

# WEST EYRETON SCHOOL

## INFORMATION BOOKLET

### CONTENTS

- Welcome Letter
- Enrolment
- The School and its Community
- Staff, Board of Trustees and Friends of the School
- General Information.
- Academic
- Other Programmes and Opportunities Available to Children
- Health Issues.
- Bus Behaviour Policy
- West Eyreton Code of Conduct

### **School Mission Statement**

*A strong school TEAM striving for educational excellence.*

West Eyreton School,  
Rangiora RD 5

Dear Parents and Caregivers,

Welcome to West Eyreton School. We hope your association with the school will be a happy one.

The facilities at West Eyreton are superb, and we are proud to continue a tradition of quality education for the children in this district.

Country schools have a special, friendly nature, and close relationships develop between teachers, pupils and parents. At West Eyreton these bonds are fostered by the members of the Board of Trustees and parent groups. These people, with the support of the community, organise fundraising and social events, and support the teachers in their efforts to provide enriching programmes for the children.

You are very welcome to join these groups and we encourage you come along when social opportunities arise. They are a very successful way of meeting other families.

This booklet should provide you with the necessary information about the running of the school. If there is anything further we can help you with, or at any time you are able to provide us with changed information in regards to your children, please do contact us.

Thank you,  
Jillian Gallagher  
Principal.

## **ENROLMENT**

When you enrol your child at West Eyreton School you will receive a pack that contains forms and other information. We ask you to fill in any necessary documents, including the enrolment form and return them to us on the day that your child starts school, or at any other time prior to this.

Please complete all parts of the enrolment form including the street number of your residence and at least two emergency contacts.

We would appreciate it if you could arrive between 8.30 and 8.45 on the first morning so that there is adequate time to meet with staff and complete the necessary documentation.

### **New Entrants:**

If your child is a new entrant the following must be provided on enrolment:

- **Completed enrolment form**
- **Verified evidence of immunisation received. If no immunisation has been given then we require notification of this.**
- **A copy of your child's birth certificate so that we can verify the starting date.**

## THE SCHOOL AND ITS COMMUNITY

West Eyreton was established in 1872 and is a co-educational, full primary – Year 0 (New Entrants) to Year 8 state school. It is a rural school situated in the Waimakariri District 24km southwest of Rangiora.

The school roll is approximately 215 pupils. There currently are nine classes – six of these are composite classes.

The school buildings have been added to as the roll has grown. There are five junior school classrooms and four classrooms in the senior school. In addition to the classrooms, there is an administration block / staffroom and a joint BOT/ community funded Library. A school hall was completed in 2009. Two senior 8<sup>th</sup> & 9<sup>th</sup> classrooms were built in 2015 forming a modern learning senior block environment consisting of four classroom spaces.

The school buildings are set in attractive, sheltered and well maintained grounds including a school / community swimming pool, a junior and senior adventure playground, one tennis/netball court, junior sandpit, large creative play area and extensive playing fields. Pupils also have the use of the West Eyreton community's tennis club courts.

The school has worked in partnership with the Waimakariri District Council to develop the community domain which adjoins the school grounds – the school has funded a fitness trail consisting of eight fitness stations around the domain's perimeter and the cost of building a new senior adventure playground with the WDC giving permission for this to be built on the community domain land. The WDC maintains the upkeep of the new playground for the school & community.

Commencing in 2011, the school worked with its community on a fundraising campaign to enclose the school / community pool to extend the swimming season for pupils & community members. Building of the pool enclosure was completed in November 2014.

The school has a pod of Mac book laptops, class sets of mini – ipads, LED screens / Apple TV's, a digital video camera. Each classroom has a digital camera, data projector, screen and a CD player that complements a comprehensive range of teaching resources. The school computers are networked and there is wireless internet and email broadband access in every classroom. All classrooms are networked to the school's photocopier/printer. All classrooms are equipped with quality modern learning classroom furniture.

The Library offers a wide range of reading and research materials to the pupils as well as to the wider community. Parents and pre-schoolers are actively encouraged to use this facility.

**Community:** Presently, West Eyreton School services an area including West Eyreton, Horrelville and Eyrewell encompassing approximately 500 households. The school produces a community magazine, The News, in terms one & three which is delivered to all community households.

Our closest primary schools are Cust and Swannanoa. We share sporting and cultural events with these schools as well as with View Hill, a small school closer to Oxford.

West Eyreton School is part of the Oxford / Eyre community learning cluster with Cust, Viewhill & Oxford Area Schools which was formed by the MOE in 2012 as part of the Christchurch renewal Greater Education plan. As part of goals set on the Learning Community Cluster charter, West Eyreton initiated a transition programme for 3 & 4 year olds to attend a weekly, one hour programme covering movement, music & language activities which the school resources and funds a trained pre-school teacher. Pre-school parents are involved in the programme – preschool siblings are included. In 2017 each school in the Oxford Eyre LCC will implement

programmes which reflect each school's Cultural Narrative with the aim to further improve cultural responsiveness programmes in the cluster schools. The Oxford Eyre cluster meets to discuss consist themes within the schools' programmes. The Tuahiwi marae education committee presented the cultural narrative in 2016. A prority of this project is raising Maori achievement across our cluster.

