

Hokowhitu School



227 Albert Street
Hokowhitu
Palmerston North

Phone: 06 357 9667

Email: office@hokowhitu.school.nz
Website: www.hokowhitu.school.nz

Welcome to Hokowhitu School

We hope that you find this booklet interesting and informative. All feedback and suggestions will be welcomed.

Our School

- ❖ Is very user friendly.
- ❖ Encourages children to learn in a supportive, caring and positive environment.
- ❖ Attends to children's emotional as well as intellectual needs.
- ❖ Has a safe, happy environment for children, in a warm, welcoming and relaxed family atmosphere, where children feel important as individuals and as part of a team.
- ❖ Delivers well balanced learning experiences where children gain a sound grasp of basic skills and knowledge, to the best of their abilities.
- ❖ Provides a wide range of challenging and stimulating learning activities across all curriculum areas.
- ❖ Has dedicated and enthusiastic staff, who genuinely care for our students.
- ❖ We currently have children from more than 30 cultures.
- ❖ Has extensive playground areas, and which include almost unrestricted access to Hokowhitu Park.
- ❖ Has a brand new cycle/pump track and senior playground.



Hokowhitu School History

Hokowhitu School was opened in February, 1924, by Mr J.A. Nash, M.P. At this time there were 204 children on the school roll. Apart from a brief interruption at the end of 1941, when the school was closed for military use, the school has remained on the site. Further classrooms and a school hall have been added over the years, but the original, heritage building is still a significant feature of the school.

Throughout the years Hokowhitu School has been fortunate to have a dedicated and motivated teaching staff and enthusiastic pupils. Successes in the academic and sporting fields have been numerous and in the past as in the present day, our school has been a place where children have felt motivated, cared for and challenged. We treasure our school as being a wonderful place for children, socially, emotionally and intellectually.

The name “Hokowhitu” is a military term, used by Maori to describe a group of warriors, with the last Hokowhitu a Tu being the 28th (Maori) Battalion in the Second World War. The significance of the name 'Hokowhitu’ lies with the values and symbolism of this, and with the deeds and valour and self sacrifice associated with the warriors of Te Hokowhitu A Tu. The area Hokowhitu in which our school is situated holds special spiritual significance to the tangata whenua Rangitaane O Manawatu. This area was occupied by Pa sites in pre-European times and within the area were located some of their main lagoons and mahinga kai.

The “Te Hokowhitu A Tu” warriors of the past went forth into battle with courage, determination, weapons and fighting skills. The Hokowhitu School warriors of today will go forth with a wide range of attributes that will enable them to fully participate in the world of tomorrow.



Hokowhitu School Strategic Goals

In 2023 we conducted a comprehensive consultation process with our school community, our children and our staff.

This has guided us in developing our strategic goals and school direction for the 1st January 2024 - 31st December 2025.

**Our school's vision is to
'Torongia ki te tihi o te maunga'
'Striving to get to the top of the mountain'**

Our STRIVE guidelines encapsulate the values we teach at Hokowhitu School

Our values

Step up | Manawanui

Try new things | Kia kaha

Respect | Ngā Whakaute

Investigate | Whakataki

Value others | Atawhai

Enthusiasm for learning | Ngā whakapuke

Our strategic goals

1. Ensuring all ākonga gain confidence and experience success in literacy and numeracy
2. Increasing ākonga and kaiako knowledge of and engagement with te ao Māori
3. Recognising, supporting, and celebrating the diversity of our ākonga
4. Enhancing ākonga wellbeing by encouraging participation in physical activity and performance arts



The Strive Values at Hokowhitu School

We will focus on a different strive value every two weeks. This will be introduced to children at a brief assembly held fortnightly on Friday mornings. Over the fortnight teachers will focus on the value in their classrooms and in the playground. Children found demonstrating a value in the playground may be given a “Strive Voucher” which goes into a draw for a small prize at the next school assembly.

Step up - Manawanui (Display excellence and self-discipline)

Try new things - Kia Kaha (Show courage and perseverance)

Respect - Ngākau Whakaute (Take care and responsibility)

Investigate - Whakataki (Think creatively and critically)

Value others - Atawhai (Show patience and kindness)

Enthusiasm for learning - Ngākau Whakapuke (Be motivated and engaged)



What do children learn at Hokowhitu School?

