



We Care - We are Confident - We Contribute

Kai Mānaaki te Mānawa - Kai Puāwai te hinengaro - Ringa Raupā

Galatians 5vs 22 & 23: The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control

Growing curious and courageous learners who explore God's world and *are equipped to fulfil their potential in Christ.*



Hearts | Minds | Hands

Growing confident caring contributors

Parent/Caregiver Handbook

2024

Term 1

421 Te Ahu Ahu Road, Waimate North



Term 2

351 Waipapa Road, Waipapa



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1. Introduction

The Harvest Parent/Caregiver Handbook provides Parents and Caregivers with an overview of the school's procedures and expectations. Understanding and following our school systems and procedures enables our school to run smoothly, clarifies expectations and enables us as a school community to focus on the priority of learning and teaching.

This handbook is presented as a guide that all community members can refer to as we carry out the vision the [Harvest Board of Trustees believes God has for Harvest Christian School](#). Thank you for your courageous partnership in this vision that God has placed in the hearts of many, and which we all have the privilege of bringing to reality: to grow curious and courageous learners who explore God's world and are equipped to fulfil their potential in Christ.

2024 will be a significant year for Harvest Christian School. Approximately 5 years ago a group of parents and teachers began meeting weekly to pray for the future of Christian schooling in Kerikeri. From this group a non-for-profit trust was formed called the Faith Harvest Trust (FHT). This trust then approached the New Zealand Christian Proprietors Trust (NZCPT) to explore the possibility of gaining state integration for a new Christian school. Against all odds integration was granted for Harvest Christian School on July 1st, 2021. Harvest Christian School opened its doors for students at the beginning of the 2022 school year. Meanwhile the FHT have spent countless hours moving through the process of purchasing a site, designing a purpose built campus, and building this campus ready to receive students for term two of 2024.

There is a lot of work yet to be done and when the school moves into the new site we will not have access to the full site or the full building, this will come with time. The campus has been built with the love, sweat and tears of volunteers for the benefit of providing your children with a Christ-Centered education. Over these coming months there will be many calls on your time for working bees to help complete our campus. We look forward to continuing to partner with you in this exciting pioneering project.

Please note: Please be aware that campus specific content in this document is likely to change once the school relocates to 351 Waipapa Road.

Hearts | Minds | Hands
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Glenn Davies
Principal
June, 2023

Our Faith

Harvest Christian School operates under the [Special Character Guidelines](#) of the NZCPT (New Zealand Christian Proprietors Trust). The NZCPT also provides specific guidance on our [Faith in Three Forms](#). As a non-denominational Christian school we do not delve into specific denominational doctrinal issues. Our families are asked to keep strong personal or denominational doctrinal issues outside of the school context.

Harvest Christian School understands that individual families and whanau hold different perspectives, values and levels of comfort with specific faith and cultural positions such as music, movies, reading material and other curriculum material. In situations where a family feels uncomfortable with a specific context or issue, parents are asked to communicate clearly and respectfully in a non-reactionary manner following the complaints procedure in section 8. It is the intention of Harvest Christian School to honour the individual perspectives of families within the boundaries of the school's procedures and policies and NZCPT [Special Character Guidelines](#). At times this may mean providing families with the opportunity to withdraw their children from a specific activity after following the Complaints Procedure, however this is not encouraged as by joining Harvest Christian School community you become an important part of your community.

Please approach the principal directly with questions regarding the school's special character.

Mission

Please refer to our [2023 - 2025 Harvest Christian School Mission Document](#) for a complete understanding of our school's purpose and strategic goals.

Hearts Minds Hands <i>Growing confident caring contributors</i>	
Core Values <i>(Timeless)</i>	Kia Manaaki te Mānawa Caring Kia Puāwai te hinengaro Confident Ringa Raupā Contributing
Purpose <i>(100 years)</i>	Harvest Christian School 's purpose is to grow curious and courageous learners who explore God's world and are equipped to fulfil their potential in Christ.
Mission <i>(10-25 years)</i>	To create an environment in which students grow in their Christian faith, knowledge and relationship with God To reflect the cultural diversity of our community through honouring the past and equipping our learners with the capabilities to succeed now and in the future. To nurture a culture of excellence

2. Student Management System - EDGE (MUSAC)

In 2024 Harvest Christian School will use [EDGE \(MUSAC\)](#) for its student management system. Each parent will use their primary contact email (as used in the school enrolment form) to gain smartphone access (App Store or Google Play Store) or computer login to access EDGE.

To gain access to EDGE, please go to [Caregiver Login](#) or the EDGE (MUSAC) app and enter the email address you used when enrolling your child/children (for existing families this is the same email as you used with HERO). Then select 'Reset Password' and follow the instructions to set a new password.