In 2015, West Eyreton was approved to become a member of the Rangiora "Puketeraki" Community of Learning Schools (COL) through the MOE's Investing in Educational Success project. The COL has developed four achievement challenges based on achievement trends across all its schools. In 2017, each school has a 'within school' teacher who works for the COL, with teachers in their own school, raising achievement in the challenge areas. West Eyreton has identified the Mathematics Challenge as the area to work on this year.

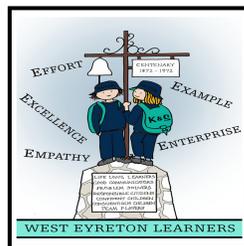
Many children move on from West Eyreton to Oxford Area School or to Rangiora High for their secondary schooling. There are some who attend Christchurch City high schools.

West Eyreton has a special, friendly nature, with close relationships that develop between teachers, pupils and parents. At West Eyreton these bonds are fostered by the members of the Board of Trustees and the Friends of The School. These people support the teachers in their efforts to provide enriching programmes for the children.

**Curriculum:** West Eyreton School is committed to making a difference for its students. The School Vision is our guiding document for developing school programmes to raise the achievement of students at our school.

The school's mission statement is "a strong school team striving for educational excellence."

The staff and pupils have created a school culture that is unique to West Eyreton. Our school culture focuses on the West Eyreton Learner and our 5 Special Qualities (the 5 E's) - Excellence, Example, Empathy, Effort and Enterprise and they guide all of us who work at the school to make good choices within & beyond the school environment.



### **Exceptional Staff**

Teaching staff are dedicated to providing quality learning and teaching programmes for their students. They are ably assisted by the Board of Trustees and a committed team of Support Staff who contribute whole-heartedly to the school's endeavour to provide the best educational outcomes for its students.

### **School's Vision & Values:**

The school vision has a strong focus on learning but it has an equally strong focus on developing children who can relate well to each other – a strong school culture is very important.

Our aim is to bring the whole school together as a "team" – to establish a strong and united belief about who we are – to strengthen the "sense of belonging" and "pride" in what West Eyreton School stands for.

The School Vision sets the strategic direction and planning for learning at our school – this has been developed by staff, BOT and parents. The vision states what West Eyreton School stands for, who we are and what we aim to achieve.

### **West Eyreton School Vision:**

We aim to develop our pupils as:

Lifelong Learners

Problem Solvers

Confident children

Conscientious children, Good communicators

Team Players, Responsible Citizens

In order that all participants in our school have a clear understanding of our vision we developed the 'West Eyreton Learner'. This encompasses our school culture, values and beliefs.

### **STAFF, BOARD OF TRUSTEES, and FRIENDS OF THE SCHOOL**

#### **2017 Teachers & Classes:**

There are nine classrooms at the school as per the following room numbers and class levels below:

We started term three with the following rooms, pupil numbers and class levels:

**Rooms 1 & 2** - New Entrants, Year 1 & 2: Mrs Judi Tallott/ Ms Veanne Reed, Mrs Amanda van Rooy, Ms Angela Wells. (*Rooms 1 & 2 operates as a collaborative teaching space in term one*)

**Room 3:** Year 3 Miss Lisa Duff (Deputy Principal)

**Room 4:** Year 3 & 4 Mrs Michelle Orr

**Room 5:** Year 5 Mr Mark Bishop

**Room 6:** Year 5 & 6 Miss Linda Marshall

**Room 7:** Year 6 & 7 Mrs Jocelyn Austen (Deputy Principal)

**Room 8:** Year 7 & 8 Mrs Sarah Wardle

**Principal:** Mrs Jillian Gallagher

**Part-time teachers:** Mrs Jo Gooch –both DP's release teacher; Mrs Jinnine Pearce – Reading Recovery & classroom release teacher; Mrs Jacqui Prior Stockwin – Special Needs teacher.

#### **Support Staff Roles for 2017:**

- Mrs Sue McGaffin & Mrs Maree McKay- school caretaker / cleaners
- Mr Chris Millar – grounds / property caretaker
- Mrs Val O'Loughlin – school secretary / office
- Mrs Carol Brotheridge – school office (Fri. pm) / Bursar / Principal Assistant
- Mrs Carolyn Daer – teacher aide, librarian & pool operator
- Mrs Ann Frahm; Mrs Pip Wyatt – Special Needs teacher aides
- Miss Emma Trimble – teacher aide
- Mrs Marie Moore – preschool transition teacher aide

#### **School Office Hours:**

Office hours are 8.30 am – 3.15 pm each day: the school office opens at 8.30 am, therefore the phone will be set to answer phone until 8.30 am. Please leave a message if you ring out of office hours.

- Val O'Loughlin manages the school office each day except Friday afternoons.
- Carol Brotheridge manages the office on Friday afternoons 12.30 – 3.15 pm.

#### **Pupils' Arrival Time at School is 8.30 am:**

School opens each day at 8.30 am – pupils should not arrive before this time please.

## **BOARD OF TRUSTEES**

The West Eyreton School Board of Trustees is elected by the school community every three years. Your current Board of Trustee members are:

Chairperson:	Jeremy Cowan Bruce Cooper Tim Stokes Hemi Dawson Brent Selwyn
Staff Trustee:	Judi Tallott
Principal:	Jillian Gallagher

## **West Eyreton School Board of Trustees Meetings**

These meetings are held each month at the school. The date and agenda are advertised in the newsletter before the next meeting and all community members are welcome to attend.

