

PARENT INFORMATION

2009

Welcome to the Titirangi Rudolf Steiner School and Kindergarten.

This Parent Information document is intended as a guide to school and kindergarten life for parents and caregivers.

It contains a biography of the Titirangi Rudolf Steiner Kindergartens and School as well as practical information including:

- Areas of Management
- The School Rhythm
- Transport
- A Child's Living Environment
- School Rules
- Dress Code
- Lunch, Morning tea and Snacks
- Parent Participation

We encourage you to spend some time reading the enclosed material and should you have any further questions please contact any staff member for further clarification or redirection to another staff member who can assist you.

Further information is also available from the office including the Current Financial Policy, the Community Telephone Directory plus details of the Nursery and Playgroup. There are also several booklets describing Waldorf Education available from the office for a small cost. Parents/caregivers may also access books from the Parent Library at no cost. The school website, www.titirangi.steiner.school may also be visited for further information on the school. Office hours are 8.30am until 3.00pm Monday to Friday during term time.

Whilst written texts can cover the basics, a true meeting between human beings and some time given to the art of conversation remains invaluable and socially enhancing, especially in this day and age of extremes of electronic communication devices. As the College of Teachers is committed to sustaining healthy social dynamics and supporting the development of good human relationships please do not hesitate to speak with any member of the College of Teachers if you have any queries.

It is asked, however, that parents/caregivers please respect the fact that it is unhelpful to approach a Kindergarten or Class Teacher before classes commence in the morning with questions or suggestions in regards to anything other than the immediate specific needs or concerns you may have for your own child, which the teacher may need to know before classes begin. If you would like to meet with your child's teacher on other issues it is suggested that you arrange a proper meeting time to have your queries addressed.

With good wishes,

The College of Teachers

TITIRANGI RUDOLF STEINER KINDERGARTENS AND SCHOOL

A BIOGRAPHY

Two families met during 1986 and decided to begin a Waldorf school in West Auckland. They were existing parents of Michael Park School, Ellerslie. Other families of Michael Park School who were resident in the Titirangi area joined their impulse.

Through an article in a newspaper, other parents and individuals enthusiastic to begin a school in West Auckland were invited to join the impulse. A hui/gathering was arranged to bring the people together and allow for a time and place for conversation and confirmation of commitment.

A task of the initial parents of the initiative, then known as Titirangi Waldorf School Parent Initiative, was to approach various Waldorf teachers and those people with life experience of and a working knowledge of Anthroposophy and Waldorf schools. Many such individuals contributed their time and knowledge in those initial formative months.

Mr. Carl Hoffmann, then Teaching and guardian of the original impulse of the Taruna Teacher Training College for Waldorf Teachers, became the school's sponsor. A role he held until the school joined the Federation of Waldorf Schools.

Approximately 100 acres of land was bought on Laing's Hill. It was purchased from Ceramco who had excavated the clay from the land for industrial purposes. The finance for the land was raised by the trust and parents.

This land was managed by various working groups and over the years, areas were subdivided and sold as private properties. An initiative began to offer an area of the land which includes Muddy Creek and its mangrove area as an Educational Forest Park, this was managed and pioneered by a separate Forest Park Trust. The intent was to offer the land for sale or lease to educational and conservation organisations to be developed and made available as a sanctuary for wildlife and available for educational purposes. This did not come to fruition. Later, more land was subdivided and sold. Today the school owns 12 hectares of land and the possibility of offering the land for environmental educational purposes is being revisited.

The school itself began with a kindergarten initiative in St. Francis Church Hall, Titirangi in 1986, the parents working with an experienced Waldorf Kindergarten Teacher.

In 1987, this kindergarten became the first class one and the school began. It was housed in rental premises owned by the Deaf Society, Armour Bay, Parau. Each year thereafter, the school grew with the addition of another class in Parau, until the end of 1993 when the kindergarten moved onto the present site. The school, then class 1 to class 6 following at the beginning of 1994.