EDGE allows Harvest Christian School teachers and families to communicate through messaging services, to record absences and to share reporting information. Please contact the office if you have difficulty accessing the EDGE platform.

3. School Campus Hours

Supervision will be available on the school campus from 8.20 am each morning. Parents dropping their children off at school before 8.20 am are asked to supervise their children until 8.20 am.

After school supervision is provided until 3.35 pm, when the bus collects students. Parents who collect their own children are asked to collect their children as soon as the school day finishes and no later than 3.30 pm.

4. Daily Schedule

The daily schedule will be revisited periodically on reasonable request to meet the needs of students, parents and staff.

- 8.20 am - Supervision begins
- Approximately 8.20 am - School bus arrives
- 8.45 am - school begins
- 10.30 am - morning break
- 11.00 am - middle session begins
- 12.50 pm - lunch break
- 1.50 pm - afternoon session begins
- 3.00 pm - school ends

5. Behaviour Management

Harvest Christian School desires to create a safe, secure, caring and trusting environment for all students. To create this consistent school-wide environment Harvest Christian School has [School Wide Behaviours](#) all students, staff, parents and visitors are expected to conduct themselves by.

Harvest Christian School Values

Kia Mānaaki te Mānawa - Kia Puāwai te hinengaro - Ringa Raupā
We are Caring - We are Confident - We Contribute

Our Harvest School Wide Behaviours

- Our words and actions are kind, caring, encouraging, positive and truthful
- We care for ourselves and each other
- We help without being asked
- We care for our school environment and equipment
- We are a warm and welcoming school

Galatians 5 Verse 22 & 23

The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control

Harvest Behaviour Management Procedures

As Christian School we aim for our students to understand and demonstrate the Fruit of the Spirit (Galatians 5:22-23) in their daily interactions with adults and other students on the school campus, travelling on the school bus, and while attending school trips. As a Christian community it is our expectation that the Fruit of the Spirit are behaviours that would be reinforced at home as children develop their relationship with our Lord Jesus Christ. The use of **swearing or bad language** on our campus will result in immediate consequences, as will **bullying, aggressive, intimidating or defiant behaviours**. Should these behaviours be patterns a child demonstrates prior to enrolment, parents are required to disclose this information to the school so it can be determined whether these behaviours can be managed by the school or not. If these behaviours are demonstrated, the school will follow the [Harvest Behaviour Management Procedures](#) and parents/caregivers will be expected to support these procedures.

From time to time it may be necessary to use additional strategies to manage individual behaviours that pose an increased threat to student safety or significant disruption to student learning. In such circumstances, behaviour management decisions will always be made in consultation with the principal, classroom teacher and parents/caregivers. All behaviour management decisions will follow the [Harvest Behaviour Management Procedures](#).

Bullying and Intimidating Behaviours

It is important that all community members understand the difference between occasionally unkind behaviour and repeated ongoing bullying. Both are serious and need to be dealt with appropriately, but they are not the same. The New Zealand Curriculum [TKI site defines bullying](#) in the following way:

“Most widely-accepted definitions of bullying are based on four elements: bullying is deliberate, harmful, involves a power imbalance, and has an element of repetition”.

It is also recognised that a person displaying bullying behaviours is often the victim of bullying themselves. As a school community we will actively seek to work with the community to ensure both the victim and perpetrator of bullying receive appropriate support.

Bullying and deliberate unkind behaviour is a **Big Problem** and students should always seek support from a trusted adult. Such behaviour often takes place outside and away from the presence of adults/teachers. If the school has not taken action, it is because the school does not know it is happening. Students need to feel confident to notify an adult when they feel they are a victim of bullying and deliberately unkind behaviour. Children who threaten others in order to keep them silent will likely be moved directly to a **school stand down**.

Kelso's Choice

Kelso's Choice teaches students a set of 9 conflict behaviour management strategies they use to **solve small problems** in the classroom, playground and home. We believe that all students are capable, competent and smart, and when equipped with the necessary skills they are capable of increased levels of self-management. Kelso's Choice provides a school-wide approach to conflict management and teaches students the **difference between a small problem and a big problem**. As a parent, we encourage you to place a [Kelso's Choice wheel](#) in a prominent place at home.

PB4L

During 2024, Harvest Christian School will continue working closely with Ministry of Education providers to implement PB4L ([Positive Behaviour for Learning](#)). Our Harvest School Wide Behaviours are part of PB4L.

De-escalating Challenging Behaviour

In accordance with our [Harvest Behaviour Management Procedures](#) our goal is to always de-escalate confrontation and return students to learning when they are ready to operate inside our behaviour code. At times de-escalation may require parents to remove their child from the school campus if the child is unable to self-calm, or is unwilling to respect the [Harvest School-Wide Behaviours](#). Decisions around student behaviour are firstly made with the consideration of safety for all students, and the consideration for learning for all students.