## **Parent Volunteers:**

Parents may like to belong to the Friends of the School (FOTS) group, which helps parents to connect with other parents and foster a community spirit.

This group works to improve the educational opportunities and resources available to our children with school fund-raising activities and social events.

The FOTS is a sub-committee of the BOT.

You are encouraged to become a member of this group, as a means for getting to know other families in the school.

## **CONTACTING THE SCHOOL**

The school's telephone number is 3125850 and the fax number is 3125896. It would be appreciated if non-urgent calls could be made before school, during intervals or after school. The fax is available for use by the community at a nominal cost.

The school e-mail is [office@westeyreton.school.nz](mailto:office@westeyreton.school.nz)

The office is manned from 8.30 am – 3.15 pm Monday to Friday

## **SCHOOL HOURS**

Bell rings start school	8.55 am
Learning Session 1	9.00 am – 10.30 am
Morning break	10.30 am – 11.00 am
Learning Session 2	11.00 am – 12.00 pm
Lunch Break	12.00 pm – 12.30 pm (eat lunch – short play)
Learning Session 3	12.30 pm – 1.30 pm
Afternoon break	1.30 pm – 1.55 pm
Learning Session 4	1.55 pm – 2.55 pm

This timetable allows children to eat lunch sooner in the school day, allows for more exercise between teaching sessions and generally contributes to better playground behaviour because of the shorter lunch breaks. Some classes have a healthy snack break before morning tea – a piece of fruit or vegetable and a drink of water.

## ABSENCE FROM SCHOOL

Ministry of Education regulations state that no child shall be absent from school without sufficient reason.

A phone-in system has been instigated to help guard your children on the way to school. If your child/children are not going to be at school on any particular day, you must ring the school before 9.00 am. If children have not arrived at school at 9.00 am and we have not had a phone message, then we will phone you.

If there are details in regard to the absence that could affect your child at school then please inform the teacher either by phone call or letter.

## EMERGENCY CLOSING/CONTACT

In the event of flooding, storms and other extraordinary circumstances when the school must close, or we need to get in touch with you, a texting system is in place to contact parents – in addition there is a grapevine telephoning system that has been devised as a back up system to advise all parents as quickly as possible of an emergency closing. From time to time an updated copy of the telephone grapevine will be forwarded to you. Radio 3ZB is also used as a means to inform parents of school or emergency closure.

## EMERGENCY PROCEDURE

The school has a text messaging system that is used to contact families in emergency or school closure situations.

The school's notification procedures are:

1. A text message / email system – in the event of an emergency or school closure, we will send a text or email to advise of the situation at school & updates on opening dates / times
2. A message will be placed on the main school phone & the school website advising parents of the situation at school
3. Where possible, school closure messages will be placed on the Newstalk ZB radio station **0800 801080** & / or the Breeze radio station.
4. The emergency telephone tree will be actioned, if no.s 1 – 3 above can't be activated.
5. Check with neighbours, friends if you think there is potential for the school to be closed but you haven't been contacted – emergency communication can be tricky e.g. weather, earthquake

For these procedures to operate effectively, it is vital that we have the correct cell phone numbers / email addresses for all families please.

In addition, during an emergency closure, the school bus driver will **NOT** drop off pupils at the bus stop / home gate unless their parent or caregiver is waiting there to collect them. They will bring the child back to school to be supervised here until their parent can collect them. If the school bus is unable to operate, then children will remain here at school until parents can collect their child.

***Children will only be permitted to be picked up by other parents if that parent is listed as a caregiver on our records. If you would like another parent to collect your child during an emergency closure then you, the parent, need to inform us of this person.***

## PHOTOCOPYING

The school's photocopier is available to the community at rates that are commercially competitive. [Prices available on request] If you wish to have copying done, please contact the office, to arrange a time for this.

## **VOLUNTARY DONATIONS:**

With increasing costs, the grants from the Ministry of Education are not sufficient to cover the basic items required for the school, let alone to purchase additional materials such as books and sports equipment.

West Eyreton School is a decile 10 school and receives minimal Ministry funding for supporting the learning needs of all its students. All lower decile schools receive much increased MOE funding compared to our school. The BOT is therefore required to fund the additional learning support required. It is common practice that this amount will need to be increased as the year progresses as additional children require learning assistance or support.

As the board is obligated to remain on budget, and, if without parent voluntary contributions, some of the additional educational opportunities may not be available.

At present an annual school donation is requested from each family. This is \$30.00 per child per term, a total \$120 per year. This voluntary donation will be added to your school account **& payment is optional.**

The donation money is used to enhance the learning opportunities for all children, through providing extra materials, facilities and resources.

This can be paid either as a lump sum, termly, fortnightly, monthly, or by direct debit, to the school's bank account ANZ 01-0877-0006193-00 over the year.

Income Tax Credit: parents may qualify for an income tax credit from Inland Revenue in relation to donations made to the school.

## **OTHER PAYMENTS:**

During the year there will be activities, which require extra payment to cover the costs involved. These will be shown ahead of time on Term Calendars and it will state on the calendar whether you are being asked for a voluntary contribution or if there is a compulsory charge for your child's involvement.

Voluntary contributions will be for activities, which are run as part of the school curriculum.

