



Wellington Seventh-day
Adventist™ School





Educating for Eternity

HANDBOOK 2021



Growing lifelong learners who are
spiritually connected,
emotionally strong and
socially skilled.

PARENT & STUDENT HANDBOOK 2021

Our Mission	Educating for Eternity
Our Vision	Growing lifelong learners who are spiritually connected, emotionally strong, and socially skilled.
Our Values GROW	<div>  <p>GODLINESS Love Patience Integrity Humility</p> </div> <div>  <p>RELATIONSHIPS Kindness Inclusion Respect Service</p> </div> <div>  <p>OWNERSHIP Honesty Commitment Perseverance Excellence</p> </div> <div>  <p>WISDOM Discretion Initiative Responsibility Thinking</p> </div>

Postal Address:	P O Box 51-148 Tawa 5249
Phone:	04 237 6282
Website:	www.wellingtonsda.school.nz
Email:	office@wellingtonsda.school.nz



Our school is a part of the Seventh-day Adventist School System in New Zealand. Our aim is to work with God and fulfill His purposes. Christian Education supports our homes, churches, conferences, and wider communities. Because we emphasize Christian values, based on Biblical principles, students are educated to be effective citizens for this earth and for the new earth to come. Educating involves growth on the part of students and teachers as we work and develop together both academic and spiritual talents.

As Adventist educators, we delight in working with God for the salvation of our students. We are committed to nurturing the wholistic growth of our students.

Revelation 14:7 reminds us to “Fear God, and give glory to Him; for the hour of His judgment is come: and worship Him that made heaven, and earth, and the sea, and the fountains of waters.”

Our responsibility as teachers is to present balanced learning programmes based on the New Zealand Curriculum within the context of our special character, Seventh-day Adventist framework. Consequently, we teach all curriculum areas from this perspective. We encourage students to develop spiritually, academically, physically, and socially.

Academically, we grow students with the necessary skills in literacy and numeracy to further their education. Along with these skills, we encourage students to have an inquiry approach to learning - asking questions and thinking for themselves and not merely reflecting the ideas of others. Students are encouraged to learn and grow beyond their classroom experiences - growing for eternity, as lifelong learners.

Spiritually, we support students to develop a loving relationship with God. This will help them to relate to others in a loving, caring way.

Socially, we want students to be effective problem-solvers and deal with conflict in a positive, Christian manner.

Physically, we teach students to view their bodies as the temple of God and to glorify Him with their bodies. Thus, exercise and healthy eating are promoted at our school.

Jesus is our Master Teacher, and we seek His ways in learning and growing through His Word - the Bible.

*“But grow in grace, and in the knowledge of our Lord and Saviour Jesus Christ.
To Him be glory both now and forever. Amen.” 2 Peter 3:18*

SCHOOL HOURS

School hours are 9:00am - 3:00pm Monday - Friday. The first bell rings at 8:50am and all students are expected to be settled in class by 9:00am.

No supervision is provided before 8:30 am or after 3:15pm. Students should arrive after 8:30am and should be collected prior to 3:15pm.

Students will be kept inside the court area until their vehicle is in the roundabout area or parked in the car park. Please do not park and leave your car unattended in the driveway or roundabout area. Park in the car park if you plan to get out of your vehicle.

8:50-9:00	Roll and settle into class
9.00-11:00	First Learning Block
11-11:30	Morning Tea
11.30-1:00	Second Learning Block
1:00 - 1:40	Lunch Break
1.40-2.50	Third Learning Block
2.50-3:00	Pack up / Duties & End of Day Reflection

Staff Worship

Staff are unavailable between 8:15 and 8:30am during staff worship and prayer.

Office

The School Office is officially open from 8:30am to 12:30pm each school day. Outside of these hours, the Principal or a teacher may help if they are available.

