



RAPHAEL HOUSE  
RUDOLF STEINER SCHOOL



## Parent A-Z

*“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)*

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Version 1

## 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-to-day absence or lateness please either:

- 1) Leave a message on the School's 24 hour phone line. (04) 569 5161 (ext. 1 for absentee line)
- 2) Text the following number: 3255 with your 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** – If you want to report an extended absence (more than 2 weeks) please email [absentee@raphaelhouse.school.nz](mailto:absentee@raphaelhouse.school.nz). Any student who is going to be absent from Raphael House for two weeks or more needs to get approval from the Principal 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 Officer.

## Adult Education

The Adult Education Group organises courses, workshops and lectures during Terms 2 and 3 of each year. These courses aim to provide parents with an understanding of Steiner education and philosophy, as well as supporting knowledge to accompany our tamariki on their journey through the school. It is also an opportunity to participate in artistic and cultural activities. Please see the School website or the Bush Telegraph for details and dates.

## Attendance

We use an early notification system that will text the parent/caregiver when their child is not in class. This ensures student safety and open communication between the School and the community. Please ensure that you notify the School of changes to your cell phone number so we can stay in contact. Please also remember to let the School know when your child is going to be absent or late.

## Bank Accounts

While we all think of Raphael House as one community, from a financial and auditing standpoint there are three entities. Please make sure to use your family number as a reference for all transactions.

- Bank account for School (Classes 1-12 & RC): 03-0531-0432785-004
- Bank account for Kindergarten: 03-0531-0379910-014
- Bank account for Trust Special Character donation: 03-0531-0379910-003
- Bank account for Wellington Bus: 03-0531-0379910-002

## Bicycles

Bicycles may of course be ridden to and from School. They must, however, be left at the bottom of the zig-zag or outside the Office in the courtyard area, unless on a scheduled "Wheels Day". Please note that students must provide their own locks if they want to secure their bikes.

## Board of Trustees (BoT)

The School's governing body is responsible for ensuring the School complies with relevant legislation and meets the community's requirements. The Board meets in the Raphael Class room every 6 weeks. Dates are advertised in the newsletter and on the website. Parents are invited to attend the Board meetings and are asked to ring the School to say they are coming.

## Buses

Raphael House has 3 bus services that run to and from school.

### **Wellington – Petone – Lower Hutt Bus**

The Wellington bus is organised by our community and runs on a term pass system. Termly passes are issued to students wanting to use this service. This enables students to use the bus whenever they want during the term. For all bus stops and times, please see the Raphael House website or contact our parent bus group. [rh.parentbusgroup@gmail.com](mailto:rh.parentbusgroup@gmail.com)

### **Upper Hutt Bus**

The Upper Hutt bus runs on a fare system. It costs \$3 per trip each way. Any student can catch the Upper Hutt bus from any stop, whenever they need it. Please see the Raphael House website for all stops and contact number for the bus driver.

### **Kapiti Bus**

The Kapiti bus is a Ministry funded bus service. Students can use this bus whenever they need to. All stops and times are located on the School's website.

## Bush Telegraph (BT)

The Bush Telegraph is our School newsletter and it goes to all parents and community members every fortnight. Important dates, student achievements, festivals and fortnightly updates are published in the BT. This is our most regular form of communication with the wider community and we recommend you read it to stay up-to-date. Anyone can place an advert in the BT for \$5- \$25 (depending on size) as long as it is related to School business and fits in with the School's philosophy.

## Calendar of School Events

All important dates, class meetings, festivals, camps and term dates are printed on the Calendar of School Events. Upcoming events are also listed on the front page of the School website and in the BT. The Calendar of School Events contains all sorts of useful information for parents and caregivers. Please see the Office for a hard copy, or visit the School's website for a digital copy.

## Camps

We offer wonderful camps which provide opportunities for students to learn in different environments. Please see our website for a full list of all the camps that Raphael House students attend at different year levels. All camps require extra forms for parents to fill in, and we appreciate you returning these as promptly as possible.

## Café

The Friday café is open after School every Friday. Our Class 6 students run this Café all year to fundraise for their Class 7 camp. Healthy snacks are always available so please bring your loose change to help support Class 6.

### **Lunchtime**

Our senior students often sell food during lunchtime to fundraise for their international exchanges. A menu of what is available, when, and for what price can be picked up from the Office.

