**Maruia School**

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**PARENT INFORMATION**

**2022**

**Welcome to our School**

Welcome to the Maruia School community. We trust that your time with us will be happy, productive and enjoyable.

At our small rural school, children learn in a caring, positive and supportive multi-level environment where respect and excellence are nurtured and highly valued.

The children support each other’s learning through student-lead learning groups, with an emphasis on growing leadership, mentoring and caring for each other socially, emotionally, culturally and academically.

This is all underpinned by our “3 R’s” – Respect for Self, Respect for Others, Responsibility for all our actions.

We are proud of our high quality learning and facilities.

Open effective communication is extremely important to us. We invite you to be part of an ongoing conversation in relation to your child and their learning - contact us promptly with your celebrations, concerns or questions.

The School’s Board and staff are always grateful for the assistance parents can give and hope that you can become involved in a range of activities such as helping with reading groups, school trips, working bees and maintaining our property.

Maruia School Vision

***Raise Achievement, Value Excellence***

*To recognise every child as unique, each having their own special set of talents, world-view and style of learning, to enable each to discover and develop those talents, to think clearly and capably in order that they may confidently make a worthwhile and lasting contribution to their world.*

**learners as communicators**

*The Basic skills*

**learners As thinkers**

**&**

**contributors**

*Connecting thinking and learning to lifelong community contribution*

**learners as self aware partners**

*Self aware learners contributing together to the development of learning*

**learners as healthy people**

*Connecting Hauora with fully engaged effective learning*

**learners as partners in excellence**

*Excellence underpins a process where children, families, communities and teachers learn together*

From our five streams of learning flows the confidence and ability for every child to experience success and make a worthwhile and lasting contribution to their world.

*Give our children the tools and they will change the way the world learns and lives*

**School Context**

The school is in an isolated, mainly dairying community. It is serviced by a Ministry of Education funded bus service and all children currently use that service.

Learning takes place within two classrooms, supported by withdrawal of groups and individuals. A personalised learning programme, designed to meet her or his learning needs, is developed with each child.

Our school is well resourced with several learning spaces, a range of equipment and well-maintained grounds. Every child has access to digital learning support through high-speed internet access, iPads or laptops.

Multi-level learning and teaching is supported by withdrawal of groups and individuals to ensure all children are provided with personalised learning programmes designed to meet their learning needs. Aroha, Manaakitanga, Whanaungatanga and Kaitiakitanga are four cornerstone values of our kura. Local environment is an important context for learning.

The school is well supported by its community and parents take an active role in their children’s learning. The PTA work hard to raise a significant level of funds to support teaching and learning.

Each year children participate in a number of activities and events:

Term One Triathlon, Swimming and Athletics (Includes Buller and West Coast competitions)

Term Two Cross Country, Winter Sports (Some children do out of school netball and rugby in either Murchison or Reefton), Community Hot Lunches made by the children

Term Three Winter Sports continues

Term Four End of Year Celebration

We also have relationships with schools in Reefton. The children take part in kapahaka. Most years there is a camp for all children and a show that the children put on.

**School Staff Board of Trustees**

Principal Peter King Chairperson: Peter Brooker (Co-opted)

Teacher’s Frances Rae, Victoria Thomson Elected Members: Campbell Sanders, Chris

Hatfield, Kim Hamilton

Staff Elected Member: Victoria Thomson

Principal: Peter King

Cleaner Gerard Honey

Office Administrator Samantha Duffy

Teacher Aide’s Samantha Duffy /Amber Keijko

Caretaker Gerard Honey

**School Hours:**

8:05am Children arrive on the first bus. Children are not encouraged to arrive earlier unless prior arrangements have been made with the Principal.

8:45 Second bus arrives, School Commences

10:30 First Brain Energiser (Break)

10:50 Second learning session

12:30 Lunch

1:30 Afternoon learning session

3:00 School finishes – First bus run leaves

3:45 Second Bus leaves (Approx)

**Office Hours**

The office hours are as follow: 8:00 – 9:30 daily

Outside of these hours the office is not staffed. The school has an answer phone for parents to leave messages. PLEASE LEAVE A MESSAGE so we can get back to you. Staff check the machine at all break times. Alternatively you can text the principal (See below) or send an email to [principal@maruia.school.nz](mailto:principal@maruia.school.nz)

**Photocopying**

We operate a copying service at a rate which covers our costs:

A4 Black and White - 20c a copy

A3 Black and White – 40c a copy

A4 Colour – 50c a copy

A3 Colour - $1.00 a copy

PLEASE record in book provided. We can also laminate items for you, the charges are: (A4 – 50c a copy and A3 $1.00 per copy). Binding charges $1.00.

