



Palmerston North  
Adventist<sup>™</sup> Christian School

*Learning and Growing in God*

# PARENT & STUDENT HANDBOOK 2024

## SCHOOL CONTACT DETAILS

<b>Address:</b>	<b>25 Snelson Street Palmerston North 4410</b>
<b>Phone:</b>	<b>06 357 6256</b>
<b>Mobile:</b>	<b>(Texts only) 027 892 4902</b>
<b>Email:</b>	<b>office@pnacs.school.nz</b>
<b>Website:</b>	<b>pnacs.school.nz</b>
<b>Office Hours:</b>	<b>8.30am to 3.30pm</b>



## SPECIAL CHARACTER

The Palmerston North Adventist Christian School first started in 1936. It's purpose was to deliver education where the home, school and church could work together to develop students who had a mature and understanding commitment to our Bible-based beliefs. The school was to develop citizens who would be caring and responsible Christians in the community.

The special character of the Palmerston North Adventist Christian School is determined by the Christian beliefs, values and lifestyle of the Seventh-day Adventist Church as determined by the General Conference of the Seventh-day Adventist Church and the New Zealand Adventist Schools Association Ltd.

The school is now an Integrated School. We have a legally binding agreement with the Ministry of Education to deliver a Seventh-day Adventist Christian education to our students. The Proprietors (NZ Adventist Schools Assoc) own the land and buildings and the government funds the running costs of the school. All integrated schools charge Attendance Dues in order to finance the upkeep of the buildings and grounds. It also means that we have a roll cap of 112 students which we are not allowed to exceed.

## SCHOOL TIMETABLE

8.30am	School gates open
8.55am	First bell, chn assemble in their classrooms
9.00am	Second bell, school commences
11.00am	Morning playtime
11.20am	First lunch session (10 mins)
1pm	Lunch playtime
1.35pm	Second lunch session (10 mins)
3pm	School finishes - all children should be collected by 3.15pm

## SCHOOL STAFF

### Administration

**Principal:**

Mrs Karla Mitchell  
principal@pnacs.school.nz

**Office Manager:**

Mrs Unnitta Stimpson  
office@pnacs.school.nz

### Teachers

**Room 1:**

NE & Year 1

Mrs Casey Rossouw & Mrs Sabrina Souza  
caseyr@pnacs.school.nz  
sabras@pnacs.school.nz

**Room 2:**

Year 1 & 2

Mrs Liezl Murray  
liezlm@pnacs.school.nz

**Room 3:**

Year 3

Ms Jessamine Lightbody  
jessl@pnacs.school.nz

**Room 4:**

Years 4 & 5

Mrs Setaita Kaiwai  
setaitak@pnacs.school.nz

**Room 5:**

Years 5 & 6

Mr Paul Titus  
pault@pnacs.school.nz

### Part-Time Teachers

Mrs Claire Whitehead - Reading Recovery

### Teacher Aides

Mrs Kelly Feldon  
Mrs Val McDonald

### Chaplain

Midori Ierome  
midoriierome@adventist.org.nz

## BOARD OF TRUSTEES

**Chairperson:** Mr Hamish Guthrie

**Principal:** Mrs Karla Mitchell

**Staff Rep:** Mrs Setaita Kaiwai

**Parent Rep:** Mr Hamish Guthrie  
Mrs Courtney Manu  
Mrs Fiona Risati  
Mr Ken Wickens  
Mrs Toni Strawbridge

**Proprietor's Rep:** Mrs Christine Matthews  
Mrs Jesyreel Nailati-Fata  
Mrs Farzana Gounder  
TBD



## SKOOL LOOP APP

Parents are encouraged to download the Skool Loop app onto their phones as a way of staying in touch with the school and its events. This can be downloaded from the App Store. Areas you can access through this app include:

- School contact details
- Report absences
- Newsletter
- School Calendar - regularly updated
- Permission forms
- Parent-Teacher Interview appointments

# SCHOOL CALENDAR 2024

## Term One

31 Jan	Wed	School Commences
2 Feb	Fri	School Picnic
6 Feb	Tues	Waitangi Day Holiday
15 Feb	Tues	Fish n' Chip Evening
21 Feb	Wed	Parent-Teacher Interviews
22 Feb	Thurs	Board of Trustees Meeting @ 7pm
4-6 Mch	Mon-Wed	Year 4-6 Camp, El Rancho
22 Mch	Fri	Teacher Only Day
25 Mch	Mon	Athletics Day
29 Mch - 2 Apr	Fri-Tues	Easter
4 Apr	Thurs	BoT Meeting @ 7pm
12 Apr	Fri	Term 1 Ends @ 2pm