## Cars

Parents' cars are not permitted within the school grounds or up the driveway as the School has limited parking spaces and children are often on the drive. Parking places are available at the bottom of the School grounds and there is one reserved space outside the Office for visitors. All visitors must sign in and out at the Office. This is to comply with Health and Safety regulations.

## Class Representatives

Class Reps work closely with both the teacher and the whānau of each class. Every class should have one or more representatives, parents who are chosen annually in consultation with the teacher. Class Reps must be able to work well with and be trusted by both the teacher and the parent community. It is a highly valued role within each class.

## College of Teachers (CoT)

The College of Teachers is a non-hierarchical teacher-led body that shares responsibility for special character leadership at Raphael House. Its task is to maintain and develop the anthroposophical understanding of the human being and knowledge of the Waldorf curriculum.

## Complaints

The purpose of our Complaints Policy is to provide clear guidelines for the school community in raising and resolving concerns and complaints. We have clear procedures in place that we follow to ensure that complaints are handled appropriately. Most complaints can be resolved informally by discussions with the people concerned. Please see our Complaints Policy on the school website and also on SchoolDocs.

## Contacting the School

Caregivers are welcome to ring the School any time during School hours (8.00am to 3:30pm) on (04) 569 – 5161. If the person you wish to contact is not immediately available, then we recommend emailing them. All staff emails can be found on our website. (Staff first name). (Initial of last name)@raphaelhouse.school.nz

## Co - Curricular Sports

A wide range of sports are offered at Raphael House. We encourage all of our older students to participate in a sports team. Please contact our Sports Coordinator if you would like more information on our sporting programs: sportcoordinator@raphaelhouse.school.nz.

Please note that individual sports incur various costs that must be paid before students may participate.

## Coordinators

The Coordinators are the senior management group of the school. This group is comprised of: the Kindergarten and Lower School Coordinator, the Upper School Coordinator and the Principal.

## Dress Code

Part of the Special Character of Raphael House is that we do not have a School uniform. However, we expect a reasonable standard of dress at School at all times. Please consult Dress Code for full guidelines on SchoolDocs.

## Drug-free

Staff and BoT are committed to a drug and alcohol free school. All students know drug use is inappropriate and unlawful in and out of school.



## Emergency Evacuations

The School has emergency evacuation procedures and practises these regularly.

In the case of an emergency closure we will use all communication options available to make contact with you. It is likely we will try to use the following methods:

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

## Family Number

Each family is assigned a unique number when their first child starts at Raphael House. It stays the same throughout the family's time with Raphael House. It can be found in the right hand column of the school address list in the Parent Handbook. If you cannot find your family number, please contact the Office. Please remember to use your family number as a reference in any money transactions. If we're not sure what a payment is for we will know who to ask!

## Federation of Rudolf Steiner Waldorf Schools in New Zealand

The Federation's 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. Six celebrations: Michaelmas, Easter, Pentecost, Matariki, Raphael and Advent, punctuate our school year like a heartbeat that renews and enlivens the life blood of the community.

## Grounds

For safety reasons, we ask that anyone visiting the School signs in and out at the Office. This ensures that all persons onsite are accounted for in the case of an emergency. The School grounds are maintained by a caretaker, but as a community we ask that you help keep them clean and safe for our children.

## Home / School Communications

The School welcomes calls from parents at any time. If you wish to visit the School and speak to a staff member please phone and make an appointment. The School also has email distribution groups for all classes enabling the class to stay in contact. Each Class also has 1 or 2 class representatives who volunteer to help organise social events and communicate class matters efficiently using these distribution groups. If there is something that you need communicated, please get in contact with your Class Representative in the first instance. For pastoral and academic concerns contact the Class Teacher.

## Homework

Students are expected to do work at home to reinforce and extend their learning, however this is age appropriate expectation and will incrementally increase as your child moves up through the School. If parents have concerns about homework, they should communicate with the teacher involved.

## ID Cards

Student ID cards are available from the Office. There are two types of ID Card available for purchasing. The standard ID cards cost \$15.00. ID/ Snapper cards cost \$20. We recommend registering your Snapper card in case it is lost; there will be an extra cost for replacement cards.

## Key Capacities

These are the capabilities we seek to develop in our students and are integrated into the teaching and learning at Raphael House: Thinking, Using Language, Symbols and Text, Managing Self, Relating to Others, Participating and Contributing, Aesthetic Capacity, Bodily Health.