**Charter / Strategic Plan**

The School Charter containing the Strategic Plan, Annual Development Plan and Annual Student Achievement Targets, is located in the school office and available for parents to read. This document guides school improvement through self review, consultation and compliance areas. It is the BOT’s responsibility in conjunction with the Principal to annually review the Charter, Targets and complete an Analysis of Variance. There is a requirement to send the above documentation to the MOE annually.

**School Policies & Procedures**

These are being constantly reviewed. Parental input is welcome. When policies are timetabled for reviewing, parents will be notified by way of the school newsletter and a copy of the policy displayed in the school office. We are currently moving our policy and procedure portfolio to School Docs.

**School Board**

The School Board is composed of 5 parent/community members, Principal and a Staff Elected member. The members are responsible for governing this school through:

* Developing a Charter and Strategic Plan in partnership with the community.
* Establishing school policies.
* Reporting to and consulting with the community
* Oversight of resourcing including finance, buildings and grounds maintenance.
* Principal appointments.

Meetings are usually held every 3rd Tuesday of the month in the Community Room or classrooms at the school. Any items for discussion **must** be brought to the attention of the Chairperson or Principal **at least** seven days prior to the meeting day. Meeting days and times are notified in the newsletter.

Minutes of all meetings are kept in the School Office and are available for perusal.

**P.T.A**

Meetings are held in the community room/classrooms or the school library. Meeting days and times are notified in the newsletter.

**ALL WELCOME** to attend and contribute to the workings of the PTA. Items on the agenda must be brought to the attention of the Chairperson or Secretary.

**Classroom Assistance**

If you have skills or talents that you are able to offer as a parent help please contact the Principal. We would really like to hear from you.



**Bus**

The school bus route is split into two runs which alternate each term. The following times are approximations, either leaving Springs Junction or Frog Flat.

**1st & 3rd Term** Springs Junction. 2nd & 4th Term Frog flat.

**1st & 3rd Term** (**Morning)**

**Springs Junction Bus Stop** leaving 7:45a.m, arriving at school about 8:05 am

**Frog Flat Bus Stop** leaving 8:20am arriving at school 8:40am

**1st & 3rd Term (Afternoon**)

**Springs Junction:**

Leaves School at 3:00 pm, arriving Springs Junction Bus Stop at 3:30 pm

**Frog Flat Route**:

Leaving school at 3:45pm. arriving Frog Flat Bus Stop approximately 4:00

**2nd & 4th Terms** (**Morning)**

**Frog Flat Bus Stop** leaving 7:50am arriving at school 8:05am

**Springs Junction Bus Stop** leaving 8:25a.m, arriving at school about 8:45 am

**2nd & 4th Terms (Afternoon**)

**Frog Flat Route**:

Leaving school at 3:00pm. arriving Frog Flat Bus Stop approximately 3:25 pm

**Springs Junction**

Leaves School at 3:35 pm, arriving Springs Junction Bus Stop at 4:00 pm

**Would parents please ensure that children are on time for the bus.** These times are approximate and we will try to adhere to them as weather conditions and road works can hold us up. These times will not alter at night if the children from Springs Junction are not on the bus. **Please be at the bus stop to collect your child/ren on time if walking them across the road.** The school will advise parents ASAP if the school bus cannot run for any reason.

**Hi Vis vests must be worn by all passengers on the bus.** These are given out on enrolment.

**If your child is not going to be on the bus, please notify the bus driver by 7:00am phone 020 4127 7762**.

Student eligibility for bus transport is based on the distance from school. Drivers, Staff, and BOT expect good self-control and sensible behaviour from pupils while travelling on the bus on school days / or trips.



**After School Care**

The school does not provide after school care. We do organise an after school sports programme when there is sufficient interest. *(See newsletter for details).*

**Collection of Children**

Please let the school know ASAP if you will be collecting your child during school hours or after school (if your child is normally on the bus). Messages can be sent by text, left on the answering machine or send a note to school. Please do not leave messages by email.