Other charges for extra curricular activities, which are run to enhance your child's learning experience but are not needed to fulfill curriculum requirements you can choose to pay. You will need to send your agreement & payment in advance, thereby authorising your child's involvement e.g. Science Alive being held.

## **STATIONERY:**

Payment must be made for the purchase of goods or services, but only after a parent has freely chosen to make the purchase. Examples include food from the canteen, and a stationery pack bought from the school rather than from a downtown retailer.

## **SCHOOL STATIONERY**

The school office keeps a stock of incidental stationery items such as pencils, rulers, glue sticks & rubbers at this school. Teachers will indicate stationery requirements to you via the children. Teachers send out a stationery list for each child for the start of the school year. Exercise books and main stationery items are to be

purchased by Parents at Stationery outlets. If you wish to replace pencils e.t.c. later in the year from the school then please send the correct amount in cash with your order.

### **ASB SCHOOL BANKING AVAILABLE FOR PUPILS**

ASB recognises a growing need to educate New Zealand children on the importance of financial literacy and to encourage good savings habits from a young age. ASB provides an easy way for pupils to save, through regularly banking at school **every Thursday**. Each child that joins this programme receives an exciting ASB goodie bag. Registration/Information packs are available at the school office and should parents/caregivers have any questions please contact ASB Rangiora on 03-3649410. Pre-schoolers are also included but will need a copy of their birth certificate when registering at school, or, at the Rangiora ASB branch.

### **SCHOOL POLICIES & PROCEDURES**

A list of the West Eyreton school policies and procedures is available at [www.schooldocs.co.nz](http://www.schooldocs.co.nz), or can be obtained from the school office.

Parents & caregivers are provided with a password with which they can access the school's policies & procedures online.

1. Go to [www.schooldocs.co.nz](http://www.schooldocs.co.nz)
2. Click **Search for your school**.
3. Start typing the school's name and then select it from the dropdown list.
4. Enter the community username (**westeyreton**) and password (**7475**).

### **VALUABLES**

Children are encouraged NOT to bring their toys and / or any valuables to school as teachers cannot be held responsible for any damage or loss that may occur.

Cell phones, trading cards and MP 3 players are not permitted.

### **SCHOLASTIC BOOKS**

Information sheets are sent home with the children twice a term, and many parents take the advantage of purchasing good quality books at a substantially reduced cost.

Individual requirements can be marked on the order form, which should be then returned to school by the required date with the payment for the books requested. The books usually arrive about three weeks later.

The school benefits from this scheme with bonus points made available to us to purchase books for the library.

### **ASSEMBLY / Year 7 & 8 Leadership Teams:**

We hold a whole school assembly fortnightly on a Friday morning at 9.00 am to enable parents to attend. Assemblies are a special time for our school to come together to celebrate the children's learning, sporting achievements and to announce the next fortnight's E focus. Year 7 & 8 leadership teams run each assembly with classes taking a rostered turn to share their learning with the whole school. Children who hold leadership positions are given an opportunity to share information about their roles or upcoming events that they are organising at the school.

Assemblies are a valuable way for us all to spend time together, to learn more about each other and to understand what is happening around the school.

Classes also combine for regular syndicate assemblies. This is a time for sharing happenings, displaying work, giving notices and enjoying pupil entertainment.

Certificates & rewards are given for positive and caring behaviour, and for excellent schoolwork which are handed out at Assembly. Staff present 'spot prizes' to pupils they have seen demonstrating the 5 E's and these pupils are awarded an E cup to take home until the next assembly.

## **INDOOR FOOTWEAR**

During the winter months, children are encouraged to bring suitable footwear for indoors. This could include slippers, sandals, sneakers or thick socks. This helps to keep noise down when children are compelled to remain in-doors, and assists in keeping the inside of the school clean.

## **HOUSE GROUPS**

We operate a house system in the school with children being placed into one of four houses as they enrol. The house names are Worlingham, Warren, Eyrewell and Murphy. These are the names of four of the original runs in the West Eyreton area.

Points are awarded for schoolwork, behaviour, attitude and many other things during the week. At the school assembly, the points are added up to identify the house of the week. Points are accumulated during the term and the leading house at the end of the term has a special reward.

Children with older siblings at school will be put into the same houses as their older brothers or sisters. There are opportunities organised when each child works together on different tasks with a buddy in their own House.

## **PRIZE GIVING**

At the end of the year, we have a formal prize giving when we acknowledge the performances of the children in all fields, whether they be academic, sporting or social. Through generous donations we have a wide range of cups, medals and certificates that we present to children for their efforts throughout the year. We also present cups and badges for other achievements such as for the Agricultural Club awards.

## **NEWSLETTERS**

These are a regular feature of school life and are emailed home regularly with your oldest or only child. (hard copies are available from the school office) Through them we endeavour to keep you up to date with events, past and future, at school. Often included, is a form to be filled in and returned, and we would appreciate this being returned by the stipulated date.

Special notices from the Board of Trustees and local organisations are also issued in a community newsletter published at the end of each term.

Parents wishing to advertise or have some input into the newsletter are most welcome to contact the school.

## **New West Eyreton School App Launched: - free to download from the App store and Google play:**

We now have a Mobile App for important school messages. To download the app click this link. <http://westeyretonschool.apps.school.nz/share/>

Please click on the link above and download the West Eyreton School App. This tool is used to send instant push notifications to school parents regarding classroom and school events.

