



WHAIA TE ITI KAHURANGI!
Together we will reach the stars!

Mākara School Memo

Message from Caro

Important Dates

Term 2 ends Friday 8 July

THIS WEEK:

- Yr 7/8 Tech on Thursdays.
- Kapa Haka sessions - Wednesdays

COMING UP

Cross Country - TODAY
Western Zone - 31 May

Friday Funday and BBQ
Fundraiser - 3 June

Queens Birthday - 6 June

Matariki Funday - 17 June

School Zoo Trip - 21 June

Matariki - 24 June

Matariki Whānau Celebration
- 29 June

Term 3 - Monday 25 July to
Friday 30 September

Term 4 - Monday 17 October to
Friday 16 December

Dare I say that we are nearly half way through Term 2? We are so excited about what is still to come this term, and we are also excited that we don't have any positive cases of COVID reported this week either. That is 3 weeks running, with NO CASES. Very exciting.

Today is our cross country day, and we are thrilled that we could open the door for spectators to attend this event. Thank you for all the hard work our students and teachers have put into training for the event, and running it today. The Burger BBQ Fundraiser has been postponed until our Friday Funday event on the 3rd of June.

Friday Funday will be a whānau grouped (across the school classes) day, where each group will be in a rotation working with different teachers in some fun, wellbeing based activities. We will then invite the community in for some fun activities around lunchtime, where we will also have the Burger BBQ fundraiser. Feel free to continue sending in your orders for this.

We will have a second Funday on the 17th of June, which will be based around Matariki. On the 17th of June, the whole school is going to the Zoo, as a celebration of our Living World context of learning this term.

We will then finish off the term with a Matariki Whānau Celebration, where there will be some items from the children, some Kapa Haka items as well as some fundraising with food and art. This will take place in the evening, from 5.30-7.

We also intend to have a parent information evening, based around our learning programmes, Structured Literacy and Health. At this evening, the BOT will also speak to the upcoming BOT elections in September. More information will be coming soon.

Have an amazing rest of your week!

Charter Update

Strategic Aims, Vision and Values

Following the consultation undertaken at the end of last year, and my survey at the start of this year, the BOT, staff and students have helped to construct our aims, vision statement and values.

The Makara Way remains, with some tweaks to the values represented, now also including leadership, learning agency and creativity. This is to incorporate the feedback received from the consultation and survey.

After several working groups with the BOT and staff, we arrived at a place where we feel that our strategic aims now reflect the areas of importance that you highlighted as a community, as does the vision statement.

We would love your feedback on these, and I welcome you to share your feedback via email or come in and have a chat.

We just wanted to thank you all for taking the time to contribute your ideas, values and ideals through the consultation, and are excited to make a living document out of our charter.

Makara Model School

OUR MISSION
WITHIN A SAFE AND SUPPORTIVE ENVIRONMENT, WE ENABLE ALL STUDENTS AND STAFF TO ACHIEVE THEIR BEST, BY BEING ACTIVE PARTICIPANTS IN THEIR LEARNING

Cultivating creative, considerate, confident critical thinkers

Strategic Aims
AT MAKARA SCHOOL;

1. WE PROVIDE A SAFE AND SUPPORTIVE ENVIRONMENT THAT IS CULTURALLY RESPONSIVE FOR ALL STUDENTS, COMMUNITY AND STAFF.
2. EACH STUDENT ACHIEVES THEIR BEST IN ALL AREAS OF THE CURRICULUM.
3. WE ARE ACTIVE PARTICIPANTS IN OUR LEARNING THROUGH A WIDE RANGE OF BALANCED OPPORTUNITIES, CELEBRATING OUR STRENGTHS AND DEVELOPING OUR PRACTICE.
4. WITH WELLBEING AT THE CORE, WE GROW INTERCONNECTED RELATIONSHIPS AS WE EMBODY TE ARA Ō TE MĀKARA.

