



BETHLEHEM SCHOOL

WHĀNAU HANDBOOK 2023

Office Hours

Monday - Friday (8.30 am – 3.30 pm)

Phone: (07) 576 4726

Email: admin@bethlehemschool.ac.nz

School Website: www.bethlehemschool.ac.nz

OUR VISION

Nurturing relationships for empowered learning

OUR VALUES

We believe in being...

Respectful, Responsible, Resilient

FROM THE PRINCIPAL'S DESK...

Greetings, Kia ora, Welcome. A special welcome to all tamariki and whānau. To families previously enrolled at Bethlehem School, we look forward to working with you again. To new whānau we hope that you will become involved in the school programmes and activities so that you will soon feel part of our school community. We have many school functions, activities and events throughout the year. We hope that everyone's connection with our kura is a positive and engaging one, and by working together we can provide the children with a high quality, well-rounded schooling experience - one that also meets the needs of the wider community.

Our staff have one aim; to promote the all-round development of the children in their care. We believe that whānau and school should work together for our tamariki.

You will find our teachers approachable and always willing to discuss your child's progress. However, please remember teachers are very busy people and are there for children between 9:00am - 3:00pm. It is best to make an appointment by emailing your child's teacher should you wish to discuss a specific matter before or after school. This will ensure you receive our undivided attention.

We are very proud of the ongoing innovations and developments that occur at Bethlehem School and we believe that our school will offer valuable opportunities for all tamariki.

Please feel free to call in on us at any time with any ideas or feedback. The team and I look forward to getting to know our new families and to making everyone feel part of our school community.

We hope you enjoy your time here as part of the whānau of Bethlehem School.

Nau mai, haere mai, welcome.

Catherine Neidhardt
(Principal - Tumuaki)

Introduction

Bethlehem School is a co-educational state primary school catering for children from Year 0 – Year 6 contributing to Ōtūmoetai Intermediate, Te Wharekura o Mauao, Tauranga Intermediate and Bethlehem College.

Bethlehem School was opened in 1883. It was a Native School until 1968 at which time the school had an almost 100% Māori roll of 250-300 pupils, including Form 1 and 2. It became a contributing school in the early 1970's.

The school buildings consist of: 23 teaching spaces, a 520 sq/m hall with an attached storage area and Art Centre (Whare Toi), an administration block (offices, staffroom and library). An attached pre-school is also onsite. The school has extensive park grounds with spacious playing and sporting facilities along with a heated swimming pool, two hard (asphalt & artificial turf) court areas and off street parking. A board-owned five bay garage provides for other storage needs.

The school operates three Māori Medium Level 1 classes to cater for the needs of students coming from three contributing kohanga reo. We also provide learning in Te Reo and Tikanga Māori throughout mainstream classes. Honouring and acknowledging our past, the name Te Paeroa has now been bestowed on the Rumaki Unit in 2023, after discussions with local Hapu representatives.

This name, Te Paeroa, for our Rumaki sits alongside the other team names at our kura, Reweti for our Junior School (named to acknowledge the Reweti whānau who have played a significant role in our kura for generations), Wiremu for our Middle School (named to acknowledge a young Bethlehem student, Vallance Wiremu Luke Taupiri Jack-Kino 29.8.1992 - 5.11.1998) who sadly passed away and Carmichael for our Senior school (named to acknowledge the Carmichael family who have played a significant role in our kura for generations and have deep connections to the land around our school).

Tamariki and staff benefit from a supportive community with active groups such as the PTA, the Board and Whānau Group who not only focus on fundraising but on helping parents to build strong relationships with their children, teachers and the school.

Cultural Diversity

At Bethlehem School, we acknowledge and celebrate the cultural diversity that contributes to a rich and vibrant learning environment. The school curriculum and ethos encourages students to understand and respect the different cultures that contribute to Aotearoa New Zealand society. Individual experiences, cultural traditions, histories and languages of all New Zealanders, are recognised, valued and celebrated.

We are committed to improving Māori student's educational achievement in an academic setting and in Te Ao Māori.

Our Rumaki classes deliver the curriculum in Māori and build on the knowledge and experiences of the ākonga (students) so they can flourish within an active Māori language community.