TERM DATES 2021

Term 1

11 weeks

Wednesday 3 February – Friday 16 April

Teacher Only Day - Friday 5 February

Holiday - Waitangi Day: 8 February

Holiday - Easter Weekend: Friday 2 - Tuesday 6 April

Term 2

10 weeks

Monday 3 May - Friday 9 July

Holiday - Queen's Birthday: Monday 7 June

Teacher Only Days: Friday 11 June

Term 3

10 weeks

Monday 26 July - Friday 1 October

Term 4

10 weeks

Monday 18 October – Wednesday 15 December

Holiday - Labour Day: Monday 25 October

Teacher Only Day: Monday 22 November



Staff 2021

Principal – Karla Mitchell

Room 1, Years 0-2
Theresa Ugapo

Room 2, Years 2-4
Kahli Huse

Room 3, Years 4-6
Dominique de la Hunt van der Merwe

Room 4, Years 7-8
Uaina Leuluai

Office Manager – Elisabeth Tupa'i
Teacher Aides – Aiga Maiava, Sarah Hurrell and Allison Kurukaanga
Release teachers - Moira Ashdown and Deborah Dubey
Librarian - Raylee Richardson
Chaplain – Tolo Pereira
RTLB – Lesley Newcombe
RTLit - Kate McDonnell
Reading Recovery - Jolene Butson-Leggett
Health Nurse – Penny Neal
Cleaner – Sania Blackford

Board of Trustees

BOT Chairperson – TBC
Proprietors Representatives – Tu Vili, Tolo Pereira
Parent Representatives – Agnes Magombedze, Thomas Marsh, Trini Loftus
Staff Representative - Kahli Huse
Secretary – Elisabeth Tupa'i
Principal – Karla Mitchell

SPECIAL CHARACTER

Our Seventh-day Adventist School was established by the local community of the Seventh-day Adventist Church to serve the educational needs of its children and the mission of our Church. This mission includes the provision of educational opportunity to all who share its objectives. Our school is a member of the system of schools operated by the Conferences of the Seventh-day Adventist Church in New Zealand

The Special Character of the school is determined by the faith system made up of Bible-based Christian beliefs, values and lifestyle of the Seventh-day Adventist Church and determined by the General Conference of the Seventh-day Adventist Church and as advised through the New Zealand Seventh-day Adventist Schools Association Ltd.

The purpose of our school is to support the home and the church in helping young people develop a personal relationship with God. The function of our school is to facilitate the development of commitment to our Bible-based beliefs and practices of our church so that students will become responsible and caring Christians in our community. We endeavour to provide balanced, individual learning programmes using our New Zealand Curriculum and Adventist Curriculum Framework.

Our 28 Seventh-day Adventist Bible-based Fundamental Beliefs can be found at <https://adventist.org.nz/about-us/fundamental-beliefs/>



HEALTH

The Seventh-day Adventist Church was founded with health principles as part of our Fundamental Beliefs. We believe a healthy body enhances the quality of life and learning.

We have fruit provided by the Ministry of Education which is available at 11am each morning. This encourages students to try different fruit and veggies. It is in line with our healthy eating implementation plan and forms an important part of our school culture.

We encourage parents to provide wholesome **lunches with minimal or no packaged foods** for their children. We also have a '**water-only policy**' while at school or on school trips. Drinking water is available for students. Refillable bottles are recommended so students do not leave the classroom during class time.

Please do not send your child to school with chocolate, lollies, chewing gum, juice, flavoured milk, etc. From time-to-time, teachers will organise treats as appropriate.

We believe that a healthy lifestyle can support us as we educate our students for the present, for the future, and for eternity!

All of our school functions present vegetarian dishes.

Smoke-Free Policy

Parents and visitors to the school are advised that this school has a smoke-free policy and as such, there will be no smoking by any person on the school grounds or at any school activity off site. This also applies to alcoholic beverages.



PARENTS AND THE SCHOOL

The relationship between home and school is vital if our students are to succeed. For this reason we try to develop a close relationship with our students and their parents and encourage parental participation in the life of the school.

Assemblies

Whole-school assemblies are held weekly on Friday afternoons at 2:30pm

School assemblies include:

- General announcements
- Celebration of Learning (teachers present certificates to students in their class for outstanding achievement)

We also have a God Connection assembly each week on Friday mornings at 9:00am.

These assemblies include singing, prayer, and a spiritual/values lesson from our Chaplain or a visiting speaker. Parents are welcome!

