

PARENT INFORMATION



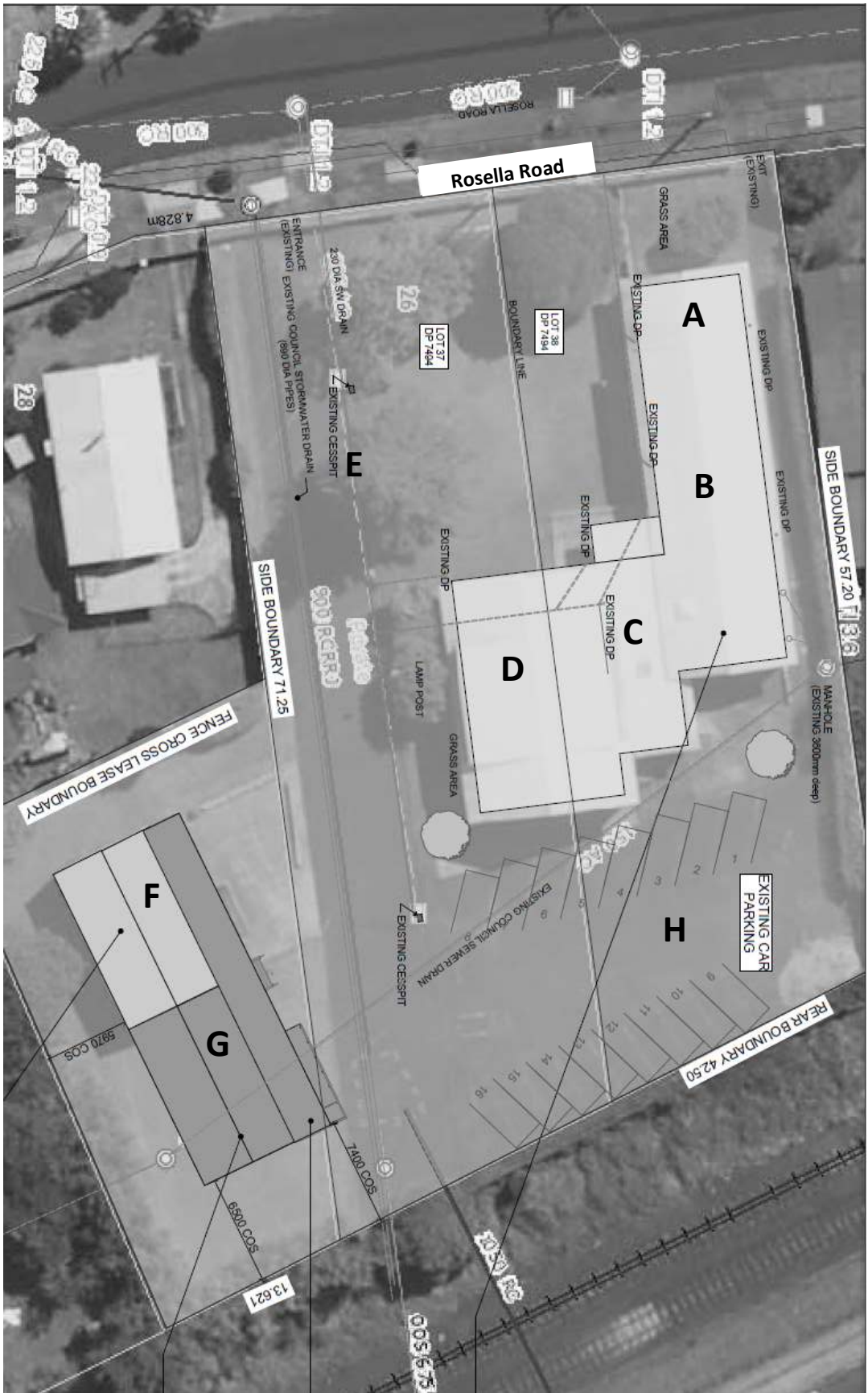
Our Vision

Sharp Minds,
Strong Bodies,
Good Hearts.