There had been ongoing research through various working groups into the question of 'how to house the school on the land at Laing's Hill?' This included feasibility studies, initially for an architecturally designed school on what is known as the clay pit site, the relocation of Whangarei Hospital to that site, and subsequently, in 1993, the current relocated structures on the present site.

It was acknowledged that the relocatable buildings were not the ideal, but they could be made functional and were financially viable. Much time was given to how to place the buildings according to the needs of the children. A Building Fund initiative had previously produced a master plan for the school. The relocatable buildings were seen to fulfill an initial phase within the context of a long term plan.

This move to the land has its own documented record through minutes of meetings, photographs, videos and personal memories. It required great commitment, focus, management skills, co-ordination, communication and labour. Words cannot adequately describe the experience. Suffice to say, the work was done and the school transferred from Parau to Laing's Hill.

During 1993/4 following, the necessity to take out and secure a loan to purchase the buildings for Laing's Hill, the management structure of the school was changed to include a school board whose purpose included communication between working groups within the school.

The existing trustees and some parents joined together to guarantee the loan needed to fund the move and purchase of buildings, using their own homes as collateral. Parents of the school have in the past, also guaranteed various amounts to secure loans for the school. After the move, the management structure was revisited and changed. The Trust underwent membership changes. A three trust system was trialled with the intent of being working trusts, responsible for Property, Education and Endowment. In 2001, the school reverted to one trust as the legal owners, delegating all responsibility for the management of the pedagogy to the teachers.

In 1998, some buildings burnt down. These were a relocated building brought from Parau used for eurythmy, a large part of the building designated for a hall, some storage rooms and the staff room and part of class one. New buildings replaced those lost to become class 6, 7 and 8 of 2002 and repairs made to class one with a new extension to include a staff room.

In 2001, a Eurythmy Hall/Community Hall was completed. A fourth kindergarten was built and opened in 2002.

By the end of 2002, the trees had grown, the grass had spread, the pond area became home to wildlife. Four kindergartens were operating and there were classes 1 to 8. The community had change but the intent remained.

Integration into the State System with its subsequent additional funding was applied for during 2004. The application was declined, stating demographic reasons at the time; there were insufficient children in the area of school age to warrant another school funded by the state in the West Auckland region.

At the beginning of 2006, a period of consolidation took place. The fourth kindergarten became a self funding nursery initiative. A decision was reached to combine three classes in the school and early in 2008, the playgroup which had been flourishing in and around the kindergartens, was given its own rented premises on the school land.

During 2007 and 2008, the younger children attending the Nursery, Playgroup and the Kindergartens began to grow in numbers; the lower and middle school pupils, whilst lower in numbers by comparison to some previous years, continued to receive a varied and broad and extremely comprehensive curriculum. Thus, 2008 saw a time of consolidation and a strengthening of the sense of community upon which this school initiative was founded 21 years ago.

2009 has already shown a steady increase in enrollments. There continues to be a focus on strengthening the foundations for the provision of a full Waldorf education and the consolidation of the Lower School. A parent initiative is focused on establishing the first High School class on site, in 2010.

"CONSIDER WELL THE WHAT CONSIDER MORE THE HOW"

by Goethe

The College of Teachers remain committed to the original intent of being a teacher-led Waldorf/Steiner School.

Management is undertaken by the College of Teachers. Authority and responsibility for identified areas of the school and kindergartens, including management and administration, capital assets and property, etc are mandated to appropriately skilled and responsible individuals and groups. These mandate holders subsequently work together with others as appropriate, to undertake the healthy management of the various the areas of the School and Kindergartens.

Communication is a vital aspect of management for. All staff keep in communication through scheduled meetings, via email and through formal reports. The whole community is kept aware of current issues and progress through the newsletter and information sheet as required as well as through attendance at individual Class Parent Evenings and Community Meetings.