The first time you access the App it will ask you to subscribe to the relevant alert groups. Make sure that you select the alert groups that you would like to receive notifications for.

### **PARENT HELP**

There are many occasions where parents are able to help with school activities, and teachers recognise and are grateful for the support they receive at these times. Opportunities arise for this support at Discovery time, PMP days, sports days, swimming lessons, pet days, visits and camps.

There are further opportunities in general class work, and this applies particularly to the new entrant class where parents may be involved in helping in the classroom and with preparation of books and material. Pupils are enthusiastic about parents taking an interest in their work, and parents gain a first hand experience of their children's classroom programme.

Assistance in the library is always appreciated, and there are always opportunities to help with working bees and fund-raising events.

### **POLICE VETTING OF SCHOOL PARENTS:**

The new Health & Safety legislation advises all organisations to take every opportunity to put good safety checking processes in place to keep its children safe.

The West Eyreton School BOT hugely appreciates the excellent support that parents provide to our staff & pupils.

The BOT has revised its Child Protection procedures, and in the interests of pupil safety, all parents likely to help in the school will be encouraged to undertake a police vetting check.

If as a parent helper, it is likely you could participate with pupils in an unsupervised position, or you provide transport for other children, then you are encouraged to undertake a police vet.

Examples of the types of activities requiring parent police vetting are:

- sports coaching in school grounds / buildings
- transporting pupils to events beyond the school e.g tournaments (such as, chess, Cantamaths), sports events, Young Leader's training days, ice skating / skiing
- parent help on school camps

The school will send you a police vetting form, which you return confidentially to the Principal who then processes your police vet through the on-line Police Vetting service.

If you would like to read about the police vetting process, please go to <http://www.police.govt.nz/about-us/publication/online-vetting-user-guide>

The vetting process takes a minimum of 20 working days. Vetting forms will also be added into pupil enrolment packs. The police vet will remain current for a period of three years.

Please complete the attached slip and return to the school office. We will print off the vetting forms and send these home to you.

---

---

**Police Vetting Form Request:**

Please send me one / two copies (please circle) of the police vetting forms.

Parents' Names .....

---

---

**PLEASE COME TO THE SCHOOL OFFICE & SIGN IN – YOU WILL BE GIVEN A BADGE TO WEAR THAT IDENTIFIES YOU AS A PARENT HELP** – this is part of our Health & Safety requirements.

**NEW VISTAB Visitor Management Tool:**

A tablet is located in the school office for Visitors, Relieving teachers, Contractors and late pupils to sign in. It enables the school office to know who is on site at any one time.

- Visitors read the school's Health & Safety information as part of their signing in process.
- It records pupils leaving during the school day; pupils select their late reason during signing in – late passes are printed automatically.
- In the event of an evacuation access to who's on site can be printed off.

**CALLS FOR TRANSPORT**

Although bus transport is the preferred mode of transport used on school outings, depending on the type of event, we may ask for cars to carry pupils on school outings.

When such assistance is required, a Parent Transport notice is issued to all parents. If you are unable to take transport then the cost will either be charged to you directly or be added to your school account.

Car transport is charged out at the following rates per child: Christchurch \$10 return. Cost of vehicle transport to Kaiapoi, Rangiora, Oxford is set at \$5.00 per pupil.

Bus transport is quoted to us for each individual trip and we endeavour to advise parents before the trip takes place.

**NZ CURRICULUM KEY COMPETENCIES EDUCATION**

The school's strategic plan & school curriculum outlines the importance of teaching the Key Competencies of the NZ Curriculum for all its pupils. The School's Vision clearly states how the school incorporates Key Competencies' education into its programmes. "The Board of Trustees provides for a wide range of activities and opportunities over and above the requirements of the curriculum." (Ministry of Education- 2003)

The Key Competencies are provided through a range of carefully planned activities:

- **West Eyreton's School Culture:** "West Eyreton School Moving Ahead Together" is all about the children and the teachers planning how they can make their school a better place for learning, working and playing

in – our aim is to bring the whole school together as a “team” – to establish a stronger and more united belief about who we are – to strengthen the “sense of belonging” and “pride” in what West Eyreton School stands for.