Class Agreements

Each class will develop their own set of Class Agreements to establish the type of learning environment needed for successful learning. These agreements will reflect the Harvest Christian School Mission and reinforce our [Harvest School-Wide Behaviours](#). If you would like to explore a little about the difference between Class Agreements and Rules [here is a short article by Joshua Freedman](#).

Vaping / Smoking / Illegal Substance

Possession of vaping or smoking equipment on the school bus, or on the school property is strictly prohibited and may result in an immediate stand down.

Physical Touch Between Students

Sometimes appropriate physical touch is part of children's play, or care for another child in a time of comfort. Physical touch is monitored closely by Harvest staff and is stopped where touch is interpreted as aggressive or unkind, intimidating in nature, uncomfortable for another child, or an expression of physical affection beyond a brief age appropriate interaction. Hitting, kicking, forcible holds, play-fighting, tackling, kissing, prolonged hand-holding, walking arm in arm are all examples of inappropriate physical contact at Harvest Christian School. This is not an extensive list. Confidential pastoral notes will be kept of inappropriate physical touch and parents will be informed if children continue after an initial reminder by a staff member, or in accordance with our behaviour management procedures.

Smacking Children at home

It is not uncommon for children to discuss with their peers and teachers how they are disciplined at home. New Zealand has strong Laws around child discipline that all parents living in New Zealand need to be aware of. [Youth Law New Zealand](#) is a good resource for parents in this regard and provides some balanced guidance on what is and is not legal within the New Zealand context. In instances where there may be evidence of excessive force being used to discipline a child, Harvest Christian School staff are legally required to submit a report of concern to Oranga Tamariki.

5. Curriculum

As a special character state-integrated school, Harvest Christian School uses the New Zealand curriculum documents to establish achievement outcomes. As a non-denominational Christian school committed to guided inquiry as our main pedagogical approach, we also rely on other well researched resources to support our best practice decisions. A key planning resource for teachers is [Transformation by Design](#), a set of guiding documents published by Christian Educational National. The Harvest teaching team works closely with the NZCPT (New Zealand Christian Proprietors Trust, our proprietor) and the other schools within the NZCPT network.

Literacy

We clearly identify the specific skills and content to be taught in literacy from Years 1-8 as found in the [Refreshed English Curriculum](#). All teachers will provide all students with daily reading and writing instruction that develops specific literacy skills, and reading and writing for meaning within relevant contexts. The [New Zealand Curriculum Refresh](#) contains the outcomes and [expectations for English](#) (Literacy). Teachers are required to show planning on request for literacy instruction.

Mathematics

Students at Harvest from year 1-8 spend a minimum of 1 hour per day directly engaged in mathematics learning. Maths involves direct whole class and small group instruction, practice from appropriate texts, basic facts and multiplicative facts development and practice, games, and maths based projects. The [New Zealand Curriculum Refresh](#) contains the outcomes and [expectations for Mathematics](#). Teachers are required to show planning on request for maths instruction.

Guided Inquiry

The school uses guided inquiry as the primary teaching pedagogy. Guided inquiry provides students with clear learning outcomes and taps into student interest, creativity and imagination to gradually increase their level of self-directed learning as they show readiness, and in age appropriate ways. The [New Zealand Curriculum Key Competencies](#) play a key role in guided inquiry.

Transformation By Design

Harvest uses Transformation by Design to help guide planning and teacher professional development. This consists of a set of two books;

1. Transformation by Design - The Big Picture
2. Transformation by Design - Crafting Formational Learning

The Big Picture guides teachers in the Backwards By Design planning process from a Biblical perspective, while Crafting Formational Learning guides teachers in the guided inquiry pedagogy they will use as a Harvest Christian School educator.

Textbooks

It is understood that textbooks are used strategically to support learning and provide practice. Textbooks are not central to student learning, therefore attendance at school is essential to receiving a full education as lessons cannot be packaged and sent home for individual students.

Guiding Teacher texts include:

- ❖ Transformation by Design - The Big Picture
- ❖ Transformation by Design - Crafting Formational Learning

Guiding student texts/software include:

- New Zealand Curriculum Mathematics (Caxton Educational)
- IXL Math and Literacy
- Raz Kids

6. Student Stationery

Teachers create stationery lists, keeping in mind a responsible budget and the immediate needs of class learning. Warehouse Stationery and Paper Plus are the preferred stationery providers for 2024. Quizzle is an online stationery provider.

2024 Stationery Lists

- [NE / Year 1](#)
- [Year 2](#)
- [Year 3](#)
- [Year 4](#)
- [Year 5](#)
- [Year 6 to 8](#)

8. Complaints Procedure

At Harvest Christian School we desire to establish **strong trusting relationships** between the teaching teams, school administration and parents/caregivers. To maintain this we need to be prepared to address problems when they arise. All parents are asked to **respectfully follow the below procedure** when they have a concern or complaint. We ask all parties to assume positive intentions of others when they are approaching conflict, acting in a respectful and professional manner. As a Christian community we seek to display the [Fruit of the Spirit](#) through these interactions.