The main criteria considered of the greatest importance towards a healthy social working between all community members is to have the opportunity to offer support and suggestions as well as being able to seek answers to questions. This is encouraged through a direct approach to those responsible for a particular area of management. Please address any enquiries to a member of the Management Group or ask at the office if you need help to make contact with the appropriate person.

MANAGEMENT STRUCTURE

College of Teachers

All those formally engaged by the School and Kindergarten, who have teaching contact time with the children, are members of The College of Teachers.

The College of Teachers is responsible for ensuring the education provided is founded upon an understanding of the whole human being as indicated by Dr Rudolf Steiner and, as such, members of the College of Teachers study and work collegially to maintain and nurture Waldorf/Steiner Education. The College of Teachers meets weekly for study, artistic activity, child study and conversation with the Management Group.

The College of Teachers also oversees all matters relating to pedagogy as well as the administration and management of the Kindergartens and School. All members of the College of Teachers keep themselves informed of the activities of the Management Group, who are mandated to attend to the day-to-day management of the School and Kindergartens, through weekly reports, conversation during the College of Teachers meeting and individual conversations with members of the Management Group as required.

Management Group

Three members of the College of Teachers form this group. This group's focus and mandate is to attend to the day to day practical tasks of management, the overall strategic development of the School and Kindergartens and to ensure that working relationships with the Trust and Parent Groups are healthy. Membership is reviewed annually, over the Easter period, or whenever necessary. This group meets weekly on a Thursday and at other times as required. Current members of the Management Group are:

Sheryl Mace: sherylmace@gmail.com
Heather Peri: heatherperi@yahoo.com
Mark Thornton: holistic_solutions@woosh.co.nz

Kindergarten Pedagogical Meetings

The Kindergarten teachers meet week on a Thursday afternoon to address their specific administrative and pedagogical work.

School Pedagogical Meetings

The Class Teachers and Subject Teachers meet weekly after school on a Tuesday afternoon. This meeting is directed towards all matters relating to the curriculum, pupil education and welfare and administrative work.

THE RUDOLF STEINER SCHOOLS (TITIRANGI) TRUST

This Trust is a registered, charitable trust whose current legal responsibility is to own the land and buildings from which the activity of Waldorf Education is directed by the kindergarten teachers and teachers. The Trust ensures that the assets of the School and Kindergarten are appropriately safeguarded. This includes property maintenance and control of liabilities. Trustees abide by the established Trust Deed. A copy is available on request to a Trustee. Membership is listed, with contact details, in the current Community Telephone Directory and updated in the school newsletter as required.

THE SCHOOL RHYTHM

"Rhythm is the Carrier of Life"
Rudolf Steiner

Calendar of Events

A Rudolf Steiner/Waldorf school pays much attention to the value of rhythm both in the class room and in respect to management and social life. The following are regular events which lay the foundations for the school year. It is emphasised that the Collage of Teachers and the Trust retain the right to change dates and times should a decision be made to do so for the good of the whole. The School newsletter and information sheet regularly update the community of current events and any date changes as and when they occur.

Term Dates

These are published in the Community Telephone Directory and newsletter periodically. Some Festival Days are celebrated outside of standard school hours. It is expected that children attend and participate fully in these. The following Festivals are examples of additional school days:

- The Autumn Festival
- The Midwinter Festival
- The Spring Festival
- The Advent Fair Day

Teacher/Parent Meetings

Class Parent Evenings / Kindergarten Evenings:

All classes normally have an evening Parent Meeting each term except sometimes in term three when individual parent interviews are held. Meetings are organised by each Class and Kindergarten Teachers. In the case of the School, they offer an opportunity to hear of the curriculum content, the class' progress and give an opportunity for parents to view their child's work. The meetings also offer the parents the opportunity to discuss and organise practical aspects of their role as parents under the direction of the Class Teacher or Management Group.

