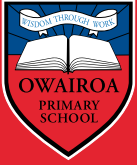


# PROSPECTUS

*“Working  
together as a  
family to provide  
the best learning  
environment  
possible”*



# Welcome to the Owairoa Primary School 'Family'

Owairoa Primary School is a state contributing Primary School. The school was officially opened in 1961, to provide a quality education experience for Year 0 to year 6 students.

We have a proud tradition of excellence in all aspects of a student's school life as we seek to build upon the high standards that the past has endowed.

Our curriculum is at the cutting edge of modern educational practice and is designed to assist the emerging independence of children in their learning.

We have the dynamic team to provide the rich and stimulating learning experiences, so necessary in these early formative years.

A positive balance of academic, physical, social and cultural opportunities allows each and every student to excel at their own individual level. Owairoa Primary School has an "open door"

policy and actively encourages a true student, teacher, parent partnership in our desire to build and maintain high levels of co-operation between the home and school.

In welcoming you as part of the Owairoa 'family', please feel assured that we have a genuine interest in your child's wellbeing and ongoing progress.

*'Your children'  
'Our guidance'  
'Their future'*





# Vision

## Owairoa Primary School

### Pathway to the Future

Our vision is to lead Students along a pathway that challenges them to continually strive for new horizons, as we prepare them for their future.

Our mission is to provide pathways to access challenging, stimulating, quality education that creates self motivated, lifelong learners equipped for a changing world.

Our Strategic Intent is to TIE in the following strategies to underpin everything we do.

*'Team work'*  
*'Innovation'*  
*'Ethical behaviour'*

# Goals

At Owairoa Primary School we acknowledge the value of Goal Setting. We have set goals where Student Learning and Self Management are the focus for all that we do.

## Focus Goals

- To encourage a climate of excellence, innovation and enterprise in all we do.
- To provide a solid learning foundation for all pupils in Literacy and Numeracy.
- To provide innovative, up to date programmes based on the current NZ Curriculum which enable each student to be in a focused learning environment. We maximise learning opportunities so that the students are inspired to learn, be challenged, and are able to achieve individual success.
- To foster a school community climate which promotes the 'Owairoa family' concept through inclusiveness, our values, and developing self esteem and self worth.
- To monitor learning trends and needs and to continue to plan and report in partnership with the school community.
- To continue to attract and retain quality staff.
- To create an environment which is compliant with all legislation and also promotes and safeguards the physical and emotional well being of all of our students.
- To create a school culture which respects ethnic and cultural diversity.
- To honour the Treaty of Waitangi and the place of the Tangata Whenua.

# Values

At Owairoa Primary School we value the Concept of Family. We encourage by word and action the importance of the 'Owairoa Family' being inclusive of students, staff, parents and the wider Community.

## Our Key Values

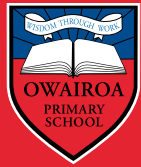
We will RISE to the challenge by developing a school culture based on:

**R Respect** - we will encourage the members of our learning community to have respect for themselves, their property, their parents, their peers, our bicultural heritage and the environment.

**I Integrity** - we will foster honesty, responsibility, accountability, and ethical actions.

**S Self esteem** - we will endeavour to develop this so that everyone has confidence in their own value and is able to make decisions and stand by them.

**E Excellence** - we will strive for excellence in behaviour, work, and grooming. We will aim high and persevere in the face of difficulties.



# Enrolment

Owairoa Primary School is a Zone Free School. We welcome enrolment enquiries and feel privileged to have the opportunity to assist you in this very important decision on student enrolment.

Prior to your child's first day of school, we extend an invitation to you to meet with our Principal, who will introduce you to our fine educational facility, take you on a guided tour and will ensure any questions you may have are answered at this time. Following this meeting you will receive a 'Welcome to our School Pack' which will include all the documentation required for pre-enrolment.

## Pre-school visits

Pre-school children are invited to visit the school prior to their actual starting day. This is most helpful in giving new students the opportunity to meet their teacher and the class. Two visits are recommended. The visiting times available are on Tuesday and Thursday mornings from 9.30am to 10.30am. These visits can be arranged by phoning the Office Manager on ext. 202 or by email; [officemanager@owairoa.school.nz](mailto:officemanager@owairoa.school.nz).

## ACE Preschool

Our Advanced Childhood Education programme is the perfect choice for your child's transition to school. This Wednesday afternoon programme offers an enrichment programme where we prepare preschoolers for school entry. Please contact the school office for more information.