**Medication & Health Issues**

Well labelled allergy and emergency medication will be accepted at school. All medicines will be returned at the end of each term. Parents are asked to check shelf life with the doctor and return medication, if necessary, at the beginning of the term.

The staff cannot administer any medication unless notified by parents in writing. Please do not send children to school with medication “in case they may get sick.” Parents are asked to advise the school of any existing health issues and if medication is required to be kept at school, i.e. asthma, allergies.

A Health and Permission Form is sent home at least once a year for updating this information.

**Accidents at School**

Minor accidents are dealt with at school. In the case of more serious accidents the parents or emergency contacts are notified, while the child is being cared for. The school will take whatever action is deemed necessary to ensure the child is safe and well cared for. All enquiries are to be directed to the Principal.

**Contact Information & Emergency Contacts**

All parents are to supply the school with emergency contacts and are required to inform the school of any changes to their own contact details and emergency contact details. Should there be any change of phone number or home address, please notify the school as soon as possible. This will help keep our records accurate in cases of emergencies. (See previous note about Health and Permission Forms).

**Illness:**

Check that your child is medically fit to attend school. We have limited facilities to care for an ailing child and cross infection can put other children at risk. Parents will be contacted and requested to collect their child if they become ill. Children with Flu-like symptoms should stay at home.

**Smoke Free**

Smoking & vaping in the school grounds and buildings is totally prohibited at all times. This also includes the Community Room, Community Library, Swimming Pool complex and during any off-site function or trip.

**Attendance**

Children are expected to be at school every day that the school is open. Parents are expected to contact the school by phone as soon as they know their children will be absent. If this is not possible, a note sent to school explaining the absence is required.

The following Classification Table outlines what is considered as “Justified Absences” and what is considered as “Unjustified Absences” according to the school policy. If a child is absent for unjustified reasons he/she is considered as being truant:

|  |  |
| --- | --- |
| **Justified absence** | **Unjustified absence (Examples)** |
| Cultural or sporting representation (regional or national) | No explanation – truanting |
| Overseas | White baiting season, lambing season, any farming ‘pressure’ season |
| Bereavement | Holiday in New Zealand |
| Force majeure – road closure, flooding, bus breakdown, car accident, flood, fire, snow | Sleeping in Recovering from weekend’s activities Sales/shopping/birthday  Cat run over |
| Exceptional family circumstances – domestic violence, protection order, family separation, etc. (Principal to decide) | Babysitting – could possibly fit into exceptional family circumstances |
| Illness (hospitalisation)  Sickness | Mother sick – child had to cook and clean  Waiting at home for service person to call Visiting (very) ill relative: (Principal to decide) |
| Exam leave  Ballet/music (etc) exam | Staying away from home (caregivers may be away) with no means of transport to school |
| Bullying (follow up) | Taking the dog to the vet |
| Medical or dental appointment | Moving house, packing, unpacking |
| School activities off-site: Sport, Cultural, School trip, School Camps, etc. | Travel and attending sporting event or (rock) concert – Not participating in the activity. |

The school is required to notify the Attendance Officer if there is a pattern of unexplained absences or regular absences for reasons that are avoidable. If the school does not get a written note, phone call or text about absences by 9.00am parents will be contacted by phone to ascertain the whereabouts of the children. Teachers will decide what learning is necessary to be completed when a child is sick or absent for an extended period of time and will arrange for delivery of this learning.

**Leaving the school grounds**

Under normal circumstances, once children have arrived at school we expect them to stay within the confines of the school grounds until the end of the day. When collecting children from school during school time, we expect parents to come to the classroom and to notify the Principal. On enrolment all children are shown the school boundaries.



**Activity Contributions**

During the year there may be costs for items such as:

* Visiting Artists
* Cultural performances
* Life Education
* Art activities
* School or class trips
* Sport, etc.

**These costs are advised to parents as soon as the school knows.**

A permission notice is included in the enrolment documentation. This is to allow your child/ren to go on curriculum related trips.

For any camps or other specific trips we will send out appropriate documentation. You will be notified through the newsletter about school trips well in advance (if possible).

**School Donations**

School Donations for 2022 is set at $100.00 per child, paid in two $50.00 instalments. The donation is to support the running of the school including the purchase of additional resources. Parents/caregivers will be notified of the amount at the beginning of each school year.

