

RIVERHEAD SCHOOL

SCHOOL INFORMATION



Ehara taku toa i te toa takitahi, engari he toa takitini
Success is not the work of one, but the work of many.

Think, Do, Discover

An A-Z Guide of Everything You Need To Know About Us

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Absences

If your child is going to be absent from school, please let the school know before 8:25am. You can use the “absences” option on the School App or visit our [website](#) and fill in the “Absence” form. Alternatively, you can ring the school absence line (412 9105, press 2) and leave a message.



We are required to know the whereabouts of all children, so it is imperative that you inform the office when your child is going to be away. This **includes** if you have also emailed your child's homeroom teacher. If the office has not been advised, it can be very time consuming and result in many unnecessary phone calls.

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Attendance



It is an expectation that your children come to school on time everyday. Lateness heavily impacts the child who is late, the learning space and the teacher. All learners must be in their learning areas at the **START** of the bell at 8.25am ready for learning, otherwise they are considered late. For example, if they are coming through the gate when the bell is ringing - they are late.

The Ministry of Education has a focus and action plan to lift student attendance in all schools. The focus is on unjustified absences with the expectation that the school follows up on any unjustified absence and that this is in line with the schools attendance policy and procedures. Daily reporting is sent to the Ministry of Education of any learners who have had 5 unjustified absences. We will inform you of these absences with a request to improve. A further 5 unjustified absences will require a meeting with school to develop a plan to improve attendance moving forward. This means we monitor and follow up continual lateness (we often inform you via email if your child has been late one day).

We also monitor late arrivals to school. If your child/ren is late for five days, a letter will be sent to you advising of the lateness and requesting changes to be made at home to ensure your child is in their learning area by 8.25am. Following the letter, if no improvement has occurred, our leadership team will request a meeting with you to see how the school may assist you at home to ensure your child comes to school on time.

Please click [HERE](#) for more important information about attendance from the Ministry of Education.

If you have an unfortunate situation which causes your child/ren to be late please also inform the school office before they arrive at school. This saves an unnecessary phone call from us. Learners who do unfortunately arrive late **must report to the school office** before going to their learning area. Learners are expected to then walk to their learning area independently.

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Accessing Information and Communication

All information from the school is sent **via the [school app](#)**. Our main form of communication is fortnightly app notifications with our school newsletter attached. Your child/ren's learning area will send a weekly “Flick Out” every Friday afternoon. Our school website contains all the current and important information if you need to remind yourself of anything. Please ensure you have our School App downloaded, as it is used regularly for information and updates. See [School App](#) for information about how to download our App.

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Assemblies

We have a Bump@r assembly every Monday morning at 8:40am. It is run by a different homeroom each week. The Bump@r assembly “sets our learners up for success” for the week ahead and has a specific, different Bump@r focus each week.

On Weeks 3, 6 and 9 of each term we have a full school celebration assembly on Friday afternoon. This is a sharing time to celebrate learning and provides opportunities for children to share learning and celebrate each other’s successes. A different learning area hosts the assembly each time.

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Board of Trustees

Meetings are held at school on a monthly basis and may be attended by any interested person. The exact date of each meeting is advertised in the fortnightly school newsletter.

The Board of Trustee members for 2025 are as follows:

Chairperson	<i>Michael Brooke</i>
Finance	<i>Callan Taylor</i>
Property	<i>Shanley Joyce</i>
Personnel	<i>Ash Matthews</i>
Health & Safety	<i>Natalie Fennell</i>
Staff Representative	<i>Margaret Carter</i>
Principal	<i>Kris Hughes</i>

Meeting procedures and policy are available from the Principal if you wish to apply for speaking rights.

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Bump@r Behaviour

Bump@r is the icon used to represent the Riverhead School Learner, to support our school being a Fun, Fair, Safe Place to Be and Learn. This system enables our learners to become positive, productive, respectful members of our community who show empathy and are mindful of their own safety and others.

You will hear Bump@r used throughout the school as our learners strive to be “Bump@r Kids”.

To find out more about our Bump@r Behaviour and expectations system, please visit [HERE](#)

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Bump@r as a Learner (Bump@r Learner Capabilities)

At Riverhead School, our aim is for, “All learners to develop the agentic skills needed to enable them to identify, reflect and act upon where they are at in their learning and what their next steps will be.” Teachers facilitate this process by providing opportunities for learners to be actively involved in decision making, initiating learning, and collaboration.

The purpose of the Bump@r Learner Capabilities is for learners to have a clear understanding of who they are as a learner and make informed decisions about how to be a more effective learner. For further information about Bump@r as a Learner please click [HERE](#).

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BYOD (Bring Your Own Device)

From Year 5-8, our learners are able to bring their own device (to complete their learning) to school. It is highly encouraged that our learners in Year 5 & 6 bring a device to school. Our Rangitopuni team (Year 7 & 8 learners) use devices to support their learning during many elements of their daily work and for their home learning. It is an expectation that our Year 7 & 8 learners have a device at school every day. You and your child/ren will be asked to fill in a form to highlight an understanding of the knowledge of the rules around using devices at school.

