

NAU MAI! HAERE MAI!

welcome to

HOUGHTON VALLEY SCHOOL



Houghton Valley School Mission Statement

INSPIRATION, CHALLENGE, ACHIEVEMENT

TE HIRINGA, TE WEROHIA, TE WHAKATUTUKITANGA

Houghton Valley School



INFORMATION

WE ARE

**Houghton Valley School
110 Houghton Bay Road
Houghton Bay
Wellington 6023**

Phone: (04) 939-3318

Fax: (04) 939-3317

Email: admin@houghton.school.nz

Website: www.houghton.school.nz

Principal: Barry Schon

principal@houghton.school.nz

Office Administrator: Denise Forrester



In 1931, the residents of Houghton Valley approached the Education Department with a petition to form their own school. After beginning with just two rooms, we have grown to a school of eight classrooms and around 200 students. While proud of our past, we look ahead to the future with anticipation.

A Warm Welcome to Houghton Valley School

Tēnā koutou katoa. The Staff and Board of Trustees of the school wish to extend a warm welcome to you and your whanau. We hope that your time and association with our school will be happy and successful. You are invited to participate in the many and varied activities associated with us.

This booklet is designed to give you some important information about our school. Please keep it in a safe place for reference. We realise there are many points that cannot be covered in such a booklet and we are always pleased to answer any further queries and discuss your concerns. Please contact us.

We trust that you will take time to share your child's progress and development with us. We look forward to working with you for the benefit of your child's future.

BARRY SCHON
(Principal)



SCHOOL HOURS

9.00 a.m. to 2.55 p.m.
10.30 a.m. to 10.50 a.m. morning break
12.30 p.m. to 1.25 p.m. lunch break

SCHOOL OFFICE HOURS

These are 8.45 a.m. to 3.15 p.m. (Mon to Fri)

Phone: (04) 939-3318
Fax: (04) 939-3317
Email: admin@houghton.school.nz
Website: www.houghton.school.nz

2010 Personnel

Staff Members

Principal

Barry Schon

Teachers

Monica Mercury	Curriculum Leader
Liz McLean	Student Support Leader
Peter Holmstead	Sports Leader
Katie Grinsted	
Brendan Collins	Information Technology Leader
Jill Holmstead	
Lara Nemet	
Adele Murray	
Jos Abernethy	Reading Recovery Teacher

Teacher Aides

Jasmine Pritchard	Julia Bromley
George Moutzouris	Jo Graham

After School Care

George Moutzouris	Katy Tijssen
-------------------	--------------

Denise Forrester	Office Administrator
Dave McArthur	Caretaker

Board of Trustees

Juliet Mollan	Chairperson
Susan Langston	Treasurer
Ross Pickard	
Oliver Valins	
Sarah Fussell-Quarmby	
Barry Schon	Principal
Adele Murray	Staff Representative

Home & School Association

Vanya Schoeler	Chairperson
Tanya Taylor	Treasurer
Victoria Askew	Secretary

2010 – SCHOOLS TERM DATES			
Term 1	Thursday 4 February 2010	To	Thursday 1 April 2010 <i>(Good Friday 2 April, Easter Monday 5 April, Easter Tuesday 6 April 2010)</i>
Term 2	Monday 19 April 2010	To	Friday 2 July 2010 <i>(Queen's Birthday, Monday 7 June, during term.)</i>
Term 3	Monday 19 July 2010	To	Friday 24 September 2010
Term 4	Monday 11 October 2010	To	Friday 17 December 2010 <i>(Labour Day Monday 25 October, during the term)</i>



Information About Houghton Valley School

(in alphabetical order)

ABSENCES

Please advise us of your child's intended absence before school. The office staff follow up on unexplained absence, but this is a time consuming exercise. No follow up note is required if we have been advised on the day of absence.

No child is permitted to leave the grounds during the day without parental permission.

AFTER SCHOOL CARE

Programme Philosophy

Houghton Valley School After School Care will provide a safe, stimulating and caring environment for the children, taking into account the children's individual needs. The children's safety is paramount at all times. The programme will nurture a happy, secure environment where the children have positive self-esteem.

Programme Content

A programme of activities will be offered to the children, appropriate to the needs of children of all ages and stages of development, taking into account cultural background and disabilities.

- Afternoon tea will be provided
- A free play time, including the use of sports games equipment
- A time for home work to be completed
- A time for arts and crafts or organised games

Programme Hours

The programme operates from 2:55pm to 5:30pm Monday to Friday during the school term. The programme does not operate on public holidays.

ANSWERPHONE

Please leave your name and contact number and/or a message. This is checked regularly and calls are answered as soon as possible.