Values

- M** Manākitanga UPLIFTING, GENEROSITY, MUTUAL RESPECT, INSPIRE, ROLE MODEL, MINDFUL (CONSIDERATION)
- A** Aroha LOVE, KINDNESS, HELPFULNESS
- K** Kaitiakitanga GUARDIANSHIP (CULTIVATION)
- A** Ako RECIPROCAL LEARNING PARTNERSHIPS (CRITICAL THINKERS)
- R** Rangatiratanga DETERMINATION, PROBLEM SOLVING, TEAMWORK, AGENCY IN LEARNING, LEADERSHIP (CONFIDENCE, GROWTH, ENGAGEMENT)
- A** Auaha CREATIVITY

TUI CLASS - VALUES DEVELOPMENT



What happened?
he snatched a pencil.

How does he feel?
worried.

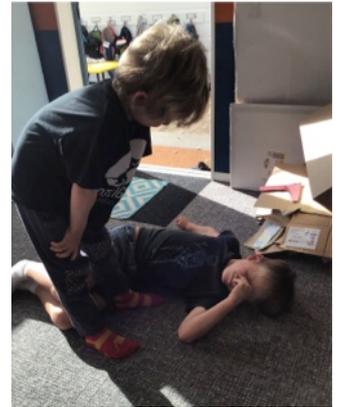
What could a good friend say?
it is ok to make mistakes.



What happened?
He hit his toy
got a toothache.

How does he feel?
bad, sad,
worried.

What could a good friend say?
get a teacher.




What's happening?
he might be left out.

How does he feel?
left out, worried.

What could a good friend say?
come and play with me.



Respect!

Kind sorry please

excuse me

Manners

Thank you

Considerate of how others feel

Share kind words

Pīwawakawaka pinkshirts



Policy Review Schedule

Here is an outline of our Policy Review Schedule.

These are reviewed and updated at our Board Meetings each month. We encourage you to take a look at our policies on School Docs (link can be found on our website - under the BOT), so that you can feed back around the updates.