Attendance at School

- Regular attendance at school is very important for continuity in learning programmes. According to regulations, only illness or other unavoidable causes are allowed to interfere with attendance.
- Absences must be reported to the school office prior to 9:00 a.m. Unreported absences will be marked as truant and if regular, Attendance Services will be contacted.
- Leave for any other reason (music exams, funerals, etc.) requires the parents to contact the school.
- If students are away from school for medical reasons for more than three days, a medical certificate is required.
- If a student is away for non-medical reasons, please seek permission from the Principal.

Chaplain

Our Chaplain, Tolo Pereira, is available to attend to the needs of students and/or their families. The School chaplain is involved with the worship programme of the School and is available to meet with students or parents as necessary.

Contacting the School

If parents have any concerns about students, please contact the teacher directly or the school office (04 237 6282) to arrange an appointment with the classroom teacher. The time to contact teachers is between 8:00am and 5:00pm on school days. If the query is outside of these hours and urgent, please contact the Principal. Teachers and Chaplain can be contacted on the following email addresses:

- Karla Mitchell - principal@wellingtonsda.school.nz
- Theresa Ugapo - tugapo@wellingtonsda.school.nz
- Kahli Huse - khuse@wellingtonsda.school.nz
- Uaina Leuluai - uleuluai@wellingtonsda.school.nz
- Dominique de la Hunt van der Merwe - ddelahunt@wellingtonsda.school.nz
- Tolo Pereira - seeds04@xtra.co.nz

Damages

It is the School's policy to charge parents/caregivers for any damage caused by their child if it is considered by the school that such damage was the result of a deliberate action on the part of the child, or careless disregard to school rules which contributed to the damage occurring.

Parents and Visitors at School

We welcome parent participation at our school, by helping in school trips, productions, sports events and school assembly (Friday's). It is school policy that parents and helpers who work with students unsupervised by a teacher will be required to have a police vet. The school will organise this and there will be no charge.

Parent Assistance with Transport

From time to time parents may be requested to assist with providing private transport for school outings. Such transport must comply with current legislation such as children being required to be strapped into seat belts and using booster seats if children are under eight years of age. Vehicles are required to be fully road legal and should be driven in a safe and responsible manner by a suitably licensed driver. Speeds should be kept within legal limits.

Complaints Process

If you have a concern, prayerfully follow this process.

1. Ask your child to explain the problem and what steps have been taken to remedy the situation (Eg. Have they shared it with the teacher?)
2. Speak with the teacher concerned.
3. If the situation remains unresolved, see the Principal.
4. If there is still no resolution, present your concern in writing to the School Board of Trustees, following the procedures of the Complaints Policy (available in our Policies folder in the school office).

Emergencies

- If a child is sick or injured, a parent will be contacted to come and pick him or her up.
- Please keep your emergency contact numbers at the school up to date, especially if you move or change jobs.
- Children should have sweatshirts and jackets at school each day.
- Should a school closure be necessary, a notice will be sent out on the Skool Loop app, via email and on Facebook.
- In case of school evacuation, the meeting place would be in the carpark.
- Emergency drills are practiced by the staff and students each term.

Leaving Grounds

Children are to remain within the confines of the school grounds at all times until it is time to return home. For any other special departure, written parental permission must be given to the Principal by the pupil, or be personally contacted by the parent or guardian.



Enrolments

Preference for enrolment (as a general guide to determine order of priority) will be granted to:

1. Children belonging to Seventh-day Adventist families. (Deemed “Preference with a particular connection”)
2. Those prospective students who already have one or more siblings enrolled in the school
3. Students transferring from other Adventist Schools
4. Children from the wider community who are deemed “Preference with a General connection”
5. “Non-preference” applicants

The School is permitted a maximum of 100 students under its Charter Agreement with the Ministry of Education which includes a maximum of 10 “Non Preference” students. The School Chaplain and Principal are responsible for meeting with all prospective parents and making a preference determination which forms part of the enrolment process.