The New Zealand Curriculum

We base our learning programmes on the New Zealand Curriculum's vision of "young people who will be confident, connected, actively involved, lifelong learners."

The New Zealand Curriculum encourages schools to develop learning programmes best suited to their students' needs

Key aspects of the New Zealand Curriculum are:

<p>Principles:</p> <ul style="list-style-type: none">• High expectations• Treaty of Waitangi• Cultural diversity• Inclusion• Learning to learn• Community engagement• Coherence• Future Focus	<p>Key Competencies (capabilities for living and lifelong learning)</p> <p>The competencies are:</p> <ul style="list-style-type: none">• Thinking• Using language, symbols and texts• Managing self• Relating to others• Participating and contributing.
<p>Values:</p> <ul style="list-style-type: none">• Excellence• Innovation, inquiry and curiosity• Diversity• Equity• Community and participation• Ecological sustainability• Integrity• Respect	<p>Learning Areas:</p> <ul style="list-style-type: none">• Arts• English• Health and Physical Education• Languages• Mathematics and Statistics• Science• Social Sciences• Technology

Learning at Hokowhitu School

We believe that our students need to be/have:

- ☑ Excellent interpersonal skills
- ☑ Highly competent readers, writers and speakers
- ☑ Very competent mathematicians
- ☑ Creative, imaginative and original thinkers
- ☑ Able to learn for themselves
- ☑ Prepared for a future that we cannot predict. Five year olds starting school this year are likely to enter the workforce in 15 years time and will work for at least 40 years.
 - What jobs will be available?
 - What skills will they need?
 - What will they need to know?
 - What technology will they use that has not yet been invented?
 - What knowledge will have been discovered?
 - What will the world be like when they retire?

(The answers to these and similar questions are beyond our comprehension.)

How will we develop children's abilities to learn for themselves?

- ☑ We provide "Inquiry Learning" opportunities that make use of children's natural desire to learn.

RECOGNISING NEW ZEALAND'S BI-CULTURAL NATURE

Hokowhitu School has a number of Māori students and recognises the importance of New Zealand's bicultural heritage.

In recognising the unique position of Māori Hokowhitu School will:

- Consult with our community
- Provide programmes in Te Reo and tikanga including marae visits, kapahaka and local history
- Take all reasonable steps to provide instruction in Tikanga Māori (Māori culture) and Te Reo Māori (Māori language) for all students and provide extra opportunities for those parents that request it, where possible.

RECOGNISING NEW ZEALAND'S CULTURAL DIVERSITY

The school curriculum will encourage students to understand and respect different cultures that make up our New Zealand society.

Hokowhitu School will do this by:

- Ensuring that the experiences, cultural traditions, histories and languages of all New Zealanders are recognized, valued and celebrated
 - By acknowledging the place of Pacific Island societies within New Zealand society and New Zealand's relationships with the peoples of Asia, Africa, Europe and the South Pacific by celebrating all multi-culturalism in a variety of ways

RECOGNISING STUDENTS WITH PRIORITY LEARNING NEEDS

Our school maintains an environment where all students are welcome and encouraged to learn in an inclusive environment.

Hokowhitu School will ensure this happens by:

- Treating all students equitably both in the classroom and in the playground
- By providing the necessary programmes and support for these children
- Exploring the school's inclusive practice and developing it further.