Many thanks
Mākara Model School Board of Trustees

| 2022 Review Schedule | | SchoolDocs Policies and Procedures | |
|---|---|--|--|
| HEALTH, SAFETY, AND WELFARE | | BOARD ASSURANCES | |
| Reviews are open to the whole school community: board, staff, parents/whānau/whānonga. We have indicated the topics boards should focus on (see shaded rows). | | At a monthly board meeting, assure the board that the school complies with these policies/procedures, that they are up to date, and that the appropriate actions have been taken. The shaded rows below are assurances that are repeated during the year. | |
| TERM 1 | HEALTH AND SAFETY MANAGEMENT (board) Risk Management Health and Safety Induction Visitors EMERGENCY, DISASTER, AND CRISIS MANAGEMENT (board) School Closure Emergency Management (see subtopics) Disaster Management Crisis Management | TOPIC(S) School Planning and Reporting Digital Employment Opportunities (DEO) Medicines, Insect Managing Minor/Moderate Injury, Reporting and Rectifying Accidents and Incidents Police Visiting for Non-Teachers Risk Management | ACTIONS Forward your charter and analysis of variance to the Ministry of Education by 7 March. Email your updated charter to SchoolDocs. Prepare the annual report for the auditor by 21 March. Include a statement on DEO in your annual report (including any issues from the previous year). Complete an internal audit of procedures, and assure the board that staff have been trained and are implementing the procedures correctly. See the Healthcare section. Assure the board that all non-teaching staff have current police vetts on file. At each board meeting, assure the board that identified hazards are being monitored and/or controlled, and that measures are being implemented to check their adequacy. Check that the board is satisfied with compliance. |
| TERM 2 | HEALTHCARE Medicines Managing Minor/Moderate Injury Managing Serious Injury and Illness Reporting and Rectifying Accidents and Incidents (board) Infectious Diseases BEHAVIOUR MANAGEMENT (board) Bullying and Online Bullying Surrender and Retention of Property and Searches | Digital Technology and Cybersecurity Computer Security and Cybersecurity Student Attendance Health Education Abuse Recognition and Reporting Emergency Evacuation / Emergency Kit Staff Usage and Expenditure (SUE) Reports (Expenditure) Monitoring and Auditing School Bus Risk Management | Assure the board that the policies are being implemented and the school holds copies of signed digital use agreements for all staff and students, as required. Assure the board that the school's computer security/cybersecurity is reviewed and current. Assure the board that student absences are correctly recorded, monitored, and followed up. Report on any current targets for student attendance. Assure the board that the school has completed its 2-yearly consultation with the school community about how the health curriculum is implemented. The board must adopt a statement about the delivery of the health curriculum. Those staff are engaged with the above reporting procedure and indicators of abuse, and assure the board that this has been done. Assure the board that staff and students have completed first aid certifications each term, that emergency planning and procedures are up to date and in hand copy, and that emergency kits have been checked and contain all necessary items (with current dates). Ensure a board member has checked the processes and authorisations used to make payments to staff members, the principal, and others responsible for the school payroll. Complete an audit of the school's bus transport compliance. At each board meeting, assure the board that identified hazards are being monitored and/or controlled, and that measures are being implemented to check their adequacy. Check that the board is satisfied with compliance. |
| TERM 3 | Child Protection (board) Abuse Recognition and Reporting Care and Management of Students Supporting Student Wellbeing Food and Nutrition Sun Protection (board) Staff Wellbeing Harassment (board) | Appraisal of the Principal School Swimming Pool Safety Management System International Learners Surrender and Retention of Property and Searches Physical Restraint Risk Management | Take steps to ensure that this process is completed and reported on to the board by end of year. Ensure that a full risk management and safety assessment of the pool compliance is completed as part of the annual audit and safety review. See the Ministry of Education's Safety Management System information. Report to the board. Report to the board on the internal audit conducted by the health and safety committee/ designated person of the school's health and safety compliance and practice. Check against the Performance Measurement section of this topic. Conduct a self-review of how the school is meeting Code of Practice requirements and report to the board. The self-review should be documented in the school's records, as well as possible external review. Assure the board that all procedures relating to search, surrender, and retention have been followed, and that non-teaching staff have been updated in writing. Assure the board of the relevant training and support of staff authorised to apply restraint. At each board meeting, assure the board that identified hazards are being monitored and/or controlled, and that measures are being implemented to check their adequacy. Check that the board is satisfied with compliance. |
| TERM 4 | HEALTH, SAFETY, AND WELFARE POLICY (board) Review the main board-level policy in term 4 Alcohol/Drugs and Other Harmful Substances (board) Digital Technology and Cybersecurity School Bus Transport* School Swimming Pool / Swimming Off Site* (board) | Emergency Evacuation / Emergency Kit Staff Usage and Expenditure (SUE) Reports (Expenditure) Monitoring and Auditing School Bus Provisionally Certified Teachers Teacher Registration, Certification, and Police Visiting Appointment Procedures Length of School Year Reading Recovery / Literacy Support International Learners Risk Management | Assure the board that staff and students have completed first aid certifications each term, that emergency planning and procedures are up to date and in hand copy, and that emergency kits have been checked and contain all necessary items (with current dates). Ensure a board member has checked the processes and authorisations used to make payments to staff members, the principal, and others responsible for the school payroll. Complete an audit of the school's bus transport compliance. Report to the board on the induction programme of provisionally certified teachers. Assure the board that all teaching staff are certified, and therefore vetted. Assure the board that the appointment procedure, including appointment committee delegation and background checks, is being carried out as stated. Assure the board that the school has been open for the statutory number of full-days and hours per day in the current year, subject to the board of the dates and number of full-days for reduction. Report to the board from the Reading Recovery teacher on the implementation of the Reading Recovery programme. Assure the board that the Code of Practice self-review statement will be submitted by the due date - 1 December each year. At each board meeting, assure the board that identified hazards are being monitored and/or controlled, and that measures are being implemented to check their adequacy. Check that the board is satisfied with compliance. |

* Some topics/sections are optional, such as School Bus Transport. If you don't have an optional topic, you don't need to review it.