Commencement at School

Children who commence at age 5 whose birthdays fall between January 1 and April 15 will be considered Year 1 on entry and will progress each year by one grade through the school accordingly. Children whose birthdays fall outside of these dates will be classified as Year 0 on entry after their fifth birthday. Pre-visits to classrooms are welcome for new entrant students.



Home - School Communication

School Newsletters - these are emailed/sent out fortnightly as well as published on our school website and **Skool Loop**. Other information will be sent to parents via their children as necessary. We also use the school **Facebook** page and the **Skool Loop** app to communicate and share learning.

Home Learning -

- The expected home learning schedule for each evening is:
 - Junior and Middle Rooms - 10 - 15 minutes
 - Senior Room - 15 - 30 minutes
- Home learning may include:
 - Reading
 - Spelling
 - Maths - revision and basic facts
 - Topic research
- Parents can assist by:
 - Reading with their children
 - Showing an interest in what is happening at school
 - Checking and signing home learning books as learning is completed
 - Helping students to plan time to complete tasks

Home Learning books are used to record home learning/reading, and notes from the teacher to parents or parents to the teacher. This should be checked by parents every night and signed.

Parent-Teacher Meet and Greet - this occurs early in Term One and gives teachers the opportunity to share class procedures and expectations with parents. It also enables parents to be involved with the wider school community.

Reports - parents receive a written report on their child's progress mid-year and in Term Four.

Parent/Teacher Interviews - these occur at the end of Term Two.



Medication at School

From time to time school staff may be required to administer medication to children. The School should only be requested to administer medication during normal school hours when it is either not possible or impractical for a parent or caregiver to do so. Further, to protect the health and safety of all students, certain procedures need to be followed when any child is requiring medication. Please see your child's teacher or the office for more information.

Sickness & Accident

It is recognized that minor injuries and sickness occur from time to time with children, and these will be treated in the school's sick bay as appropriate. It is the school's policy that in the event of a serious accident, parents will be contacted as soon as possible. Depending on the seriousness of the accident, the pupil may be taken directly to a medical facility and parents notified. All medical expenses are the responsibility of the parent. If on occasion a child becomes too sick to remain in class or travel home by bus, parents will be contacted and requested to arrange to have their child collected.

Use of the Sickbay

The first aid space will be available for use at all times.

- Use of the sick bay is only permitted with a staff member's permission.
- At all times a staff member will be in close proximity to the patient and able to keep a regular check on his/her condition.
- Depending on the nature of the case, another child may stay with the child in the sick bay to provide comfort and support. This person however does not replace the requirement to have a supervising adult in close proximity at all times who can monitor the child.
- A decision will be made within 20 minutes whether or not the child remains in the sickbay. If it is deemed they do require additional time, a staff member attending the students will attempt to notify the parents/caregivers accordingly. (A copy of the School's first aid policy can viewed online or at the Office.)

Not Permitted at School

The following items are not permitted at school: Electronic equipment such as video games, iPods, cellphones (without special permission), dangerous objects such as knives, fireworks and items which do not reflect the special character of the School.

If you require your child to have a mobile phone at school, this should be handed in to the office or teacher upon arrival and collected prior to leaving.

Property

- All property should be clearly marked with students' names.
- Articles of value (toys, electronic games, phones, etc.) should not be brought to school.
- Possession of questionable literature, cards, guns, shanghais, fireworks, matches, knives, and other dangerous objects is not permitted.
- Lost property is placed in the large blue container in the foyer. Families are welcome to check this for their children's uniforms.

Safe-keeping of Personal Items

Students are discouraged from bringing to school money and personal valuables. If such items are brought out of necessity to school, students are advised to give these to their teacher as soon as possible in the morning for safe keeping during the day. The School cannot be held responsible for damage or loss to such valuables.

School Bags

Because bags are personal property, no student is permitted to interfere with any other person's school bag or personal property in any way. At school, bags are to be kept in the designated cloak bays. Children are encouraged to keep bags closed when not being accessed.



Student Behaviour

The school has high expectations in behaviour that upholds God at all times, encouraging students to:

- Grow in faith as they learn to apply the Christian values of respect, responsibility, self-control, honesty, kindness, contentment, patience, humility, and commitment in their words and actions.
- Wear correct uniform at all times during school hours, as well as to and from school.
- Arrive at school on time and have their books and equipment ready at the start of each day.
- Play sensibly in the designated areas and move quietly around the school.
- Develop a caring attitude towards others and property.