- **West Eyreton Learners & the 5 Special Qualities:**
- **EXCELLENCE** - We will strive for high standards in everything we do
- **EFFORT** - We will work hard to achieve our goals
- **EXAMPLE** - We will be positive role model
- **EMPATHY** - We will consider other people’s ideas and feelings
- **ENTERPRISE** - We will demonstrate a willingness to explore new ideas.
- The Restorative Justice Programme is taught throughout the school and is the backbone of the school’s pupil behaviour & relationship programmes. Circle time is taught in every classroom and teaches important social skills to all age groups. Information pamphlets are made available in every enrolment at the school and are available on the school website [www.westeyreton.school.nz](http://www.westeyreton.school.nz)
- Safer Schools programme with activities organised to promote cooperation and positive behaviour school wide.
- Children receive recognition for positive playground behaviour. Duty Teachers give out coupons to children who are playing and behaving well during playtimes and who are demonstrating the 5 E’s – Empathy, Example, Effort, Excellence, Enterprise, which are part of the school’s culture. Children who are spotted place their names into a weekly draw for a range of popular spot prizes.
- Weekly E awards are drawn by the school leaders who receive congratulations from the principal and an E awards sticker.
- At the end of each term staff nominate names to receive an “Above & Beyond” award which entitles recipients to participate in a ‘Pizza lunch with the Principal’.
- Career Education and Guidance programmes taught in Year 7 & 8.
- Health Programmes strongly emphasise Values Education e.g Life Education, Kia Kaha, Keeping Ourselves Safe,
- Buddy Assemblies are held at different times for Reading, and during each term the children rotate around different activities which develop school wide cooperation and involvement e.g. Te Reo Kori, cooperative games and outdoor pursuits
- Other activities organised as part of the Safer Schools programme are: orienteering courses at school, line hockey, petanque, volleyball, school inter-house soccer competition, as well as teachers coaching a range of lunch time games such as Netball, Soccer, Touch & Hockey.
- Senior pupils are part of the PALS (physical activity leaders) programme where they organise games and sports activities during one lunch break each day of the week.
- Peer Mediators are rostered on to assist with duty and to help children with any issues that they might have in the playground.
- All Year 7 & 8 pupils hold senior school leadership positions and belong to one of ten leadership teams working with a staff member.

### **The School:**

- establishes and maintains a school culture that promotes the values listed, and provides incentives and expectations to ensure these are consistently achieved.
- provides clear guidelines for behaviour:
- regularly promotes these values through providing programmes and rewards.
- involves the broader school community in forming and maintaining these expectations.
- provides opportunities within class programmes for children to develop the skills for working together co-operatively:
- teaches, encourages and supports children to take on roles and responsibilities.

- teaches, encourages and supports children to participate effectively as responsible citizens in our democratic society.
- recognises desirable personal qualities ( e.g. kindness, trustworthiness, caring, reliability, tolerance, fairness, diligence, consideration, generosity).

The school recognises that for every child to reach their full potential as responsible citizens and life long learners, there must be provision in the school curriculum for children to practise the Key Competencies and Values, which are an important part of their education.

### **MANUAL TRAINING/ TECHNOLOGY**

Years 7 and 8 children are taken by bus one morning each week, for two terms each year, to the Oxford Area School for woodwork, technical skills and home economics. The bus is provided free but there is a charge for materials used by the children.

### **SCHOOL CLOTHING**

The school colours are jade & navy.

#### **The following guidelines apply:**

- Full compulsory uniform **must** be worn (see uniform list on school website)

The Board of Trustees has approved that the full West Eyreton School uniform is fully compulsory for all pupils. (A list showing the full school uniform options and approved retailer can be found on the school website [www.westeyreton.school.nz](http://www.westeyreton.school.nz)) Also see school uniform procedure link on school website.

### **SCHOOL DRESS CODE**

The school has a dress code, which is issued with each new enrolment pack. See School Dress code link on website.

### **NAMING CLOTHING**

We realise this is a chore, but a necessary one. Although the naming of clothing is not imperative it does help the school to establish owners of lost property and we would appreciate your co-operation with this.

### **SCHOOL LIBRARY**

The school has a well-stocked library and encourages children to take books home to read, and to use the library during lunch hours.

Adults are most welcome to borrow from the collection of parenting books, to use the reference collection and to collect picture books to read to pre-schoolers.

Children can be registered as members of the library before they start school to begin them on the journey as life long readers. The library is open on Tuesday and Thursday mornings for pre-schoolers to change books.

#### **School Library Service**

Pupils may request books unavailable from the school library directly from the School Library Service. Requests can be made through the school.

## **SWIMMING POOL**

The school's community pool is open to the community during the summer holiday period. It is also open for community use after school hours, including the weekends, until the end of April.

### 2017 – 2018 Swim Season:

The pool will open for Wai Swim instruction for pupils only on 4 December until the end of the school year. NB: The pool will be open for school pupils only as once school finishes the pool is to undergo a major upgrade of its internal pool walls and pool floor with the installation of a new silicone PVC cover.

It is anticipated that the pool will re-open for community & school use at the start of the 2018 school year.

## **SCHOOL BUSES**

The Ministry of Education rules that to be eligible to travel on a school bus Y1 – 8 pupils must live more than 3.2 km from school.

A set of bus rules is operative and will be given to all pupils.

We have two school buses, which are run by a private contractor. The bus company employs the drivers and consults with the school over changes and any other relevant issues.

### Parents of bus children please take note of the following:

- (a) If not using the bus in the morning, please phone the family immediately before you on the pickup list and have them tell the driver.
- (b) On leaving the bus, pupils must step back two paces and wait on the side of the road until the bus has moved off, so that they may have a clear view of the road before crossing.
- (c) Please inform the school by telephone, or with a note, if a pupil is not returning home by bus.
- (d) If the Downs and Pestors Road fords are closed, pupils may be picked up and dropped off a little later than their usual times. A bus timetable is issued to all new pupils who are eligible for the bus and when there are major timetable changes. Please have your child at the pick up point 5 minutes before their pick up times. Note that the bus run changes each term during the year. The timetable is changed each term to allow pupils to benefit from arriving home early each alternate term. You will be informed when these changes are imminent.
- (e) Children are usually allocated a seat on the bus and they must sit on that seat each time they are on the bus. They are not to kneel on the seats or annoy others with improper behaviour. Lisa Duff, DP, is the bus controller and if bus behaviour is not acceptable, the School Bus procedure outlines steps that may be taken.