## Starting School Parents Meeting

You will be notified by letter regarding a Starting School meeting for parents. This will be one or two months before your child starts school and should answer all your questions regarding your child's school life.

## First Day

On your child's first day at Owairoa Primary School please report to the Office Manager at the Main School Office to complete the enrolment process.

## School Contribution

The payment of an Annual School Contribution is appreciated by the Board of Trustees. These funds are targeted towards the purchase of resources such as library books, audio visual equipment, IT resources and sporting equipment. The contribution is also used to support our many Specialist Teachers.

This payment can be made by cash, cheque, visa, or eftpos at the school office or by online banking.

We encourage those families, who are not in a position to make this school contribution to speak with the Principal in the strictest of confidence, to make a suitable payment arrangement.







OUR PROSPECTUS Your School

*‘Making your  
child feel  
welcome’*



**In our last review Owairoa Primary School was described by the Education Review Office as a “Top Performing School”.**

“The school has a history of high performance in governance, management, pastoral care and teaching practice”.

“Students enjoy good quality education, are enthusiastic about school life and demonstrate the characteristics of confident and competent learners. They are motivated and display high standards of presentation. Students’ individual abilities and needs are well catered for by teachers. There are many opportunities for all students to participate in rich learning programmes. Students are self-assured and care for their peers. International students receive appropriate academic tuition and high quality pastoral care”.

“Within the school and its community, an inclusive learning community has been fostered with a focus on outcomes for students. Teaching practice is generally of very good quality. Detailed learning programmes are carefully planned and implemented. Teachers are professionally collegial, collaborative and committed. They embrace professional development opportunities enthusiastically”.

“Underpinning the school’s very good performance is the caring, supportive and entrepreneurial influence of the Principal. He is well assisted by the Senior Management team, which works together to support teachers to deliver programmes that are set at appropriate achievement levels for individual and groups of children”.

“All staff work in an environment that encourages them to perform well and where they have a strong sense of being a part of a corporate whanau”.

“The Management and Board of Trustees work together collaboratively. The board ensures that efficient and effective systems reflect a high level of compliance and strategic vision”.

“The Board fosters strong community relationships by consulting frequently and celebrating student achievement. It effectively promotes the school locally and internationally and works to enhance the concept of the Owairoa ‘family’”.

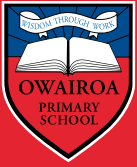
**Education Review Office  
Education Review Report 2005.**

A full report can be read by logging on through our School website: [www.owairoa.school.nz](http://www.owairoa.school.nz)





# Excellence in Education



## Owairoa Primary School Believes in:

- The importance of the Owairoa Primary School “family”
- Priority on learning
- The importance of Literacy, Mathematics, Science and Technology and Thinking Skills
- The highest quality teaching by dedicated, qualified, experienced and specialist staff
- A supportive, caring environment which promotes self-worth, self respect and self esteem
- The latest in teaching and learning methods
- Self Management
- High standards in personal presentation and behaviour
- Appropriate programmes which will develop independence, enjoyment and success for each student
- Programmes to foster goal setting and decision making
- Regular homework related to class programmes
- Promotion of environmental sustainability
- Opportunities to develop leadership skills eg House Leaders
- Emphasis on two way Teacher-Parent communication and co-operation

- An extensive physical education and sporting programme
- Opportunities to participate in a wide range of musical and cultural activities
- Full use of modern computer technology as a learning tool across all curriculum areas
- Education Outside the Classroom programmes for all students

## Our Extensive Facilities Include:

- Specialist Information Communications Technology suite
- A fully equipped specialist music room
- High quality teaching and learning resources
- Extensive sporting and cultural facilities
- A large hall with full stage production facility
- Large, open playing fields
- A well stocked and readily accessible library/information centre which plays a key role in assisting students and staff achieve the educational aims of the school
- An established, well planned, landscaped environment
- After school classes offering a variety of additional learning opportunities
- Several adventure playgrounds
- A fully networked computer system enabling all students to have ready access to the latest facilities
- Chinese Garden
- Nature Bush Walk and Native tree growing facility
- Heated swimming pool
- Specialist Science room
- Specialist English Transition Rooms



# Attendance

## School Hours

8.30am	First bell, classrooms open
8.45am	Classroom tuition starts
10.40am	Morning tea
11.00am	Classes resume
12.30pm	Lunchtime
1.30pm	Afternoon tuition resumes
3.00pm	School concludes

## Attendance

All students are legally required to attend school every day that school is in session, unless they are sick or absent for a legitimate reason.

The school has no authority to grant exemption from this requirement to attend lessons during school hours for outside school activities such as dance, drama, music, and remediation.