Our mainstream classes develop culturally responsive spaces where Māori can learn as Māori. Culturally responsive teaching is about making school learning relevant and effective for learners by drawing on students' cultural knowledge and life experiences. This means making what students know, and how they know it, the foundation of learning and teaching.

Continuing to develop our connection to our local marae and mana whenua is significant to our identity as a kura.

Our kura is committed to represent the interests of the community that it serves.

National Education and Learning Priorities (NELPs)

The Statement of National Education and Learning Priorities (the NELP) is a set of priorities designed to guide those who govern schools and to focus their day-to-day work on things that will have a significant positive impact for children and young people. These have been woven throughout our Strategic Plan and identified by number in the Strategic Objectives framework.

1. LEARNERS AT THE CENTER - Learners with their whānau are at the centre of education.
2. BARRIER FREE ACCESS - Great education opportunities and outcomes are within reach for every learner.
3. QUALITY TEACHING AND LEADERSHIP - Quality teaching and leadership make the difference for learners and their whānau.



BOARD OF TRUSTEES

The role of the board is one of providing good governance which will enhance school effectiveness and support student achievement.

Chairperson:	Sam Fellows
Treasurer:	Rangi Ward
Member:	Ross Edens
Member:	Kerri Jones
Member:	Rangi Ward
Member:	Sanjit Kaur
Staff Rep:	Frank Usherwood
Principal:	Catherine Neidhardt
Secretary:	Jenny Hardwicke

BETHLEHEM SCHOOL BOARD MEETINGS

The BOT meet twice a term. Meetings are held at 6.00pm in the Staff Lounge or Carmichael Room. Dates for meetings are also notified through the school newsletters.

STAFF

Principal	Ms Catherine Neidhardt	
Deputy Principals	Mrs Jacqui van der Beek Mrs Angela Stensness	
Team Leaders	Mrs Tracey Lines (Reweti Team – Yr 0-2) Mrs Eden Freeman (Wiremu Team – Yr 3-4) Ms Tracey McSweeney (Carmichael Team – Yr 5-6) Whaea Rāpua Timoti (Te Paeroa Team Yr 0-6)	
Learning Support Coordinator	Mrs Wendy Harding Mrs Christina Wakefield (Specialist Classroom Teacher)	
English Medium Class Teachers	Mrs Tracey Lines Mrs Zenah Aikman Miss Sammy Gillard/ Mrs Choe Roach Mr Frank Usherwood Miss Jasdeep Kaur Mrs Shelley Gracie Mrs Lisa Elliott Mrs Eden Freeman Miss Lauren Shields Miss Rachel Namburi Mrs Andrea Acton Ms Karrin Heappey Mrs Mandy Veza Mrs Gemma Goatley Mrs Alice Burness Ms Tracey McSweeney	Yr 0/1 Rm 13 Yr 0/1 Rm 12 Yr 1/2 Rm11 Yr 1/2 Rm 14 Yr 1/2 Rm 15 Yr 1/2 Rm16 Yr 3/4 Rm 5 Yr 3/4 Rm 6 Yr 3/4 Rm 7 Yr 3/4 Rm 8 Yr 3/4 Rm 9 Yr 5/6 Rm 2 Yr 5/6 Rm 3 Yr 5/6 Rm 4 Yr 5/6 Rm 22 Yr 5/6 Rm 23
Māori Medium Te Paeroa Teachers	Matua Hone Beilby Whaea Rāpua Timoti Matua Tony Campbell	Yr 0/2 Rm 19 Yr 3/4 Rm 17 Yr 4/6 Rm 18

Support Staff

Kaiarahi i Te Reo

Whaea Kyanna Heteraka-Rua

Teacher Aides

Mrs Trina Gardiner

Mrs Anna Hegarty

Mrs Nicky Holmes

Mrs Michelle Montgomery

Mrs Yvonne Parker

Mrs Sandra Wylie

Mrs Carmen Dawson

Mrs Anna Vaneckova

Programme Coordinator

Mrs Kathy Crow

Admin Staff

Mrs Margie Jordan (Office Administrator)

Mrs Rae Jamieson (Executive Officer)

Mrs Lizelle van Blerk (Library Staff)

Property Staff

Mr Mike Boyce (Property Manager)

Mr Dane Wooster (Property Assistant)