Parent and Teacher Interviews:

Individual interviews are scheduled during Term 3. These offer an opportunity for parents and teachers/kindergarten teachers to discuss a child's development and progress, to raise concerns and also to celebrate successes.

Home Visits:

Occasionally, especially in the younger classes, a Class Teacher may arrange to visit the parents and child at home. Please ask your Class Teacher for more information.

The School Day

8.45 am	The school day begins
10.45am	Morning Tea
11.15am	Lessons resume
12.45pm	Lunch
1.30pm	Lessons resume
3.00pm	End of the school day

The Class Teacher directs the children's curriculum needs and establishes a regular and rhythmical time table which includes a Main Lesson period up to morning tea and practice and skills lessons thereafter. Please speak with your Class Teacher should you have any questions about your child's school day.

The school takes responsibility for children between 8.20am and 3.20pm. Parents are asked to be responsible for the safe arrival of children, preferably by 8.30am and the collection of children by 3.20pm.

Please contact your class teacher if you need help to liaise with other parents for options such as after school childcare, car pooling, etc.

Arrival in the mornings

If you anticipate being unavoidably delayed, please do communicate this as soon as possible to the school office.

If your child arrives after 8.45am in the morning please report to the office before joining the class.

The start of each school day is extremely important for the class. A child who arrives late will, after reporting to the office, wait quietly outside their classroom until their Class Teacher invites them, at the first appropriate moment, to join the class.

If your child is unwell, please telephone the school office and advise Sharon or leave a telephone message to that effect. As well as this being necessary from a legal aspect, it is vital that the Class Teachers are kept informed of the many and varied aspects of the wellbeing of the children in their care.

If your child is absent for reasons of ill health for more than two days, please provide a written explanation, for the school records. You may also wish to discuss any problem with your child's class teacher directly.

By law children are required to attend school every day except when ill. If you wish to withdraw your child from school for reasons of family holidays or other events, please ensure a formal request is made to your Class Teacher and the Management Group in writing, giving as much advance notice as possible. The school is legally obliged to report prolonged non-attendance to the Ministry of Education.

Collection of children

If you are unavoidably delayed, please do make every effort to communicate this fact to the school office.

School day trips, Outings and Class Camps

Age-appropriate school camps, outings and day trips are organised at the discretion of each Class Teacher. Parents may be asked to provide transport and funding, etc and will be fully notified of all details by the Class Teacher, who can also answer any queries you may have.

Birthdays

A child's birthday is treated with much respect and each class teacher creates, in their own way, a reverential mood in the classroom to acknowledge each birthday. It has been a tradition for the parents of the child to provide a birthday cake to support this special occasion. Please contact your child's Class Teacher for more information.

Assemblies

Whole school assemblies take place on Festival days, the beginning and the end of term and when special guests are present. The dates of end-of-term assemblies are mentioned in the Kindergarten and School newsletter, your own class newsletter or you may contact your Class Teacher for more details.

TRANSPORT

Car Park

Please park all cars within the general area in front of the school. The planters indicate the start of the children's designated play area and, therefore, cars are excluded. The exception to this is for parents of very young babies who need to drive up the kindergarten/nursery driveway to drop off kindergarten/nursery children. This driveway must otherwise be kept clear at all times as it is an access lane for emergency services.

Please drive at a very low speed and with extreme care and attention, at all times aware that there are children on the grounds.

School Bus

There is currently no school bus service available. Please contact local bus companies for details of any current scheduled bus routes that pass through this area and associated costs.

'Car Pooling'

Many parents car pool. Please make contact with other parents in your class or in the school. Class teachers may also be able to help with suggestions of other parents who could assist with transport.

Bicycles

Cycling to school is not recommended for children below class four. Should you give your child permission to travel to school by bicycle, full responsibility remains with parents to ensure children are appropriately instructed in road safety. Bicycles are to be stored by the woodwork shed or in another area at the class teacher's discretion. Parents are responsible for providing a safety lock, helmet and visibility flag/clothing.