It is recommended that a parent waits with the child at the bus stop each morning, and is there in the afternoon when the bus arrives. If the bus breaks down at any time, the school will endeavour to contact all bus parents but if the bus has not arrived within reasonable time the parent should contact the school to ascertain the reason.

Refer to the Procedure attached.

## **ACADEMIC**

### **PROGRESSION THROUGH THE SCHOOL.**

Pupils vary greatly in maturity and readiness for learning upon entering school at 5 years old, and they progress at different rates. Depending on progress made, and when their birthday falls, pupils will require up to 3.5 years to progress through the junior programme. We do our best to have every child progress at the fastest rate possible, but if there are difficulties teachers will meet with you and discuss available options. A child's first years at school are the most important in his/her whole education.

As a general rule, pupils who begin in term one are classified Year 1 and those who begin in terms two, three & four are classified Year 0. Progression then through the school follows this classification. Please ask to read the School Classification procedure.

We provide for a wide range of abilities in our composite classes, and will always ensure that the best possible programme is designed for your child. We identify and help gifted children as well as those who are struggling with aspects of their learning. This is done through our special education programme which ensures that teachers regularly monitor and report any specific needs a child may have. If necessary these children may receive individual help from our teacher-aides, or in other cases will have specially adapted classroom programmes.

There are many ways of helping children who have difficulties, or need extension opportunities, with their learning. Please always contact the teacher if you have concerns in this regard.

### **HOMEWORK**

Homework is set regularly by class teachers and they will outline their expectations to you.

While we acknowledge some people find it difficult to fit homework into busy lives, at the beginning of each year we survey families in regard to the type and amount of homework offered, and do take this information into account.

Homework activities are designed to enhance the children's learning. We hope that parents will provide assistance as necessary, especially for the younger children who really benefit from your input and encouragement.

Older children should gradually become more independent with their homework, but would profit from having you check or monitor their work.

Please talk to the relevant teacher immediately if there are any homework concerns.

### **REPORTING TO PARENTS**

Refer National Standards information on the school website [www.westeyreton.school.nz](http://www.westeyreton.school.nz)

## **OTHER PROGRAMMES AND OPPORTUNITIES AVAILABLE TO CHILDREN**

### **SPORT**

Schools are required to prioritise P.E. in the school curriculum – our school also includes a range of sporting activities within normal classroom programmes. We also offer children opportunities to further develop their strengths and interests in these areas through participating in events within the school and with other schools.

Below is an approximate calendar of regular sporting opportunities.

We encourage children to play a wide range of games, and whenever possible offer them coaching from outside experts.

Parents contribute to this as well, through coming along and helping at events, coaching during lunch hours, or assisting with classroom programmes.

### **Sports Programme:**

Our school participates on the North Canterbury Schools Sports & Recreation PE Coaching contract – each fortnight two coaches take each class for a 30 minute PE lesson with class teachers present. On alternate weeks the teachers consolidate the skills taught at the coaching session.

All pupils are expected to participate at Sport unless there is a good medical reason why they should not do so. A letter should be sent from home outlining the reason or a phone call made to the school.

An outline for the year's programme is:

- |                         |  |
|-------------------------|--|
| <b>February-March</b>   | - Swimming Sports. These are held with neighbouring schools. The more able swimmers take part in the competitive swimming sports in Rangiora.<br>- School Triathlon.                                   |
| <b>April / May</b>      | - School Cross country & Eyre cluster Cross Country.   |
| <b>June-July-August</b> | - Inter-School Hockey, Soccer, Touch and Netball. We combine with schools from around Rangiora for tournaments in Rangiora. Inter-school competitive senior sports programme against Rangiora schools. |
| <b>August</b>           | - Winter sports day. Skiing at Porter Heights or Ice-skating at the Alpine Skating Rink in Christchurch are popular examples.  |
| <b>November</b>         | - School Athletic Sports.  |
| <b>December</b>         | - Inter-school competitive Athletic Sports in Rangiora.  |

During the year, sports afternoons are arranged with other schools and the more able athletes have the opportunity to compete at regional levels.

### **OUTDOOR EDUCATION**

All outdoor education is planned for the purpose of enhancing learning opportunities in the school curriculum and to develop the important key competency skills. These experiences bring opportunities that we cannot provide at school and are always carefully considered for their educational value.

All rooms undertake other outings as well. While bus transport is the preferred option, Parent help with transport is very much appreciated by the staff for many trips.

During the year you will receive forms from teachers asking for permission to take your child on trips. Please return these as soon as possible so planning for the trips can be completed. The trips are organised in accordance with the school 'Education Beyond The School Boundaries' policy risk management plans.

### **THE ARTS**

The school curriculum provides programmes in music, art, dance and drama.

In addition to this each year we provide opportunities for the children to sing in music festivals. The school choir participates in the Christchurch Music Festival each year.

There are opportunities to participate in art competitions when they arise.

We also invite a selection of performers to the school each year to share their talents with the children. They may be musicians, puppeteers, poets, dramatists or storytellers. A balanced programme is arranged so that children gain exposure to as rich a cross-section of the arts as possible. Sometimes this entails visits to the theatre or to hear orchestras and other musicians perform.