2023 TERMS AND HOLIDAYS

TERM ONE	Wednesday 31 January to 6 April
TERM TWO	Monday 24 April to Friday 30 June
TERM THREE	Monday 17 July to Friday 22 September
TERM FOUR	Monday 9 October to Friday 15 December

PUBLIC HOLIDAYS

Auckland Anniversary Monday 30 January (*during sch. holidays*)
Waitangi Day Observed Monday 6 February
Good Friday Friday 7 April (*during sch. holidays*)
Easter Break Monday 10 & Tuesday 11 April (*during sch. holidays*)
ANZAC Day Tuesday 25 April
Kings's Birthday Monday 5 June
Matariki Friday 14 July (*during school holidays*)
Labour Day Monday 23 October

TEACHER ONLY DAY DATES (TODs)

Otumoetai Kahui Ako TOD Friday 10 March
MOE / NZEI Accord TOD Tuesday 24 April
Others TBC

SCHOOL HOURS

Teaching Block 1:	8:55 am - 10:30 am
Morning Interval:	10:30 am - 11:00 am
Teaching Block 2:	11:00 am - 12:30 pm
Lunch Break:	12:30 pm - 1:30 pm
Teaching Block 3:	1:30 pm - 3:00 pm

HOME AND SCHOOL

Ongoing clear communication between home and school is vital for the wellbeing and progress of each child. Whānau are welcomed and encouraged to make contact with staff throughout the year if they wish to discuss their child's progress.

Digital newsletters are sent home via e-mail every two weeks as one means of informing whānau and the wider community of the school's many and varied activities. A school noticeboard outside the office will also provide parents with information on upcoming events. Teachers send home a class newsletter at the beginning of each term.

We report orally and in written form twice a year to whānau. Each child will be looked at as a unique individual with varying talents and abilities. It is our aim to attempt to find each child 's potential in whatever field. To achieve this home and school **MUST** work together.

Our school appreciates and needs the assistance of whānau in a variety of ways. You are encouraged to come forward and offer your services (please refer to the following section on Whānau Assistance).

Starting school is an exciting event for children. They've heard about it from parents, brothers, sisters or friends..... and now they're eager to begin.

However, school will probably mean some **BIG CHANGES** in your child's and your own life. That's why it is important to get your child off to a positive start and to read our separate booklet on starting school.

WHĀNAU / COMMUNITY MEMBER ASSISTANCE

Parents/Caregivers and any community members, are warmly invited to join our team of helpers.

Below is a list of some of the ways in which you could assist with the successful operation of our school. Please remember to feel free to come forward and offer your assistance or suggest some other ideas:

- Working in rooms with class programmes
- Helping with class excursions and field trips
- Making apparatus and teaching - equipment
- Helping with 'special event' days
- Library work
- Sports team coaching
- Maintenance, repairing and cataloguing of resource materials
- Assisting staff on sports days and exchanges
- Helping on 'working bee' days

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ACCIDENTS

In the case of serious accidents, every effort will be made to contact parents and whānau immediately. In an emergency the child's doctor is contacted and / or the child is taken directly to the hospital. Parents must ensure that the school has up to date emergency contact numbers.

ASSEMBLIES

Hui-ā-Kura (school assemblies) are held fortnightly (Weeks 2, 4, 6, 8 & 10) each term in the School Hall and begin immediately after lunch (approx. 1.30pm).
Syndicate assemblies are held on alternate weeks to school assemblies.

Both assemblies are an opportunity to celebrate individual or group success and to showcase children's work. It is also an opportunity to keep children notified of important issues and events. Whānau are very welcome to attend.

ATTENDANCE AND ABSENCES

The law requires parents of school age children to enrol them at a school at 6 years of age and to ensure their regular attendance. Children who attend regularly are more likely to be successful and make progress at school.

If children are absent from school whānau are asked to telephone, email or text the school by 9 am, clearly stating the reason for the absence. If a reason is not given then the absence will be entered as "Unjustified". An unjustified entry will remain on our attendance until the absence is explained. An information sheet on how attendance is monitored will be sent out each year through the school newsletter to inform or remind parents about how our monitoring system works.

The following Attendance Codes are used to record absences:

? Unknown P Present L Late E Explained Unjustified J Explained Justified M Medical D Doctor/Dentist Q School Trip/Camp

If children are going to be absent from school for a period of time for non-medical reasons, please make contact with your child's teacher and forward a letter to the Principal explaining the reason for the absence.