## Term Two

29 Apr	Mon	Term 2 Commences
6 May	Mon	School Photos
16 May	Thurs	BoT Meeting @ 7pm
23 May	Thurs	PNACS Cross Country
3 Jun	Mon	King's Birthday Holiday
17 Jun - 4 Jul		School Production practices & performance
20 Jun	Thurs	BoT Meeting @ 7pm
28 June	Fri	Matariki Holiday
5 July	Fri	Term 2 Ends @ 2pm

## Term Three

22 Jul	Mon	Term 3 Commences
22-24 Jul	Mon-Wed	Life Education
31 Jul	Wed	Parent Interviews
8 Aug	Thurs	BoT Meeting @ 7pm
29 Aug	Mon	Family Games Night
12 Sept	Thurs	BoT meeting @ 7pm
27 Sept	Fri	Term 3 Ends @ 2pm

## Term Four

14 Oct	Mon	Term 4 Commences
28 Oct	Mon	Labour Day Holiday
29 Oct	Tues	TEACHER ONLY Day
31 Oct	Thurs	BoT Meeting @ 7pm
30 Nov	Thurs	BoT Meeting @ 7pm
12 Dec	Wed	PNACS Prizegiving
18 Dec	Wed	Term 4 Ends @ 1pm



## POSITIVE BEHAVIOUR FOR LEARNING

PNACS practises the principles of Positive Behaviour for Learning (PB4L).

**Our L.I.F.E. values are:**

**L - Love** Treating others the way you want to be treated

**I - Integrity** Doing the right thing even when no-one is looking.

**F - Faith** Follow Jesus

**E - Excellence** Always doing MY best

Throughout the year, teachers take time each week to teach aspects of expected behaviour. Children are praised and rewarded for displaying appropriate behaviour and encouraged to make this behaviour habitual.

**PB4L Rewards Systems** The teachers reward children for great behaviour and displaying the values by giving them Dojo points. Children receive a prize once they have received 50 points and their name is written on the Honour Roll for the week (a copy can be found in the school newsletter.)

**Behaviour we would like to see developed in the children includes:**

- Develop a love and respect for God.
- Wearing the correct uniform during school hours.
- Arriving at school before 8.55am and having themselves and their equipment ready at the start of each day.
- Doing their best throughout the day and allowing others the space to learn and do their best as well.
- Playing sensibly and safely in designated areas and moving quietly around the school.
- Develop a caring and respectful attitude to others and towards property.

**Bullying:** In our school, we ask that all children and adults show respect for others and display a caring attitude at all times. Staff have a zero tolerance for bullying. Bullying is defined as, “an ongoing and persistent or misuse of power towards another person. This may include physical, verbal or intimidation tactics.” Please talk to a staff member if you believe your child is being bullied.

**Please find on the next few pages the procedures and practices that are followed by PNACS. Please read these carefully so that you are familiar with them.**

**ABSENCES** Please contact the school office by text, email or the Skool Loop App by 9am if your child will be absent from class.

**ACCIDENTS** If your child has an accident at school, you will be notified. Please ensure you have filled out and returned the Health Information form sent out at the beginning of the year. The school also needs to be notified of any changes to this information. If we cannot contact you, the school will act in the best interests of your child and will seek medical attention if necessary.

**ALLERGIES & MEDICAL CONDITIONS** The school must be made aware if your child has any allergies or medical conditions. Any medications being sent to school **MUST** be handed to the school office. These will be kept in the office and administered by office staff according to the directions given. The office keeps a supply of Pamol which will only be administered with the express permission of a parent or caregiver.

**APPOINTMENTS** We welcome discussion with you on matters of interest related to your child. **Please do not talk with teachers when they are supervising or teaching children.** You are welcome to make an appointment to speak with the teachers and principal unless it is an emergency. You can also email the school with any concerns.

**ASSEMBLIES** Assembly is held each week on Friday afternoons at 2pm in the school library. This is taken either by one of the classes or a guest speaker. This is also a time to celebrate with student awards, achievements and birthdays. Parents and whanau are very welcome to join us each week.