## Keeping Up-To-Date

It's essential that we know how to contact you. Please notify us of any changes to your details such as change of address, email, home or emergency phone numbers. Phone (04) 569 5161 or email [reception@raphaelhouse.school.nz](mailto:reception@raphaelhouse.school.nz) if there are changes to your address/cell numbers/home/work details. Please also ensure that you are reading the schools newsletter to stay up-to-date with all school information.

## Lateness to School

Students are to be at School on time. If students are late they need to stop in at the Office and get a late card. If students are unsure whether or not they are late, there is a sign in the Office window letting them know. If students are regularly late, parents will be contacted as late students are extremely disruptive to the other students' morning routine.

## Learning Steps

The Lower School Learning Steps hold equivalency to National Standards and have been accepted as the means by which Steiner/Waldorf Schools can report progress and achievement to children in an age-appropriate manner, to parents, Board of Trustees and, as part of the annual report, to the Ministry of Education.

## Lost Property

All personal property should be clearly named. Named lost property will be promptly returned to the student concerned. Unidentifiable lost property is claimable from the Office.

Please note: All lost property is donated to a charity second hand shop at the end of every term.

## Lunchtime

Lunchtime is from 12.40pm to 1.20pm. All students are required to stay in the school grounds at lunchtime. There are a wide range of activities to occupy them.

## Main Lessons

The Main Lesson engages all the learning faculties in a study that is deep, broad and fulfilling and generally lasts for a three week period. All Main Lessons employ a three-fold rhythm of learning, a format adapted to the students' developmental stage: encounter (listen, observe), consider (discuss, interpret), conceptualise (write, illustrate or dramatise, bring to a point of conclusion).

## 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 it on to the relevant teachers and 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 is disruptive to the class to have staff members popping in during class time.





## Mission Statement

The Raphael House Mission Statements defines our purpose and primary objective: To help each and every student progress towards becoming a free, responsible and caring individual able to impart purpose and direction in his or her own life and as a citizen able to contribute in manifold as well as unique ways to human society.

## Music Lessons

All students in the Lower School have music lessons. Music is a big part of the curriculum throughout the school. Please contact the School's Music teacher for more information regarding co-curricular music lessons.

## Parent Evenings

Raphael House has Class Meetings every term for the whole class parent community to meet with the Class Teacher or Upper School Sponsor. In addition, we hold regular Parent Teacher Evenings to discuss individual student progress. These are great opportunities for parents to connect together and discuss what is happening in their child's lives and class. We ask that all parent evenings are attended.

## 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's focus is on:

- Providing community activities that give the opportunity to come together to celebrate events or social gatherings
- Representation, support and advocacy for parents towards positive outcomes
- New initiatives that enhance the school and community

The PTFA are enthused by the suggestions that have been presented by eager committee members and parents and look forward to supporting these. 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 [ptfa@raphaelhouse.school.nz](mailto:ptfa@raphaelhouse.school.nz) if you are interested in joining.

## Parent Involvement

Parent involvement is a huge aspect of our life at Raphael House. On offer we have termly class parent meetings, helpers who are always required for our annual Toy, Craft and Food Festival, working bees, volunteers for gardening and crafting and more. If you want to help out and get more involved, please contact your Class Rep or the Office.

## Pastoral Guidance

Each Class Teacher or Upper School Sponsor is the first point of contact should you have any concerns or questions about your child. There is an onsite Guidance Counsellor available for students who may be referred by their teacher. Once a referral is made caregivers are also welcome to contact the Guidance Counsellor for advice and guidance with any problems causing their child concern.

## Photographs

As a record of the life of School, class photographs are taken early in the year by a professional photographer. These are then on sale from the Office and are published in our year book. We ask that during live performances at School children are not photographed or videoed. Flashing cameras and the taking of a photograph can be intrusive and distracting for the children and the audience and it can distract from the performance. Please check with teachers when it is appropriate to take photos as there are many opportunities where you can photograph the activities of the class 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.

## Principles

These correlate directly to our curriculum, our Values and Key Capacities and underpin decision making about teaching and learning. They are: Child development as described by Rudolf Steiner, Balance, Spiritual Endeavour, Teaching out of Anthroposophy, High Expectations, Treaty of Waitangi, Cultural Diversity, Inclusion, Learning to Learn, Community Engagement, Coherence, Future Focus.