If your child is absent and we have not received notification the school will text to verify the absence before 10:00am. To avoid any unnecessary costs and time please let us know if children are going to be away by leaving a message or text (with explanation) on the school's phone system. If a child is away for 3 or more consecutive days through illness a medical certificate is required to be produced upon their return to school.

If you need to collect your child at any time during the school day, please check in at the office before leaving the school and again when the child returns. Children who are late to school (after 9.00am) must also check in at the office. Please give your child's teacher prior notice of any known absences that will occur and the reason for that absence.

BOOK CLUB

These pamphlets are sent home several times during the year. It is **optional** for families to order these books.

BUS SERVICE

Some families may be entitled to a transport allowance, particularly those children attending our total immersion classes. Please contact the office to receive information regarding eligibility for the transport allowance. Also check Bay Hopper timetables.

CAR PARKING

The school's off-street car park on Carmichael Rd is available for **STAFF PARKING ONLY**, with the exception of vans / buses who pick up students for after school care programmes.

Restricted parking is in place to allow for safe pick up and drop off periods at the start and end of the day. Individual parking spaces have been created and zebra crossings are now available for pedestrians on both Carmichael Road and Bethlehem Road. We ask that all parents set a good example and use the crossing when parked in close proximity, and especially when our school patrols are on duty.

Please avoid parking too close to crossing points controlled by traffic wardens as a clear view of the roadway is important. Please do not park in designated disability car parks unless displaying a valid exemption sticker.

CIVIL DEFENCE EMERGENCIES

In the event of a Civil Defence Emergency being declared, children will be held at school until their safety can be assured or until a parent or whānau member arrives to pick them up. In the event of an evacuation, classes will assemble on the back field. If required to move further from our school buildings then classes will walk to the grassed area beside the Bethlehem Baptist Church on Bethlehem Road. All communication from the school will be via email, text, and/or Facebook.

CONCERNS / COMPLAINTS

The school encourages open discussion and if issues arise, we would certainly appreciate the opportunity to hear about and address those concerns.

If I have a concern or a complaint what do I do?

- If the concern relates to the classroom programme or your child, make a time to meet your child's classroom teacher.
- Please let the teacher know of the nature of the concern prior to the hui.
- Talk with the relevant staff about the issue and be prepared to listen to their point of view.
- Let the teacher know if you are satisfied or still have concerns at the end of the discussion.

If I am not satisfied with the response or if the concern does not relate to a specific teacher what do I do?

- Ask for an appointment with the Team Leader, again indicate the issue.

Carmichael Team	Tracey McSweeney
Wiremu Team	Eden Freeman
Reweti Team	Tracey Lines
Te Paeroa Team	Rāpua Timoti
- If you feel that they may not be able to help then make an appointment to see one of the Deputy Principals or Principal, but before the meeting write down the details of the concern.
- The Senior Leadership Team will usually deal with the issue, however, referrals back to the classroom teacher or the Team Leader may occur.

What do I do if my concern / complaint relates to a general school issue?

- Make an appointment to see the Principal. Some issues may require time to investigate or for research to take place and a plan of action decided upon. If the situation is not resolved by the Principal, you can write to the School Board at bot@bethlehemschool.ac.nz

Helpful Hints

- Choose an appropriate time to approach a teacher, not when they are teaching.
- Do not discuss problems in front of children.
- We ask that there is mutual respect shown when issues are discussed.
- The first person you should see about a concern should be the person closest to the problem.
- There are usually two sides to a story.
- If you have concerns about another child we ask that you approach the school not the child.
- We will only know of your concern if you tell us.

CYCLISTS

The following guidelines apply regarding the use of bikes:

- approved helmets must be worn
- no passengers are to be carried
- cycles must be in roadworthy condition
- parents are invited to use the grounds to teach their children to ride, outside school hours
- wooden deck areas and ramps are out of bounds for all cyclists
- no riding bikes around school grounds between 8.30am-3.10pm

DENTAL CARE

Our school clinic has been replaced by a mobile screening unit. Dental care up to a certain level will be provided by these mobile units with more serious treatment being undertaken at larger permanently based clinics. The nearest of these clinics is at Ōtūmoetai Primary School. Please use the following phone no. **576 6752** to contact the Ōtūmoetai Clinic.

