



RAPHAEL HOUSE  
RUDOLF STEINER SCHOOL

## Parent Information A-Z



Artwork by Aria Reid, Class 11 student 2021

“A healthy social life is found only, when in the mirror of each soul the whole community finds its reflection, and when in the whole community the virtue of each one is living.”

(Rudolf Steiner 1861-1925)

## Absentees

Please remember that *all* absentees/lateness should be reported to the office who will then inform the appropriate people as needed.

### Daily/Sickness/lateness

To report a day-today absence or lateness please either:

- 1) Leave a message on the school's phone line- (04) 569 5161 (ext 1 for absence line)
- 2) Email [absences@raphaelhouse.school.nz](mailto:absences@raphaelhouse.school.nz)
- 3) Text the number 3255 with the absence. Your message MUST start with the following 0133 (space) and then your message. If you do not get a reply your message has not been received by the school.

### Long term

To report an extended absence (more than 5 consecutive days) please email [absences@raphaelhouse.school.nz](mailto:absences@raphaelhouse.school.nz). Any student who is going to be absent from Raphael House for one week or more needs to get approval from the Executive Officer at least one week prior to departure.

## Accidents

Accidents may occur at school. It is vital that we have correct contact numbers for caregivers and emergency contacts. Please ensure that these are up-to-date and current at all times. The office staff are happy to help you with this if you need some assistance. Staff make a record of accidents, which are reported to our Health and Safety team and summarised to our Board of Trustees.

## Attendance

We use an early notification system that will text the parents/caregiver when their child is not in class. This ensures student safety and open communication between the school and caregivers. Please ensure you notify the school of changes to your cell phone number so we can stay in contact.

## Attendance Dues

Attendance Dues are an annual compulsory fee that is paid to the Proprietors trust and is used by them for property costs and development. As an Integrated Area School, the Ministry of Education does not contribute to property related costs. Attendance dues are paid through your Kindo account.

## Bicycles

We encourage the riding of bicycles to school. All bikes are to be parked in the bike rack located behind the Office at the entrance to the school. Please note that students need to provide their own locks.

## **Board of Trustees (BOT)**

This is the schools governing body who are responsible for ensuring the school complies with relevant legislation. The Board meets in the Lower School Staffroom twice each term. The dates for meetings for the year are on the school calendar which can be found on the website. Elections for Board members are held every three years.

## **Buses**

There are three daily bus services that run to and from the school. Two are bus services funded and arranged by the Ministry of Education for eligible students.

- Upper Hutt Bus
- Kapiti Bus

The other is a service catering to Wellington, Petone and Lower Hutt. This is a private bus service which is user pays. Tickets can be purchased via Kindo. Single trip and 10 trip tickets are also available from the Office.

*For any queries on the bus services please see the Executive Officer*

## **Bush Telegraph**

The Bush Telegraph is our school newsletter which is published once a fortnight. Important dates, student achievements, festivals and any updates from the past fortnight are in the Bush Telegraph. This is our most regular form of communication and it is recommended that you read it to stay informed about happenings at School. If you have items to include in the Bush Telegraph please contact the Resource Officer. Additions to the Bush Telegraph must be related to school business and fit in with the school philosophy.

## **Calendar of School Events**

Important dates, class meetings, festivals, camps and term dates are printed on the Calendar of School Events which is available on the school website. The calendar is regularly updated throughout the year. You can pick up a hard copy from the Office.

## **Camps**

We offer a fantastic camp programme at Raphael House! Camps provide opportunities for students to learn in different environments. The camp programme runs from Class 3 to Class 12. All camps require extra forms to be filled in and we appreciate your support with filling these in promptly.

## **Cars**

The school has limited parking spaces so we ask that parents do not drive onto the school grounds during school hours. Parents must sign in at the Office at the entrance to the school before coming onsite. This is for health and safety reasons. The driveway is closed to all cars between 2.45pm and 3.10pm.