**Use of School Grounds and Facilities**

Various community groups make use of the grounds and facilities. All while there is no charge for this donations are always gratefully accepted. Arrangements are made on a case by case basis with the Principal. If any damage is identified or occurs please let the Principal know as soon as possible.

**Pool Key Hire & Swimming**

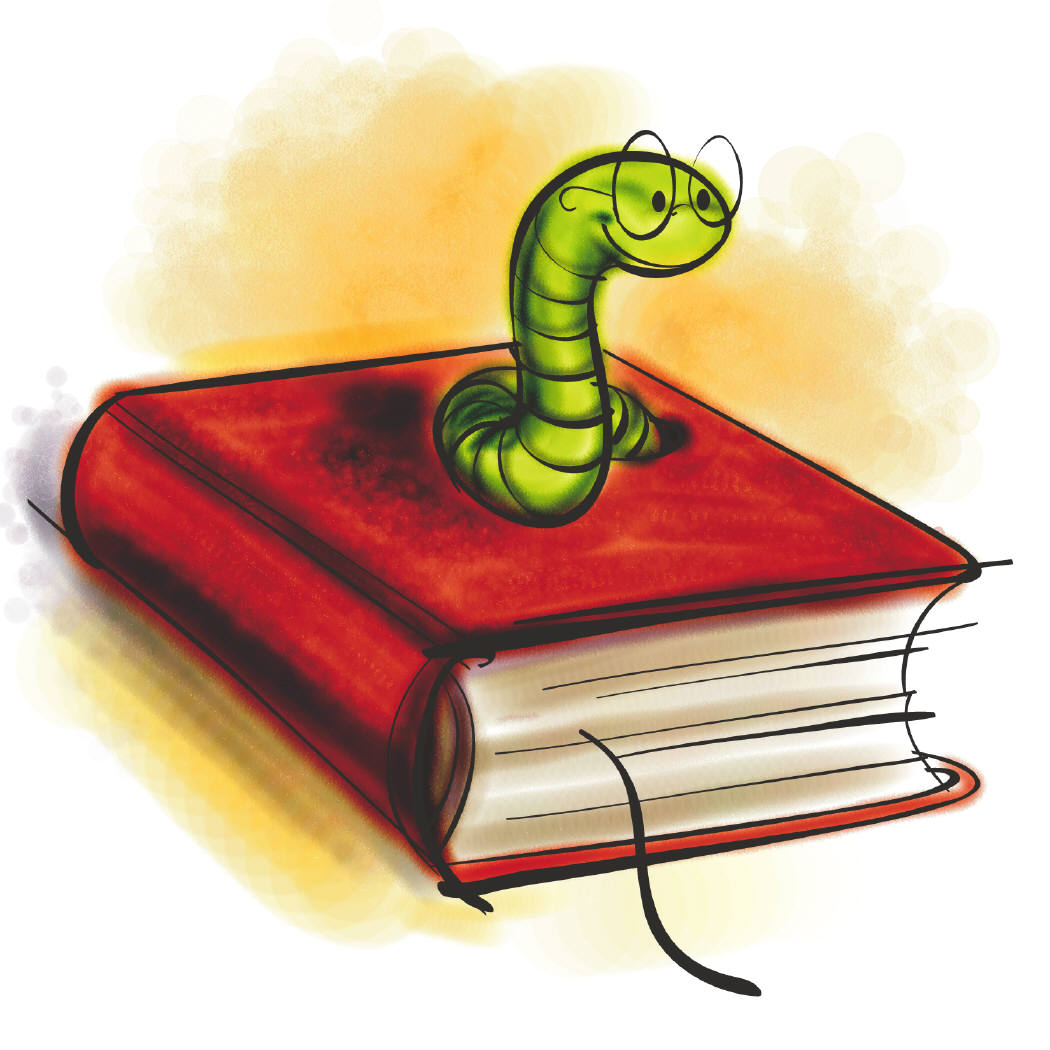
The pool is available for families to use during its normal operating season November – March. Any changes to the pool availability times will be notified in our newsletter. Pool keys can be purchased for the season at a cost of $20. Parents are expected to supervise their children and adhere to the Pool Rules. The pool rules will be issued to key holders every season and there will be a copy available at the school pool. During the season, swimming is a compulsory part of the school programme. Please ensure children bring their togs every day with a bag to take wet togs and towels home.