## Questions

If you have any questions at all about anything to do with your child and the School, don't hesitate to contact us. A checklist of who to contact in a variety of situations is further down under our 'who to contact' section.

## Restorative Practices

We are a Restorative School which means we believe that good relationships are at the centre of good learning. When something goes wrong we look first at the relationships that sit at the centre of the incident and seek to repair those through a restorative process. Please read the information regarding the whole process on the school website.

## Rudolf Steiner School Trust (Proprietors' Trust)

The Rudolf Steiner School Trust (Wgtn) looks after the buildings and Special Character of Raphael House. The Trust provides the facilities to deliver our Steiner Waldorf education and support the Special Character of Raphael House. This is done in many ways including: building new classrooms, promoting Waldorf education and assisting in ensuring a supply of Steiner teachers in New Zealand.

## School Day

The School day begins and ends at different times depending on the class level:

- **Kindergarten**

Half day children – 8:55am – 12:45pm

Full day children – 8:55am – 2:45pm

- **Lower School**

Classes 1 to 7 and Raphael Class – 8:55am – 2:55pm

- **Upper School**

Classes 8 to 12 – 8:15am – 2:55pm

## School Policies on School Docs

SchoolDocs provides you with a comprehensive core set of policies and procedures which have been well researched and follow the Ministry of Education National Administration Guidelines. The policies and procedures are tailored to fit Raphael House and its special character; it has School-specific information such as our Charter, procedures for behaviour management and reporting to parents. SchoolDocs is available to view on the school website.

## School Rules

The School attempts to keep rules to a minimum. Students are expected to act with care and consideration and respect themselves and other people and their property at all times. Students share the responsibility to care for the School and its resources. In keeping with the care for the well-being of all members the School forbids the use of cigarettes, matches, lighters, alcohol or drugs at School at all times. The School does not tolerate violent behaviour. Anything that could be a weapon must not be brought to school.



## Sickness at School

Any student feeling ill at school should report to their teacher or sponsor who will assess the student's condition and either treat the student and send him or her back to class, keep the student in the sick bay, or notify parents to arrange for the student to return home. The first-aider will report the student's absence from class.

## Skateboards & Scooters

If students bring skateboards or scooters to School they must leave them in the Office. For Lower School students no skateboards or scooters are allowed up the zig-zag unless it is an organised Wheels Day. For Upper School students this is by agreement with Sponsors.

## 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.

## Special Character Contribution

Every year each family receives a letter and pledge form from the Trust. This lays out the requested donation for the following year. Each family indicates their level of giving. Some families pledge more than the request, some are unable to pledge the full amount. All families need to fill out and return these forms; the Trust bases its budgets on the projected income from SCC donations. The pledge is recorded and is part of the reporting process for parents. If you have any questions please phone the school Office and we will direct you to the appropriate person.

## Standard Disbursement Donations

Both the Kindergarten and School ask for Standard Disbursement donations. These donations go some way towards the cost of stationery, art supplies, camps, specialist stationery, school trips, swimming lessons etc. By paying the Standard Disbursements donation parents are then not required to pay for activities during the year. The exceptions to this are ID cards and any co-curricular sports teams. Any Standard Disbursement payments made are currently eligible for a tax refund of 33%.

- Kindergarten Disbursement donations are paid to Westpac Lower Hutt 03-0531-0379910-014
- Classes 1-12 & RC Disbursement donations are paid to Westpac Lower Hutt 03-0531-0432785-004

## Stationery

Students need to have the correct stationery items in all classes. All stationery is provided by the School. It is then the students' responsibility to keep it safe and not lose it.

## Steiner School Certificate (SSC)

Our Steiner School Certificate is a secondary school qualification which is owned and quality-managed by the Federation of Rudolf Steiner Waldorf Schools in New Zealand Inc., who accredit providers (normally schools) to deliver the programme, and who award the Steiner School Certificate at Levels 1, 2 and 3.

The Certificate was approved in December 2010 by the New Zealand Qualification Authority (NZQA) and is now registered as a quality-assured qualification on the New Zealand Qualifications Framework. This means that there is a public profile of the qualifications, which assures the users of the certificates that the qualification meets the National Qualification Framework levels (1, 2, and 3).