## **Class Representatives**

Class representatives work closely with both the class teacher and the whanau of each class. Every class has one or two representatives. Parents are selected annually in consultation with the class teacher or Kaiarataki. This is a highly valued role. Class representative must be able to work well with both the staff and the parent community.

## **Communication**

You are welcome to ring the school any time on 04) 569-5161. The phone line is normally staffed between 8am and 3.30pm. if the person you wish to speak to is not immediately available then you could also email (staff first name).(initial of last name)@raphaelhouse.school.nz

## **Complaints**

We have clear procedures in place to ensure complaint are handled appropriately. Please see our Complaints Policy on the school website. It is our hope that most complaints can be resolved by discussions with the people concerned.

## **Curriculum**

There is a separate Parent Guide to the curriculum.

## **Dress Code**

Part of the special character of Raphael House is that we do not have a uniform. However, we do expect a reasonable standard of dress at school. Clothes should be appropriate for school. Sun hats should be worn in Terms 1 and 4 and rain jackets need to be worn if students wish to play in the rain. Please consult the Dress Code on the website for full guidelines. It is also encouraged that KG and Lower School students have a change of clothing and gumboots at school as playing in the mud is a common occurrence.

## **Drug Free**

We are committed to a drug and alcohol free school environment. Drug use of any kind is both inappropriate and unlawful at any time in the school environment.

Raphael House is a no smoking / no vaping environment.

## **End of Term Cleaning**

Parents are rostered to come in once a year and help clean and prepare the classrooms for the next term. Each family in a class is expected to help at least once a year. Cleaning the classroom offers parents an opportunity to care for the place where the children are every day, to see and feel the environment that the class teacher creates (outside of the context of a formal meeting) and to strengthen the social connection of the class. In being willing to bring dutiful service to the school rooms we continue to imbue the unique confluence of

consciousness that is the 'Special Character' of Raphael House Rudolf Steiner School. Teachers will tell you that there is a very special energy in a classroom that has been 'spring' cleaned with parental energy.

## **Emergency Evacuations**

The school has emergency evacuation procedures and practices these regularly.

In the case of an emergency closure, we will use all communication options available to make contact with you including

- The school texting system to send a message to all families
- The school website, which we will endeavor to update with detailed information
- The school Facebook site which we will endeavor to update with detailed information
- Group emails to parents and caregivers
- Newstalk ZB radio station announcements (89.3FM and 1035AM).

## **Federation of Rudolf Steiner Waldorf Schools**

The Federation purpose is to promote and safeguard the integrity of Steiner education in New Zealand and it seeks to support its continued development. The Federation can be contacted via its website.

## **Festivals**

Festivals are a strong feature of the Raphael House rhythm. The festivals punctuate out school year like a heartbeat that renews and enlivens the life blood of the community. Festival dates are noted on the School Calendar.

## **Friday Café**

The Friday Café is open after school every Friday. Our Class 6 students run the café and the profits feed into our camp programme. Healthy snacks are available so please bring your loose change on a Friday afternoon to support the camp programme.

## **Grounds**

The school grounds are maintained by our Property Coordinator, but as a community we ask that you help keep them clean and safe for our children.

## **ID Cards**

Student ID Cards are available for our Upper School students and can be purchased on Kindo. There are two types of ID Cards available, Standard ID Card and Snapper ID Cards (which can be topped up to use on Wellington public buses). We recommend registering your Snapper card in case it is lost.

## Kindo

Kindo is the payment platform for the School and where you can make payments towards Attendance Dues, Kindergarten Fees, and pledged Donations. You can also purchase items such as ID Cards, fountain pens and hot lunches; and pay for sports fees, NZCSE fees and tickets to school events. It is a one-stop-shop for all payments to the school! [www.kindo.co.nz](http://www.kindo.co.nz)

## Lost Property

All personal property should be clearly named. Named lost property will be promptly returned to the student concerned. Unidentifiable lost property will be kept in the office for a limited amount of time. Please note that all unclaimed lost property is donated to a charity at the end of each term.

