



**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.



### 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.



**Manākitanga** UPLIFTING, GENEROSITY, MUTUAL RESPECT, INSPIRE, ROLE MODEL, MINDFUL (CONSIDERATION)

**Aroha** LOVE, KINDNESS, HELPFULNESS

**Kaitiakitanga** GUARDIANSHIP (CULTIVATION)

**Ako** RECIPROCAL LEARNING PARTNERSHIPS (CRITICAL THINKERS)

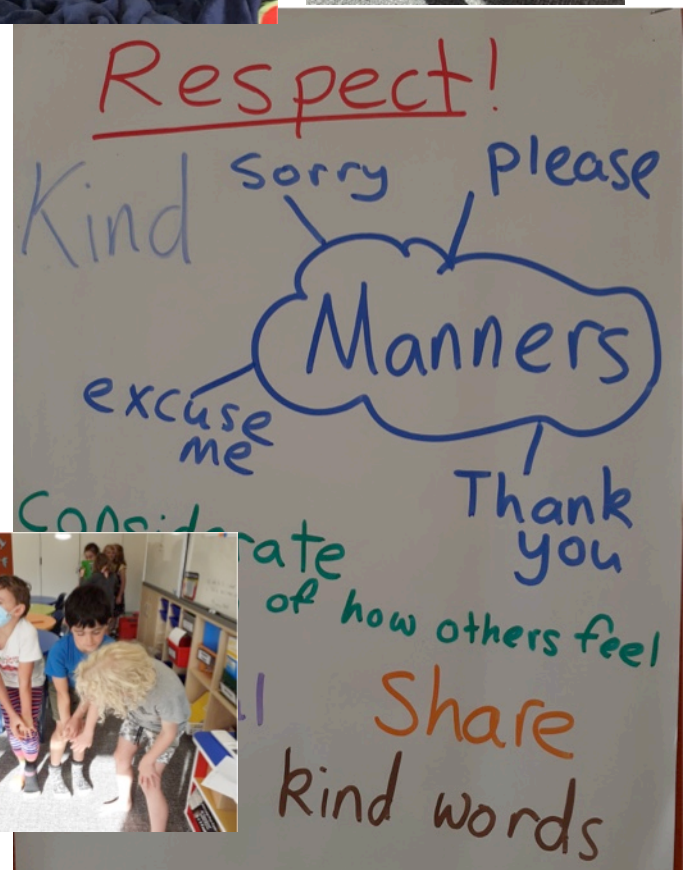
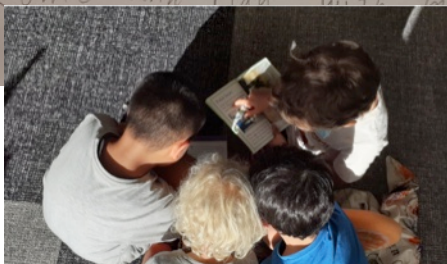
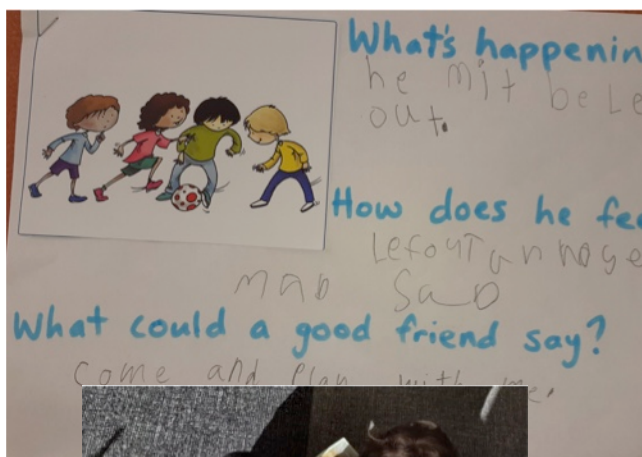
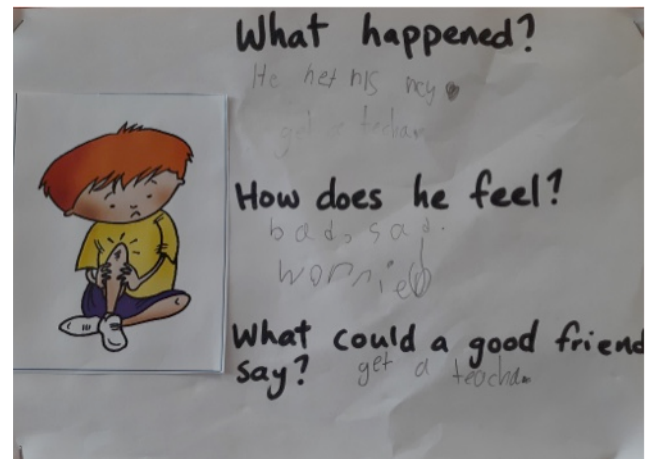
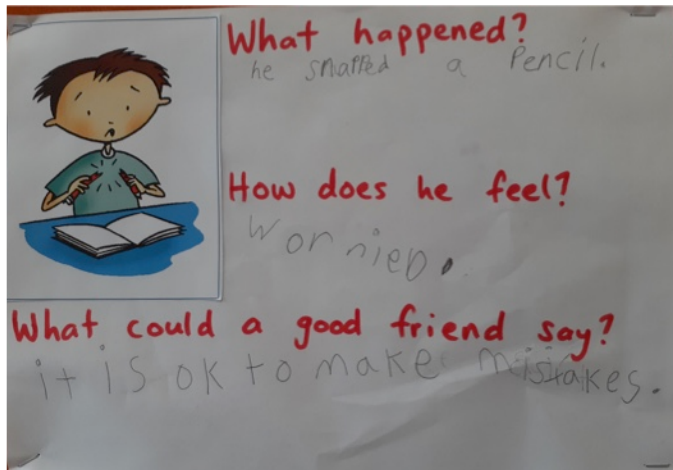
**Rangatiratanga** DETERMINATION, PROBLEM SOLVING, TEAMWORK, AGENCY IN LEARNING, LEADERSHIP (CONFIDENCE, GROWTH, ENGAGEMENT)