BEHAVIOUR MANAGEMENT

At Houghton Valley School we aim to maintain a positive school culture, in which we all feel safe. Our general school rules are:

1. We use our common sense.
2. We keep others and ourselves safe.
3. We respect other people, property and the environment.

We have systems in place to manage behaviour, by recognizing positive actions and working through issues which may lead to inappropriate

behaviour. We think that children are more likely to learn (and take the risks needed to do so), when in a safe environment where positive relationships are the norm.

CAR PARK SAFETY

Parents are requested to exercise all due caution when entering or leaving the school car park area. Cars are not permitted to enter or leave the car park between 8.30am - 9.15am, and 2.30pm - 3.15pm. If appropriate, encourage your child to walk to school.

CLASS TRIPS/VISITS

We encourage classes to use our great city and local area as a context for learning. Trips out of school therefore occur on a regular basis. At the beginning of the year, we send out a generic parental permission form, to cover trips in the local area. Occasionally we may also seek written permission for specific trips that may warrant this. We welcome parental assistance on trips. Our Health and Safety Policy states that if travelling by car, all children must be seat-belted. We also have clear adult:child ratios for supervision.

CLOTHING

We have no rules regarding what the children wear to school but we ask that clothes are adequate, clean, tidy and appropriate for the occasion. Children are expected to wear hats outside in terms one and four, and they must wear shoes outside for safety reasons. They also need suitable footwear and clothing for daily P.E. lessons. 'Lost property' is located in the office foyer.

CONTACTING YOUR CHILD'S TEACHER or THE PRINCIPAL

We are more than happy to meet with you during the term to discuss your child or answer questions about the class programme. All teachers have school email which is first name followed by @houghton.school.nz

example: monica@houghton.school.nz

Otherwise they can be contacted in person here at school, or by leaving a phone message with the office (ph. 9393318). My address is principal@houghton.school.nz

If you need to chat about something that requires more than just a short conversation, then making an appointment with the teacher is best. It is also a good idea to say what you would like to chat about.

DENTAL HEALTH

The school will be visited by the Mobile Dental Clinic 1 at regular intervals. Parents are notified of this. Please contact the Wellington South clinic directly

Ph 027 241-8647 if you are concerned about your child's teeth. You may remain with the local dental nurse if you prefer.

DISMISSAL OF CHILDREN

Children line up in front of the office at the end of the day if they are catching the bus or they are walking home. Children are then dismissed so that either they are walking home with others or do catch the bus. If children are being collected they wait in the playground.

EDUCATION REVIEW OFFICE REPORT

A copy of our most recent ERO report can be viewed on the ERO website – www.ero.govt.nz

EMERGENCY PROCEDURES

In the event of an emergency at school, children will be cared for until parents/caregivers or another responsible adult, named by parents, comes to collect them. We do have an emergency policy in place and practise emergency procedures regularly.

ENROLMENTS

Parents are asked to complete **all details** of the enrolment form as some of the information is relevant to our school funding. Please don't hesitate to contact the school if you have any questions about this process.

HALL

Our school hall is available for hire at reasonable rates for children's birthday parties and other daytime events.

HATS

We expect children to wear hats when outside during terms one and four. Wide brimmed HVS hats are available from the office at a reasonable price.

HEALTH

The health form supplied to New Entrants is to be completed for the Public Health Nurse. Please advise us of any changes in medical circumstances that the school should know about.

Good health is essential for your child to learn and achieve. Please ensure they arrive at school on time, they get to bed at a reasonable hour and that they have a nutritious lunch to eat.

Hearing and vision tests are carried out in the first year of school and parents can request further checks if concerned. The tester visits us once a term.

Headlice: Despite all precautions, these nuisances do make an occasional visit. Shampoos are available from chemists and further help can be obtained from the Public Health Nurse.

HOMEWORK

In junior classes, homework mostly involves reading by, to and with your child. As children progress through the school, the amount of homework increases and it usually includes activities that maintain or extend skills and content covered at school. Teachers are more than willing to chat with you about homework expectations and any issues to do with completion.

INJURY OR ILLNESS AT SCHOOL

If your child is injured or ill during the school day, he/she will be attended by a staff member who holds a current First Aid Certificate. If the injury is serious, the school will contact you or your stated emergency contact person as soon as possible. In cases where it is felt that immediate professional medical attention is needed, this will be organised.

LIBRARY

Children are encouraged to borrow books from the library. We ask that parents support this and make sure that the books are returned. If books are lost or damaged, parents will be asked to donate towards their replacement.

LOST PROPERTY – NAMING OF CLOTHES

Children misplace clothes easily. To assist us, please **name** all items of clothing and encourage children to bring home their clothing, especially jackets, tops and coats. A box for lost property is in the corridor leading to the library. All unclaimed contents are donated to the charities clothing bins at the end of each term.