**ATTENDANCE DUES** Our school is an integrated school and as such, there is a compulsory fee collected by the Proprietor to upgrade the school facilities. This is a legal charge and it is not tax deductible. If Attendance Dues are not paid, the students can be removed from the school.

**Attendance dues for 2024:** \$590 per student per annum

**Payments:**

Full payment can be made at the beginning of the year or at the beginning of each term. The school can also help you arrange for weekly or fortnightly automatic payments. Please talk to the office administrator about the frequency and amounts needed to ensure your account is fully paid by the end of the school year.

You are encouraged to make payment directly to the school using eftpos, internet banking or cash. The school bank account is:

**BNZ 02-0727-0042607-00**

Payments can also be made directly to the proprietor as per the information on the Attendance Dues statement.

**Special Character Donation:** This will also appear on your statements from the Proprietor. This is a donation which is used for resources and teacher professional development to maintain the special character of the school. The amount on your statement is a guideline and you are welcome to pay more if you wish. If unpaid, the special character donation will be deleted from your account at the end of each year.

**BIKES, SCOOTERS & SKATEBOARDS** Children are welcome to bring these to school.

**Bikes:** these can be ridden to and from school so long as they meet legal requirements and children wear a bike helmet. They cannot be ridden in the school grounds and must be kept during school hours in the bike stand provided. The police recommend that children younger than 10 years do not ride without adult supervision.

**Scooters and Skateboards:** These can be used at playtimes and must only be ridden on the hardcourt area. Children are encouraged to ride their own equipment and to use a bike helmet.

**CAR PARK ETIQUETTE** Children are picked up after school through the Snelson Street carpark. This gets very busy for about 10 minutes each afternoon while children are being collected. Please drive into the carpark, moving as far forward as possible. It is the responsibility of the children to watch for their parents and to move towards their car as quickly as possible to keep the line flowing. If your child is not waiting or you need to get out of the car to fix seat belts etc, please park up and walk over to get your children. **Children are not allowed to walk across the carpark without being accompanied by an adult.**

**CLASS DOJO** Each class has a Class Dojo site. Parents are encouraged to accept the invitation sent out by the teacher and this will give you access to photos, examples of work from your child and also allows you to communicate directly with the teacher. The teacher also uses this system to reward children for great behaviour by giving them Dojo points. Children can use these points to claim prizes.

**COLLECTING CHILDREN EARLY** The school gates are locked between 9am and 2.45pm. Parents wanting to pick up children earlier than 3pm can enter the school through the main office entrance in Snelson Street. Please sign your children out and wait for a staff member to collect your child from the classroom to ensure the least amount of disruption for the class. Please sign your children back in if/when they return to school.

**CONCERNS & COMPLAINTS** If you have any worries, concerns or issues please contact your child's teacher first either in person, by email or phone. It is important to have clear and open communication with each other. If this does not resolve the issue, please contact the principal. For further information, a copy of the complaints policy is on the school website and also on the noticeboard by the school office.

**DENTAL NURSE** Students at our school are enrolled at the Palmerston North Intermediate School dental service. Children can expect to receive an appointment for a checkup every 15-18 months. If you require a dental nurse between appointments, please contact the school office for the up-to-date contact information.

**DIGITAL PROGRAMS** The school has purchased a number of programs to support the learning and achievement of the children. All children in Room 2-5 have access to Mathletics, a program to support maths development. All students reading from Level 18 also have access to the reading program Literacy Pro. Please see the teacher for login details and how to access these at home.

**DRINK BOTTLES** Children are encouraged to bring their own drink bottle to school. These need to be named, unbreakable (ie no glass) and have a sipper top to prevent spillages. Drink bottles are to contain water only. The school has filtered water and drink bottles can be filled from the drinking fountains or from the outside tap.

**EMERGENCIES** The school has well defined emergency procedures. In any emergency the staff are primarily responsible for the safety of the children - all other duties are secondary. Should a major emergency occur, the school will hold the children until it is either safe to release them or the parents can collect them.