1. Contact your child's teacher via email outlining the concern you have.
2. Schedule a time to meet with the teacher, or to have a telephone conversation. We ask that you maintain a balanced perspective, recognising there are always two sides to every situation.
3. If you are not satisfied with the outcome of the conversation with the classroom teacher, please contact the principal via email, outlining your concern. The principal will then look into the situation, respond via email, and if necessary arrange a meeting.

4. In the instance that you are unhappy with the outcome after working through due process with the school principal, please write to the School Board of Trustees Presiding Member (Chairperson).

Parents are not permitted to approach a teacher from a different class to discuss issues unrelated to this teacher or classroom. In such instances parents will be redirected to follow the correct process.

9. Student Absence

Please notify your child's classroom teacher of your child's absence by 8.30 am on the day of the absence using the **EDGE app** that each parent is requested to download, or by calling the school office. In cases when the absence is planned, earlier notification is preferred via email. In cases when the teacher is not notified, parents/caregivers will receive a phone call from the school to determine the reason for the absence. If the EDGE app is not working please use SMS. The expectation for school attendance is a 90% attendance rate, as per the Ministry of Education Guidelines.

10. School Uniform

Items to be purchased from:

DD Gold Ltd

59 Hobson Ave, Kerikeri

- Harvest monogrammed polo shirt: a choice of three colours (pea green, yellow or orange)
- Harvest monogrammed polo fleece: 1/2 zip top or full length zip jacket
- Navy cargo shorts, plain shorts or skort: uniform fleece pants may be worn in Winter.
- Harvest monogrammed wide-brimmed sunhat or Harvest monogrammed (Deflector - Cancer Society approved) bucket hat (required Terms 1 and 4)

Additional items for purchase at your choice of location

- Black leggings for girls may be worn under their shorts or skort in Winter
- Plain navy or black beanie optional in Winter

Footwear

- Summer - black sandals (preferred) with black soles (not white), or plain black shoes or sneakers
- Winter - plain black shoes or sneakers (with no white markings or soles) and black socks

In situations where families are waiting for a uniform on order, school dress code must be adhered to.

This means:

- Plain t-shirts in school colours or plain colours such as blue, green, white or black
- Full length shorts, skirts or pants
- No skin tight clothing
- No caps, beanies or hoodies

- Plain black shoes

Uniform orders can be slow. The school carries a supply of uniforms. These uniforms can be issued, then replaced by the new uniform when it arrives.

Hair

Student hair is to be kept clean, tidy and well presented, and off the students face so the eyes, nose, mouth and cheeks can be clearly seen. Hair longer than the base of the students neck must be tied back in a single hair tie or clip, or pulled together in a single plait. Extravagant, accentuated and unusual haircuts or hairstyles, including dreadlocks, braids, accentuated mullets, close clipping or shaving as part of an overall hairstyle are not permitted at Harvest Christian school. The only exception to this would be in a situation where strong evidence of cultural significance is presented to the principal by the student's parents. Hair is to be of the students natural colour, with no dyed or streaked hair permitted.

Make-Up and Jewellery

Students are not permitted to wear make-up of any kind, or any additional make-up or beauty enhancing items such as false eyelashes or false fingernails at Harvest Christian School. This includes coloured finger or toe nails. Basic silver or gold ear stud earrings are permitted, provided they are matching and worn in both ears. A single stud worn in one ear is not permitted. No other earrings or body piercings are permitted. A basic necklace or pounamu may be worn under clothing providing it is not visible, and is consistent with our school's special character.

11. Assemblies / Chapel / Daily Devotions

Class devotions take place each day and are an essential part of being a Christian school community. All students are required to take an active part in daily devotions.

Regular assemblies celebrate learning and provide an opportunity for students to practise the skills of their Christian faith such as corporate singing, public prayer, performance and the sharing of God's Word, the Bible. Assemblies will be Christ-centred and student-focused. Notification will be sent to families when assemblies are being held. Parents and other community members are encouraged to join our assemblies.

12. Use of Media / Media Release

When you enrolled at Harvest Christian School you were given the option to accept a media release statement as part of the enrolment. For the security of our students, Harvest Christian School will never connect a child's name with their photograph. If you did not accept the media release and find

your child's image has been used in a school newsletter or Facebook site, please contact your child's teacher to notify us so it can be removed.

13. Child Safety

All staff members are required to follow [Child safety guidelines](#) as specified by the New Zealand Police. All staff members engage in safe practices by limiting physical touch to appropriate and essential touch only and they avoid being in a closed room alone with a child. Harvest Christian School uses the New Zealand Police [Keeping Ourselves Safe](#) Programme.

