

*Elim Christian College
Henderson*



**Whānau Handbook
2024**



Section 1: Engagement

ARISE Parents

The ARISE Parents group is a great way for parents / caregivers to become actively involved in school life. There are plenty of opportunities for involvement through prayer, assisting with school camps, transport for offsite school activities, helping with fundraising, sports teams, serving on the Board of Trustees, working bees and many more.

We welcome and greatly appreciate your help. All volunteers must have a police clearance. You may obtain forms from any of the school offices.

Code of Conduct

Our Code of Conduct serves as a reminder to all parents, caregivers, and school visitors that their conduct must support everyone's emotional and physical well-being, and not harm it in any way. The school's board has set this Code of Conduct as a condition of entry. For information on our standards of conduct, please refer to the following [document](#).

Communicating w/ Management

Management are available to meet and discuss items of concern or praise with whānau. Should you require an in-person meeting with any of our management staff (i.e. tumuaki, tumuaki tuarua or our team leaders), please contact the office ahead of time. Our office administrators will notify the leadership team who will make contact with you to arrange an appointment.

Communicating w/ Teachers

Kaiako are available to meet and discuss items of concern or praise with whānau. Should you require an in-person meeting with your child's kaiako, please contact them via email ahead of time to find a suitable time to discuss learning and the like. All meetings with teachers need to be by appointment.

Kaiako will always make every effort to communicate with you when we see your child succeeding, conducting themselves in a positive manner and if they require wrap-around support to address any behaviours causing concern or harm to themselves, their peers or the environment. Kaiako will also formally report twice a year.



Guiding Principles

Christian living is expressed in respect for others, respect for the possessions of others, loyalty to one another and above all, loyalty to God.

- Respect for others includes honesty, kindness, consideration, and caring for others, and towards those who are weaker, younger, quieter, or less able.
- Respect for possessions of others means articles will not be interfered with, damaged, or borrowed without the owner's permission.
- Loyalty to God and obedience to His will means that there will be a dedication to work towards what is worthy and pleasing to Him

School Communications

The school will produce a pānui (newsletter) monthly. Additionally, any pressing notices or communication that needs to occur will happen weekly on a Monday.

In the event of trips or similar events, the school will make contact in a timely manner. We will endeavour to keep the volume of communications to a minimum.

Visiting School

All visitors to the site, except those dropping off or picking up students before and after school, are asked to report to the school office.

When dropping off or picking up your child(ren), we ask that you remain in the atrium. Kaiako will bring students to this space for collection. If picking up your child(ren) during the day, please make contact at the office and we will arrange for them to meet you here.

Withdrawing Students

A leaving form available from the school office must be completed by all students prior to leaving the school.

Under our school's policy, you are required to give one term's notice in writing of your intention to withdraw your child from school. Failure to comply with this requirement will result in a penalty fee of one-half term's fees being payable to the Proprietors. A leaving certificate is issued only to senior students who are leaving school to enter the workforce or tertiary education.

Please email enrolments@elimhenderson.school.nz should you have any questions.

Section 2: Behaviour & Conduct

Absences

Fill in the absence webform on the school website

Appointments

Students need to be signed out at the office by a parent/caregiver. Please remember to sign them in on return. The appointment should be communicated to the school office ahead of time.

Before & After School

Before School

- There is no supervision at school until 8:15am.
- Early students are to wait outside the front doors until 8.15am, when the Duty Staff member will usher them to the playground, after students place their bags underneath the covered walkway.
- Students will be dismissed by the duty teacher to their classrooms at 8.30am
- All students who arrive between 8.15am and 8.30am must go straight to the playground. If you arrive after 8.30am you may go straight to your classroom
- On a wet day, you will meet in the library for some quiet reading or learning.
- For Health and Safety reasons, the school grounds must be vacated by both parents and students by 3.15pm.

Please access information via our website for after-school care. In every other instance:

- At the end of the day, students are expected to:
 - promptly make their way home.
 - be off-site by 3.15pm.
 - push bikes, scooters, etc. out of the school grounds before riding home.

Behaviour Management

Our behaviour management plan acknowledges students who conduct themselves appropriately and in line with our values. Duty Teachers will be on the lookout for students who are doing the right thing to award them tokens towards their whare. Teachers in classrooms will also award whare points to those who are behaving appropriately and attempting to do their best.

Our behaviour management plan also addresses inappropriate behaviour. The kaiako and leadership will work with ākonga and whanau to address these behaviours in a restorative manner, holding firm boundaries and following a robust system.



Communicating w/ Your Child

At Elim Henderson, all communication to and from a student is directed through the office and examined on a case by case basis to foster responsibility and allow for students to learn in low stakes situations (i.e. forgetting PE gear)

In light of this, any messages parents have should be directed to the office via phone or email (office@elimhenderson.school.nz or (09) 242 3516). Contacting students directly via a mobile phone sits outside of our device terms and is discouraged. Consequently, students are not allowed to wear phone / smart watches or use their devices or phones to call or message during the school day.

In emergencies, an important message can be conveyed to a student during school time through the school office.

Cybersafety

Elim Christian College Henderson is committed to providing a digital and online environment that is physically and emotionally safe, inclusive, and free from racism, discrimination, and bullying.

Our digital technology policies and procedures apply to every member of the school community using digital technology, including staff, students, parents/caregivers, volunteers, contractors, visitors, and the board.