**Scholastic Book Club**

From time to time children are given the opportunity to purchase paperbacks from the Scholastic Book Club. These books are reasonably priced and children can build libraries of their own quite cheaply. All children are given pamphlets which describe the books currently available.

There is no obligation to buy these books, but if you wish to buy some of these books, please complete the order online. Within a relatively short period books are delivered and distributed to the children.

The school usually holds an annual Book Fair towards the end of Term Two or early Term Four.



**Information and Communication Technology**

Thanks to the fund raising efforts of our PTA and parents, both our classrooms now have access to a variety of ICT tools. We integrate ICT with learning wherever appropriate and are focused on developing support for our students in a 21st century learning environment.

**Education Outside the Classroom – Camps & School Trips**

We feel it is important to provide outdoor education opportunities for our children and to be involved in sporting and cultural activities. Transport will be by parent’s car or occasionally the school bus. (The full cost for the bus is shared by all parents. If you are not providing transport your child must pay an amount to the driver – usually $5.00 or $10.00 depending on distance).

If you are able to assist with transport by using your own vehicle, please ensure the following:

* Your car has seat-belts for all passengers as well as the driver
* Your car must have current registration and a warrant/certificate of fitness
* You must hold a current full drivers’ licence
* All children under 7 must have an approved car seat

The school will request to see licences, etc. before parent transport is used. A notice will be put in the newsletter letting you know the details of each excursion.

**Physical Education**

Physical Education is an important part of schooling. Please provide a written note if your child is unable to participate for medical reasons. During the swimming season, all children are expected to bring togs, and towels, every day as this is an essential aspect of the Physical Education programme.

**Newsletters & Notices**

The school publishes a weekly School/Community newsletter. The newsletter is sent out on Wednesday. Any notices for the newsletter must be into the office by 8am on a Monday morning. Please contact the secretary with enquiries. Other school notices are sent home from time to time and are usually given to the oldest child in each family. Newsletters go to all families in Maruia and Springs Junction. We also encourage newsletters to be received by email.

**School and Community Library**

The school/community library is located in the main building. Children borrow school library books as part of their reading and learning programme at school. Children are permitted library books during the term holidays, but are expected to return all books by the end of each term or holiday. Parents and the community are encouraged to use the community library. There is a one off payment of $10.00 to belong to the community library. A book to record withdrawals and returns is provided in the library.

**Playgroup**

Playgroup meets regularly, on Monday (10:30 am – 1:00pm) and Wednesday (10:30pm – 1:00pm) in the community hall. Notifications of changes are usually in the weekly newsletter.

A weekly “Let’s get talking” group for 4 year old children is available when there are sufficient children. Please contact the office regarding this.

**Special Needs Programme**

Maruia School develops special needs programmes for children with specific and special learning needs.

Programmes might include:

* Literacy assistance
* Supplementary Learning Programmes
* ORRS funded assistance
* Teacher Aide assistance

Children who have special abilities are also catered for through the day-to-day learning programme.

**Support Services available to us at Maruia School**

Maruia School is able to cater for children who experience learning difficulties through access to:

* RTLB (Resource Teachers of Learning and Behaviour)
* Speech Language Therapist
* R.T.Lit. (Resource Teacher of Literacy)
* ESOL (English as a Second Language)
* SWIS (Social Worker in Schools)
* Public Health Nurse
* Hearing and Vision Testing
* Health Camp

**Parent/Student/Teacher Learning Hui**

Goal setting hui take place early Term1. Three-way (parent/student/teacher) hui take place at the end of Term 2 and at the end of Term 4. They are 15 – 20 minute hui and follow the sending out of Individual Learning Plans and Reports. You are more than welcome to contact or meet with us to discuss your child’s learning at any time. Parents’ are encouraged to be active participants in their child’s learning.

**Parent Help**

Parent help is always welcome. Assistance is required in the following ways:

* During class
* Library help
* Working bees
* Pet Day
* Fundraising (P.T.A.)
* If you would like to help, please contact your classroom teacher or Principal.