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Cell Phones/Smart Watches

The government has introduced new regulations about cellphones in school. They require all state schools to have specific phone rules in place. The new approach for cellphones in school is “away for the day” which means cellphones do not come with any learner to school.

At Riverhead School we request that all cellphones stay at home. If you require your child/ren to have their cellphone for communication purposes before or after school it must be handed into the school office for safe keeping prior to the school day starting and then collected at the end of the day.

If your child needs to contact you during the day, they can do so through the front office, and parents can also contact the school office if needed.

A personal digital device is a privately owned digital device that is not part of the school approved BYOD programme. Smartwatches and cellphones fall into this category.

Smartwatches **are not to be used to communicate with parents throughout the school day**, they must be switched to non-communication mode during school hours. We ask that if your child/ren's smartwatch does not have this ability it stays at home, or is handed into the school office at the start of the day.

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Children Leaving Early

Children are not allowed to leave the school grounds during the day. Please try to only take your child out of school early in extreme circumstances, or by prior arrangement with the office. If you need to pick your child up during school hours for an appointment or other reason, you must come into the school office and sign them out using the “VistaB” tablet at the counter.

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Communication Concerning Your Child

Aside from communication regarding student absence, all communication regarding your child needs to be made directly to your **child's homeroom teacher** in the first instance. This is part of our communication policy as your child/ren's homeroom teacher is always your first port of call. For a full breakdown of our communication policy, please click [HERE](#). Staff email addresses are all in the same format which is first name, first initial of last name, @riverhead.school.nz (eg. johns@riverhead.school.nz NB: not a real staff member)

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Culturally Responsive Guiding Principles

At Riverhead School, our inclusive culture values the contributions of all learners, family, whānau, staff and community. We believe that all learners, no matter what their needs, deserve the right to achieve excellence and resilience in an equitable manner.

Our school culture celebrates cultural diversity, promotes Bump@r principles, and endorses Inclusive Practices. To support this ongoing goal we underpin our inclusive education with four Guiding Principles, whanaungatanga, mahi tahi, ako, manaakitanga.

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Dental Clinic

We do not have a clinic on site. We are visited yearly by the Dental Van during which time they endeavour to catch up on any children who have not been seen for a long time. If your child needs to be seen please phone 0800 TALK TEETH (0800-8255-83384) to find the nearest clinic.

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Digital Citizenship & Cybersafety

We support a Digital Citizenship model for the promotion of safe and responsible use of technology. All learners from Year 5 upwards are issued a school email address. Our network is closely monitored by Linewize which highlights to us any unsafe searches or improper internet use.

We have robust procedures around the safe and responsible use of the internet and related technologies. These procedures recognise the value of technology and encourage its use in teaching and learning while helping to minimise and manage the challenges which may be experienced by learners, teachers and the wider community. As technology is continually evolving, so do our monitoring services and instruction from Linewize. This includes robust monitoring and security of our networks.

We require you to complete and sign "Use Agreements" from both you as the parent, and for the learners, this is done during the enrolment phase. To find out more about our digital citizenship policies please click [HERE](#)

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Drop off Zone

Due to the congestion around our school, we ask that you use our "Drop off Zone" as it is intended. We encourage you to pull up in the area, say goodbye to your child/ren and then allow them to walk into school independently. This is the same for the afternoon. Please do not come to school early and park in the drop off zone. There is a time limit of 2 minutes in this zone. Throughout the year, parking wardens from Auckland Transport monitor this and the surrounding roads closely and you will receive a ticket if parked incorrectly.

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Education Outside the Classroom (EOTC)

Every third year is a "EOTC Year" (Education Outside the Classroom). All children from Yr 0 (NE) – Yr 8 will participate in an overnight stay (of 1-4 nights depending on their year). School expeditions are an amazing part of school life and we are building your children's resilience and ability to participate in activities they may not usually get the chance to, all while having fun with their friends.

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Emergency Plan

The school has an emergency plan, designed by an outside agency, to guide staff, learners and visitors in the event of an emergency. In the case of a fire alarm, the assembly areas are to the side of the field. Our learners partake in regular fire drills and lockdown practices so that everyone is aware of where to go when the fire alarm sounds. The staff and children are also trained in other forms of emergencies, such as lockdown and earthquake drills.

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Enrolment

The enrolment process is all online. Please go [HERE](#) to find out more about how to enrol.

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Forms and Permission Slips

All forms that need to be filled in are sent electronically. The form (which comes in the form of a link to a Google form) will be emailed to you.

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Friday Flickouts

The teachers in your child/ren's learning area will send a "Friday Flickout" every Friday afternoon. This is to keep you up to date with what your children have been up to during the week and notify of anything important for the following week.

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Fundraising

Each year our Board of Trustees highlights an area of the school which is in need of further development. This becomes the fundraising focus for the year, which our PaTs team works towards. Currently we have a long term goal to place a building around and upgrade the pool area. To find out how to join our amazing PaTs team please click [HERE](#).