At Elim Christian College Henderson, we maintain a safe and responsible digital environment by:

- setting and sharing clear requirements and expectations about acceptable and unacceptable digital use
- ensuring that members of the school community commit to these guidelines by signing the appropriate use agreement outlining requirements and expectations
- reviewing these digital technology use agreements annually
- educating students about the digital world, including understanding privacy and copyright laws, staying safe online, and protecting digital devices
- encouraging our students to be confident, capable, and competent in their use of digital technology by supporting them to:
 - develop digital literacy skills
 - be aware of digital technology challenges and manage them effectively
 - demonstrate honesty, integrity, and ethical behaviour in their use of digital technology in line with digital citizenship
 - using helpful resources (e.g. Netsafe) and supporting staff training and professional development
 - encouraging students and staff to continue practising positive digital technology behaviours when not at the school.



Collection of Money

At Elim Henderson, we are a cashless school. No money is collected nor stored onsite. All dues, fees and donations are to be paid online. School events which incur an additional cost can be paid online or via EFTPOS at the school office.

Drop-Off and Parking

To ensure the safety of all ākonga, kaimahi and whānau, we have particular guidelines for drop-off and pick up, as well as parking.

All students must be dropped off and picked up from the carpark at the end of our driveway. Under no circumstances can a student exit the driveway on foot at any time.

Feel free to utilise the parking at our facilities and should you wish to walk your child into the atrium.

Emergency Evacuations

Each term a trial evacuation is held. Staff and students follow well-documented instructions based on best practice models. Following each trial, a review is held.

Lateness

All students arriving after 8:40am must sign in at the office using the electronic tablet provided. They will be given a 'pass' from an office administrator to give to your teacher. Repeated lateness will be queried by management, if causing impact on student learning and involvement.

Lost Property


Any valuables brought onsite are the responsibility of each ākonga unless placed in designated spots. Lost property will be located outside the Tari - Tohorā (senior management office)

Student Leave

Please email the school office with any requests (office@elimhenderson.school.nz) of 3 days or more. Where possible, please communicate any leave ahead of time so we can account for students' absence accordingly. Any questions regarding leave can be directed to the office or management team.

Updating Details

When and if you need to update your contact details (address, phone number or email) please contact the office (office@elimhenderson.school.nz or (09) 242 3516.



Elim Christian College
Henderson
Section 3: Learning

Bell Times

8:40am - 9:00am: Committal, Roll and Notices

9:00am - 10:30am: Classes commence

10:30am - 10:50am: Morning Tea

10:50am - 12:00pm: Class continues

12:00pm - 12:45pm: Lunch

12:45pm - 1:45pm: Class continues

1:45pm - 2:00pm: Afternoon recess

2:00pm - 3:00pm: Class continues

Daily Committal

As a Christian school, one of our greatest privileges is being able to practise our faith in different ways.

To acknowledge the importance of God in our lives, each school day will begin with a “committal” which might be singing, praying or devotions.

This will take place in our classes, as a whole school or within our teams. Your kaiako will share this schedule with you.

BYOD

The use of IT devices such as iPods, iPads, digital translators, laptops and mobile phones are now being actively integrated into learning activities.

Between school hours devices may only be used for planned educational activities. Any device found being used for other purposes will be confiscated (this includes break times). Students may retrieve their phones from the team leader or management office. For those who continually misuse their phone may be required to surrender their device at the beginning of each day for a specified number of days.

Students may approach the office to phone out. Such requests will be decided on a case-by-case basis. On a school trip, the teacher in charge will make it clear before the trip of what the boundaries around the use of mobile devices are.

The school is not responsible for the loss or damage of personal devices. Each student takes responsibility for their own device. The sharing of devices is not encouraged. Students and families are required to sign a student internet user agreement before using devices at school.

Home Learning

Home Learning will be provided each week involving the following activities:

- Bible verse
- Reading
- Spelling (Tima Ngahere)
- Mathematics

Home Learning will be tailored to the year level with appropriate instruction to support learning at school.

Student Learning

A Christian Worldview underpins all areas of learning. Our other guiding principles are:

- High Expectations
 - The curriculum supports and empowers all students to learn and achieve personal excellence, regardless of their individual circumstances.
- Treaty of Waitangi
 - The curriculum acknowledges the principles of the Treaty of Waitangi and the bicultural foundations of Aotearoa New Zealand. All students have the opportunity to acquire knowledge of te reo Maori me ona tikanga.
- Cultural Diversity
 - The curriculum reflects New Zealand's cultural diversity and values the histories and traditions of all its people.
- Inclusion
 - The curriculum is non-sexist, non-racist, and non-discriminatory; it ensures that students' identities, languages, abilities and talents are recognised and affirmed and that their learning needs are addressed.
- Learning to Learn
 - The curriculum encourages all students to reflect on their own learning processes and to learn how to learn.
- Community Engagement
 - The curriculum has meaning for students, connects with their wider lives, and engages the support of their families, whanau and communities.
- Coherence
 - The curriculum covers all students a broad education that makes links within and across learning areas, provides for coherent transitions and opens up pathways to further learning.
- Future Focus
 - The curriculum encourages students to look to the future by exploring such significant future-focused issues as sustainability, citizenship, enterprise and globalisation.