## Suspensions and Stand Downs

A student may be suspended or stood down from School if, in the opinion of the Principal, *the student's gross misconduct/disobedience is harmful or a dangerous example to other students at the School or the student's behaviour is likely to seriously harm him/herself or other students.*

Students are never suspended or stood down without a great deal of thought and discussion. Parents are always notified by phone and in writing.

The Board of Trustees and Ministry of Education are also informed. The Principal may stand down a student for a maximum of five days per term. Suspensions for a longer period are decided by the Board of Trustees. Caregivers are always invited to participate in the Board suspension meetings and make representation on behalf of their child. In addition the Board of Trustees wishes to hear what the student has to say about the incident.

## Technology

While digital technology has an increasing role in teaching and learning in schools, at Raphael House we recognise that the long term health impact of WIFI is still uncertain and for this reason we are WIFI free. In the Kindergarten and Lower School, we do not use digital technology unless special dispensation is granted owing to particular educational needs.

In keeping with our Health, Safety, and Welfare policy, we follow procedures to guide our use of the internet, mobile phones, and other digital devices and equipment. We actively encourage our students to be competent and confident in the use of digital technology and aware of and able to manage the challenges and issues that go with it. These issues include safety of themselves and others, privacy, copyright, and protection of digital devices and equipment. In short, to be digital citizens. Please consult our related policies on SchoolDocs.

## Te Rōpū

Raphael House has a Te Rōpū group made up of parents and staff who support the development of Kaupapa Māori within the school. Any parent is welcome to join the group; Māori or non-Māori; knowledgeable in tikanga Māori or not. For more information please email: [Te.Ropu@raphaelhouse.school.nz](mailto:Te.Ropu@raphaelhouse.school.nz)

## Toy, Craft and Food Festival

The Toy, Craft and Food Festival is Raphael House's annual fund-raiser. 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 throughout the year. It is usually held on the second Sunday of November. Each class has a different role to play in the festival and every parent is asked to help make, craft or decorate in some way shape or form to bring this event to life. If you have any questions about what your class will be involved please contact your class teacher / sponsor.

## Treaty of Waitangi

Raphael House has a strong commitment to living the Treaty of Waitangi and ensuring this is reflected throughout the fabric of the school. The School and teachers strive to ensure a culturally located Waldorf curriculum that reflects all of our diversity. Emphasis is also placed on meeting the needs of all children irrespective of religion, creed, culture or physicality.

## Truancy

Each student is expected to be at school for the whole time School is open. We expect parents and caregivers to support the School ensuring that any absences are explained. Where truancy is established parents will be notified and should such absences persist, parents will be requested to come to School to discuss the problem.

## Uniform

The School has no uniform but does expect students to be clean and non-offensive in their presentation. Clothes are required to be appropriate for School. We ask that students refrain from wearing clothing with large pictures on the front or back. Sun hats are mandatory for the summer months, and rain jackets must be worn if the students want to play outside when it is raining. It is also encouraged that all Lower School students have a change of clothing and gum boots at school as playing in the mud is a common occurrence.

## Values

These uncover the real, human value in our Mission Statement. The Values at Raphael House are:

Excellence/ Kairangitanga, Innovation/ Auahatanga, Diversity/ Kotahitanga, Equity/ Ture, Community and Participation/ Hapori, Ecological Sustainability/ Kaitiakitanga, Integrity/ Tika or Pono, Respect/ Mana.

## Vision

Our Vision defines our purpose and focuses our aspirations as a School. The Vision of Raphael House is: Instilling integrity, creating inner freedom and awakening moral and social responsibility in our students.

## Website - [www.raphaelhouse.school.nz](http://www.raphaelhouse.school.nz)

The school website contains a wealth of information including up-coming events and general information about various areas of the School. Check it out.

## Who to Contact

- General enquiries  
The Office- (04) 569 5161 ext. 0
- Short term absence / illness / lateness  
The Office- (04) 569 5161 ext. 1
- Finance questions (Board)  
The Finance Office – (04) 576 2335
- Finance questions (Trust / Special Character)  
The Finance Office – (04) 576 2339
- Enrolments  
The Office – (04) 569 5161 ext. 206
- Bush Telegraph  
The Office – (04) 569 5161 ext. 206
- Academic concerns  
Class teacher or sponsor by email
- Concerns and Complaints

Please contact the Office if you have any complaints and the staff can direct your call to the appropriate people. We also have a Complaints Procedure that can be found on the front page of our website.

## Worries

If you have any, ring us! (04) 569 5161.