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Hats

It is school policy that school uniform sun hats must be worn outside during Terms 1 and 4. Please name your child's hat clearly. The school procedure regarding hats is "No Hat, No Play", so if a learner doesn't have a hat, they must remain in the designated shaded areas for their safety. Hats may be ordered through the school uniform supplier or at the school office for \$15 each. Year 7 & 8 learners have the option of wearing the Riverhead School cap, rather than the bucket hat. Beanies are available (\$15 each) to wear during the colder months. You can download the uniform form [HERE](#)



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Health & Medication

If your child is allergic to bee or wasp stings or has any other allergy (i.e. nuts, eggs), you must notify us and inform us of the treatment/medication plan. Any medication for allergies, asthma or other illnesses must be left in the sickbay where it will be locked away for emergencies, with your child's name attached. Please inform the office and your child's homeroom teacher of any information relating to health that should be known i.e. diabetes, epilepsy etc. Privacy is respected at all times.

If your child needs to take medication throughout the day (antibiotics, painkillers, ADHD meds etc), they must be accompanied by a fully completed consent form. Copies of these are available at the office or you can download them [HERE](#). All medicines are held at the office where your child must go to have their medication administered at the appropriate time. It is not the responsibility of the office staff to remind your child to come and have their medication. For safety reasons we do ask that medication is not kept in your child's bag. To see our school policy regarding medication click [HERE](#)

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Honours Assembly/Bump@r Kid of the Term

Once a term, we hold a special assembly in which learners who have earned their honours badge are celebrated. Often this is accompanied by a special person from outside the school attending the assembly to present the badge. At the same assembly we award a learner from the Junior and Senior areas respectively a Bump@r Kid of the Term award. This is given to a learner who has been awarded a Bump@r certificate over the term and is nominated by their teachers as someone who has shown amazing Bump@r skills and behaviour. This award is proudly sponsored by Kathy Walker from Sotheby's International Realty each term.

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Honours System

At Riverhead School our learners receive certificates throughout their time with us. These certificates are awarded when a learner shows Bump@r Behaviour. The Bump@r certificates can be accumulated over time and handed in to receive bronze, silver, gold or platinum awards. For further information about the Honours system please click [HERE](#).

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Intermediate School (Years 7 & 8) - Rangitopuni

We have a strong intermediate school at Riverhead School. As well as their academic work, learners in our Rangitopuni area have the opportunity to be involved in our extensive leadership programme. To find out more about Rangitopuni please click [HERE](#).

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International Students



Over the course of each year we have a number of International student visitors who come to share in our learning at Riverhead School. Some come in school groups from Japan and China, and some come and visit for a month at a time. The students become part of a homeroom here at Riverhead School and participate in all aspects of school life. International students over the age of 12 are able to come without their parents and have the opportunity to stay in a homestay family. All families who offer their home are paid for this and you get the opportunity to give these students a complete kiwi experience - just by being a part of your

daily life. For all international student enquiries (including if you would like to put your name down as a homestay family) please contact pa@riverhead.school.nz

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Jewellery

The only jewellery permitted to be worn at school is a pair of stud earrings. Taonga or pieces of cultural or religious significance can be worn after a written request has been presented to the Principal. Approval is granted at the Principal's discretion.

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Kapa Haka

We have two amazing Kapa Haka groups at Riverhead School, a Junior (Years 0-4) and Senior (Years 5-8). They learn traditional waiata, Haka, tī rākau, poi and cover important protocols. Our Kapa Haka group often participates in small trips throughout the year to share their knowledge with our local kindergartens or perform for local rest homes. Sometimes they also participate in a wānanga (sleepover) at the beginning of the year.

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Learner-Led Conferences

In Terms 2 and 4, we hold Learner-Led conferences where our learners share their learning with you. These are led by **the children** and provide an important opportunity for them to share their achievements over the past term, and discuss what they will need to do to progress further. For more information about these please click [HERE](#).

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Learner Leadership and Ambassadors Programme

Each year our Year 7 and 8 learners apply for positions in the Leadership, Ambassadors and Captains programme, in which they are awarded leadership positions in a range of areas within the school.

At Riverhead School we are dedicated to sparking the leadership potential that is inside every young person through providing leadership opportunities, events, learner voice and meaningful input into school decisions.

All learners throughout their time at Riverhead School are provided with a range of opportunities to become leaders.

We believe that providing leadership opportunities and meaningful input into our school enhances our learners' sense of belonging, strength in relationships, learner outcomes and connectedness to our community. It is also a way of enabling our learners to develop social competencies. One of our school values is "Excellence" so we promote leadership from a young age to exhibit excellence in one's self and in others.