Please note the following:

- Parents who collect children after an emergency need to remain calm.
- Notify the teacher in charge before removing children.
- If the school is evacuated, it is likely that the school phone will not be answered or the answerphone cleared.
- If the school is told by police to “lockdown”, the gates will be locked and there will be no outside access to the school until police give the all-clear.
- Communication can be difficult. Tune into the local radio stations which will broadcast any necessary information.

**EPIC MUSIC ACADEMY** Tutors from Epic Music visit the school each Friday to deliver small group music lessons - guitar, drums, keyboard. Lessons and payments are arranged privately between Epic Music and parents. See the school office for more details and contact information.

**FACEBOOK** The school has a closed Facebook page where photos and announcements can be posted. You are welcome to request to join this group - please ensure that you answer the questions so that only relevant people are part of the group.

**FIRST AID** Where necessary, staff will administer first aid to students. Parents will be notified of any injuries or concerns and if staff are unsure of the extent of an injury or medical condition, an ambulance or doctor will be called.

**HATS** The school has a “no hat, no play” policy for Terms 1 and 4. Children are required to wear the school uniform hat if they want to play outside in the sun, otherwise they must play in the classroom bays or under the trees. Children are responsible for looking after their own hat. Hats can be kept in their school bag or in the classroom. They can be carefully washed if required.

**HEAD LICE** Lice are an ongoing problem in schools. Please show respect for your child and for others by treating lice properly. This may take a number of treatments. Please check your child’s hair frequently for lice. The school will notify you if we detect lice in your child’s hair. **Any hair that is long enough must be tied up** during school hours which helps to prevent the spread of lice in the classroom.

**HOMEWORK** Homework is kept to a minimum at PNACS. However, children are still expected to read each night. For younger children, this will be the reader sent home from their classroom. Older children are encouraged to read a library book or read from the Literacy Pro books which can be accessed from either the school library or online. Children are also encouraged to spend some time each night working on Mathletics and basic facts to support their maths development. Each child (Rooms 2-5) have their own login for this program. Talk to your classroom teacher for more information and for student logins.

## LIBRARY

**PNACS Library:** The school library is open Monday to Thursday 1.45 to 2pm. Students can take out a maximum of 3 books at a time. This includes books for the Literacy Pro reading program for children reading above PM Level 18.

**PNCC Mobile Library:** the mobile library from the PNCC comes to the school on a Friday morning every 3 weeks. Students need a PNCC Library card to access this service. It is the responsibility of the children and parents to ensure that these books are returned to the library on time. The school is not responsible for lost books or overdue fines.

**LITERACY PRO** The school library uses this program to encourage children to read at home and in their spare time. All children reading from Level 18 and above have access to this. Children can take Literacy Pro books out of the school library or read books that are part of the online Literacy Pro library. Once read, children sit a multiple choice test of 10 questions and if they get 7 or more questions correct, they receive points. There are awards given out for reaching 5, 10, 25, 50 and 100 points and beyond and also invitations to parties each term for those who have collected enough points throughout the term.

**LOST PROPERTY** Any items that are named are returned directly to the students. All other items are placed in a basket at the end of the hallway by the entrance to Room 4. Parents are welcome to check this at any time.

**LUNCHES** Children are encouraged to bring healthy lunches to school as this promotes both learning and improved behaviour. **Chewing gum, chocolate, lollies, drinks (except water) and unhealthy takeaways are not allowed in school.**

**Pita Pit Lunches** can be purchased through the school office on Fridays - cash only and please send the correct amount as no change is given. Orders must be in by 9am.

**MOBILE PHONES** We prefer that children not bring mobile phones and other electronic devices to school. If a student requires a mobile phone for before-and-after school safety issues, the phone must be handed into the school office each morning and collected after 2.45pm each afternoon. Any other phones will be confiscated and given back to the parents/caregivers.

**MONEY** If any money is sent to school, please put it in a labelled envelope and ensure that your child hands this to Mrs Stimpson when they first arrive at school.

**NEWSLETTER** Newsletters are sent out each fortnight. All parents are emailed a newsletter and a printed version is given to the oldest child in each family. This can also be found on the Skool Loop App.

**PASTORAL CARE** Our school chaplain is at the school each Thursday to spend time with the children. All students and their families are able to access our school chaplain at other times by arrangement.

**PUBLIC HEALTH NURSE** We have the services of a Public Health Nurse. If you would like to access this service, please talk to Lyn or Unnitta as a referral needs to be put in from the school.