14. EOTC (Education Outside the Classroom)

During the enrolment process, parents/caregivers were given the opportunity to provide permission for their child to attend local trips with the community. If you have not provided this permission, you will be contacted on a case by case basis for permission prior to a school trip.

All parents will be notified at least 1 week prior to a school trip and the school follows strict EOTC protocols when hosting school trips, in accordance with our board policies.

15. Reporting

The school communicates student learning progress through parent meetings, informal interviews/conversations and written reports. Harvest staff believe in being proactive in our communication with parents and all teachers are expected to speak with all parents about their child's academic and/or social emotional progress a minimum of twice per term to keep communication channels open.

Parent Meetings

Within the first month of school each teacher is asked to hold a 15-20 minute meeting with each parent to learn a little more about the student and provide the parents with an opportunity to share more deeply about their child.

Parent/Teacher Conference

The parent/teacher conference will be held twice a year and students Year 3 and above are encouraged to be part of this conference as it is about their learning.

Additional Formal Interviews

Parents may request a formal interview at any point during the year. We also maintain a no surprise policy, keeping parents/caregivers updated when anything unexpected has taken place with their child at school.

Written Report

A mid-year and end-of-year written report is completed for each child by the classroom teacher. This report is accessed through our EDGE system and the report will be printed and sent home to those parents who request a paper copy.

16. Assessment

Benchmark assessments are conducted in reading, writing, spelling/word study and mathematics at least twice per year (Feb/March, and October /November) to measure student growth. This information is used to target student learning and to review the effectiveness of our school systems. In addition to this, the school uses the NZCER PAT test at least once per year to measure school performance and to identify achievement trends in its programme delivery.

The information gained from these assessments will be communicated to you through the reporting process.

17. Parent Communication

Communication between parents/caregivers and teachers is managed through email, the messaging system on EDGE, telephone calls, and face to face communication.

Email: For communicating general or specific information in a more formal setting, particularly if a record of the conversation is needed. Please allow a 24 hour response time.

Telephone: For immediate or emergency communication. The school landline number is 09 405972 and the school mobile number is 022 0256 779. The principal's mobile number is 021 247 9696.

Face to Face: Preferred whenever possible, however, it is strongly recommended that important conversations are followed up with a summary email to ensure content is recorded and minuted.

SMS: Used to communicate short, timely or daily messages to individual parents of the whole class community.

18. Parents on campus

Parents and caregivers are welcome on campus for pick up and drop off daily. Parents are welcome to attend special events and may visit during the school day providing the teacher has been notified.

Parents may not enter classrooms during class sessions unless prior arrangements have been made with the classroom teacher and principal.

Parents / Caregivers Collecting Children During the School Day

Parents who wish to collect children during the school day must first **contact the school office when they arrive on campus**. The office administrator or principal will then enter the classroom to collect the student. Staff are requested to inform the principal when parents fail to follow these procedures.

19. Student Email / Google Drive

Each student has been issued a @harvest.school.nz email address which provides them with access to Google Drive, Google Calendar and the Google Suite. This is a closed email loop, meaning students are unable to send or receive emails from outside the @harvest.school.nz domain. Each class creates a set of ICT operational agreements which include responsible use of ICT equipment, responsible access to online material, and respectful use free from cyberbullying. Please refer to section 5.2 of this Handbook for more information on Bullying and Intimidating Behaviours.

20. Management of Student Devices / Bring Your Own Device

The school owns a number of iPads and Chromebooks. In addition to this, students from Year 3 upward are encouraged to Bring their Own Device (BYOD) if the family is in a position to provide a Chromebook. This is not a requirement. All devices on campus (including BYOD) come under the rules and agreements of the Harvest Christian School [Personal Device Policy](#). In addition to this policy, teachers and students will create collaborative agreements about device use at school.

Students are not permitted to bring cell phones or smartphones to school. These devices will be confiscated from students if they are brought to school.

21. Home Learning / Homework

Harvest Christian School uses home learning to strategically target specific points of learning. Students are expected to engage in some form of home learning between Monday and Thursday. A significant portion of this home learning time should be dedicated to personal reading. Over the course of a school week this will also include some form of mathematics maintenance and learning connected to our school's special character. For some students home learning may include some targeted word study and project based work. Educational research also reinforces the need for student play, recreation (sports) and creativity (music & arts).

Home Learning Guide

Year 0-1: Not more than 20 minutes per afternoon

Year 2-3: 25 to 30 minutes per afternoon

Year 4-5: 30 to 40 minutes per afternoon

Year 6-8: 40 to 50 minutes per afternoon

22. School Lunches / Eating Procedures

All students sit in a designated space during lunch, eating for a specified time. Each class will develop lunch eating agreements to share with the student council, who will in turn formalise the school-wide lunch eating agreements.