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Learning Areas

We have 'learning teams and homeroom teachers' instead of 'classrooms' or 'room numbers' at Riverhead School. Your children are assigned to learning teams (Kapia, Ngahere, Pitoitōi and Rangitōpuni) and then to a homeroom teacher. This means when filling in forms on Kindo, lunch orders, trip forms or similar you will need to put down your child's team name and homeroom teachers initials (all teachers are listed [HERE](#)). For example a child in Mrs Hill's room will have; **KapiaNH** in place of a room number, on Kindo the allocated room will be **KapiaNH**.

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Learning Support Coordinator

We have a learning support coordinator as part of our Leadership Team. She works to support our learners who have other needs academically, physically, emotionally and socially. Lynda is in charge of touching base with parents and organising meetings for learners who may need extra support.

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Lost Property

Every term we accumulate a large amount of lost property. The school office does not keep, nor is it responsible for, any items of lost clothing or shoes, so your first port of call should be the lost property container located under the cover of the MPC deck. All lost property is collected at the end of each day and placed into this container. We do ask that you clearly name every item of clothing, including swimwear...this makes it so much easier to return the clothing to its rightful owner, and saves children taking home the incorrect property. Staff members are



not responsible for finding items of lost property, please teach your children to find their own belongings - this is where names on items really help.

If there are ongoing issues with lost items i.e. hats and/or jumpers, please email your child/ren's homeroom teacher to see if a resolution can be reached. Sometimes if your child seems to continually lose an item, it is often a case of accidentally being swept up with other items, rather than being taken.

Lost items such as watches, glasses or other items of jewellery are often handed in to the office, so please get your child/ren to check in the office.

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Lunch Boxes

We are a **NUT FREE** school, this includes Nutella, Peanut Butter, muesli bars containing nuts and any items made from nuts. We have a number of anaphylaxis children and we need to keep them safe. At Riverhead School we follow a healthy eating programme – therefore you need to provide your child with a balanced lunch each day. If your child has any food allergies please let your child's homeroom teacher and the office know, so we can put an action plan in place.

We are a water only school which means children can only bring water to school to drink. We have drinking fountains throughout the school and some bottle refilling fountains also.

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Lunches to Purchase

We have 3 options for lunch purchasing. Sushi can be ordered for Tuesday and Thursday, a lunch from New World on Monday or Wednesday or and a homemade packed lunch from Simply Homemade is available for order on Friday. Orders must be made by 1pm the day prior to delivery, unless otherwise specified below.



- **Mrs Sushi** is available to order for lunch on Tuesday and Thursday. All orders are to be made on [Kindo](#) by 12pm the day before (i.e. Monday and Wednesday respectively). All sushi rubbish will come home to be thrown out - as with any lunchbox rubbish.
- **Simply Homemade** - a packed lunch is available for lunch on Fridays. All orders are to be made on [Kindo](#) by 12pm the day before (Thursday)
- **New World** is available to order for lunch on Monday and Wednesday. This can be ordered on [Kindo](#) by 8am the day of delivery. This lunch is offered through EZ Lunch and is provided by New World Kumeu - the process is managed entirely by Kindo so we are unable to make changes and any issues you will need to contact Kindo.
- Twice a term we offer a sausage sizzle as part of our fundraising efforts - information about this is displayed in our Friday Flickouts and Newsletters.

Further information about School Lunches (including how to sign up to Kindo) can be found [HERE](#).

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Mobility Parking Spots

Riverhead School has three mobility parks. Two are located in our staff car park and one is located on the roadside by the pool. Please note that these parks are for permit holders ONLY.

There is an app available called "Access Aware" which is available to download. You can find more information about it [HERE](#). This app enables people to report cars that are parking in these parks without a mobility permit.

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Mufti

Twice a term we hold a mufti day for \$2 each child which is paid on Kindo. Often this is part of our fundraising efforts, however sometimes we will donate the money to a worthy cause (Daffodil Day, Wig Wednesday etc). Sometimes, throughout the term, we will hold a spontaneous mufti day to support any nationwide events that are happening (eg, Pink Shirt Day).

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Newsletter

A newsletter is sent via the app once a fortnight on a Monday. This newsletter contains information relevant to the whole school. It is important that the newsletter is read as it will contain important information for the following fortnight and beyond.

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Office Hours

The school office hours are 8am - 3pm Monday - Friday. It will be closed every Monday from 9:15 - 9:45am.

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Operetta/Art Auction - Year of the Performing Arts

Once every 3 years our learners perform in an Operetta. Traditionally we hold Junior and Senior Operettas, however depending on what the production is and how many learners we have the whole school may be involved. Every learner in the area has the opportunity to sing, dance, perform songs or help out in the background (lighting, music etc). This is an amazing opportunity for our learners to let their singing and acting abilities shine.

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Parent Contact

From time to time parents may wish to visit the school to discuss various matters concerning your child. Teachers have meetings and prior commitments both before and after school each week. This means they are unable to have impromptu meetings. It is essential to make an appointment with your child's homeroom teacher by email, in order for them to support and assist you fully.