**REPORTING TO PARENTS** School reports are sent home twice a year - once in the middle of the year and again at the end of the year. Parent-Teacher parent interviews are held in Term 1 and at the beginning of Term 3. Parents are welcome to make an appointment outside of these times to talk with teachers either before or after school if they have any concerns.

**SKOOL LOOP APP** This app allows you to notify the school about student absences. You can also find the school newsletters as well as a list of upcoming school events. Bookings for parent interviews can also be made using the app.

**SMOKE & DRUG FREE** No smoking, vaping or drugs are allowed on school property at all times.

**SPORTS TEAMS** The school invites children to take part in after school sports each year. The school will register and manage teams only if there are enough players at each age level. Children wear their school sports uniforms for these events. Notices and costs will be sent out when these become available.

**Basketball** - Thursday afternoons between 3.45 and 6.15pm in Terms 2 & 3. This is for Years 3-6 only.

**6-a-side-Soccer** - Wednesday afternoons between 4 & 6pm (all ages).

**STATIONERY** All stationery is supplied by the school including maths workbooks at a cost of \$40 per child. This needs to be prepaid to the school office before stationery is given out.

## **STUDENT ARRIVALS & DEPARTURES**

**Arrivals:** Students are encouraged to be at school between 8.30am and 8.55am. They can enter the school either through the Snelson Street entrance or the church car park. The gates are locked at 9am so students arriving late must enter the school through the office area and collect a late pass from the office before going to their classroom. Students are not to use the office entrance unless they are late or need to speak with Mrs Stimpson.

**Departures:** Students can be collected after school from the church carpark. All children should be collected by 3.15pm. After this, children will be taken through to the school office and parents will be contacted.

**Longburn Adventist College Bus:** This bus is available to take children directly to LAC. Children line up in the church car park after school and are taken to the bus by a teacher. Please note that this bus only runs on the days LAC is operating.



**SWIMMING** Children will receive 8 swimming lessons at the Lido Swim School towards the end of Term 4, 2023. All children are expected to take part unless the school is notified otherwise by their parents.

**TOYS** Children are asked not to bring toys to school. The school takes no responsibility for toys that are lost or broken.

**TRIPS & ACTIVITIES** Classes arrange trips and visits as part of the classroom curriculum. Parents are notified and permission is requested at least 5 school days before the event. The school requires parents to help with supervision and transport for these events to go ahead. Please note that all events held off the school premises must have prior consent from the principal and meet MoE Health and Safety requirements.

**UNIFORM** Students are to present themselves at school in their uniform in a clean, tidy and appropriate condition. Uniform is to be worn to and from school. **No other clothing should be worn under the school uniform** with the exception of thermal under clothing which must not be visible.

**Hair** - If hair is long enough, it must be tied up during school hours. Plain navy blue or black headbands can also be worn.

**Make-up/Nail Polish** - These are not permitted at school and if noticed, students will be asked to remove it immediately.

**Jewellery** - Bone carvings of cultural significance can be worn. Girls are permitted to wear one plain stud in the lobe of each ear. Necklaces, rings and bracelets are not permitted (except medic alert type bracelets).

**Shoes** - these need to be school shoes or black school running shoes. Please purchase shoes with velcro tabs if your child is unable to tie their own laces.

**Second-hand Uniform** - some uniform is available for sale at the school office. We also accept any items of uniform your children have grown out of. We can sell these on your behalf or give them to students needing uniform items.

**New Uniform** - this is available from The Warehouse. Please note that hats are **purchased from the school**, NOT the Warehouse.



**Uniform items:**

**Girls:** School tartan skirt or tunic, white shirt, school v-neck sweatshirt, navy or white long socks or stockings and black school shoes or school approved sandals (eg roman sandals).

**Boys:** School grey shorts or trousers, school blue shirt, school v-necked sweatshirt, long grey socks, black school shoes or school approved sandals (eg roman sandals).

**Sports Uniform:** Black shorts, school polo shirt, school sweatshirt & black track pants or girls may wear plain black ankle length leggings. Any colour sports shoes are acceptable. Sports uniform can be worn to school on Thursdays for class sports and to all sports events including swimming.

**Hats:** School navy blue wide-brimmed hat. These can be purchased from the school office for \$16. The names are written on the brim with fabric paint before handing out to the children.