**Assembly**

An assembly, lead by the children takes place twice a term to celebrate children’s learning. *(See newsletter for times and dates)*

**Home Learning** *(Homework)*

Home Learning is given to reinforce or to extend the teaching and learning at school, to allow consolidation and practice of skills learnt. It also provides a window on your child’s learning at school. The home learning is predominantly, reading, spelling and maths.

**Lunches and Food at School**

Parents are expected to provide enough nutritional food and drink to last the day. The children can bring hot food, pies etc. to be placed in the pie warmer at school. Please wrap and name these. **We discourage fizzy drinks and MSG flavoured food as part of school lunches and encourage each child to have a water bottle and pieces of fruit/vegetable in their lunch box**. Children will be asked to sit to eat during their break times. The teacher or school leaders will release each child once the child has eaten adequate lunch or after 15 minutes.

**Bikes, Roller blades and Skateboards**

Bikes, Roller blades and Skateboards are not permitted at school during school hours and permitted during weekends and holidays. Children must make there own arrangements to get their “wheels” to and from school. Appropriate safety gear should be used.

**Life Choices Programme**

A ‘Life Choices” programme takes place on Fridays from 9 – 9.30am (Currently not occurring due to Covid). The lessons are inter-denominational and any enquiries should be directed to the Principal. Please record your preference as to your child attending these classes on the enrolment form.

**Lost Property**

Children are responsible for the care of personal belongings and the school can take no responsibility for loss or damage to items voluntarily brought from home. We do not encourage children to bring toys to school including game boys, MP3 players, cell phones, CD’s etc. Clothing **MUST** be named to keep lost property to a minimum.

**Uniform**

We have a school uniform with the colours of Forest Green tops and black for the bottom, pants, etc. These may be purchased from the Warehouse, Greymouth/Richmond who have the School Tex range of children’s clothes. They can also be ordered online: <https://www.thewarehouse.co.nz>

A uniform list is enclosed in this pack.

Please ensure all clothing is **clearly named**. When attending sports days we would like the children to wear their full school uniform – forest green t-shirt and black shorts or bike pants. When groups attend events at other schools the school is able to provide jackets.

Jewellery or make-up is not to be worn at school. This includes such items as dangling earrings, coloured fingernails, multi bangles, high heeled shoes, etc.

**A note/or parent** contact is required when your child is unable to wear school uniform.

**Sunhats and sun protection**

Maruia School children are encouraged to wear sun hats when they are outside especially in terms 1 & 4. The school currently provides sunhats for all children. Please make sure your child wears SPF30+ sun block in terms 1 and 4. Staff will act as role models by employing appropriate sun protective behaviour for summer outdoor activities – e.g.: sun hats and sun block.



**Playground Supervision**

Staff supervise children in the playground until the last bus leaves.

**Terms & Holidays**

The school year is divided into 4 terms. The dates for 2022 are:

Term 1: Wednesday 1 February – Thursday 14 April

Term 2: Monday 2 May – Friday 8 July

Term 3: Monday 25 July – Friday 30 September

Term 4: Monday 17 October – Tuesday 14 December (TBC)

**New Entrants**

Transition from home to school

Enrolment and Pre-entry Visits:

New Entrants and their parents are encouraged to visit the school before their child starts school. Visits take place during the term preceding your child’s first day. Please contact the Kakaruai Room Teacher/s to discuss times for these visits.

The purpose of pre-school visits is to familiarise both parent and child with school routines. The child will have the opportunity to become used to the environment and to socialise with peers.

All children are different – some will need more parental support than others. Children experience different emotions when starting with school – excitement, enjoyment, confusion, anxiety, tiredness, etc. It is important to keep expectations realistic and to encourage confidence.

We suggest that you arrive about 15-20 minutes before school and help your child to organise his/her belongings. Sometimes children become tearful when parents leave, but experience has taught us that they do settle eventually. If you are worried a phone call can often ease any concerns.

Enrolment procedures

When you enrol your child the school requires a **Birth and Immunisation Certificate**. If your child was born overseas, please bring along documentation (e.g. passport) to confirm residency/citizenship status.

You will also be asked to complete an enrolment form for your child. Please supply us with as much detail as possible with regard to medical information, allergies, etc. that may affect learning or require specific attention. Also inform us about parental/caregiver or custody arrangements. Please ensure that your child’s enrolment is complete on or before their first day at school.

A stationary list will be given to you on one of your pre-entry visits so you can purchase books prior to your child starting school. You may also purchase uniform and attend to school donations.