Harvest Christian School is part of Ka Ora, Ka Ako | Healthy School Lunches programme. Students/families are encouraged to utilise this programme. Ka Ora, Ka Ako supplier, Libelle, is working closely with Harvest Christian School to provide support for Ka Ora, Ka Ako. In addition to a free school lunch, the programme aims to educate by creating healthy eating habits and exposing students to a range of food choices. Representatives from Ka Ora, Ka Ako and Libelle will visit the school during the year to run mini workshops for students.

Lollies, chocolate, large bags of chips, Oreo cookies or other excessively sweet biscuits are not permitted at Harvest. Children are required to bring a water bottle to school each day and are expected to drink water. Soft drinks, energy drinks or sweet milk drinks are not permitted at Harvest. Orange juice or other juice drinks are only permitted as an occasional treat.

23. Birthday Parties

Birthday parties are celebrated at Harvest Christian School, providing the following guidelines are followed:

- Supplied cakes are pre-cut, or cupcakes.
- Birthdays are celebrated approximately 5 minutes prior to morning tea or lunch.
- Please do not provide additional food (lollies) or gift bags - reserve these for parties at home.

Children are allowed to attend school in appropriate free dress (non-uniform) on their birthday.

Birthday invitations

Presenting birthday invitations to peers at school creates challenges as some children are always left out. Birthday invitations should always be presented outside of school unless:

- Specific permission has been gained from the classroom teacher from the parent/caregiver.
- All students in the class have been invited to the birthday party.

Birthday invitations will be taken off students and returned to the family if these procedures are not followed.

24. Cultural Norms (tikanga)

All members of our community are expected to be knowledgeable and respectful of basic tikanga, such as:

- Pillows: Avoid sitting directly on pillows or cushions. They can however be used to prop up your back.

- Hats: Avoid putting hats on food tables. This is linked to the idea that heads are tapu so anything that relates to heads, like pillows or hats, should also be treated carefully.
- Tables and Bags: Avoid sitting on tables or placing bags on tables, particularly tables with food on them or those likely to have food on them at any point. Instead place them on the floor or a chair.
- Speaking: Avoid entering and crossing a room while someone in authority is addressing an audience.
- Heads: Avoid touching another person's head, unless invited.
- Stepping: Avoid stepping over people, even in crowded teaching spaces. Ask the person to draw their legs in first, or find another route.

[This article from Victoria University of Wellington](#) is a quick read and a helpful starting point to help us understand tikanga 101.

25. Playground Safety

Some areas of the playground are unavailable for student play without direct adult supervision. Basic playground procedures all students need to follow are:

- Use of helmets (and other suitable safety equipment) when riding bikes, scooters or skateboards.
- Always remain in sight of an adult.
- Use Kelso's Choice to solve small problems.
- Use sports equipment with care and respect.
- Include others.
- Be aware of the impact your choices have on others.
- Be sunsmart.

26. School Email and Telephone

The School landline is 09 4059726. The school also has two mobile phone numbers.

School Office phone: 022 025 6779

School Principal Phone: 021 247 9696

All parents are also encouraged to seek their teachers mobile phone number for SMS purposes only.

Year 0-3: Mrs Marianne Davies: mdavies@harvest.school.nz

Year 0-3: Mrs Jordyn McCaughan_jmccaughan@harvest.school.nz

Year 3-5: Mrs Kathy Hutching: khutching@harvest.school.nz

Year 6-8: Mrs Kate Bocock kbocock@harvest.school.nz

Principal: Glenn Davies: principal@harvest.school.nz or gdavies@harvest.school.nz

27. Emergency Procedures

Emergency and evacuation procedures are in place for fire, earthquake and lockdown. Laminated cards are placed at the doorways of each classroom and each procedure is practised at least twice per year.

Fire - Alarm Sounds

- All students move to the designated area outside in an orderly and quiet manner. Classes line up at their designated spot and teachers conduct a roll count. Teachers notify the principal or site manager when all students are accounted for.

Earthquake - Siren sounds

- All students drop to their knees beside a solid object that is higher than themselves (benchtop, table, or doorway).
- Students remain there until the shaking stops.
- Once shaking stops, all students and teachers move to a designated area outside. Classes line up at their designated spot and teachers conduct a roll count. Teachers notify the principal or site manager when all students are accounted for.

Lockdown - Bell sounds / phone call received

- All students quickly and quietly move to the designated area in the classroom to hide. Teacher locks all doors.
- If possible and safe, the teacher closes all curtains.
- Teachers and students remain silent and hidden until clearance is given (via phone call or in person).

28. Bus Service

Harvest Christian School shares a school bus with Kaikohe Christian School. This bus service stops to collect and drop off students on route to the Te Ahu Ahu Road campus.