We would ask that such appointments, whenever possible, be made outside school hours.

The school also has no authority to grant permission for students to undertake vacations and family activities outside the school holiday.

The school is very mindful of student safety, welfare and protection and monitors student attendance seriously.

The following attendance protocol has been established.

1. All absences relating to sickness or other reasons must be notified to the school office Ph 5380060, together with a reason for the absence. You can speak directly to an office person or leave a message on the Absence Hotline which operates 24/7. The absence must be followed up by a note to the class teacher on the student's return to school.
2. In cases where the child has an appointment eg Doctor, Dentist etc a note should be given

to the class teacher prior to, or on the day the leave is required.

3. All students attending such an appointment must be signed out and all students arriving late for school must be signed in, at the office.

Please understand these systems are put in place to protect your child. Your co-operation is essential.

# Community

## Board of Trustees [BOT]

The School is governed by a seven member Board of Trustees. The Board consists of five Elected Parents, the School Principal and a Staff Representative. Elections are held once every 3 years.

The Board holds monthly meetings in the school staffroom and parents and members of the wider community are welcome to attend. The dates of these meetings are advertised in the school newsletters and on the school website.

The minutes of each Board meeting are available to you, on request.

## Parent Teacher Association [PTA]

The PTA is an important support group for the school. Their function is to provide support services for the many school activities and to fundraise for a myriad of extra school resources.

The new PTA is formed at its Annual Meeting held in March of each year. We welcome the support of parents at our school.

## Te Whanau o Owairoa

This support group gives an opportunity to discuss school matters relating to Maori aspirations. It ensures that the Charter goals, in reference to the Treaty of Waitangi, are being supported strongly by our school whanau.

## New Settlers Support Groups

In welcoming New Settler Parents to New Zealand and to our school we offer the support of first Language Speakers and meetings for different cultures eg Korean, Chinese and South African groups.

If you are not confident with English and you need help with translating school matters, please ask at the school office.

We also invite New Settlers and visiting parents to our special Parent's Class, run daily from 9am to 10.40 am. This class focuses on oral discussion about doing things the "Kiwi" way.

*'Nurturing  
the future'*



OUR PROSPECTUS Your School





# *‘Creating a safe supportive environment for your child’*

## Opportunity

The Board of Trustees has been proactive in supporting additional staff in:

- Informational Communication Technology
- Dance and Drama Specialist
- Art and Craft Specialist
- Sport and Physical Education Specialist
- Remedial Support Programme
- Reading Recovery Teacher
- English Transition Teacher
- Mandarin Teacher
- Music Specialist

### **Sporting opportunities**

Students are encouraged to experience the many different sporting opportunities offered at our school.

All students have opportunities to participate in a wide range of sporting activities in their regular Physical Education and Sporting programmes.

We are proud to offer a range of physical pursuits at different levels of the school.

These include cricket, softball, baseball, rugby, netball, soccer, hockey, basketball, athletics, cross country, orienteering, touch rugby, rugby league, swimming, and gymnastics. Owairoa is proud to have teams represent the school for various sporting competitions within the Eastern Zone.

### **Cultural opportunities**

Cultural activities give the spirit to the school and the Music and Performing Arts are well supported at our school.

Every student attends our music class programme in our well equipped music suite. The students are encouraged to join our choirs, recorder groups, keyboard groups, cultural groups, dance troupes, drama groups and our orchestra. Students gain oratory skills and confidence through their participation in our speech and poetry recitation competitions each year.

# Safety

## Before and After School Care

A Before and After School care facility is operated on the school site. Accent on Kidz provides a full service from 7.00 to 8.30am, 3.00 to 6.00pm, daily during school term and 7.30am to 5.30pm every school holidays. The facility also caters for family emergencies and parents who work rostered shifts.

## Visitors to the School

The safety of our students and staff are of paramount importance to us.

As part of our Health and Safety procedures, all visitors to the school must report to the School Office upon their arrival at school.

All visitors are required to sign in and a Visitors Identification Badge is issued as required.

This procedure is not required for parents delivering and collecting students before and after school.



## School Chaplain

Our school is very fortunate in having a School Chaplaincy Support service. The Chaplain's role is to be a caring, listening ear and someone who has the time to listen. The Chaplain is available to students, staff and families to support them in whatever way is helpful to them.

## Seasons Programme

The Seasons Programme is a peer support programme for children between the ages of 5 to 12 who have gone through grief or loss such as the separation / divorce of parents or death of a significant person in their life. Each group will have children of a similar age that have experienced similar loss/losses.

