

# Community Notices



# Patoka School Newsletter

## Women's Refuge Package

I am getting together a package for the women's refuge and they are in need of towels, tea towels, new toothpaste and new deodorant. So if anyone has any of these that they would like to donate they can send to school and I'll collect and deliver to them on behalf of us all.

Cheers Keri

## For Sale

Angus Bull Calf approx 5-6 months old, hand-reared Duck eggs - delicious organic free range duck eggs, excellent for baking - \$4.00 per half dozen. Phone Deb on (021) 171-6137.

## Services Available

Child care, weekdays during and after school as required - Phone Deb on (021) 171-6137.

Have you got a special occasion coming up, or just feel like you deserve a treat? How about having your nails done in the comfort of your own home... wide range of colours available in both regular nail varnish or much longer lasting Gel Polish. Introductory trial offer \$20.00 for either hands or feet, or go all out and have both for \$35.00! Phone Deb on (021) 171-6137.

## Essential First Aid Revalidation

The NZ Red Cross will be holding an Essential First Aid Revalidation Course for the school and kindy staff on Thursday 4th June and Thursday 11th June from 3.30 to 6.30 at the school. The cost of the course is \$69.00. If anyone is interested in attending the course or would like more information please contact the school as soon as possible.

## Are you up for a challenge! (Parents and children)

*If you can work out these puzzles, write it on a piece of paper or email it to me. I will put all of the correct answers in a hat and draw out a winner who will receive a prize.*

*principal@patoka.school.nz*

Good luck!!

*This week = A cryptic riddle*

What does an Island and the letter T have in common?

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## Patoka School Winter Sport

We have a number of teams involved in winter sports programmes this year. At present we have 3 junior soccer teams, 1 hockey team and 1 netball team. The netball and hockey teams include students from other schools who are helping to make up the numbers.

The results to date have been mixed.

I would like to acknowledge the fantastic job that Nicky and Toni have done in organising the teams. There are many hours of work in the background ensuring children have uniforms, organising transport and arranging practices.

I asked some of the students what their favourite moments have been so far. This is what they said.

**Timea:** 'Loves playing netball because I feel we are working more as a team.'

**Felicity:** 'Loves playing hockey and scoring lots of goals.'

**Jack T:** 'Feels awesome in hockey when I get the ball.'

**Thomas T:** 'Loves scoring lots of goals in soccer.'

**Johannah:** 'Loves being up front in soccer and getting the ball.'

**Thomas H:** 'Playing hockey has been something different and a new challenge.'

**Lucy T:** 'Playing netball against so many girls that are taller than me is a challenge.'

**Abby:** 'Loves playing soccer against other teams.'

**Saskia:** 'Loves playing soccer and playing my hardest each week.'

Well done to all the teams. We are proud of you.



### Patoka School

Issue: 8

Wednesday 20th May

### Quote of the Week

Humility is not thinking less of yourself, it's thinking of yourself less.

**Rick Warren**

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## School Absences



As we move into the winter months we are starting to see a lot more children having time off when they are unwell. The teachers mark their roll every morning and afternoon and are legally required to input a code from the Ministry on their roll to indicate the children who are away. The code differs depending on the reasons for a child's absence.

There have been a number of occasions lately when children have been away and no notification has been provided. In these cases the children are marked as being truant from school. We do expect parents to notify the school any time their child is absent. A message can be left on the answer phone. These are checked daily.

Our roll is audited regularly so your support in providing information is appreciated.

T.R.U.E - be true to yourself

Trustworthiness      Respect      Unity      Excellence      Enthusiasm

# Complaints procedure

At Patoka School we are focused on providing the best possible service to our students and parents, however there may be occasions when our practice does not meet certain standards or expectations, and as a parent you may wish to make a complaint.

The current complaints policy has just been reviewed by the Board of Trustees. During this process the importance of our families knowing what our complaints procedure is at Patoka School was highlighted. The procedure shown below outlines the steps taken in dealing with parent or staff concerns. We would respectfully ask that you take a moment to read through the procedure and that if you do have an issue or a concern that you follow the steps as outlined below.