When we enrol your child, we enrol your whanau.

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The Rise UP Academy



- A Room 1
- B School Hall
- C School Office
- D Chapel
- E Evacuation Area
- F Room 2
- G Room 3
- H Staff Parking

Vision

Sharp Minds, Strong Bodies, Caring Hearts.

Mission

Growing leaders one child at a time

School Organisation



Classroom organisation:

Year 1-2 Bernice Mata'utia (Lead Teacher)

Year 1 Asina McDonald

Year 4-5 Monica Henry

Year 6 Rachel Viliamu

Year 7-8 Kui Sifaheone (Lead Teacher)

School Principal Sita Selupe

Board of Trustees Taulu Schuster, Oliver Tavita, Sally Ikinofu, Su Cullen, Maggie Winterstein, Bruce Levi

Teacher Aides Andrew Letiu

Administration Gwen Lafaele 021805143

Afterschool Programme Coordinators Grace Leulauai

Whanau Educator Cecily Taufelila & Joe Seniloli

The Rise UP Academy Christian Statement

We believe:

The more we understand who God is the more we understand who we are.

The Bible to be the inspired, the only infallible, authoritative Word of God that has the final say in everything we do at Rise UP Academy.

2 Timothy 3:16

All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the servant of God^a may be thoroughly equipped for every good work.

We are helping to shape young minds and hearts to engage the world and to know who they are in Christ. As our children graduate from Rise UP Academy our desire is that they will be lifelong learners who have sharp minds, strong bodies and good hearts.

Luke 10:27

He answered, "'Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind'; and, 'Love your neighbour as yourself.'"

The Word of God will be integrated into curriculum areas & interwoven into classroom teaching & learning. At Rise UP Academy we speak positive, encouraging & uplifting words over the lives of our children.

We are growing leaders one child at a time & building Christ-like character.

Rise UP children will:

- ◆ Know and love God through Jesus Christ
- ◆ Understand life's ultimate purpose is to glorify God and enjoy Him forever
- ◆ Can discern truth from error through the proper use of logic, reason, inquiry and application of God's Word
- ◆ Are on a path to understand their particular calling and their place in world society.
- ◆ Are solution providers through inquiry developed thinking skills. Have an other-centered orientation e.g. Humility, Respect, Love, Servant Leadership.
- ◆ Have a genuine concern for the needy and those less fortunate than them.
- ◆ Can communicate their beliefs effectively in a number of mediums e.g. use the correct register for situations.

Understand and apply in the whanau context the Spiritual disciplines of:






- ◆ *Praying*
- ◆ *Giving*
- ◆ *Fasting*

Lead themselves well in order to lead others well.

BEHAVIOUR MANAGEMENT PLAN

The following is a step by step behaviour management plan for teachers to use with students who demonstrate inappropriate behaviour.