**Classification For New Entrants**

New entrants starting before the 1st of July are classified as Year 1’s and new entrants starting after the 1st of July are Year 0’s. Classification of children in subsequent years will be confirmed with parents by teachers.

**Special Notes for 5 Year Olds**

When buying your child a bag, please remember it will need to be big enough to hold a lunch box, book bag and library book. Your child will care for clothing and books better if the bag is an adequate size.

After approximately 1 month at school, your child’s teacher/s will arrange a meeting with you to discuss your child’s progress. This is a good time to ask questions about the classroom programme or anything to do with your child. Remember that the Teacher/s are happy to meet with you at any time before or after that to discuss your child. Children learn best when they have had plenty of rest and sleep. They may need to go to bed even earlier when they start school.

**Some tips for preparing your child for school**

It would be very helpful if your child can do the following before they start school:

* Write his/her name and recognise it.
* Listen to a story and talk about it. The best grounding a child can have for reading/writing learning is book experience.
* Recognise some letters possibly at least those in their own name.
* Handle pencils/crayons. Be able to draw a simple picture.
* Recognise colours by name.
* Count to ten.
* Use scissors to cut simple shapes from paper.
* Recognise basic shapes.
* Be able to express their needs to the teacher.

(See the attached Literacy and Numeracy Quilt for more detail)

**Children’s Code of Conduct**

We have a Code of Conduct, developed with the children, that all children, parents/caregivers, visitors and staff are expected to sign and honour. We encourage:

**Respect for Self**

**Respect of Others**

**Responsibility for all actions**

*By*

*Speaking and listening politely*

*Thinking before doing anything*

*Caring for the environment and property*

*Helping and cooperating with others*

*Being fair*

***And always doing our best***

**Some examples of what this might look, sound and feel like are:**

* Show consideration and courtesy towards others.
* Look for good things in people.
* Always use good manners – please, thank you, excuse me, etc.
* Address the person you are speaking to by name.
* Knock before entering classrooms, staffroom.
* Respect others’ property, school property and their own.
* Keep grounds and classrooms clean and tidy.
* Respect the rights of others.
* Play safely at all times
* Stay outside during breaks unless wet or where a teacher gives permission to stay inside.
* Act responsibly when coming to and from school.
* Set a good example for younger children.
* Move considerately around the school.
* Be honest with yourself and others.
* Be trustworthy and act responsibly at all times.
* Be friendly and helpful to each other including teachers and visitors to the school.

“**Open Door” Policy**:

Open, friendly and professional relationships with parents play a vital role in the daily operation of the school and the classroom.

If a more formal hui is required, please arrange a time that is suitable for you and the teacher.

Other visitors:

All visitors are asked to report to the office upon arrival at school. A register of visitors is kept in the office.

If the office is unmanned please considerately approach the principal.

**Special Features of Our Small Rural School**

Our School has many distinctive features which in some way influence your child.

* The classes are multi-level, i.e. several class levels within one room. This allows for much more flexibility in meeting individual strengths and needs.
* The equipment that is available is shared by fewer children and teacher access is greater.
* The opportunity for older children to develop a sense of responsibility and leadership is greater because there are fewer of them.
* Because of the size of the school, which includes Y1 – Y8, there is great opportunity for close interaction between older and younger children which creates a family atmosphere both in the playground and in the classroom. We actively encourage children of all ages and abilities to work together to support learning and to care for each other.

**CONCERNS, QUESTIONS OR COMPLAINTS**

Open, effective, courteous communication is the key to a happy, safe, healthy and effective school. In the first instance, please address concerns and/or questions to your child’s teacher. Should your questions, concerns or complaints remain unresolved please follow the steps outlined in the Complaints Procedure.

A copy of the Complaints Procedure setting out the process for making official complaints is available on request. We encourage staff to communicate promptly with parents through your child’s Home Learning Book or by phone, whether it be a celebration or a concern. We invite parents to do the same.

**Any enquiries please call**:

Peter King: Principal (03) 523 8860 021 450 742

Peter Brooker: BOT Chairperson (03) 523 8884

Maruia School: Phone (03) 523 8860

Address: PO Box 26, Maruia 7062

E-mail:[principal@maruia.school.nz](mailto:principal@maruia.school.nz)