Bullying

Our School clearly specifies there is to be Christian respect for one another at all times. As such, the School has a zero tolerance towards bullying and staff will take appropriate action whenever such behaviour is observed in the School. Bullying is defined as the process of repeatedly intimidating or mistreating somebody weaker or in a more vulnerable situation. This can be directed at particular students because of characteristics that set them apart in some way and may be physical, verbal or non-verbal, (such as gestures or manipulation to exclude or isolate a person). An integral aspect of the interaction between bullies and the victims is the inability of the victim to defend him or herself. The School's Health curriculum also covers aspects of bullying under the NZ Police's "Kia Kaha" programme.



UNIFORM

General Provisions

All students need to wear the correct school uniform for school activities. This includes:

- To and from school
- Daily attendance at school
- Sporting events
- School trips
- Other school events as determined by the staff

A student's uniform is expected to be kept clean and tidy and is to be worn in a smart and acceptable way. **All articles of clothing worn at or brought to the school must be clearly marked with the name of the student to whom it belongs.**

No makeup or jewellery may be worn. (Only studs for students with pierced ears - one stud in each ear.)

Students' hair must be clean and groomed in such a style and length as to remain tidy and off the face throughout the normal activities of a school day.

Students with long hair (bottom of hairline or longer) are expected to have it tied back off their faces. No hair colour.

Uniform for Girls

Tunic/Skorts: available through The Warehouse

Blouse: White short-sleeved blouse (Summer) or long-sleeved (Winter)

Socks/tights: Plain white ankle socks (Summer) or navy blue tights (Winter).

Uniform for Boys

Shirts: Blue short-sleeved shirt (Summer) or long-sleeved (Winter)

Shorts: Navy school shorts (Summer)

Trousers: Navy school trousers

Socks: Navy school socks



Uniform for Girls and Boys

Shoes: Plain black leather lace-up with low heels. Velcro shoes please for 5-6 year olds. Black sports shoes/boots are not acceptable. Black sandals may be worn in terms one and four without socks.

Sweatshirt: Royal blue Schooltex sweatshirt with school logo.

Sun hat: Royal blue broad-brimmed Aussie style.

Physical Education: Royal blue polo shirt. Plain navy Schooltex sports shorts. Sports shoes.

PE uniform is worn each Friday, during swimming weeks and for sports events.

Sun Smart

Blue broad-brimmed sun hats are to be worn during recess, lunchtimes, and outdoor activities in terms one and four.

Some outdoor school events require sunscreen for prolonged activities. The school will supply sunscreen.

All uniform items, including hats, can be purchased at The Warehouse, Porirua.

Stationery

Stationery lists are provided by the school and are available on the school website. Families need to ensure students have their stationery ready when school starts. We are provided with supplementary stationery by Porirua Trust which keeps costs down. Students can choose to cover their books with appropriate laminate.



CURRICULUM

This school acknowledges that the New Zealand National Curriculum is the official policy for teaching, learning and assessment and it is through this curriculum, the School's Seventh-day Adventist Special Character is integrated and delivered to students. The philosophy and objectives of this school are reflected at all levels of the curriculum. In addition to the national requirements, a core curriculum subject is Bible which specifically aims to acquaint students with God Himself in a personal and meaningful way. The broad areas of study include Bible, English, Mathematics, Social Studies, Science, Health and Physical Education, Art and Music, and Technology. Underlying all of the above, the School recognizes the importance of the development and nurture of students forming positive Christian attitudes and values. Each term a school-wide values-based theme forms the basis of classroom teaching and learning programmes.

Bible

Each day begins with worship and special Bible classes are taught during the day. The programme is based on the Encounter Curriculum and encourages students to develop their faith as they:

1. Learn about God's revelation through His relationship with us, our relationship with Him, and our relationship with others;
2. Respond to God's revelation through personal commitment, unselfish love, and service.

Literacy and Numeracy

These two areas form the foundation for learning and the basis for all learning programmes.