5 – Step Up!/Rise Up! Plan

<p>Step 1.</p> 	<p>Verbal Warning</p> <p>The teacher will give the student a verbal warning for inappropriate behaviour in class.</p>						
<p>Step 2.</p> 	<p>Time Out</p> <p>The teacher will give the student time out in the STOP THINK AND REFLECTION spot. (Refer to Visual)The student will think about the following Questions: What did I do? What should I be doing? What should I do next time?</p>						
<p>Step 3.</p>  <table border="1" data-bbox="295 1265 646 1377"> <tr> <td>Behaviour</td> <td>Reward</td> <td>Consequence</td> </tr> <tr> <td>Listen and follow instructions</td> <td></td> <td></td> </tr> </table>	Behaviour	Reward	Consequence	Listen and follow instructions			<p>Meeting with Lead Teacher</p> <p>Behaviour Contract</p> <p>The teacher will give the student a behaviour contract with a set of goals and monitor his/her behaviour over a period of a week. The Lead Teacher will also check the student's behaviour contract to ensure consistency. Next step will involve an incentive for improvement in behaviour.</p> <p>Parents will be informed and a NOTEBOOK of communication will be sent home on a daily basis by the teacher.</p> <p>Reward/Incentive Chart</p> <p>The teacher will discuss with the student an incentive for improved behaviour relating to goals from the Behaviour contract. A reward or incentive chart will allow student to gain a number of stars or stickers to receive the reward at the end.</p> <p>High Needs Behaviour Chart</p> <p>The teacher will complete the chart (left) for children who have high needs.</p>
Behaviour	Reward	Consequence					
Listen and follow instructions							
<p>Step 4.</p> 	<p>Meeting with CEO/Principal</p> <p>The Lead Teacher will organise a meeting with the CEO if the behaviour has not improved and discuss further warnings and consequences.</p>						
<p>Step 5.</p> 	<p>Meeting with Parents, CEO/Principal and Student.</p> <p>The CEO will organise a meeting with the Whanau and discuss the next step. E.g. Stand Down, Suspension, Expelling. The whanau educator will also be involved in this meeting as support for the parents.</p>						
<p>All students who display the following will go straight to Step 4.</p> <ul style="list-style-type: none"> * Verbal abuse e.g. swearing *Theft/Stealing *Hitting/Punching *Dis-respecting property e.g. Vandalism <p>The teacher needs to keep a record of all anecdotal notes using the incidental log for students who display inappropriate behaviour.</p>							

General School Information

School Hours

8:30am	School starts
8:35am	Devotion
9am	Block one
10.50am	First break
11:30am	Block two
1pm	Second break
1:40pm	Block three
3pm	Third break
3:30-4:30pm	Specialist Programme (Monday to Wednesday)

IMPORTANT NOTE School closes 3pm on Thursdays and Fridays

Attendance

Attendance Registers are maintained according to the Ministry of Education guidelines.

Note: Parents or caregivers are expected to inform the school of **ALL absences** and lateness by **telephone 09 276 8727 /021 805 143** or a **written note**.

Concerns are discussed with Lead Teacher and the Attendance Officer. These are followed up by the Attendance Officer who will carry out procedures according to school guidelines, on a case by case basis. Actions may include:

- Phone contact with parents/caregivers
- Letters to parents/caregivers
- Tracking for individual students of concern
- Truancy referrals
- NETS Referral

School Routine

Home Learning

Can you please continue to support your child with any home work they receive and if you have any concerns please see your classroom teacher.

Children will receive Reading or Writing, Maths, Spelling and Inquiry Topic homework each week. This is work the students have been learning in class.

Holiday Literacy and Numeracy programmes will be given out by the class teacher and sent home to be completed. This will vary according to class level.

Lost Property

All named clothing is returned to the owner. Unnamed items are sent kept in the Lost Property box located in the school office reception area. Lost property will be on view on the last two days of each term, after which unclaimed items are donated to charity. Valuable items such as watches will be held at the office.

Money

Students are discouraged from having money at school, unless it is for stationery or other requests which are put in writing to you.

Personal Property

Children are permitted to wear small items of personal jewellery on a discretionary basis.

Studs are the recommended ear wear.

Children will be asked to refrain from wearing any item which poses a safety risk.

No make-up is permitted for students.

School Assembly

A whole school assembly is held every Monday morning after devotion. Each class will take turns at leading an assembly. Please refer to the assembly outline and organisation.

Staff are asked to sit with classes and take an active role in supporting students to be good listeners.

Awards are given for a range of achievements. These may include behaviour, special achievement etc.

Principal's Awards and Duffy Awards are given to one/two children.

Whanau and special assemblies will be held at specified times.

School Houses and House Captains

All pupils are organised into two houses. (Blue and Yellow house).

Captains are selected by staff for each house.

Lists are maintained on a data-base and updated regularly.

Teachers and whanau educators are also allocated to houses as supervisors.