EOTC

Our school actively supports providing for Education Outside the Classroom learning experiences. These take place regularly during the year. Parents are usually asked to contribute to the cost of the activity and often to provide transport and assist with supervision. Class teachers send notes home or contact whānau directly about each event.

ENROLMENTS AND WITHDRAWALS

Parents who are transferring their tamariki from another school in NZ should complete an online enrolment form found at: <http://bethlehem.ultranet.school.nz/Web/326/>.

Enrolment forms for new entrant students (children turning 5 yrs) should be completed and submitted online **at least a month before their start date** which will be on the first Monday after their 5th birthday, unless prior arrangements are made. Any reports or information on the children from their previous schools or ECE's would also be useful to ensure a smooth transition. Please upload with the following documents:

- Birth Certificate
- Immunisation Record
- Proof of Address (eg. Power, Phone, Rates, Rental Agreement, Sale & Purchase Agreement)

Our school currently operates an enrolment scheme with a defined enrolment zone.

Children living within the zone have an absolute right to enrol. Out of zone students must apply in the Out of Zone Ballot held once per year in October. Further current information on the enrolment process is on our website.

If families are new to New Zealand and wish to enrol their child / children, the appropriate immigration status must be confirmed.

Parents and whānau of children who are leaving are asked to notify the school office a few days beforehand so that books can be packed up and transfer reports written for the new school.

GROUNDS

We encourage the use of our grounds outside school hours. **All areas of the school are smoke, vape, dog and skateboard-free.** We would like to ask our parent community to support us by drawing attention to the signs displayed or by providing information to the school so that incidents can be followed up.

HOMEWORK

Our students are involved in many after school activities and we do not wish to impact on the need for quality family time. Activities that do come home should be suited to the developmental needs and abilities of the students.

Reading for our younger students, spelling words lists, practising basic maths facts or completing unfinished work are the only types of activities that children will bring home. Please allow the children to spend no more than 30 minutes on these activities.

KINDO – ONLINE SCHOOL SHOP

Kindo is the school's preferred method of payment for your child's school expenses, and we encourage all whānau to set up family accounts as soon as possible. Instructions for creating your account for new users is easy and can be found on the school website. All you need is the current email address the school has on file for you. If you still need assistance call the school or the Kindo helpdesk on free phone 0508 4 KINDO or 0508 454 636.

LIBRARY (SCHOOL & TCC MOBILE)

Our well-stocked library is used extensively for both class lessons as well as recreational reading. All tamariki are encouraged to take books out to read for pleasure and for research. Books need to be returned or renewed after a week. A reminder notice is sent out after two weeks and a lost notice will be sent home requesting the cost of replacing the book after three weeks.

The Tauranga City Council also sends their Mobile Library to the school once a fortnight. Yr 5-6 children are encouraged to join, and it is a good stepping stone to membership at the Tauranga Public Library.

LOST PROPERTY

Tamariki not only misplace clothing at school but will often fail to recognise items when displayed. Any unclaimed items are disposed of at mid year and the end of the year.

Lost property is kept outside the library and whānau and children are welcome to look for missing items before or after school.

Please name all of your child's clothing, especially garments likely to be removed during the day - jerseys, sweatshirts, shoes and socks, togs and towel, rainwear etc.

LUNCHES

Chewing gum and fizzy drinks are not to be included in lunch boxes. Water only in drink bottles. For the safety of all students, it is requested that no nut based items are included in school lunches.

Online lunch orders from Pita Pit are now available on Fridays. Details about this system are available from the office and are included with enrolment packs.

The PTA, classes and teams also run special sausage sizzles, pizza days, etc throughout the year.

MEDICATION

If your child needs medication during the school day, this must be handed to the office for safekeeping and administered as required.

The container must be clearly marked with the child's name, dosage etc.

Any special disabilities or allergies of which we should be aware - i.e. allergic to bee stings etc should be notified. No medication may be kept in desks or in school bags.

MOBILE DEVICES

Mobile devices (including phones, tablets and smart watches) that are able to connect to the internet independent of our monitored school wireless network, are **NOT** permitted at school unless permission is given by the Principal.