## Lunch Boxes

Lunch boxes should have foods with a high nutritional value and be free of colouring and additives. Please do not send 'party' food such as potato chips, sweets, soft drinks or energy drinks to school. Some children in our school have extreme allergies to certain foods that may cause them to go into anaphylactic shock. A teacher will inform you if this is the case in any of your children's classrooms. This may mean that some food items such as nuts need to be left out of lunch boxes.

## Lunchtime

Lunchtime is from 12.25 to 1.05pm. All students are required to stay in the school grounds at lunchtime.

## Medical

The school has many qualified first-aiders available for first aid and care of sick students. Please contact the office if your child has any special medical needs. The office staff will pass this on to the relevant staff.

## Messages

If you have a message that needs to get to a student, please phone the office and we will pass it on. Only urgent messages will be communicated as it can be disruptive to the class to have continual messages being relayed.

## Parent Involvement

Parent involvement is a huge aspect of our life at Raphael house. If you want to help out please contact your class Teacher, Kaiarataki or Class Representative.

## Parent Library

The Parent Library is located in the Heide Werth Room (above the Bus Garage at the entrance to the school). The Parent Library has books on a wide range of subjects including Rudolf Steiner, General Anthroposophy, Education, Parenting, Crafts, Festivals, Songs, Media and Sustainability.

The Parent Library is open on Wednesday morning and afternoons. Books can be returned outside of these hours in the 'Book Returns' box in the Office.

## Parent Meetings

Class Parent Meetings are held each term for each class. The meetings provide an opportunity for the whole class parent community to meet with the class Teacher / Kaiarataki.

## Parent, Teacher and Friends Association (PTFA)

The Parents, Teachers and Friends Association of Raphael House exists to enhance the unity of the community and the school. The PTFA focuses on:

- providing community activities that give an opportunity to come together to celebrate events
- represents in support and advocacy of parents towards positive outcomes
- new initiatives that enhance the school and community

The PTFA 's aim is to continue to provide opportunities for the giving, receiving and coming together for the whole school community and providing avenues where all can benefit. Please email [ptfacommittee@gmail.com](mailto:ptfacommittee@gmail.com) if you are interested in joining.

## Pastoral Guidance

Each class Teacher (KG and Lower School) or Kaiarataki (Upper School) is the first point of contact if you have a concern about your child. There is an onsite Guidance Counselor for 3.5 days a week available for students to self-refer, or be referred to by teachers or parents. Caregivers are also welcome to contact the Guidance Counselor for advice and guidance with problems causing their child concern.

## Photographs

As a record of life at school, class photographs are taken early in the year by a professional photographer. These are then available to purchase directly from the provider. Class photographs are also published in our Yearbook. We do ask that during live performances at school children are not photographed or videoed. This can be intrusive and distracting for the children and audience and it can detract from the performance. Please check with teachers when it is appropriate to take photos as there are many opportunities when you can photograph activities without it being intrusive and taking away from the child's experience. Parents sign a form on enrolment to give permission for images of their children (and their work) to be used for publication.

## Restorative Practices

We are a restorative practices school which means we believe that good relationships are at the centre of good learning. When something goes wrong we look first at the relationship that sits at the centre of the incident and seek to repair any damage caused to these relationships through a restorative process.

## **Rudolf Steiner School Trust (Proprietors Trust)**

The Rudolf Steiner School Trust looks after the buildings and the special character of Raphael house. The Trust provides the facilities to deliver our Steiner Waldorf education and supports the special character of Raphael House.

### **School Day**

The school day begins and ends at different times depending on the class level.

- Kindergarten 8.45am-2.45pm
- Lower School (Classes 1-7) 8.55am-3pm
- Upper School (Classes 8-12) 8.20am-3pm

### **School Policies**

School Docs provides you with a comprehensive core set of policies and procedures which have been well-researched and follow the Ministry of Education guidelines. The policies and procedures are tailored to fit Raphael House and its Special Character. You can access School Docs via our website.