Walking

The healthiest way for children of an appropriate age to arrive and leave school is on foot. Some parents in the past have arranged for older children to walk part of the way to and from school where footpaths are provided. Parents could also make arrangements with other families to coordinate a "Walking School Bus", where a number of children walk with a designated adult who is responsible for their safety while walking.

School Telephone

The school telephone is not available for use by pupils except in emergencies. Administration will endeavor to pass on any urgent messages left by parents for pupils during the day.

If a parent needs to use the school's telephone there is a charge of .50c. Cell phone calls are not permitted except in the case of an emergency.

A CHILD'S LIVING ENVIRONMENT

The child's teacher and parents are the two most important streams of influence in a child's life. In a Waldorf school great emphasis is placed on developing a healthy social working between the child's home and the school environment. It is important, therefore, that parents speak directly with teachers about any issues that may be affecting their child's well-being.

Toys

A good toy will give the child the possibility of becoming inwardly active through imagination. A young child is very open to sense impressions. This fact makes the choice of materials to be used for toys extremely important. A simple piece of wood shaped by nature can take on the form the child needs for what he or she is playing.

The Forest Folk initiative has many examples of activities and toys which encourage imaginative play and creativity. For more helpful suggestions please discuss your child's needs with your Class Teacher.

Television and computers

Excessive television viewing, use of computers and game consoles is now widely acknowledged as being harmful to the developing child. This is especially so for young children. The Teachers find it detrimental to the aims of Waldorf Education and for this reason television and DVD/VHS viewing and playing of computer/console games is not recommended at all for younger children. Excessive nerve sense stimulation is damaging, imagery is often shocking and the child remains static, which is unhealthy for limbs and especially the vision. Social interaction is also impaired. Various books describing research into the effects of television and computers on children are available in the Parent Library should you choose to inform yourself further on this aspect of your child's living environment.

Health Service

Emphasis is placed on the importance of working with health professionals who carry a knowledge of Rudolf Steiner's approach to the developing human being.

Doctors

There are two fully qualified medical practitioners in the Auckland area who are readily available for consultation, Dr. Ulrich Doering (817-6772) and Dr. Roger Leitch (631-0477). The school has a professional as well as social relationship with both these doctors and consider it most important that parents give consideration to the possibility of placing the medical care of their children with either of these professionals.

Curative and Therapeutic Support

As well as the above-mentioned doctors, there are several therapeutic professionals in the Auckland region. Your Class Teacher, in consultation with colleagues, may request that your child receive support from a recommended therapeutic or curative professional.

This request is part of the conditions of enrollment into the school and parents are required to make arrangements accordingly. Funding for such support is to be provided by parents and paid directly to the therapeutic or curative professional. Please liaise with your Class Teacher if you have any concerns about your child's health and well-being as well as in matters of educational progress.

Dental Health

Visits by a mobile Dental Nurse service occur periodically for dental examinations and treatments. If your child needs urgent attention, please contact the area School Dental Nurse directly on 817-0032, extension 741.

Hearing and Vision Tests.

A Hearing and Vision Technician visits the school two or three times a year. Primarily the focus is on new entrants, recently enrolled pupils and pupils whose hearing and/or vision needs rechecking. If you have any concerns with regards to vision or hearing, please inform your Class Teacher.

Health and Hygiene

From time to time head lice may become evident in the School and Kindergartens. Please treat your child immediately if any such infestation is noticed and keep your child at home until treated adequately. Please also inform your Class Teacher.

If your child is experiencing any other contagious or infectious childhood concerns, please speak

with your Class Teacher who is there to offer advice and support as well as take any further appropriate precautions that may be necessary.

Immunisation and Vaccination

Immunisation and vaccination of children is a parental decision. The College of Teachers recommends that parents thoroughly research and inform themselves fully of all options. The Parent Library (opening hours and contact details available from the office) contains information from the Immunisation Awareness Society and the listed General Practitioners who are also available for consultation and conversation on the question of vaccination.