Hokowhitu School Staff 2024

Principal:	Lin Dixon
Deputy Principal:	Reece Hawkins
Assistant Principal:	Carlee Hodge
Kete Leaders:	Carlee Hodge Tracey Orr Hilary Salter Priscilla Gifford-Moore Samuel Sloan
Te Kete Wakahuia: New Entrants, Years 1 & 2	Carlee Hodge, Andrea Caldwell and Helen Griffin Anna Blay, Kirstine Hintz and Whaea Hannah (McKeagg)
Te Kete Pounamu: Years 2 & 3	Tracey Orr Clayton Evans Whaea Bree (White) Merryn Hawkins
Te Kete Manawa: Years 3 & 4	Hilary Salter Andrew Shirley Kathryn O'Connor Helen Griffin
Te Kete Aronui: Years 4 & 5	Priscilla Gifford-Moore Jenny Lovegrove Stacey Tayler Liz Easton
Te Kete Tangaroa: Years 5 & 6	Sam Sloan Elisha Masoe Whaea Liz (Longley) Michelle Mikkelsen
Learning Support Coordinator:	Naomi Thompson
Literacy Support and ESOL Teacher:	Gwenna Finikin
ORS and Intervention Teacher:	Jo Mullinger
Administration:	
The school office is open from 8.30 a.m. to 4.00 p.m. each day. Office staff will be happy to assist you with your enquiries. During breaks the office is staffed by senior children, who are able to take messages, or redirect calls to the appropriate person.	
Office Manager, Sports Coordinator and P/A to the Principal:	Jennifer Bates
Office Assistant:	Leanne Hughes
Librarian:	Susan Janssen
Learning Coaches:	Karen Douglas, Libby Payne, Leanne Hughes, Wendy Donnellan, Emma Vekula, Jacinta Robertson and Susan Janssen.
Caretaker:	Steve Cooke

HOKOWHITU SCHOOL BEFORE/AFTER SCHOOL CARE

Our After School Care programme is run by aPlus, one of New Zealand's largest providers of school holiday and after school care programmes.

Information about aPlus is available through their website at www.aplus.kiwi.nz. Follow the After School link for enrolment, pricing, and other information about their After School Care programmes. Information is also held at the school office.

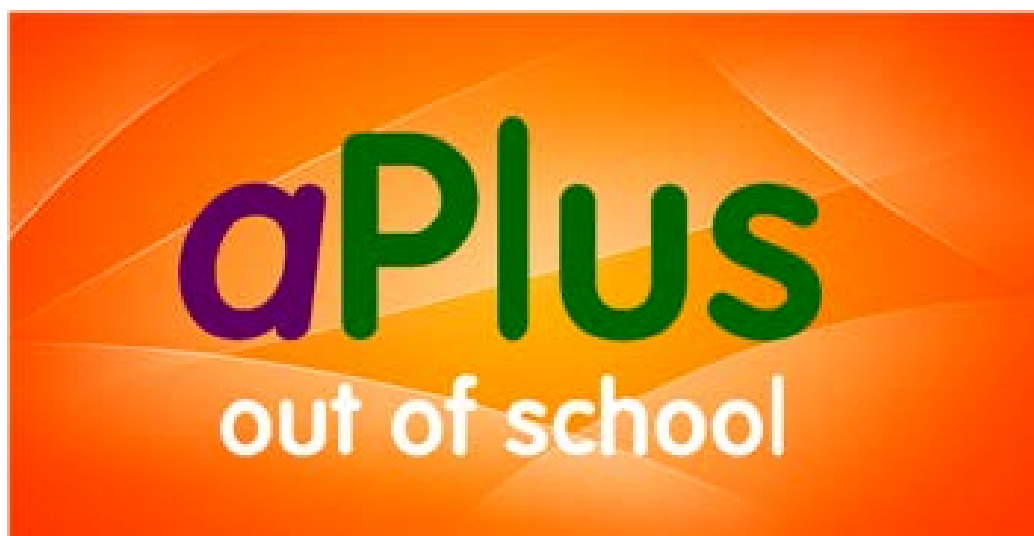
Alternatively, aPlus can be contacted on (06) 357 5583.

SCHOOL HOLIDAY PROGRAMMES

aPlus Ltd runs holiday activities during every school holidays. The programme of activities, as well as registration information, for each coming holiday is usually available by the end of the second to last week of each term. Holiday programmes, and registration details, are available on aPlus's website, via the "School Holiday " link, and are also available through the school office.

MORNING CLUB (before school care).

If you would like to know more, please phone aPlus on (06) 357 5583 or e-mail admin@aplus.kiwi.nz



SCHOOL INFORMATION

ABSENCES

If your child will be absent, please ring the school between 8.00 am and 9.00 am (or anytime and leave a message). We try to contact parents/caregivers of children who are absent without notification, in order to check that all children are safe. You can also text us on our school mobile: 027 357 9021 or use the School App (Hokowhitu School). Please give a reason for your child's absence. If you do not give a reason your child will be listed as truant.