MONEY

Children with money for an activity at school should hand it in to their classroom teacher upon arrival at school. We would appreciate parents of junior school children bringing larger sums of money directly to the Main Office.

NEWSLETTERS

Fortnightly school newsletters are available online and notifications are sent out to all parents who have supplied the school with a current email address.

Class newsletters are sent out at the start of each term and other notices and special newsletters are sent as required.

PARENT CONTRIBUTION (SCHOOL FEES)

To help offset an increasing gap between operational funding and the cost of providing quality programmes and resources, the Board requests that whānau make a contribution of **\$100 per child up to a maximum of \$250 for a family of three students or more** for 2023. (This contribution is a donation, tax deductible and non refundable).

Parent contributions (school fees) are used to support a variety of activities and resources including the following:

Teacher Aides / Remedial Rdg and Maths Prog. / Enrichment Prog. / Resources for all learning areas / IT equipment / Enviroschools / PE Equipment / Peer Mediation & Leadership Programmes

For students who enrol part way through the year the contribution will be adjusted accordingly.

PARENT TEACHERS ASSOCIATION

The school is fortunate in having an active and friendly PTA. Current position holders are:

Chairperson: Nicky Acton-Adams

Secretary: Lisa Lash

Treasurer: Kirsty Stafford

All parents are deemed to be members of the PTA and as such meetings are open to all. The AGM is usually held in May. The PTA is always looking for helpers and new ideas, so if you would like to contribute please do not hesitate to contact our position holders via bethlehemschoolpta@gmail.com. Fundraising efforts have helped to fund extra reading material, playground equipment, computers, a pool upgrade, sports equipment and uniforms, AV equipment, school trips etc.

PERSONAL PROPERTY AT SCHOOL

Student's personal items such as toys, games, cards etc are brought to school at the owner's risk. Teachers will take reasonable steps to ensure safe keeping of stationery items and education equipment but parents are asked to ensure that all items are named.

PHOTOGRAPHS

Class, Individual and Family photographs are taken in the latter half of the year. Further information is issued closer to the set date.

PHYS-ED / FITNESS / SPORTS

Our tamariki enjoy their physical activity and physical fitness has a direct link with academic success. Our sporting programme is now quite diverse and includes:

- regularly fitness and class physical education lessons
- regular syndicate sports afternoons
- special sports days e.g triathlons, swimming sports, cross country, athletics, etc
- lunch-time sports programmes
- inter school sports programmes for Yr 5 / 6 students (at cluster & district levels)
- school sports teams involved in after school or weekend competitions e.g netball, hockey, miniball, volleyball, ... **Sports fees must be paid at the time of registration**

A PE uniform for senior students is part of a compulsory school uniform. To enable children to participate fully in PE / Sporting activities we ask that appropriate clothing and footwear is worn during these sessions. **Hats are also compulsory during Term 1 & 4.**

REPORTING TO WHĀNAU

Frequent communication on the children's progress is vital to ensure that home and school are working together in the learning process. Frequent informal discussions will occur in the general day-to-day contact between whānau and individual classroom teachers. However more formal reporting procedures during 2023 are as follows:

- Term 1 / Wk 1 Korero Mai – Talk to Me (focus on parents talking to teachers)
- Term 2 / Wk 9 Three-way conferences 22 June 2023 Parent/Student/Teacher/
Mid Year Reports
- Term 4 / Wk 10 End of Year Report

Throughout the year we will open our classrooms to have whānau come and celebrate your child's learning in an informal way at our Learning Celebrations. These times will be advertised in the school newsletter.

SCHOOL ROAD PATROL

School Road Patrols and wardens operate on Carmichael and Bethlehem Road before and after school. Our senior students volunteer for this duty and provide safe crossing at a time when our roads are very busy. Please set a good example by using the crossings, driving carefully within the school's traffic zone and ensuring that parking restrictions are followed.

SICKNESS AT SCHOOL

Parents are contacted if illness occurs so that a child can be taken home or to their GP. Children who contract infectious illnesses such as measles, mumps and chickenpox need to be kept at home until the virus has passed the infectious stage.

Please be sure that children are well enough to return to school, and contact information is current. If your child is unwell please keep them home.

SPORTING & CULTURAL CLUBS

There are many privately run organisations in the Bethlehem/Tauranga area that offer many different opportunities (some are run at the school). These include drama, gymnastics, miniball, basketball, soccer, hockey, tennis, rugby, swimming and netball. Music lessons are also available.