Stationery

A Stationery list will be included in your "Welcome Information" pack.

School Routine cont.

Uniform

We have a school uniform to support the development of a sense of pride and belonging.

School clothing is compulsory. The office will be selling school uniform between 8.00 – 8.30 am on a Friday.

Our office supply the Black/orange polo shirt, fleece jumper and jacket only.

Please source your black skorts/shorts from external stockists. Hats/caps are required over the summer months. Please ensure your child is supplied with one.

We cannot stress enough how important it will be to label your child's uniform clearly. Thank you for supporting our school initiatives regarding school uniform.

Communication

Newsletters

Newsletters are printed and issued to your child every Friday afternoon. Classroom teachers may also provide information on classroom activities or social events as an additional notice. These are also posted to our "Whanau" Facebook page for online users to access every Friday afternoon.

Facebook

Rise UP Academy has a Facebook page – Te Rua Page. Notices will often be posted on this Facebook page.

Reporting to Parents

The school reports to parents on a regular basis about student progress and achievement via 3way conferencing, school reports.

If parents require specific information/support this will need to be scheduled with the teacher between 3-3.30pm.

School Office

The School Office opening hours are Monday—Friday 8:30am—4:00pm during term time, except where otherwise advertised. Phone landline—09 276 8727, email address: admin@riseuptrust.org.nz.

Health and Safety

Sickness and Accidents

When children have minor wounds and bumps in the playground, please treat on the spot with supplies from the Duty Bag.

Other accidents or illness, send or accompany the child to the office with an ice block stick from the Duty bag to authenticate the visit.

For seriously injured children, remain with the child, follow standard first aid procedures and summons help from the office via the **Red Alert** (Red card in the duty bag)

All injuries and treatment are to be recorded in the accidental booklet in the Office. Teaching staff should also record details.

Each class has a small first aid kit containing basic items. Please treat minor matters in class. If a child needs to go to the office then send the child with a yellow pass from the first aid kit.

For urgent assistance, send a **Red Card** to the office.

Medication

Children may only take medication which has been prescribed for them.

No aspirin or Panadol or similar is ever given without parental consent.

Medication sent to school by parents should be kept at the Office and administered by Office Administrator Staff. Some senior students are permitted to look after their own inhalers.

Sunhats

The school promotes all aspects of Sun safe, including the wearing of hats (any colour) in Term 1 and 4. Children not wearing sunhats must sit in shaded areas.

Dental Service

The nearest Dental Clinic is Buckland Road Community Dental, 225 Buckland Road, Mangere East. Phone 4427208.

Forms are available from the School Office to enrol your child with this clinic

Please try to make Dental appointments outside of school hours unless in an emergency.

Whanau Educators will oversee and inform parents.

Health Nurse

The Public Health Nurse visits the school every Friday fortnight.

In the first instance, teachers should communicate Health Concerns to the Lead Teacher who will provide referral forms. Forms are also available at the office. All referrals are emailed to PHN.

We expect to get feedback from the Nurse regarding action taken.

Our Community

Board of Trustees (BOT)

The Board performs the Governance role.

The CEO is delegated the day to day management of running the school.

The monthly meeting of the Board is held on the third Thursday of the month, commencing at 6.00pm.

Meetings are held in the staffroom.

The staff representative is the Lead Teacher.

Whanau Educators

The Whanau Educators provide and implement a range of programmes to support the whanau/families e.g Hearts and Minds.

They will provide feedback and inform the whanau of student's involvement in the programmes.

They will support the teachers with the Te RUA Inquiry Model.

Whanau Engagement Commitment

The school is a partnership school and provides parents with meaningful opportunities to volunteer as part of its Kaupapa. I understand the school would like our family to provide at least 40 hours of volunteer services each year we have children enrolled at this school in order to help accomplish the mission of the school.