Legally, it is required that for children born after 1st January, 1995, the school receive a current immunisation certificate signed by a registered Doctor upon enrollment.

Civil Defense

By law, during and after an emergency evacuation or civil defense alert, your child will remain in the care of the school until such time as the Management Group, in consultation with local emergency services, releases them to the care of an authorised person. Please ensure that your enrollment form has such an authorised person's details included and that it is updated as and when necessary.

Medications

Any prescription medicine or special medical treatments need to be clearly communicated to your child's class teacher and the school office in writing.

Parent Library

There is a fine selection of books available on the Waldorf/Steiner approach to education as well as books related to other aspects of Dr. Rudolf Steiner's life works. Please check the current community telephone directory for parent library opening times and the name of the current librarian.

SCHOOL RULES

1. Children to remain within the school boundaries at all times.
2. Children are not permitted to bring to school:
 - Electronic games
 - Radios, tape decks, CD players, MP3 players, Ipods or similar devices
 - Toys that are not socially constructive
 - Skateboards, scooters, roller blades, skates, etc unless special dispensation has been granted by Class Teachers in special circumstances.
3. A child may travel to school by bicycle only with the parents full knowledge, guidance and permission. Bicycles to be locked and stored by the woodwork shed or as arranged with the Class Teacher.
4. Unicycles may only be used at School by children participating in the School's Circus Programme during breaks on a Wednesday and Friday.
5. No bicycles, roller blades, skates, skateboards or similar wheeled items to be used on the school grounds on Festival days.
Willful damage or misuse of the property by pupils, including graffiti or the defacing of school property, etc, will be treated with extreme seriousness by the College of Teachers. Parents may be required to ensure repairs are made to any damage caused by their child.
7. Willfully aggressive action or verbal abuse towards another, be it a pupil, parent or teacher,

will be treated seriously by the College of Teachers.

8. No sweets or chewing gum are permitted at school. This includes the sale of sweets for extra curricular activities.

DRESS CODE

1. No combat design/camouflage military design clothing is permitted.
2. Extremes of fashion are discouraged. Please ensure that your child's clothes are suitable for sports and games and display good sense and an element of modesty. If you are in any doubt please discuss the matter with your Class Teacher.
3. As weather is changeable it is recommended that children to be provided with a full-length rain coat.
4. Outdoor shoes are to be comfortable, well fitting and in good repair. No jandals or high heeled shoes are to be worn at school.
5. Indoor shoes are to be provided, especially for the younger classes. The children will be required to change their shoes before entry into the classroom. It is important that indoor shoes are well-fitting, warm and labeled. These will remain at school.
6. Gum boots are to be provided for gardening and outdoor play. These need to be labeled and kept at school.
7. The preference is for no jewelery to be worn at school. It is accepted that in the case of piercings a small and unobtrusive stud/sleeper may be worn.
8. Make up, nail varnish and extremes of hair dressing along with strong perfumes and deodorants are not appropriate for School. Please discuss specifics with your Class Teacher.
9. In terms one and four all children are to be provided with a full-brim sun hat. Children will not be permitted in outside areas unless they are wearing a hat during these terms.
10. No black is to be worn on the upper torso of children under class six.
11. No tops displaying large slogans or brand names are to be worn. The preference is for plain t-shirts/sweatshirts, tops and shirts.

LUNCH, MORNING TEA AND SNACKS.

Please provide your child with adequate food and drink for scheduled breaks. Foods that provide children with sustenance, such as wholesome sandwiches, fruit and vegetables, etc are encouraged. Children are not permitted to eat 'party foods' during the school day, including potato chips, sweets, etc.