ACCESS TO CHILDREN

If you need to visit your child/ren at school, for any reason, please check in at the office first. This means that we can keep track of who is on the school property. If you want someone else to see your child/ren, or to take them from school, please contact us to arrange this. For your child/ren's safety, we will not allow them to be seen by, or to go with, anyone other than their parents/caregivers and other approved people.

BEHAVIOUR MANAGEMENT

The management of pupil behaviour to a socially acceptable level is seen as one of the prime objectives of the school - everyone has the right to attend Hokowhitu School and to feel happy and safe.

The STRIVE values underpins the positive aspect of our school culture and students are expected to live by the rules.

In addition to this each classroom has its own treaty/rules or agreed standards of behaviour. These are established with the children at the beginning of each school year.

Our 'STRIVE to be the best you can be' framework gives school wide expectations for behaviour. It is aimed at having children take responsibility for their actions and behaviour when making decisions. The language of 'right' and 'wrong' choices gives clear direction about acceptable and unacceptable behaviour.

The school's behaviour management procedures and policy are available to view in the main office. A 'step system' indicates action starting with 'low level' misbehaviour as the vast majority of incidents can be resolved at this early stage.

We believe in the principles of restorative practice and work with students to understand how their behaviour has impacted on their own learning and that of their peers, and ways to resolve the problem - to restore a positive relationship with the people around them.

Behaviours that are likely to be deemed complex, severe and/or challenging are the WRONG CHOICES listed in our STRIVE guidelines.

- Hitting, kicking or touch that intentionally hurts
- Not doing as asked, answering back
- Swearing and unkind words
- Teasing and intimidating others
- Deliberately damaging property
- Serious actions which endanger yourself or others

BICYCLES

It is recommended that only children over the age of 9 years are able to ride bicycles to school (younger children do not have the necessary experience and road sense to safely ride bikes on the road). All bicycles must be roadworthy and be ridden sensibly. Children must, by law, wear a suitable, approved bicycle helmet. Please provide a lock so your child's bike does not get stolen.

APPOINTMENTS WITH TEACHERS

Teachers are happy to discuss your child/ren's progress or other matters at any time during the year. Please email the teacher directly to arrange a suitable appointment. If you have a problem or a major concern, please contact the Principal first.

ASSEMBLIES

Every second Friday from 9.00am – 9.30am. Parents are most welcome to attend. At this assembly the presenting classes share their learning in some way. Special awards are also made, including our ATAWHAI/KINDNESS presentations.

CARS AND PARKING

If you are transporting your child/ren by car, please drop off, and collect your child/ren, away from the school gate. **Please do not** park in the driveways, in the staff carparks, on the pedestrian crossing, or on the yellow no parking lines. The proprietors of the Albert Street Dairy also request that you do not park in front of their shop.

CONCERNS AND COMPLAINTS

We hope that you don't need to complain about something that has happened at school. If, however, you do find that you have a concern please follow this procedure.

1. Approach the teacher with your concern when they are not teaching.
2. Problems should not be discussed in front of children – either at school or at home.
3. We ask that staff show respect for you and that you show respect for them.
4. The FIRST person you should see regarding your concern is the person closest to the problem.
5. Remember, there are usually 2 sides to every story.
6. If you have concerns regarding another child, you must approach the school NOT the child.
7. We will only know about your concern if you tell us.

PLEASE discuss a problem with us, not others in the community. This makes for open communication and no 'half-facts' being shared.

The School Board governs our school – the Principal is responsible for its day- to- day management. We hope that you do feel confident to approach us – as we all want what is best for the children here at Hokowhitu School.

COMPOSITE CLASSES

Classes at Hokowhitu contain two class levels. This does not detract from academic performance and enhances many social and learning activities.

CELLPHONES

We do not allow the children to have a cellphone during the school day. If it is essential for your child to bring a cellphone to school, it must be handed into the teacher before school and collected at 3pm.

CONTACT PHONE NUMBERS

Please ensure that the school knows where to contact you - home and work - if we need to do so urgently. From time to time we have a problem (usually illness or injury) where we need to contact parents urgently but are unable to make contact. An emergency back up number, of a friend or relative, is also necessary in cases where we are unable to contact parents.

If you change your phone number and/or address **please** advise us, so we can update our records.