Volunteer services could look like:

- 1 hour a week
- Servolution
- School Production facilitators / ushers
- 3-5pm Supervision
- School Trips / camps
- Helping out in the school's resource room
- Handy dad / Mum day
- Volunteer Week NZ

AFTERSCHOOL PROGRAMME OVERVIEW

3.30pm-4.30pm 2015-

<i>Days of the week</i>	<i>MONDAY</i>	<i>TUESDAY</i>	<i>WEDNESDAY</i>	<i>THURSDAY</i>	<i>FRIDAY</i>
Term 1	Culture	Swimming	Supa	<i>No afterschool Thursday & Friday</i>	
Term 2	Culture	Sports	Supa Mid Year Showcase	<i>No afterschool Thursday & Friday</i>	
Term 3	Culture	Sports	Supa	<i>No afterschool Thursday & Friday</i>	
Term 4	Culture	Sports	Supa End of Year Show	<i>No afterschool Thursday & Friday</i>	

Organisation:

Swimming:

Swimming-Otahuhu Rec centre

Sports programmes are at the local recreation centres-Allen Brewster Recreation centre.

Culture – Rise UP Academy teachers and tutors will deliver the programme. The culture programme is aligned with the Language week celebrations.

The afterschool programme is for children from the ages of 6-12 years.

Building Learning Communities Programme

- *Hearts & Minds*
- *Synergy*

<i>Term 1</i>	<i>Term 2</i>	<i>Term 3</i>	<i>Term 4</i>
<p style="text-align: center;">Hearts & Minds Parents Programme.</p> <ul style="list-style-type: none"> • Learning Styles • Love Languages • Personalities • Culture • 21st Century skills • Problem solving <p><i>Starts 24th February 6.30-8.30pm for 6 weeks.</i></p> <p><i>Meet the teacher night</i> <i>18th Feb –5pm</i></p> <p><i>Maths workshop</i> <i>March 17th</i></p>	<p style="text-align: center;">Path plan tool</p> <p style="text-align: center;">Long Term goals: for the year.</p> <p style="text-align: center;">1 x 2 hour session</p> <p style="text-align: center;">Whanau Fono</p>	<p style="text-align: center;">Synergy-Family programme</p> <p style="text-align: center;">7 x 2 hour sessions 6pm-70pm</p> <ul style="list-style-type: none"> • Culture & Identity • Museum visit • Personalities • Talents • Family values • Presentation Practice • Presentation Night <p style="text-align: center;">Term 3 Starts Tuesday 9th August Museum trip Sat 13th August</p>	<p style="text-align: center;">Path debrief of short term goals</p> <p style="text-align: center;"><i>End of November</i></p> <p style="text-align: center;">Whanau Fono</p>

Building Learning Communities Programmes

Hearts & Minds	Synergy	Path	Whanau Fono	3 Way conference	Good to Go Volunteer
1. 21st Century Skills	1. Sense of Purpose	1. Path session – 2hrs	1. Term 2	1. Beginning of the year	1. Term 1
2. Learning styles	2. Cultral Identity	2. Mid-year review	2. Term 4	2. Mid-year	2. Term 2
3. Love languages	3. Family Values	3. End of the year review			3. Term 3
4. Personality styles	4. Personalities				4. Term 4
5. Inquiry skills	5. Talents				
6. Culture & Education	6. Presentation Practice				
	7. Presentation night				
Dates: Term 1, 6 weeks	Dates: Term 3, 7 weeks	Dates: Term 1, 2 hr session	Dates: Term 2 & Term 4	Dates: Term 1 & Term 3	Dates: Terms 1 - 4

Level of Engagement

Fully Engaged (24-19)	Engaged (18-10)	Somewhat Engaged (9-0)



Journey of a Whanau RISE UP PASSPORT

Whanau: _____



Outcomes / Goals

- Children excelling in learning and in life
- growing leaders one child at a time
- Fully engaged, empowered and flourishing Whanau

Journey of a Whanau...

Rise UP Trust - Passport