MONEY and VALUABLES

If your child needs to bring money to school, please ensure it is in a named envelope. Children are discouraged from bringing extra money to school. Cheques should always be made payable to Houghton Valley School. We also have internet banking for paying school donations etc.

Valuables such should be handed into the office for safekeeping. We discourage children from bringing toys, phones, game cards, MP3 players or any other valuable personal items to school. We take no responsibility for such items.

NEWSLETTERS

Newsletters are sent home with your child every Thursday. Please check your child's bag so you are up to date with what is happening. If you have anything which you would like included in our newsletter, please hand a written copy into the office or email admin@houghton.school.nz by the Wednesday before. We encourage families to choose email instead of paper. If you would prefer an emailed newsletter, please email Denise in the office and she will arrange this.

NOTICEBOARD

Information about the school and community activities are displayed on the noticeboards in the foyer.

PARENT INVOLVEMENT

We appreciate all the parent help we are offered and endeavour to use the community's talents and abilities. Please let your child's teacher or the office know if you are able to help in any way.

REPORTING TO PARENTS

Parent/Teacher conferences are held early in the first term and during the third term. A written report will be sent home at the end of the year. Parents are encouraged to meet their child's teacher at other times during the year by mutual arrangement. We prefer you to make an appointment so we are able to spend the necessary time with you.

SCHOOL ORGANISATION

Students in their first two years are classified as year 0 (new entrant), year 1 or year 2. Students are then classified as year 3, 4, 5 or 6. Each year, students are organized into class groups on the basis of age, levels of achievement, gender balance and social factors. Composite classes, made up of two year groups are common.

SPORT

During the year there are opportunities for children to be involved in sport competitions against local schools. There are also opportunities for some students to represent us in local sporting events. Parents will be notified of these events by special notice or through our regular newsletter.

Our students are sometimes involved in Saturday morning and after school competitions, depending on personnel available to coach and supervise.

STATIONERY

Most classroom requirements are available from the school office. A list, which includes current prices, will be given to your child on starting school and at the beginning of each year.

SWIMMING

The school organises a swimming programme. Parents are asked to please ensure that their children bring togs and a towel in a plastic bag to school when requested. A note is required to excuse a child from participating.

TRANSPORT

The school bus leaves the bus stop by Wellington Hospital at 8.37a.m. and travels via Hornsey Road, stopping at all regular bus stops along the route and delivers children to the school bus stop just after 8.50 a.m.

The school bus leaves school at 3.00 p.m. and proceeds along the standard No. 23 route past the Zoo, through Newtown and on to Courtenay Place.

WEBSITE - www.houghton.school.nz

We are in the process of developing our school website into a comprehensive collection of information about our school. Currently it has....

- 1) Photos of staff members
- 2) Contact details
- 3) Term dates
- 4) Upcoming events
- 5) Photos of Board of Trustees members
- 6) Class blogs to showcase learning at HVS
- 7) Our principal's page
- 8) An archive of newsletters
- 9) Enrolment details
- 10) A description of our enrolment zone
- 11) After School Care info

Families are encouraged to visit the website regularly. We also request permission to include your child's picture on our website. If you do not agree to have your child on our website, please contact the office.

Board of Trustees

WHAT DOES THE BOARD OF TRUSTEES DO ?

The Board was set up by the Education Act 1989. Elections are normally held every three years. The persons on the Board are parents and teachers. There are five elected parents, together with the Principal and staff representative.

The key roles of the Board are:

- To set policies which facilitate the smooth running of the school and advance the educational interests of our pupils;
- To appoint the Principal and work with the Principal;
- To ensure that there is good communication between the school and the community;
- To manage the school finances, the buildings and the grounds.

There are of course many other things the Board does as well.

WHAT THE PRINCIPAL AND STAFF DO

Once a goal or policy has been developed the Principal and staff work to implement it. The Board is required by the legislation to monitor the implementation of policy.

The Principal:

- Provides the professional leadership for the school.
- Manages the day to day running of the school;
- Manages and appraises the performance of staff.

If you have a question about behaviour management, allocation of teacher resources, the daily management of the classroom and similar issues, the appropriate person to consult is the Principal.

WHEN DO WE MEET?

Board meetings are usually held on the third Wednesday of each month, commencing at 7.30 p.m. There is often quite a lot of ground to cover in each meeting, so they last between two and three hours.

NEWSLETTERS

The Board writes in the school newsletters regularly. These inform you of Board goals, new policies and general information.

NOTICEBOARD

The Board of Trustees have a section of the noticeboard in the front foyer and also the noticeboard by the main library door. These show current Board members and Board minutes.