Parents are asked to ensure they have left the school grounds by 8:15am and they are welcome on the court area from 2:20pm (away from any sports/games/PE activities/learning spaces). You are welcome to visit in your child/ren's learning space once all our learners have left the school grounds.

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Parent Helpers - We Need You!

We often require parents to assist the school in various ways e.g. transport, sausage sizzles, road crossing duty, walking school bus drivers, PaTs team, assisting with events and resourcing, Whānau group etc. If you are interested and can help **please** let us know, by emailing admin@riverhead.school.nz. Many of the "extras" we provide at school only happen with this support.

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PaTs Team (Parents and Teachers)

Our PaTs team (formerly PTA) is a hardworking group of parents and caregivers. They work hard to organise school fundraising events. The organisation of our PaTs team is little different to what you may be used to. There is a focus on each PaTs team member specifically taking charge and/or engaging in certain events across the year. They ask for volunteers throughout the

year when different events are on and are very appreciative of the help when it is offered. Many hands make light work.

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Payments

We are a cashless school.

- **Kindo Online Shop**

Our school has a “Kindo online school shop” where you can pay for all your child’s school needs online – at a time that suits you and you can give your permission at the same time. **Kindo is our preferred method of payment and we encourage you to set up your family account online when your child starts school.**

To find out more about Kindo and how it works please click [HERE](#).

If you have already registered on Kindo, please don’t forget to update your child’s homeroom or add any new children.

- **Bank Account**

You are able to make payments through Internet banking (Riverhead School ASB 12-3109-0012631-00) using your child’s name and description of what the payment is for as a reference.

- **Eftpos**

We have Eftpos available at the school office for any payments you need to make.

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Positive Puberty

Learners from Years 5-8 participate in a positive puberty programme which is taught by an outside agency. Further information is given to you when the time arises, as we encourage our parents to be involved in the process by attending the Whānau Information Evening.

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Private Music Lessons

If your child wishes to learn an instrument the Music Education Centre offers lessons for a variety of instruments at Riverhead School during the school day. These are run by the Music Education Centre. All information can be found [HERE](#).

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Rain Bell

When our learners are playing outside and it starts raining a continual ringing of a single tone which gets progressively louder, which informs them to return back to their learning spaces. This is the rain bell.

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Reporting to Parents

At the end of Terms 2 and 4, you will receive an achievement statement detailing the progress your child has made over the previous two terms. This shows your child’s achievement levels and progress in their learning. It also reflects their Bump@r Learner Capabilities, assessment against our values and a general comment.

Throughout the year we provide a range of opportunities for you to celebrate your child’s learning. These include the ‘[Tell Me About Your Child](#)’ conference at the start of the year, Learner-Led conferences and Learning Celebration Mornings. Parent-Teacher conferences are available after the mid-term report but we encourage you to bring your children with you. For any other concerns that arise throughout the year you can contact your child’s homeroom teacher to arrange a meeting.

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Rewards

As part of our Bump@r Behaviour programme we hold a “Rewards” session in weeks 5 and 10. The learners decide the range of activities for the afternoon through Kids Voice.

Our Bump@r consequence plan involves a restorative session with either the team leader of their learning space or our Bump@r Coordinator, loss of a break time and loss of other privileges such as representing the school (particularly for our older learners). For more information about how our Bump@r Behaviour system works please click [HERE](#).

The loss of privileges is based on the behaviour theory that children need to learn the importance of earning the right to attend special events as it is a privilege to attend. Our school's expectations, values, affirmations and consequences are made clear to all our learners throughout the year and are explicitly taught right from the moment they start school.

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Road Safety

- Bicycles and Scooters

Bicycles and scooters can be ridden to school and bike stands are provided. Land Transport NZ recommends that all children under 10 who are cycling should always be accompanied by an adult. Please ensure your child knows the road rules and that their bicycles are kept in good condition with brakes that work well. It is also important they know to walk their bikes/scooters when crossing the road. Approved cycle helmets must be worn at all times, including in and out of the school grounds, both in and out of school hours. Please remind your children to walk their bikes down the ramp leading into school to prevent any accidents with people walking in and out of the school gates.

- Parking

Please be aware of the designated parking areas outside the school. When parking on the roadside, please ensure you are parking safely and using the road rules, we have many children and families walking to and from school and they need to feel safe. The bus bay is a “no parking” area and the “drop off zone” is only for dropping off or quickly picking up children. We encourage you to allow your child to walk into school independently as much as possible. Watch out for Auckland Transport Officers!

- Walking

We encourage all our learners to walk to and from school. Even if you live on the outskirts of our zone, we encourage you to drop your children away from the school to walk. This lessens the congestion in front of the school, encourages independence and promotes healthy wellbeing. Organise with your neighbours to walk together, or get the children to walk in a pair or group.

- Parents and Road Safety

We have many parents and caregivers in front of and around the school during school pick up and drop off. Our learners are always watching, so it is important that all adults act as role models when around the school. This includes; using the pedestrian crossing as intended (i.e. using it, not walking on the road beside it); ensuring you are walking with your child when crossing the road; looking both ways when crossing the roads; not crossing the road in front of the bus (use the pedestrian crossing).