Due to the risk of anaphylaxis for an enrolled child if exposed to peanuts and tree nuts, including hazelnuts, cashews and almonds, or peanut/tree nut bi-products please do not send any lunch/snack items containing nuts or nut bi-products to School or Kindergarten with your child. This allergy is life-threatening and we appreciate the support of parents in caring for the particular needs of this child.

Drinks are to be non-carbonated juices, preferably pure fruit juice or water. Children have ongoing access to clean drinking water throughout the school.

No sweets or chewing gum are permitted at school. This includes the sale of sweets for extra curricular activities.

Occasionally, school lunches may be offered as fund-raisers for the school in general or for a specific class activity. Details of these will be listed in the school newsletter or information sheet.

PARENT PARTICIPATION

The Kindergarten and School Newsletter:

A newsletter is created each fortnight. This is a vital link for parents to keep themselves informed of the activities of the school and kindergartens, forthcoming events, fund-raising opportunities and notices from the office. A Community Notices section is available for advertisements from parents and the wider community for a small donation of \$5.00. If you wish to submit an entry into the newsletter please send it by email to sharon.marquart@titirangisteiner.school.nz or take a written entry to the office. The deadline for receipt of entries is noon each Tuesday prior to publication.

Information Sheet:

On alternate weeks to the newsletter, a notices sheet is distributed. Again the deadline for entries is noon on a Tuesday.

Class Parent Role:

Each Class and Kindergarten has a parent who is nominated or volunteers to be a contact point between teachers and parents in a class. Tasks can include the creation of a class telephone tree, organisation of a cleaning roster, co-ordination of transport and other requirements as requested by the Class or Kindergarten Teacher or co-ordination of the kindergarten and class fund-raising activities at the Advent Fair. More information on this role will be given during Kindergarten and Class Parent Evenings.

Adult Handwork and Craft Group:

This group meets weekly. Adults create soft crafts with the intention of supporting the craft stall at the Annual Advent Fair. Parents may also be offered the opportunity to make items for their own child from time-to-time. Please contact Kay Parish for more information on 817 7429.

Woodwork Group:

From time to time a woodwork group is offered to the adult community. Details will be published in the newsletter or you may contact the office for information.

C.R.E.A.M.

This acronym represents:

Community
Reaching
Everyone's
Abundant
Momentum

At the end of 2007, a new initiative was formed whose purpose is to work towards fund-raising and to support the role of parents in the Kindergartens and School. This group works together with parents who have fund-raising ideas, questions or suggestions. C.R.E.A.M. also works closely with the Trust on matters of Property and with the Management Group. All suggestions and initiatives received from the community are examined for feasibility and viability and then presented to the Management Group for ratification. An individual then takes responsibility for seeing the project through or a group is formed of those people with enthusiasm and commitment to the initiative and the project is actioned.

C.R.E.A.M Meetings are usually held fortnightly on a Monday morning. Updates on progress, meeting times and any changes to contact details are announced in the newsletter or information sheet. Alternatively, please contact Gear MacFarlane on 817- 3172 or gear@spacework.co.nz or Melanie Ryder on 816-9202 or melanieryder@inspire.net.nz for further information.

Community Meetings

C.R.E.A.M. often facilitates Community Meetings, in conjunction with the College of Teachers and the Trust. These meetings cover all the essential issues of school and kindergarten/nursery life and offer an opportunity for all to engage in consultation, be well-informed and interact socially. Community meetings are invaluable opportunities to give feedback to the College of Teachers, who is responsible for the management of the school and kindergartens, and the Trust.

These meetings follow a general rhythm of the third Saturday of each term with dates being confirmed in the newsletter. It is essential that all families make every possible effort to attend these meetings and participate in the life of the school community.

Property repair and Grounds maintenance

Working Bees

Working Bees provide an opportunity for all families to work together to maintain and repair the property needs of the school. These Working Bees contribute in a real and essential way towards the overall maintenance of the buildings and land owned by the Trust as a whole.

