bay in front of the church which has a safe path for the students to walk down to school without going through the carpark. Buses arrive and depart from this entrance. If parents wish to drop their child off or visit the teacher/office, they should park on St. Georges Road and walk their child into school.

Kelvinside Terrace: Drop children off at the top of Kelvinside Terrace on the corner of Arran St. No cars will be allowed down the drive. No parking is permitted on the right of way. Should parents wish to walk into school, they are to park on Kelvinside Terrace and walk their child into school.

Great North Road will be one of the main entrances. Parents may drive into the right of way and park in the car park. There is a pedestrian entrance. Alternatively, children can be dropped at the top of the right of way and walk along the fence into the school.

Children may not enter the classroom unless the teacher is there, and it is at the teacher's discretion as to whether children can stay in the classroom. 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 a child cannot be collected on time, alternative arrangements must be made. Staff often have other school-related commitments after 3.15pm and there is no guarantee there will be teachers on site.

Emergency Procedure

Should parents hear of a lock down or evacuation at the school, they are not to come to the school or phone as no-one will be in a position to respond. Any information pertaining to an emergency occurring at the school will be updated on the school website and/or the JCS Parents' Association Facebook and the Jireh Christian School Facebook page.

Facebook

Please join our JCS Parents' Association Facebook (closed group, by invitation only) and 'follow' the Jireh Christian School Facebook page to pick up important notices.

Hearing and Vision Tests

These are conducted at the school regularly through the Ministry 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
Years 7 – 8	45 - 60 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 bin in the Office for lost items. It will be emptied at the end of each term and items either put in with the second hand clothing collection or given away.

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 children at home for 24hrs following any vomiting, diarrhoea or fever.

If a child has asthma or severe allergies, the Office must be informed and provided with an action plan, with updated information as necessary. If a child has severe food allergies parents must speak with their teacher about the procedures for occasions when food is shared.

Head lice spread easily in school environments where children are in close contact. Please check your children's hair regularly.



Learning Areas and Classes

MANU		WAI	
CLASS NAME	TEACHERS	CLASS NAME	TEACHER
KERERU	Mrs. Duxfield (Mon-Wed) Mrs. Wood (Thurs-Fri)	AWA	Mrs. Venter
TUI	Miss Prasad	MOANA	Miss Rautenbach
PIWAKAWAKA	Mrs. Stephenson		
KAKAPO	Mrs. Watts		

IKA		TIWAI	
CLASS NAME	TEACHERS	CLASS NAME	TEACHERS
TARAUTE	Mrs. Thomson	NIKAU	Mrs. Mackie
MORIHANA	Miss Tato	KOTUKUTUKU	Mrs. Stoffels

Learning Support

Jireh Christian School has access to the RTLB (Resource Teachers: Learning and Behaviour Service) Central West Auckland cluster and the Ministry of Education's Learning Support team. Students of concern are referred by the teacher, in consultation with parents, for appropriate intervention. Miss Morris is the school's Special Education Needs Coordinator (SENCO).

Library

The school has a library with age appropriate books. Students may borrow books weekly: Years 1 - 3 = 1 book per week; Years 4 - 8 = 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.

Lunches

Please provide your child with a healthy and nutritious, morning tea and lunch. Sugary drinks, lollies and chocolates should be treats for special occasions only and not an every day occurrence in your child's lunchbox.



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 Office. It is not appropriate for parents to go directly to the classroom during school time.

Newsletters

A copy of the newsletter is emailed to each family fortnightly and posted on the Jireh Christian School website. Should parents wish to receive 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 Christian School within the wider community and to raise funds for the school. Meetings are held once a term or when needed. All are welcome.

Parental Involvement

Parents who wish to help students 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 Meetings

The home/school partnership is foundational to the school's philosophy. As part of its commitment to the partnership, meetings are held to communicate important matters relating to students' education and the on-going development of the school. All families need to be represented at meetings. If for any valid reason parents are unable to attend, **apologies must be tendered to the Office prior to the meeting.**

Parent/Teacher/Student-led conferencing - Student Progress

These are held twice a year. However, any time of the year parents may discuss their child's progress by making an appointment with the teacher. Parent teacher communication is essential for the child's optimum progress and staff are happy to discuss this.

Parking Policy

Parents are asked to drop off their students at the gate. The preferred entrances are Great North Road and Kelvinside Terrace. Please only park in the church grounds of 63 St Georges Road under exceptional circumstances or if you have permission from the Principal. Please do not park in the area marked for Kindergarten use only.



Photographs

School photographs will be taken once a year. The planned date for this year is **Tuesday, 19 May**. Prior notice will be given.

Physical Education & Sport

All students are expected to participate in the physical education programme 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 the school programme and it is through prayer and God's goodness that Jireh Christian School has seen His blessings. Parents meet weekly at the school to pray. You are welcome to put prayer requests in the box at the Office. Ask at the Office for more information.

Punctuality

School starts at 8.45am and finishes at 2:45pm. It is essential that students arrive on time. All students should be at school by 8:35am 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. Students who are late must report to the office before going to class and they will be marked late on the roll. In many cases it is not the student's fault because he/she relies on adults for transportation. Please make every endeavour to instill good habits of punctuality in children through training and example.

Parents must sign children out on Vistab when collecting them early. Office staff will go to the classroom to collect the child once you have signed them out. This should only be for important appointments that can't be made outside school hours and prior notice should be given to the office and the teacher.

Reports

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

Security

During school hours all visitors (including parents) must report to the office and sign in on Vistab. For security reasons it is not permitted for people to go to the classrooms or wander the grounds during the school day, without first signing in.

Sports' Teams

Jireh Christian School enters teams in various tournaments throughout the year. The school belongs to the South West Sports Cluster and also participates in the Auckland Christian Schools soccer, netball, cross-country, cricket 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. The uniform must be worn to attend school trips, unless notified to the contrary. Hair longer than shoulder length 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, black socks/tights and closed black school shoes.

Year 7 and 8 have a distinctive polo shirt and shell jacket. They may wear closed black school shoes in summer and winter.

Uniforms are available from NZ Uniforms : 7 Rata Street, New Lynn. Phone 099720272, newlynn@nzuniforms.com

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.

Telephones

The school telephone is only permitted to be used for urgent requests or emergencies, and students must have permission from a staff member to use it.

Trips & Outings

School trips, including sports training lessons during school hours, are an enrichment to the school curriculum. The activity cost for each term will vary across the learning areas and from term to term. The school endeavours to keep it reasonable. This covers all enrichment activities and learning programmes such as Reading Eggs, Athletics and Maths Buddy. Small groups and sports teams incur costs separately as they occur. Transport costs are unable to be refunded. Payments for curriculum enriching school trips can be by cash, eftpos or direct credit to:

Jireh Christian School: Account number 12-3034-0512219-00. Please clearly identify your Child's Name and activity. Payments can be paid in a lump sum for all the children in a family.

Waste Management

All students must put their lunch waste back in their lunch boxes and take it home with them. We are planning to start a compost bin during the course of Term 1. Vegetable and fruit scraps can be put in there. You will be notified when this is possible.



Withdrawal of Children from School

Should parents need to withdraw their children from Jireh Christian 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.