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Rubbish Free Zone

We are a rubbish free school. This means that we minimise and reduce our waste as much as possible. All lunchbox rubbish is brought back home, including any bought lunch rubbish (i.e. sushi containers). If you make the choice to give your child yoghurt or similar style foods, we suggest you send a snaplock bag or similar for your child to wrap up the container to reduce mess in the lunchbox.

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Scholastic Book Brochure

Twice a term your child will bring home a brochure from Scholastic Book Club. There is no obligation to make a purchase however every order made gives the school the opportunity to order more books for our school library. All orders are made online or through the App. You can access Scholastic online [HERE](#). Follow the prompts to set up your account and add your children.

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School App

This can be accessed by going to your usual app store (App store or Google Play) and downloading "School Apps NZ", then find Riverhead School. It is imperative you download our App as all reminders are sent out via the App. Please ensure you have signed up to your child/ren's learning areas as this is how you will receive Friday Flickouts and information relevant to your child/ren. Please click [HERE](#) to see how to do this.

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School Bus

There is a school bus, run by the Ministry of Education, available if your house falls within the designated pick up/drop off zone. Please see the [website](#) to find out the school bus zone. Children catching the bus must wait at the bus in the afternoon and wait to be checked onto the bus.

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School Crossing

We have 2 school crossings. One is on the main road by the dairy and is a pedestrian crossing. We currently do not use lollipop signs as this is too confusing and dangerous on a main road. It is, however, manned by 2 amazing parent helpers each morning and afternoon and all our learners are trained in how to cross the road correctly.

Our second school crossing is right outside our gate and is manned by 2 of our senior learners using lollipop signs. They have been trained by NZ Police in how to use the lollipop signs correctly.

We are privileged to have parent helpers supervising both crossings. We are always on the lookout for parents willing to support our road safety ambassadors to do this job. If you are able to help please email admin@riverhead.school.nz. It is important that you please use the crossings at all times, as our learners are always watching and as adults, we are the best role models.

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School Day

Our school hours are:

8:25am - Bell - Start of school

10:20am - 10:50am - Morning Tea Playing Time

10:50am - 11:00am - Morning Tea Eating Time

12:30pm - 1:00pm - Lunch Playing Time

1:00 - 1:15pm - Lunch eating Time

2:30pm - End of School

We play music when it is time to start school, at the end of morning tea and lunch play time and to signal the end of the school day. Learners can arrive at school from 8am, and if you need your child to arrive earlier than 8am, they are required to be enrolled in [sKids](#). All children must be picked up by 2:45pm, if this is not possible, they must be enrolled in [sKids](#).

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School Donations

School donations are imperative to keep our school running. Your donation plays a crucial role in allowing us to provide facilities that enrich the learning environment at our school by helping us to purchase consumables for your children including sporting equipment, new readers and art supplies. This enables us to move forward in becoming an innovative and exciting learning environment. Our school community requested one payment to cover all school costs for trips, events etc rather than requests for numerous payments throughout the school year.

In 2025 we have a set amount of \$250 per child, which will cover these costs. All school donations are tax deductible. Please note if your child/ren chooses to participate in extracurricular activities (those not covered by the school curriculum) may incur an extra cost. EOTC excursions are not covered by the school donations. School donations can be paid through [Kindo](#) or through the school office.

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School Sports

We offer a variety of Saturday Sports for our learners to sign up. Information about these is provided throughout the year.

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Second Hand Uniform

We are in the process of getting our Second Hand Uniform shop back up and running. To enquire about second hand uniforms, please email secondhanduniforms@riverhead.school.nz. Please note that currently this stock is very low.

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SeeSaw

Our learners regularly upload items of work to a digital platform called SeeSaw. Subscription to Seesaw is covered by the yearly digital charge which is required on enrolment (and every subsequent year your child/ren is here). You can connect to your child's online platform, a link will be sent to you. At the end of each term our learners make a strong effort to ensure all their special work is available for you to view. If you do not have access to the family part of Seesaw please contact sams@riverhead.school.nz

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sKids

This is the before and after school care program run at Riverhead School. It is run by an outside agency and all bookings and payments are made through this company. For further information, please click [HERE](#)

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Specialist Release Teachers

Riverhead School has a team of release teachers to cover our teachers' release time. They include a STEM (Science Technology Engineering Mathematics) teacher, a PE teacher and a Te Reo Maori teacher. They teach each homeroom in one of these areas each fortnight. They work in different areas throughout the school.

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Sports/PE Shirts

We have P.E. shirts available for purchase on [Kindo](#). These are available in the house colours of our school. Each shirt is \$25. Please note we order the shirts in Weeks 4 and 9 of each term and they take a couple of weeks to get to school. We will give your child their shirt when it arrives.