### **School Rules**

The school attempts to keep rules to a minimum. Students are expected to act with care and compassion and consideration and to respect themselves, other people and property. The school does not tolerate violent behaviour. Anything that could be a weapon should not be brought to school.

### **Sickness at school**

Any student feeling ill at school should report to their current class teacher who will assess the student's condition and either treat the student, send them back to class, or send them to the sick bay for special care. When necessary parents / caregivers will be notified to arrange for the student to return home.

Students should stay away from school until well and for 48hours after the last episode of diarrhea or vomiting, as per Ministry of Health guidelines.

### **Special Character**

Steiner/Waldorf schools are founded on the Anthroposophical understanding of each human being as a being of body, soul and spirit in a gradual and purposeful process of development. The educational indications given by Rudolf Steiner form the basis for the Special Character of New Zealand integrated Steiner/Waldorf schools.

### **Stationery**

All stationery is provided by the school through the means of the Board Donations. It is then the student's responsibility to keep it safe and not lose it and to have the correct stationery in all their classes.



## **Steiner Fair**

The Steiner Fair is an annual event. The fair is filled with handmade works, student displays, organic food and beautiful live music. It is a huge community gathering and is much anticipated each year. It is usually held sometime in November. Each class has a different role to play in the Fair and every parent is asked to help make, craft or decorate in some way to bring this event to life.

## **Suspensions and Stand Downs**

Students are never stood down or suspended without a good deal of thought and discussion. Parents are always notified by phone and in writing. The Ministry of Education and the Board of Trustees are also informed. The Principal may stand down a student for a maximum of five days a term or 10 days a year.

If a child is suspended then they cannot return to school until the Board of Trustees have meet to consider the case. Caregivers are invited to the BOT hearing to make representation on behalf of their child, and in most cases the Board of Trustees will also want to hear from the student about the incident.

## **Technology**

We actively encourage our Upper School students to be competent and confident in their use of digital technology and aware of and able to manage the accompanying challenges including their own safety, the safety of others, privacy, copyright, and protection of devices.

In the Lower School digital technology is used to support those with established specific learning needs only.

## **Treaty of Waitangi**

Raphael House has a strong commitment to living the Treaty of Waitangi and ensuring this is reflected in the fabric of the school. The school and teachers strive to ensure a culturally located Waldorf education that reflects all our diversity.

## **Truancy**

All students are expected to be at school every day it is open. We expect parents and caregiver to support the school by ensuring that any absences are explained. Where truancy is established parents will be notified and if the truancy persists parents will be asked to come to school to discuss and create a solution to the problem.

## **Whānau Lunches**

On Wednesdays and Fridays, Common Unity Project Aotearoa (CUPA) will be selling hot lunches for students, staff and whānau. As well as feeding your whānau, for every meal you buy, a hungry child in Lower Hutt will receive a free hot, vegetarian lunch from CUPA.

Please refer to Kindo for menu options and to place an order. Note that orders close at 8am Mondays (for Wednesday) and 8am Wednesday (for Friday). Please note that no meals will be sold on the day. If you are absent, your meal will be donated back to CUPA.

Whānau are warmly invited to join us for lunch on both days outside the Eurythmy Room.

## **Who to Contact**

Should you wish to discuss a concern about your child, the first point of contact is usually your child's class teacher (Class 1-7) or Kaiarataki (Class 8-12).

Pastoral matters can be directed to the Pastoral Dean and Wellbeing Leader (Mario Gude 2021).

Upper School curriculum or assessment matters, which are not related to a particular student can be directed to the Curriculum Leader (Amelia Minogue 2021).

International Student queries can be directed to the International Student Leader (Irja Haefliger 2021).

Lower School matters which are not related to a particular student, can be directed to the Assistant Principal (Irene Cheung 2021).

Upper School matters which are not related to a particular student, can be directed to the Deputy Principal (Grant Rossiter 2021).

## **Worries**

If you have any at all please ring us on 04) 569 5161.