Morning Times

- 8.00 am - Bus departs from the Kerikeri Proctor Library
- 8.05 am - Bus departs from The Old Packhouse Market, 505 Kerikeri Road
- 8.13 am - Bus departs from the corner of State Highway 10 and Te Ahu Ahu Road
- 8.20 am - Bus arrives at Harvest Christian School

Afternoon Times

Afternoon bus times are approximate and are dependent on the events at other schools, traffic and unforeseen circumstances.

- 3.35 pm - Bus departs from Harvest Christian School
- 3.45 pm - Bus arrives at the corner of State Highway 10 and Te Ahu Ahu Road
- 4.00 pm - Bus arrives at TyreSave Direct on State Highway 10
- 4.05 pm - Bus arrives at the Kerikeri Proctor Library

The bus is an extension of school. All rules and agreements of the School apply to the bus. Intentional disregard for these rules and agreements may lead to the removal of access to the bus service for a short or extended period of time. The specific bus rules for Harvest Students are:

- Harvest students sit in allocated seats in the front half of the school bus.
- All Harvest students wear a seatbelt while on the bus.
- Harvest students sit in the same seat the whole time - no changing of seats while on the bus, unless asked to by an adult.
- Students may not eat or drink at any time while on the bus.
- Students talk quietly so as not to distract the bus driver.

Please note: parents are not permitted to go onto the bus without the express permission of the bus driver. The bus driver is responsible for the safety of all students on the bus and has the authority to manage the bus in a way that ensures this safety while being driven. Please forward any concerns regarding the bus to the principal.

29. PTA (Parent Teacher Association)

We are blessed to have a PTA which was formed in the 4th term of 2022. All parents are encouraged to become involved and show support for the Harvest PTA. The below table clarifies the role of the PTA in the school. The PTA also has a 'Friends of Harvest' Facebook group that you are welcome to join.

<p>The role of the PTA at Harvest?</p> <ul style="list-style-type: none"> ● Support for the principal and the staff ● Support learning in the school through fundraising ● Listen to the student voice ● Creating a sense of community within the parent community ● Are concerned with the mental health, spiritual health, physical health of school families ● Inclusive – celebrate cultures within the school - whanaungatanga ● Demonstrate the Fruit of the Spirit in their interactions ● Reminds & advises parents/caregivers to follow the complaint process 	<p>PTA members Do Not:</p> <ul style="list-style-type: none"> ● Mediate between parents, teachers and management ● Act as a lobbying or political group within the school community
<p>Relationship between PTA and School management</p> <ul style="list-style-type: none"> ● Work together ● Open positive relationship 	<p>The PTA does not get involved in</p> <ul style="list-style-type: none"> ● Parent complaints - follow the complaint process in the Parent/caregiver handbook

<ul style="list-style-type: none"> • Clear communication 	
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30. School Enrolment and Withdrawal

The Harvest Christian School enrolment procedure is explained on the [school website](#) and involves several steps. An offer of enrolment can only be made by the principal after approval is given by the proprietor under the classification of either a preference or non-preference enrolment. The Proprietor is responsible for maintaining and protecting the school's special character. Attendance dues (fees) must be paid to the proprietor by the enrolled family, as explained on the information page of our [school website](#). **Attendance Dues are paid quarterly in advance**, and various payment plans are available through the proprietor, the NZCPT. When withdrawing from Harvest, please notify the school office and complete a Harvest Christian School [withdrawal form](#).

Appendices

A1. ENROLMENT AT HARVEST CHRISTIAN SCHOOL

Enrolment at Harvest Christian School is offered quarterly at the beginning of each school term. All requirements of enrolment must be met for an offer of enrolment to be made.

Enrolment Procedures

Students enrol in one of three categories:

Preference - specific connection to the school's special character: The parents or primary caregiver is an active member of church fellowship in the area. It is expected that the student would regularly attend church with their parents and would demonstrate the basic tenets of Christian living as identified in our Statement of Faith and Harvest Christian School Behaviour Code. The parents will be asked to submit a Church Leaders Reference from a Pastor, Minister or recognised Elder within the church where they regularly fellowship to confirm their preference enrolment. The family and the children will take part in a face-to-face interview with the principal and/or a representative of the proprietor as part of the enrolment process.

Preference - general connection to the school's special character: The parents or primary caregiver has a close family member (parent/grandparent / close relative) who is an active member of church fellowship in the area and who is prepared to take responsibility for the family's enrolment. It is expected that the family and the student would attend church on a semi-regular basis for important celebrations such as Easter and Christmas and that both the parents/caregiver and the student would demonstrate the basic tenets of Christian living as identified in our Harvest Christian Statement of Faith and School Behaviour Code. The close family member will be asked to submit a Church Leaders Reference from a Pastor, Minister or recognised Elder within the church where they regularly fellowship to confirm their preference-general connection enrolment, and will remain contactable to the school in the instance that the school behaviour code is not followed. If possible, the close family member with the specific connection, the parents/primary caregiver and the children will take part in a face-to-face interview with the principal and a representative of the proprietor as part of the enrolment process.