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Staff 2025

Senior Leadership	Kris Hughes, Margaret Carter (DP), Amanda Render (AP)
Rangitopuni Team	Gill Robertson (TL), Tjitske Timmermans, Aman Chand
Pitioitoi Team	Stacy Richardson (TL), Alice Hope, Michelle Sclanders, Jonathan Lambert, Fritha Taylor, Eun Ju Jung
Ngahere Team	Steph Meldau (TL), Claire Walford, Brooke Hunter, Britney Clemm, Fran Johnson, Anita Horsley
Kapia Team	Jana Smyth (Co TL), Sharalyn Du Plessis (CO TL), Shaye Harkin, Alex Stoute, Libby Staden-Lea, Natalie Colville, Nikki Hill
PE and CRT Release	Kate Mitchell, Georgina Whitmore, Richard Steveni, Jan Thompson
Learning Support Coordinator	Lynda Woodhead
Administration	Ruth Hirst, Melissa Amohanga-Browne, Samantha Stewart
Learning Assistants	Naghmeh Abdollahi, Angela Yelavich, Sharon Pearce, Mandi Wooldridge, Morie Yoshida, Tayla Harold, Max Browne, Kayla Archibald, Cheryl Dennis
Ancillary Staff	Gaye Sanderson
Caretaker	Ian Franklin

NB: TL = Team Leader

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Staff Carpark

We have two staff car parks. These are for **STAFF ONLY** at all times. It is **not** a drop off zone or a parking area for non-staff members, including after school or when dropping something into school. .

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Stationery

We have limited stationery available through the school office for purchase when your children run out of things throughout the year. If your child is just starting at Riverhead School, we recommend clicking [HERE](#) and following the link to Office Max. If your child is starting anytime from the middle of Term 1, the \$25 digital charge will need to be paid at school. We can fulfill the list at school for you if you prefer. Depending on what time of year it is, you can adjust the required number of items

in each list.

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Sunblock

In the summer months we strongly advise you apply sunblock to your child's face, arms, neck and legs every morning before school and send a named bottle of sunblock in their bag for them to reapply at lunchtime. Learners are unable to share sunblock with each other due to potential allergies. Staff are also unable to physically apply sunscreen but they will remind our learners to put it on before lunch and afternoon activities. We appreciate your support in working with the school to keep your child safe in the summer months.



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Swimming

During Terms 1 and 4, swimming forms part of your child's health and physical education curriculum. Please ensure your child brings their named togs and towel to school each day. If they do not have their swimming gear they will be required to produce a note from a parent/caregiver explaining why they are unable to swim for that day. We want all our children to be able to swim confidently by the time they leave us.

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Technology

Our Rangitopuni team (Yr 7/8) attend technology classes at Taupaki School on a Monday. Our Year 8's attend in Terms 1 & 2 and Year 7's attend in Terms 3 & 4. In Year 7, they participate in soft material technology, hard material technology and food technology. In Year 8, they choose two of these options.

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“Tell Us Your Story”

At the beginning of Term 1, we invite you to meet with your child/ren's new teacher and share information that you think is important for us to know in order for your child to have a successful year. This is normally a 10 minute meeting that is scheduled through the School Interviews website - in 2024 we ran a full day before the official start of school. Towards the end of the year, we also send parents a 'Tell Us About Your Child' survey, which helps us with homeroom organisation and future planning.

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Term Dates 2025

Term 1 - Monday 3 February - Friday 11 April

Term 2 - Monday 28 April - Friday 27 June

Term 3 - Monday 14 July - Friday 19 September

Term 4 - Monday 6 October - Monday 15 December

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Toys and Valuables

Expensive toys and valuables should be left at home, unless there is an exceptional circumstance. In a school this size, and always growing, we cannot accept responsibility for these. In accordance with the [school uniform policy](#), the only jewellery allowed to be worn is stud earrings. We thank you for supporting us in this.

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Uniform

Riverhead School has a compulsory uniform policy that is strictly adhered to. A copy of the Uniform Policy is available [HERE](#). All uniform items in this policy (except for shoes and socks) must be purchased from The School Uniform Company and no exceptions or alternatives will be accepted. Nail polish is not permitted to be worn at school, differing hair colours are discouraged. School shoes must be all black.

A full sample set of all sizes is kept in the office, and you are more than welcome to come in and try the items before placing your order. If your child is unable to wear their full school uniform, please provide a note advising of the reason why. A note is suitable until the correct uniform is able to be arranged, within a reasonable timeframe. You are able to order uniforms directly from [HERE](#).

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Updating Contact Details

When you enrol with us at Riverhead School, we ask for your email address, phone number and address. If these change at any point, please inform the school immediately as it is imperative that we have up to date information in case of emergency or illness. Rest assured that emergencies rarely happen; however, it is better for all parties when we are prepared. If you are difficult to contact (for example during work hours), please leave us with a reliable alternative contact. It is imperative that we have a current email address for you as all our information is delivered digitally.