## PATOKA SCHOOL

### Procedure: Dealing with Parent or Staff Concerns

STEP A		STEP B	
If you have a concern or complaint make an appointment to speak to the staff member directly involved.		If you have a concern or complaint and feel that you are <u>unable to discuss</u> the matter with the staff member involved make an appointment to speak to the principal.	
<ol style="list-style-type: none"> <li>Staff member acknowledges complaint.</li> <li>If the complaint is from a parent, the staff member informs parent of the complaints process.</li> <li>If necessary, the staff member investigates the concern.</li> <li>Meeting held (or if appropriate staff member rings parent back).</li> <li>Issue discussed and documented.</li> </ol>		<ol style="list-style-type: none"> <li>Principal acknowledges complaint</li> <li>If the complaint is from a parent, the principal informs the parent of the complaints process (in writing if a letter has been received)</li> <li>Principal informs the subject of the complaint</li> <li>Principal investigates concern</li> <li>Meeting held (or if appropriate principal rings parent back).</li> <li>Issue discussed and documented</li> </ol>	
Resolution or Action Agreed Upon?		Resolution or Action Agreed Upon?	
Yes	No	Yes	No
<ol style="list-style-type: none"> <li>Copy of documentation to appropriate personnel/ student file</li> <li>Agreed action carried out</li> <li>If appropriate Complaint Feedback Form sent to parent within two weeks</li> </ol>	Parent/ staff member puts concern in writing to the principal. (Go to Step B) or If the complaint is about the principal then the letter is addressed to the Board of Trustees (Go to BOT Complaints Procedure)	<ol style="list-style-type: none"> <li>Copy of documentation to appropriate personnel/ student file</li> <li>Agreed action carried out</li> <li>If appropriate Complaint Feedback Form sent to parent within two weeks</li> </ol>	Parent/ staff member writes a letter to the Board of Trustees (Go to BOT Complaints Procedure)

- Complaints will be dealt with in a timely manner. All complaints will be acknowledged and dealt with within a week. If a long time frame is needed, then the complainant and the subject of the complaint will be informed.
- All meetings / interviews will be recorded in writing
- Minutes of meetings / interviews will be signed and dated by all relevant parties (once typed)

# " A Fiver for Nepal" 29th May



When Sir Edmund Hillary died he wrote the following in his will.

*"I have had a full life with much happiness and a share of sadness. I have little cause for complaint. If however, some people in New Zealand feel I have made some contribution to the prestige of my country, then they could best demonstrate this by continuing to support the Himalayan people I have worked with for so many years"*

The New Zealand Principal's Federation are encouraging all schools to hold a mufti day on Friday 29th May to raise funds for the people of Nepal. Many of the schools and hospitals and schools that Sir Ed helped build have been damaged or completely destroyed.

We are encouraging all of our children to support this mufti day. We would like each family to donate a \$5 or even a gold coin per child. Come dressed as an adventurer like Sir Ed to make the day a bit more memorable. All the funds we raise will be sent to the Himalayan Trust on behalf of Patoka School.

This is a great opportunity to live our Motto of *Through our school we are one* and to stand as one by supporting the people of Nepal who have suffered in the wake of the tragic events of the past three weeks.

## A new feature..Principal's Awards

Each week 1 child from each class receives a Principal's Award at our weekly assembly. Our school values are often at the heart of these awards. We feel it is important to be able to celebrate the learning of our students.

Each newsletter I will be publishing the names of those children who received awards in the last two weeks. The table below has the names of those children who have received an award this term.

	Room 1	Room 2	Room 3
Week 1	Madi Hunt	Tarn Hunt	Ashleigh Hammond
Week 2	Emma Wedgwood	Alyse Lynam	Ely Williams
Week 3	Abby Percy	Charley Ward	Jessie Anderson

(There were no awards in week 4. )

Well done to all the winners, and to all the other students, keep striving hard and displaying the school values.

## Up and Coming Events -please put these in your diary

Queen's Birthday	Monday 1st June
BOT meeting	Monday 8th June
Year 7/8 Technology	Monday 8th June
NSW Writing exam	Monday 15th June
NSW Spelling exam	Tuesday 16th June