HOUGHTON VALLEY SCHOOL HOME & SCHOOL ASSOCIATION

The Association is the parent group which is responsible for raising funds and for many of the social activities within the school and the community. We raise funds for extra items which the government grant and parent donations don't cover.

The Association organises social events. These give the children and their families opportunities to get to know one another better.

The Board of Trustees and the Association work closely together, with the Trustees often seeking input from Association members, and the Association gives parents/caregivers another means of contact with the Board and teachers.

As a parent/caregiver of a child at Houghton Valley School, you are automatically a member of the Home & School Association. You are invited to attend our meetings or provide your support in other ways. Our meetings are held at the school each month. Getting involved with the Association offers a great opportunity to get to know some other parents as well as feeling you are making a contribution. Everyone has some skills to offer.

If you are not able to attend the evening meetings but have some time you could give to the school through the Association, contact the Chairperson or school office.



Houghton Valley School

Charter

2007—2010



Inspiration, Challenge, Achievement

Te Hiringa, Te Werohia, Te Whakatutukitanga

THE MISSION STATEMENT

Maori translation and contextual meanings

INSPIRATION, CHALLENGE, ACHIEVEMENT

TE HIRINGA, TE WEROHIA, TE WHAKATUTUKITANGA

THE INSPIRATION

‘Te Hiringa’

out.

The drive or perseverance; seeking to find

THE CHALLENGE

‘Te Werohia’

To take on the challenge before you, in order to go forward.

THE ACHIEVEMENT

‘Te Whakatutukitanga’

To achieve something truly great after much hard work.

THE CONSULTATION PROCESS

During the latter part of 2006, the following consultation took place:

- Meeting with the parent community
- A discussion with staff
- A whanau hui with Maori families
- A discussion with a selection of children
- Feedback from the ‘Home and School’ Group

The following questions formed the basis of consultation:

- What’s going well at HVS?
- What should we continue, change or improve?
- What do we value?
- What do we want our children to be?

Amendments to this charter may be made by the Board of Trustees in response to identified need or altered circumstances.

Houghton Valley School is...



Houghton Valley School, situated near Wellington's southern coastline, is set in expansive grounds surrounded by native bush. The immediate environment provides many contexts for learning and opportunities for creative and robust play. With 8 fulltime teachers and 189 children, it is very different to the two-room school which opened in 1931. During 2005, an enrolment scheme was adopted in response to an overwhelming demand for places in the school.

Houghton Valley School enjoys a high level of loyalty, partnership and practical support from its parent community. This is manifested in high attendance at school events, assistance with school programmes and a very active 'Home and School' group.

The school staff aims to deliver comprehensive programmes in numeracy/literacy and other academic areas, complemented by a range of experiences in sport, technology and the arts. Traditionally the school has had a friendly, relaxed atmosphere.



What we want to achieve

HOUGHTON VALLEY SCHOOL STRATEGIC GOALS



GOAL ONE

All students achieve success in their learning.

GOAL TWO

Curriculum programmes provide opportunities to develop key competencies of:

- Managing self
- Relating to others
- Participating and contributing
- Thinking

GOAL THREE

Tikanga Maori and Te Reo are integrated into school life.

GOAL FOUR

Our students have a diverse range of learning experiences.

GOAL FIVE

Our school has an active partnership with its community.

GOAL SIX

Staff members are themselves lifelong learners who inspire students.

GOAL SEVEN

The school actively reduces its impact upon the environment.

Houghton Valley School values...

At Houghton Valley School, we value and encourage ...

- Curiosity
- Initiative
- Enthusiasm
- Resilience
- Honesty
- Achievement
- Teamwork
- Competition
- Individuality
- Inclusiveness
- Diversity
- Openness
- Fair play
- Innovation
- Tikanga Maori
- A sense of community
- Respect for ourselves
- Respect for others
- Respect for the environment



The Foundation Class of Houghton Valley School
1931

People are our greatest resource

The Members of our Community:

Are actively involved
Work hard to support the school
Value educational achievement
Provide a wide range of experiences for their children



Our Staff:

Make a difference and are committed to achievement
Aim to create a 'Whanau' feeling
Promote positive relationships
Reflect and develop themselves professionally
Welcome parent and friends of the school



Our Children:

Want to learn
Participate with enjoyment
Work well with each other
Achieve and celebrate success



Learning is why we are here

Learning is for everyone

Learning is for life

Use of community and local resources enhances our programmes

We aim to develop the whole child through exposure to a wide range of learning experiences including the Arts and sport

Numeracy and literacy provide the foundations for academic success

Change should be embraced



Our environment matters

We are privileged to be working in a unique setting

Our school is well resourced

We have large outdoor spaces

We care for the natural environment

We work actively to reduce waste