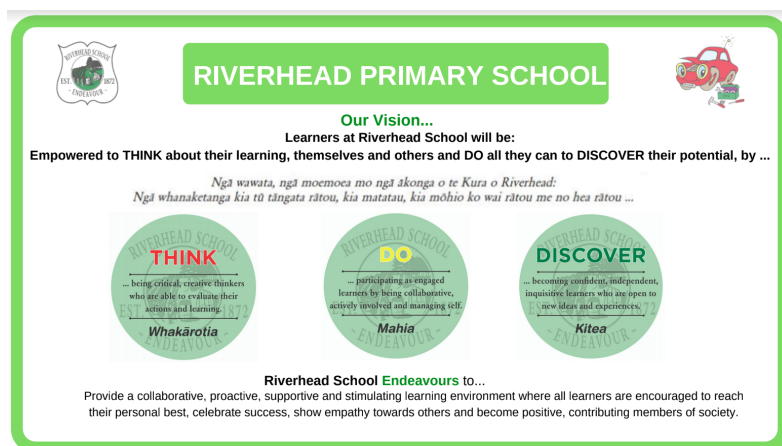
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Use of School Grounds

The school grounds are not a public area. Please respect the grounds at all times and keep an eye out for any undesirable behaviour. Please report any instances to the police in the first instance so that our school community can continue to enjoy the wonderful grounds that we have. Please be aware there are to be no dogs on school grounds at any time (with the exception of service dogs).

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Vision



These words underpin all aspects of Riverhead School. They are the focus for Riverhead School's Vision, Bump@ Expectations, Capabilities, and Learning Model.

Our 'why' is what drives us. Our drive to action, our will to act, is driven by what we say we value and believe – our 'heart'. As we created our future focused curriculum, we used this process to develop who we are from our vision, values and beliefs, principles and practices. We are able to identify our values and beliefs which are the basis for particular practice.

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Visiting Our School

Under the Health and Safety guidelines of 2016, ALL visitors to our school must sign in at the office before entering the school grounds. If you need to drop something off to your child throughout the day (i.e. forgotten items) they are to be left at the office and they will be passed on to your child. Parents require permission from the Principal to be on school grounds during school hours. This is so that all children are kept safe.

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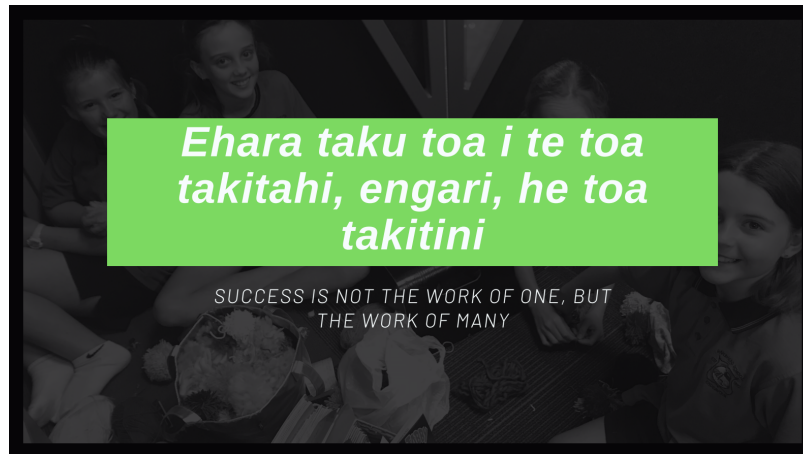
Walking School Bus

Currently our Walking School bus is not operating. The Walking School Bus is a fantastic way to keep kids safe while having them walk home from school independently, however we rely on parent volunteers to help drive the bus, and unfortunately at the moment we are on the lookout for drivers. For more information about the Walking School bus

please visit [HERE](#). If you are able to help us drive the bus home in the afternoons please contact admin@riverhead.school.nz

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Whakatauki



One of our key philosophies is Collaboration. In an ever-developing global society, achieving common goals by working with a variety of people, in different situations is an important skill that we develop and nurture during your child's time at Riverhead School. The above whakatauki reflects this belief and underpins everything that we do as a school.

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Website

Our school website is www.riverhead.school.nz

The website is kept regularly updated and contains everything you need when looking for information about Riverhead School.

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Whānau Group

Our school whānau group is a group of parents that want to work together, discuss and help the school with all things Māori. Anyone can belong to this group. We meet once a term to discuss/organise events, discuss data and to brainstorm new initiatives and ideas to promote Māori culture within our school. This group has not been able to meet for the past couple of years, so we are aiming to get it up and running soon into 2023. If you would like to be a part of this group please keep your eyes on the communication.

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Whiria Te Tangata - Our Kahui Ako

Riverhead School is part of the Whiria Te Tangata Community of Learning with 9 other Norwest Schools. This is a collaborative working group who focus collectively on Key Drivers of Change and Achievement Challenges. We link these Drivers, Collective Teacher Efficacy, Culturally Responsive Pedagogy, Learner Agency, Powerful Learning and Community Connections, with our Strategic Direction for Riverhead School.

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