EDUCATIONAL TRIPS

From time to time classes organise educational trips out of the school grounds. Parents will be notified beforehand, and permission sought, for all trips except where children are being taken on short walks to nearby places.

EMERGENCIES

Once per term, fire and earthquake safety procedures are taught, and evacuation drills are held regularly. In the event of an emergency the prime concern is the safety of the children. Should an emergency occur, children will be kept at school until it is safe to release them or parents collect them.

ENROLMENT AND WITHDRAWAL OF PUPILS

Parents wishing to enrol their children are asked to either make an appointment or bring their child to school before 8.30 am so enrolments can be completed before classes commence. If you are withdrawing your child/ren, please notify us so that we can prepare suitable records for their next school. Official records will be sent when requested by the new school. Please check that all Hokowhitu School materials such as library books and readers are returned, and that the children take all their personal belongings.

FIRST AID

The Office Manager has a current First Aid Certificate (as have most staff) and can treat minor injuries. If staff are concerned that an injury requires a doctor's examination, then parents will be contacted, and arrangements made. If the parents can not be contacted, then the school will take responsibility for ensuring the child receives appropriate medical attention.

HAIR

For health and safety reasons, long hair needs to be tied up. Hair should be a natural colour and the style 'non-threatening' to others.

Headlice/Nits - These pesky creatures are a regular problem, especially in warmer weather. In spite of our best efforts, outbreaks will occur. It is essential that all parents regularly check their child/ren's hair and thoroughly treat any lice - suitable shampoos are available from chemists. Please advise us if you discover lice in your child/ren's hair so that we can advise other families to check their children. A fact sheet from the Public Health Nurse will be sent home at these times. We must all be careful - head lice aren't fussy about clean or dirty hair (in fact they apparently prefer cleaner hair) and it only takes one untreated case to cause a further outbreak. Teachers do not have the right to inspect children's hair, although we may refer suspected cases to the Public Health Nurse.

HEALTH

Please inform us of any problems concerning the health of your child, so that we may best care for your child.

If your child has a long term disability, please ensure we have accurate information - all medical information is confidential. If your child needs to have medicines close by, e.g. asthmatics, bee sting allergies etc., it is very wise to leave some of the medication, carefully labelled, with the school so that we can treat problems as they arise. Medication stays in the office area. The Public Health Nurse is available to assist with health and social needs, and to help with the school's Health Education programme. A Hearing & Vision tester from MidCentral Health visits the school twice a year to carry out routine testing of New Entrants and children whose vision and/or hearing is causing concern. Parents will be advised by newsletter when the tester is coming. Please contact us at that time if you are concerned about your child/ren's vision and/or hearing.

JEWELLERY

For a number of reasons we do not permit children to wear jewellery at school, except for a watch, and studs if your child has pierced ears. For safety reasons children wearing studs need to be very careful during sporting activities. We will take no responsibility for any jewellery worn to school, so this is brought at the child's own risk.

LATENESS

Children arriving after 8.50am interrupt their learning and that of others. Please have your child/ren at school by **8.45 a.m.** each day. Late students must report to the office.

HOMEWORK

Younger children will either have personalised letter/word packs, a reading log and/or a homework book with weekly 'age appropriate' tasks to reinforce key learning areas.

It is intended that the children complete activities independently and share their work/reading with parents/ caregivers. However, please guide them if you see they need support.

Older children may receive weekly homework with the differing components suited to their level. We encourage all children to spend some time reading and learning their basic facts..

We believe that homework should not be too long or hard. After a day of learning at school children need time to relax, enjoy after school activities, explore current events, read and play. Therefore, we will encourage our children to complete homework – we will not 'punish' them when it is not done. A little bit of regular home learning does develop self managing skills and also reinforces vital skills such as reading, so we do appreciate your support.

LEAVING THE SCHOOL GROUNDS

Children are not permitted to leave the school grounds at any time during school hours, unless permission has been given. If your child needs to leave e.g. to go home for lunch, please contact us by phone or note to let us know. This will mean that we know where every child is.