The Seasons programme tries to provide some normalisation for the children. The group sessions offer this by way of peer support, and by showing that there are others who have gone through a similar loss and have all the different types of feelings that go along with it. The children form a bond and are able to talk, listen and provide different coping strategies for each other.

## New Settler Student Support Programme

New Settler students have the opportunity to join a support programme which deals specifically with the feelings these children have when relocating to a new country and leaving their extended family.

## Zero Tolerance of Bullying

We have a zero tolerance of bullying at Owairoa Primary School. We take seriously and will investigate any incident that is reported to us. We intend to eliminate these hurtful behaviours and request that you report any incident via email to [bullying@owairoa.school.nz](mailto:bullying@owairoa.school.nz) or by phoning the school office on 538 0060.

[www.owairoa.school.nz](http://www.owairoa.school.nz)



# Uniform

A school uniform helps students identify with their school and assists with the development of a corporate spirit and a pride in themselves and the school. It also performs a valuable role by projecting a positive image to the community.

Every student is expected to wear the correct uniform at all times.

## Girls Uniform

- Short sleeve polo shirt (summer)  
Long sleeve polo shirt (option winter)
- Girls culottes
- Red polo fleece sweatshirt
- Plain black leather sensible school sandals (summer)/ shoes (winter)
- Long navy school socks (winter) or short white socks with shoes
- Sunhat (required to be worn in Term 1 and Term 4)
- Swimming cap (summer)
- Beanie and scarf (optional winter)
- NO slide on shoes (with no backs)
- NO boots
- NO platform shoes or high heels

## Boys Uniform

- Short sleeve polo shirt (summer)  
Long sleeve polo shirt (optional winter)
- Boys cargo shorts
- Red polo fleece sweatshirt
- Plain black leather sensible school sandals (summer) / shoes (winter)
- Navy school socks with red stripes (winter)
- Sunhat (required to be worn in Term 1 and Term 4)
- Swimming cap (summer)
- Beanie and scarf (optional winter)

- NO slide on shoes (with no backs)
- NO boots
- NO platform shoes

## Physical Education / Sports

Sports uniforms are compulsory for Year 2 to Year 6 students. Sports shoes are encouraged for all sporting activities.

## Make Up

Students are not permitted to wear makeup of any kind to school.

## Jewellery

For safety and security reasons jewellery is not permitted at school. A wristwatch is acceptable for boys and girls. If your child has their ears pierced, they may wear studs, but no protruding or hanging earrings. No other body piercing or hair dyeing is permitted.

## Uniform Shop

The school Uniform Shop is open Monday to Friday 8.30 to 9.00am and 3.00 to 3.30pm. The Shop is situated in the foyer of the hall.







OUR PROSPECTUS Your School

*'On this seat I sit and wait  
for a new friend I wish to make  
so come on up and say hello  
and then my self esteem will grow'*

- A. McIntyre



## Communication

Effective communication is an important aspect of our home / school partnership.

We endeavour to allow all parties to communicate through the following media.

### Newsletters

The main school newsletter is sent home approximately every three weeks. This document celebrates successes at school, highlights issues of importance and gives information about coming events. In addition to the main newsletter you will receive special newsletters as they relate to special events.

Please ensure you check your child's book bag regularly for this important form of communication. A copy of each newsletter is available on the school website.

### School Office

Our administration phone system allows you to leave a message after hours e.g. in the case of child absence and leave voice mail in the event that you are unable to contact an office staff member.

### Updating Student information

Many occasions arise where we need to contact parents for a range of reasons e.g. academic, behavioural, medical emergencies.

A fully updated contact list is required at all times for all students.

To allow us to have an accurate student data base, your cooperation is essential in updating the office every time that there is a change of address, phone or changes to family circumstances.

### Website Blog [www.owairoa.school.nz](http://www.owairoa.school.nz)

All families are encouraged to visit our school blog on the website on a regular basis. We are often communicating / consulting with parents on various school related issues and do appreciate your input.

### Appointments with Staff

Class Teachers welcome parent enquires in relation to the educational needs of your child. As before and after school times are busy times for Teachers e.g. preparation and meetings, we suggest that you set up an appointment either by phone, email or a note in your child's homework notebook.