Working Bees are scheduled before each Festival, before and after the Advent Fair, each Saturday before the commencement of term and on the last Saturday of the school year.

It is possible to make arrangements to attend to maintenance or repairs and gardening at times other than at scheduled Working Bees. Please contact the office for advice of how to proceed if you are able to contribute in this way.

The help of the parents in matters of property, is invaluable both socially and economically. The cost of maintaining the gardens and grounds, if contracted out to an employee or an outside agency, would have a considerable impact on budgets.

Building Maintenance Group

As well as the regular Working Bees, this group focuses on structural repairs and maintenance tasks. For more information or if you are able to support this group please contact Stephan Krauskopf on 811-8871 or Travis Adams on 817-1435.

PROMOTION

The first and most respected of promotional avenues any school can have is through 'word of mouth'.

The Kindergartens and School also hold regular Open Days. These are noted in the newsletter and information sheet. Posters, fliers, road signs and advertisements in local publications are the regular means of promoting these events. Parent help to distribute fliers/posters and provide morning tea for visitors is appreciated. Please contact the office if you can help.

The school and kindergarten/nursery website (www.titirangi.steiner.school.nz) continues to be developed. All amendments and changes are overseen and approved by the Management Group.

Literature and brochures are reviewed and updated by the Management Group. Occasionally events are attended by staff and/or parents. Such initiatives may include:-

- Forest Folk taking a stall to an event
- Children's activities being offered at an event
- Displays of pupils' work and public performances
- Provision of refreshment stalls or simple promotional display at events

Marketing, promotion and advertising is a vast area of activity and opens up many differing approaches to raising the profile of not only this initiative but also Waldorf/Steiner Education worldwide. All suggestions and offers of help are taken seriously by the Management Group.

ADULT EDUCATION

Talks, Seminars and Workshops

The Kindergartens and School provide adult education opportunities throughout the year. These are aimed at enabling adults to more fully understand the intent of this education and are of great value for the development of a harmonious learning and home environment. Participating in adult education programmes can be richly rewarding.

Information on forthcoming events is advertised regularly in the newsletter and information sheet or details of up-coming events can be requested from the office.

A REGULAR FUNDRAISER

Titirangi Village Market

The Titirangi Village Market began in September, 1992 as a class fund-raiser. It developed over the years to become a regular and successful market which fulfills a social need of the wider community, provides an opportunity for artists and craftspeople to network and offer the results of their creativity for sale. It provides an opportunity for the school to raise the profile of Waldorf Education and is a regular and important source of income for the school and kindergarten's operating budget.

The Market is owned by the Rudolf Steiner Schools (Titirangi) Trust and as such remains a Cultural Initiative whose purpose is to receive donations in support of the intent of that Registered Charitable Trust. The Manager is directly responsible to and under the authority of that Trust.

The Parents' Market Cafe

The monthly cafe at the Titirangi Village Market is an important fund-raiser and an independent initiative within the market. It is co-ordinated by parents of the school and is dependent on volunteer help, given by the people of the school community both past and present.

As well as playing a vital function towards the overall success of the market, the cafe initiative is also an important source of income for the operating budget. Please contact Kate Palmer for more information or if you are able to offer support.

Titirangi Village Market Management

The Manager, the Trustees and the Parent Market Cafe Coordinator work as a group to maintain the quality and health of the event. The Manager is Judith Cunningham - phone 817 3584.

Entertainment and Music

Originally this was provided by parents of the school. Musicians are now invited to participate, both from the school community and wider afield. Their qualities are acknowledged through the offering of a donation. The current Music Coordinator is contactable through Judith Cunningham.

The Titirangi Community House - Rest and Recreation Initiative

During 2008, The Community House was available to the Titirangi Village Market to provide an area of peace, rest and recreation for families visiting the market. This new initiative was seen to be an opportunity to offer a service to visitors and stallholders as well as an opportunity to raise the profile of the Kindergarten and school. This initiative is currently under review.