STATIONERY

Class stationery is provided through Bay Office Products Depot, Christopher Street, Tauranga. Stationery purchases can be made via their website prior to February 9, 2023. After that you must visit their showroom at 20 Christopher Street and order a pack.

STUDENT / WHĀNAU INFORMATION

In order to keep our records up to date parents are asked to advise the Office of any changes to:

- Address
- Phone number - home and work (landlines preferable)
- Emergency Numbers
- Custody and Access issues
- Medical conditions.

SWIMMING POOL

During the swimming season a key issue system will be on offer to members of our school community. There will be a cost for the season plus a bond for the pool key. This cost is confirmed before the beginning of each summer holiday. Only the bond

will be refundable on the return of the key at the end of the season. Key holders must sign an agreement before keys will be issued and the gate must be locked at all times apart from entering and exiting the pool area. Please help us to look after our pool by reporting trespassers to the school.

TELEPHONE CALLS

Children are not permitted to use the school telephone except in an emergency, getting permission to play at a friend's house is not an emergency. Schools are charged by the call i.e as a business, and we endeavour to keep lines free for incoming calls as much as possible.

While all classrooms do have phones, teachers are not available to be contacted during school hours. If urgent please contact the Main Office, staff will either connect you to the class or ensure that a message is delivered directly to the teacher.

TE AO MĀORI

Special programmes operate in all English medium classrooms to provide opportunities to learn Te Reo, Tikanga and Kapahaka. These programmes will utilise the expertise within the school and outside resources such as Te Wharekura O Mauao and local hapu & marae.

UNIFORM

All students are required to be in our school uniform. Please refer to the policy at the end of this booklet for details.

Hats: Students must wear a school bucket hat. Hats need to be worn during Term 1 & 4. While we do allow a period for students to get back into the habit, after Labour Weekend staff will insist on hats being worn.

Students without hats will spend their break times in the shade of the Library. Reminder notes will be sent home for parents to acknowledge by signing and returning it to the classroom teacher. Caps do not provide enough protection from the effects of the sun's rays and are not considered appropriate for our students at school. Children wearing caps will be given till the next day to bring an appropriate hat to school.

WEBSITE

The school's website is www.bethlehemschool.ac.nz. Current and prospective parents will be able to access a variety of information about the school through this site.

SCHOOL UNIFORM POLICY

RATIONALE:

A school uniform is a mandatory requirement for attendance at Bethlehem School as it serves to identify our students with Bethlehem School.

GUIDELINES:

1. The uniform will be worn all year round with variations for seasonal changes.
2. The uniform will be made up of the approved items on the schedule. No substitutions will be acceptable.
3. Any extra garments worn under the uniform e.g. thermals for warmth, should be the same colour as the uniform and must not be visible.
4. School sun hats must be worn for all outdoor activities during Terms 1 and 4.
5. All items of clothing and footwear must be clearly named.
6. Footwear must be sensible. Only black shoes, sandals or jandals and black socks, stockings or leggings are acceptable.
7. Uniforms will only be available for purchase through NZ Uniforms on Elizabeth St in the CBD.
8. Donated second-hand uniform will be for sale through the school office, subject to availability. The school will not sell second-hand uniform on behalf of others.
9. Parents are responsible for maintaining the uniforms to a high standard.

UNIFORM SCHEDULE:

The mandatory uniform for Bethlehem School currently consists of the following items:

- | | |
|--|--|
| <input type="checkbox"/> short sleeve polo shirt | <input type="checkbox"/> polar fleece long sleeve (¼ zip) |
| <input type="checkbox"/> long sleeve polo shirt | <input type="checkbox"/> polar fleece vest (full length zip) |
| <input type="checkbox"/> ¾ shorts | <input type="checkbox"/> bucket style hat |
| <input type="checkbox"/> skorts | <input type="checkbox"/> slouch style hat |
| <input type="checkbox"/> track pants | <input type="checkbox"/> sports top |

PE shorts, the same as those used by Otumoetai Intermediate, are available from NZ Uniforms at their outlet on Elizabeth St., next to Kathmandu.



We will be updating the school uniform in 2023, but students can continue to wear the current uniform.