Non-Preference: The parents or primary caregiver have little or no connection to the school's special character but agree to support the tenants of the Christian Faith as identified in our proprietor's (NZCPT) guiding

documents (found on our school website), the Harvest Christian School's Statement of Faith and the Harvest Christian School Behaviour Code. The family and the student understand that the worship of the Trinitarian God (God the Father, Jesus Christ God the Son, and the Holy Spirit) and the study of the Bible are part of the school's compulsory curriculum. The parents/primary caregiver and the children will take part in a face-to-face interview with the principal and one or more representatives of the proprietor as part of the enrolment process. An offer of enrolment can only be made with the Proprietor's agreement.

When wishing to enrol a student at Harvest Christian School, the following process will apply.

1. Please complete an **Online Expression of Interest Form** linked in the enrolment section of the school website.
2. Following the submission of the **Expression of Interest Form** the family will be asked to make an initial visit to Harvest Christian School.
3. Following the visit, and upon mutual agreement, the family will be invited to complete a **Pre-Enrolment Form**. When all the requirements of pre-enrolment have been met the family will be invited to a formal interview with the Principal, and one or more Proprietor's Representatives from the school board.
4. Students may be placed on a waiting list or they may be offered enrolment depending on the placements available in the enrolment category. **All enrolments must be approved by the Proprietor**, who under Schedule 6 of the Education Act is responsible for maintaining the Special Character of the School.
5. Once all the requirements of enrolment have been met and approval has been given by the Proprietor, a placement for the student can be offered by the principal. An offer for enrolment is dependent upon space being available within the enrolment category, assurance that the family will uphold the school's special character as determined by the Proprietor, and confidence the school can meet the educational needs of the child.

A2.

NZCPT Harvest Christian School Statement of Faith

All families are required to acknowledge reading the Proprietor's Statement of Faith and agree to actively support the school in the delivery of the School curriculum which is underpinned by this statement of Faith.

1. We believe in one God, eternally existing in three persons: the Father, the Son, and the Holy Spirit. God is love, God is holy, and God is the source of all wisdom.
2. In his sovereignty, God created the heavens and earth, and declared them good. God upholds and sustains all things.
3. We believe in Jesus Christ, the only Son of the Father. Through him and for him all things were created. He is God incarnate, the true image of God, fully God and fully human.
4. God created human beings in his own image. As image bearers we are designed for relationship with God and with one another, are blessed to be fruitful and productive in all areas of life, to the glory of God, and are entrusted with the stewardship and care of God's world.
5. Our relationship with God, with others, and with creation was fractured when sin, evil, and death entered the world. All have sinned and are unable to restore their relationship with God by their own efforts.
6. Therefore, God sent his only Son into the world. Jesus Christ was conceived by the Holy Spirit, born of a virgin, and lived a holy, loving, and sinless life. He was crucified, died, and was buried. On the third day he rose from the dead. He ascended into heaven and now reigns at the right hand of the Father.
7. Through Jesus' life, death, and resurrection, God revealed himself to the world, defeated the powers of sin, evil, and death, provided for our salvation and reconciliation to Him, inaugurated the kingdom of God, and is working to renew all things. Jesus' resurrection marks the beginning of the new creation.
8. We believe in the Holy Spirit, who is at work in the world bringing people to faith, drawing them to God, guiding them into truth, and working in them regeneration and transformation so that those in Christ will be conformed to his image. All the redeemed in Christ are united by the Holy Spirit and belong to one, holy, universal Church.
9. We believe that the Holy Scriptures of the Old and New Testaments are inspired by God. As the supreme account of God's activity in the world, they attest to Christ and are trustworthy and authoritative. The Holy Scriptures are God's word to us through human authors.
10. Creation is moving toward its God ordained goal, when Christ will return as king, the dead will be resurrected, God will bring about his final justice and reconciliation, and the heavens and earth will be made new.
11. To be disciples of Christ is to respond to Christ's call and to participate in God's story as revealed in

Scripture: to seek to know God's word and bear witness to his gospel; to seek to know and share in God's work and world; to form communities of faithfulness; and to be co-labourers with Christ in the renewal of all things.

*We also hold to the Apostles Creed and the Nicene Creed, the first two historic creeds of the Christian faith.

Agreement

- I acknowledge reading the Harvest Christian School Statement of Faith provided by the NZCPT.
- I agree to support the school in the delivery of the curriculum through a biblical lens founded upon this statement of Faith.

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____