LIBRARY

The school has a well stocked library, with a good range of fiction and non fiction books in a comfortable environment. Children are able to borrow books for two weeks. As books are expensive to replace, parents are asked to encourage their child/ren to take very good care of books. Accounts will be sent home where children have lost or damaged books. The library is computerised and all issues and returns of books are handled by computer. The computer also enables children to carry out searches for books on selected topics.

LOST PROPERTY

This accumulates at an enormous rate and is kept in the Lost Property cupboard opposite TKP. All items that children bring to school should be **CLEARLY NAMED** so that it may be returned to the owner. Stockpiles of unclaimed/unnamed clothing are resold in our 2nd hand sale of uniforms.

NEWSLETTERS

These are emailed to families every Friday. It is **very important** you read these newsletters as they are our main form of communication. Newsletters are also accessible via the Hokowhitu School App and on the website. Please contact the office if you would prefer a paper copy.

OPEN SCHOOL

We welcome parents into our school as partners in their child's education.

PARENT HELPERS

Our school depends on help from parents in many different ways, such as sport days, school trips, in-class assistance, library maintenance, book repairs, working bees etc. Without this help we could not run such a successful school. In addition children really respond well to their parents taking an interest in their school and their work, and parents gain a better insight into the school and their child's work and progress.

Please let us know if you can help in any way.

PTA

Meetings are held as required and new members are welcome. Notice of meetings will be included in school newsletters, and a special meeting notice is sent out prior to the meeting. Contact the school office for more information.

PEDESTRIAN CROSSING

This is supervised from 8.30 a.m. to 8.45 a.m. each morning and from 3.00 pm to approximately 3.15 pm each afternoon.

PRE-SCHOOL VISITS

The ELF (Early Learning Fun) programme allows pre-schoolers and their parent/caregiver, the opportunity to have additional visits prior to their birthday. Details of these sessions will be sent to you via email prior to your child commencing school. Classroom visits will be arranged at these ELF sessions.

REPORTING TO PARENTS

Parents are always welcome at school to discuss your child's progress and achievements. Goal Setting evenings are held late in term one, as the beginning of our reporting cycle. An interim report is sent home at the end of Term 2. The Second Goal Setting/Celebrating Learning evening is held mid-year and the final Report is issued at the end of Term 4. Parents can book an appointment with your whanau teacher at any time of the year.

SCHOOL HOURS

School starts:	8.50 a.m.
Morning Break:	11.00 a.m to 11.30 a.m.
Lunch Break:	12.45 p.m. to 1.30 p.m.
School finishes:	2.45 p.m. TKW & TKP 3.00 pm TKM, TKA & TKT

SPORTS AND PHYSICAL EDUCATION

Sports offered to children include netball, hockey and basketball in winter and t-ball, volleyball, badminton, summer hockey, soccer and touch rugby in summer. We hire our sports uniforms out for the year at \$20, if your child needs to upsize they can do so at no extra cost.

All children are expected to take part in our Physical Education and Fitness programmes as these are official parts of the New Zealand curriculum, (unless they bring a note, or we receive a phone call, explaining why they cannot take part). Children need to have suitable clothing for this. A range of interschool sports activities occur throughout the year (weather permitting). Details about these will come home in newsletters.

STAFF CAR PARKS/DRIVEWAY

Parents and visitors are asked to refrain from using this area as it increases the hazards on the crossing and driveways for students and staff entering and leaving the school grounds.

STATIONERY LISTS

The school does not stock stationery for sale as Palmerston North is very well supplied with stationery shops, and we can not compete with their prices. We provide children with a list of stationery requirements for their classroom, so that parents can choose which stationery outlet they wish to purchase these items from.

SUN HAT

During Terms 1 and 4 it is compulsory for children to wear the regulation sun hat when involved in outside activities. These are available for purchase from the school office or Academy Apparel.

TOYS

We prefer that children do not bring toys to school, because of the risk of theft or damage, with the result that we have a very upset child. If toys do come we will do our best to ensure that they are not stolen or damaged but we will not take any responsibility for them.

USE OF SCHOOL GROUNDS

We are very happy to have community members use our school grounds after hours for sensible activities, provided that school rules are respected and that the grounds and buildings are well looked after.

VOLUNTARY DONATION

There is no Parent Donation requested in 2024.

ZONE

The school has an enrolment zone. Further details about this are available on our school website or through the office.