The school has developed a wide range of resources and has been involved in Ministry-funded Numeracy and Literacy programmes to enable staff to cater for student needs and reach high levels of achievement.

Key Competencies

These are developed through all curriculum areas based on a Biblical worldview and focus on:

- Thinking
- Using language, symbols, and texts
- Managing self
- Relating to others
- Participating and contributing

Technology: Year 7 & 8 Pupils

Y7 and 8 pupils receive technology instruction at the Brandon Intermediate Technology Centre. Children receive free transport to and from the Centre. Children will attend Technology each Tuesday morning throughout the term. The bus leaves Wellington SDA School at 8:40am, so students need to be at school by this time on Tuesdays.

Music

Rebecca and Liz from Virtuoso Strings take violin lessons on Friday afternoons. Students are welcome to join the groups. If they attend orchestra for three consecutive weeks on Tuesday evenings at Porirua College, they will be allocated their own violins.

In 2021, we will continue hand chimes lessons. These lessons will be available for senior students. Other students will be given the opportunity to learn recorder.

Mrs Mitchell teaches clarinet and trumpet to interested students. Tuition is free, but children need to have their own instruments. These are available for hire from music shops or online. (The school has a limited number of clarinets available.)

Swimming and Water Safety

Children will receive a block of tutored swimming lessons each year in Term One or Four in preparation for the summer swimming season. Children will be transported by bus to Te Rauparaha Arena and Aquatic Centre and should be collected from the pool at 3:00pm promptly. The emphasis on this instruction is on water safety and basic swimming and survival skills. Parents who wish their children to learn swimming at a more competitive or technical level should arrange for private swimming tuition outside of the school's programme. The cost of swimming instruction is covered by the school.

Digital Technologies & BYOD

Digital Technology is seen as an important aspect of the curriculum and is used as a tool to enhance the programmes offered.

To protect the interests of the students and staff, the school has a Computer User Agreement that parents and students must sign to say they have read and understood expectations.

Families may opt to purchase Chromebooks for their children. These are similar to laptops but have limited storage capacity and store documents in the 'cloud'.

In Rooms Two and Three, Chromebooks are used for many learning activities. Homework may also be done online using a Chromebook.

Talk to your child's teacher if you wish to know more about this.

Senior School Camp

We endeavour to run a Senior School Camp every second year as part of the outdoor education programme. Camp in 2020 will be held at Tui Ridge Park in Rotorua and other Adventist Schools will also be attending. A donation will be requested to help cover costs.



Years 7-8 Snow Trip

In alternative years to the senior camp, we endeavour to take the Years 7-8 students to the snow. A donation will be requested to help cover costs which are largely subsidised.



School Fees and contributions

Attendance Dues

This is a compulsory fee that must be paid for each child attending the school. They are charged directly to parents from the Seventh-day Adventist Schools Association on a term-by-term basis. Payments can be made directly to the Association by automatic payment or to the school.

Dues for 2021 are \$570 per child per annum.

Term payments of \$142.50 per child are expected to be paid in full at the start of the term to maintain enrollment of your child. (Exceptions may be approved, a payment plan form should be completed and sent to NZ Adventist Schools Association for approval.)

Please phone us or the Auckland office to get your family code and the account number for automatic payments.

The phone number for the Auckland office is: 0800 469 3837

School Contributions

As Wellington SDA School has opted in to the Ministry of Education Donations Scheme, the only contributions we will be asking for is toward overnight trips. These pertain mostly to the senior room and will still be largely subsidised.

Special Character Contribution

This is an important voluntary, tax-deductible Special Character contribution payable to the Association for the purpose of providing quality Christian education. This amount helps to pay for:

- A National Education Office in Auckland to coordinate staffing, facilitate curriculum development and enhance continuity of educational service across all sixteen schools in New Zealand.
- Teacher recruitment
- Professional development for teachers and principals;
- Monitoring and evaluating schools' effectiveness in maintaining the special character.

The Special Character Donation is:

First child	\$100 per year
Second child	\$75 per year
Third child	\$50 per year
4+ children	\$250 per year