### School Contact

Owairoa Primary School  
Nelson Street, Howick

**Telephone** (09) 538 0060

**Absence Hotline** (09)538 0060 Ext 1

**Email Admin.** [officemanager@owairoa.school.nz](mailto:officemanager@owairoa.school.nz)

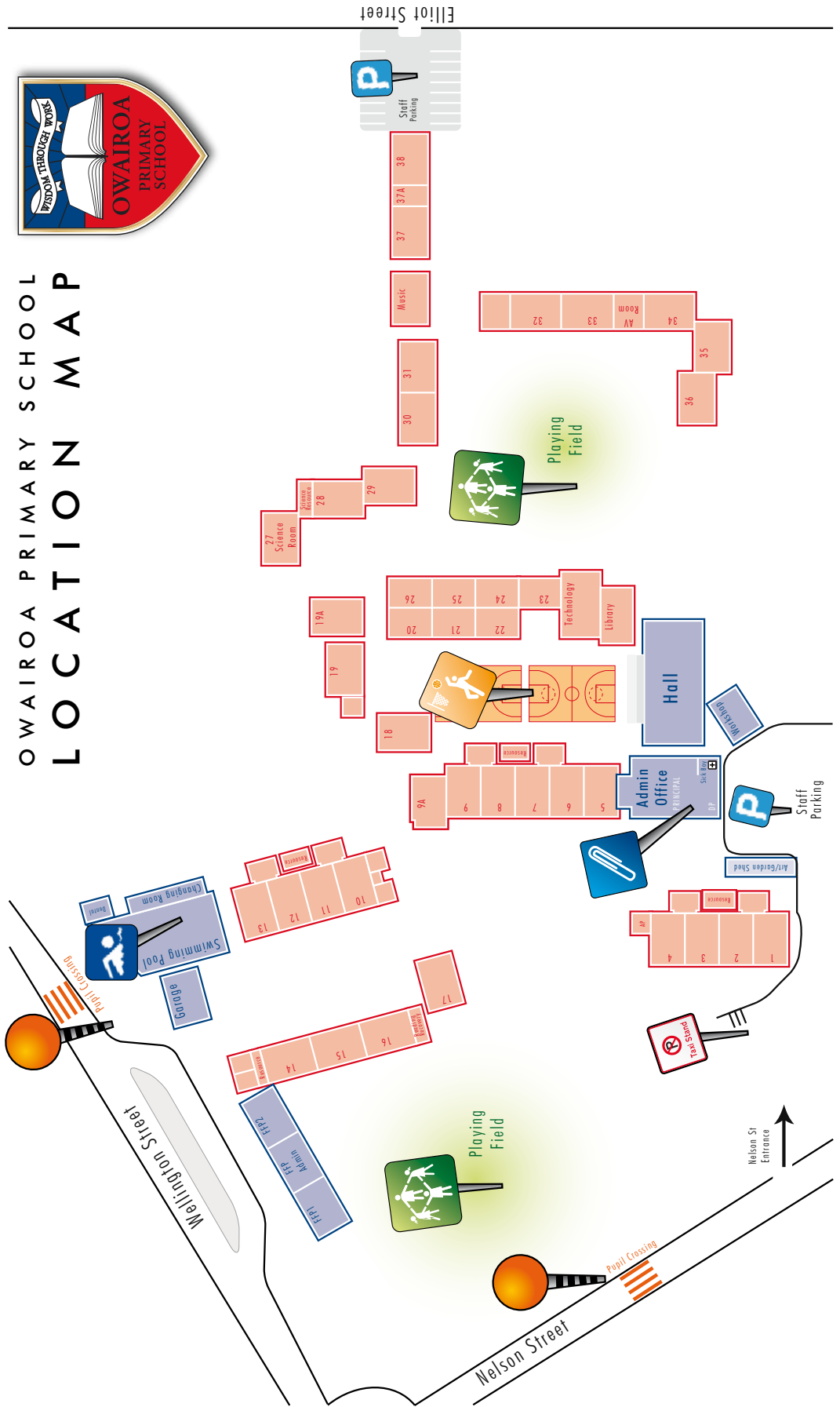
**Principal** [principal@owairoa.school.nz](mailto:principal@owairoa.school.nz)

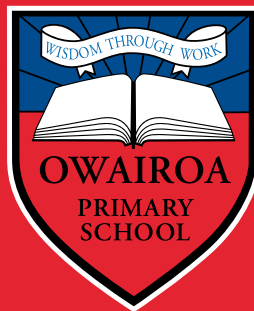
**Website** [www.owairoa.school.nz](http://www.owairoa.school.nz)





# OWAIROA PRIMARY SCHOOL LOCATION MAP





**Owairoa Primary School**  
Nelson St, Howick, Auckland, New Zealand  
Tel: + 64 9 538 0060  
[www.owairoa.school.nz](http://www.owairoa.school.nz)