**Auaha** CREATIVITY

## Values



# TUI CLASS - VALUES DEVELOPMENT



# 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		<div>SchoolDocs</div> <div>Policies and Procedures</div>	
HEALTH, SAFETY, AND WELFARE		BOARD ASSURANCES	
Reviews are open to the whole school community: board, staff, parents/whānau/whānau, the focus indicated the topics boards should focus on (see shaded rows).		At a monthly board meeting, ensure 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)	TOPIC(S)	ACTIONS
	Risk Management	School Planning and Reporting	Forward your charter and analysis of variance to the Ministry of Education by 1 March. Email your updated charter to SchoolDocs. Prepare the annual report for the auditor by 31 March.
	Health and Safety Induction	Equal Employment Opportunities (EEO)	Include a statement on EEO in your annual report (including any issues from the previous year).
	Visitors	Medicines, Drugs, Managing Minor/Moderate Injury, Reporting and Recording Accidents and Incidents	Complete an internal audit of procedures, and ensure the board that staff have been trained and are implementing the procedures correctly. See the Healthcare section.
	EMERGENCY, DISASTER, AND CRISIS MANAGEMENT (board)	Police Vetting for Non-Teachers	Assure the board that all non-teaching staff have current police vetts on file.
	School Closure	Risk Management	At each board meeting, ensure 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.
	Emergency Management (see subtopic)		
	Disaster Management		
	Crisis Management		
TERM 2	HEALTHCARE	Digital Technology and Cybersecurity	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.
	Medicines	Computer Security and Cybersecurity	Assure the board that the school's computer security/cybersecurity is reviewed and current.
	Managing Minor/Moderate Injury	Student Attendance	Assure the board that student absences are correctly recorded, monitored, and followed up. Report on any unusual trends for student attendance.
	Managing Serious Injury and Illness	Health Education	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.
	Reporting and Recording Accidents and Incidents (board)	Abuse Recognition and Reporting	Phone staff are engaged with the abuse reporting procedure and indicators of abuse, and assure the board that this has been done.
	Infectious Diseases	Emergency Evacuation / Emergency Kit	Assure the board that staff and students have completed first aid qualifications 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).
	BEHAVIOUR MANAGEMENT (board)	Staff Usage and Expenditure (SUE) Reports (in expenditure)	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.
	Bullying and Online Bullying	Monitoring and Auditing School Bus	Complete an audit of the school's bus transport compliance.
	Surrender and Retention of Property and Searches	Risk Management	At each board meeting, ensure 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) <td>Approval of the Principal</td> <td>Take steps to ensure that this process is completed and reported on to the board by end of year.</td>	Approval of the Principal	Take steps to ensure that this process is completed and reported on to the board by end of year.
	Abuse Recognition and Reporting	School Swimming Pool	Ensure that a full risk management and safety assessment of the pool compound is completed as part of the annual health and safety review. See the Ministry of Education's <a href="https://www.moh.govt.nz/schoolswimmingpools/">School Swimming Pools</a> information. Report to the board.
	Car and Management of Students	Safety Management System	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.
	Supporting Student Wellbeing	International Learners	Conduct a self-review of how the school is meeting Code of Practice requirements and report to the board. The self-review should be distributed to the school's records, as well as possible external review.
	Food and Nutrition	Surrender and Retention of Property and Searches	Assure the board that all procedures relating to search, surrender, and retention have been followed. Confirm that all authorised staff have confirmed their status in writing, and that a written record has been kept of all instances of search, surrender, or retention of property.
	Sun Protection (board)	Physical Restraint	Assure the board that all procedures relating to physical restraint have been followed, and that all requirements to notify, monitor, and report have been met. Confirm that, as relevant, any non-teaching staff have been authorised in writing. Assure the board of the relevant training and support of staff authorised to apply restraint.
	Staff Wellbeing	Risk Management	At each board meeting, ensure 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.
	Harassment (board)		
TERM 4	HEALTH, SAFETY, AND WELFARE POLICY (board)	Emergency Evacuation / Emergency Kit	Assure the board that staff and students have completed first aid qualifications 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).
	Review the main board-level policy in term 4	Staff Usage and Expenditure (SUE) Reports (in expenditure)	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.
	Alcohol/Drugs and Other Harmful Substances (board)	Monitoring and Auditing School Bus	Complete an audit of the school's bus transport compliance.
	Digital Technology and Cybersecurity	Provisionally Certificated Teachers	Report to the board on the induction programme of provisionally certificated teachers.
	School Bus Transport*	Teacher Registration, Certification, and Police Vetting	Assure the board that all teaching staff are certificated, and therefore vetted.
	School Swimming Pool / Swimming Off Site* (board)	Appointment Procedures	Assure the board that the appointment procedure, including appointment committee delegations third release and background checks, is being carried out as stated.
		Length of School Year	Assure the board that the school has been open for the statutory number of half-days and hours per day in the current year. Inform the board of the dates and number of half-days for retention.
		Reading Recovery / Literacy Support	Report to the board from the Reading Recovery teacher on the implementation of the Reading Recovery programme.
		International Learners	Assure the board that the Code of Practice self-review attestation will be submitted by the due date - 1 December each year.
		Risk Management	At each board meeting, ensure 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 one of these options, you don't need to review it.			

\* 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.