### **MAORI CULTURAL RESPONSIVENESS PROGRAMMES**

West Eyreton is working with the Tuahiwi Marae Education committee with schools and ECE's in the Oxford Eyre Learning community cluster. We have attended a Planning Hui professional development day and produced a 'gap' analysis to determine our next steps.

The school's self review includes staff / BOT work using Ka Hikitia "Maori students enjoying and achieving education success as Maori" and the Hautu self review tool.

School programmes develop our pupils' skills through the following ways:

- Fortnightly Kapahaka lessons for all pupils which are led by tutors from the Kapahitia trust
- We have a school Kapahaka group who has performed this year at the North Canterbury school's cultural festival and the Ngai Tahu Farming conference.
- All pupils & teaching staff are able to present their own mihi; pupils perform the 'haka powhiri' at events
- School Assemblies include waiata and mihi; senior leaders write a whakautauki for each E focus on the footpath sign at the entrance to the school; the whakautauki is part of the school's newsletter.
- Te Reo school Maori language & culture integrated throughout the curriculum & school newsletter
- Cultural Narrative sets the platform for our cultural responsiveness programmes – 5E's cultural banners
- Matariki – star gazing and hangi events; a school blessing ceremony of the new senior classroom block

Visit the Cultural link on our school website to view other events & programmes that we have worked on.

### **AGRICULTURAL CLUB**

All pupils are encouraged to undertake one of the various animal-rearing, or garden projects, each year. These projects enable the children to obtain agricultural club certificates and badges as they progress through the school.

Official projects include:

1. Raising lambs, calves, pigs, goats and chickens.
2. Growing vegetables or flowers.

We have a pet day at school during October when the project animals are judged. Children also bring other pets and floral entries on this day.

The garden projects are judged early in December. Two cups have been donated for the best junior and senior garden projects at our school each year.

## **HEALTH ISSUES:**

### **School Health Nurse**

The School Health Nurse is a registered Nurse, employed by the Canterbury Area Health Board and is available to help with health concerns in our school. She visits the school once per month and is available for advice on medical matters.

The role of the Health Nurse is: -

- \* Advising teachers and parents on health matters.
- \* Arranging vision tests on request.
- \* Arranging hearing tests on request.
- \* Health Education (assisting with class programmes.)
- \* Arranging admissions to Health Camps.

### **Common Diseases**

Noted below are a list of common diseases and period of exclusion from school: -

- \* Chicken pox           For one week from the appearance of the rash until all scabs are gone.
- \* Diphtheria            For at least two weeks from onset.
- \* Headlice             Nil if under treatment, or as your doctor directs. Special shampoo can be obtained from the chemist. The School has an electric comb, which is available for parents to use in the treatment of headlice.
- \* Measles              For at least 7 days from the appearance of the rash, until recovery.
- \* Mumps                Until all swelling has subsided and patient is restored to normal.
- \* Ringworm            Nil if under treatment.
- \* School Sores         Nil if under treatment.

Your doctor's advice should be sought in all these matters. If your child has any of the above inflictions, please inform the school as soon as possible.

### **First Aid Treatment**

Should a child suffer an accident at school they will be attended to, and if it is felt that a doctor's advice is necessary, then the parents will be contacted immediately. If the parents or the emergency contacts cannot be reached then the staff at school will make any decisions required and act accordingly.

Please advise the class teacher if your child is on any form of medication during the school day. Parents and Caregivers will need to fill out an Administering Medication form before Staff can administer medication. A record of the medication given is also kept. A medical history record is kept at school and Parents need to complete this form when enrolling their child.

The school has developed procedures for the administering of medicines at school. If you need this information then please contact us.

### **Dental Clinic**

Each year a mobile dental caravan operates at the school and dental nurses conduct a thorough check of children's teeth. At other times, or any relief of pain or enquiries, please phone the Oxford Dental Clinic and you will be redirected if the Oxford Clinic is closed.

The phone number for the Oxford Dental Clinic is 3121130.

### **Psychological Service / Specialist Education Service (SES)**

The Psychological Service / Specialist Education Service, of the Ministry of Education is used when a child has a problem that requires specialist diagnosis and treatment. No child is referred to Specialist Education Services without prior discussion with, and consent of, the parents.

### **Safety in the Sun**

At West Eyreton School we have a Safety in the Sun Procedure that outlines how we help the children to be safe in the sun. A copy of the procedure is sent home at the start of each school year. During terms 1 and 4 all children are required to wear the regulation school sun hat when out of doors. Sunhats are to be purchased through the school office, currently costing \$12.00 each.

### **NZ Cancer Society Award for West Eyreton School:**

West Eyreton School has been recognised as a SunSmart School by the NZ Cancer Society. Mr Martin Witt from the NZ Cancer Society presented the school with an award for becoming an official Sun Smart Accredited School. This award recognises the valuable work the school is doing to promote sun safety. To gain accreditation the school has implemented a comprehensive sun protection policy that meets the NZ Cancer Society's criteria. The aim is to reduce the harmful exposure of students & staff, and those others within the school environment, to ultraviolet radiation and therefore reduce their risk of skin cancer.

Along with its award, the school received a UV index-reading chart which will be used to display the UV rates on a daily basis.

**West Eyreton School New Entrant parent/caregiver response form:**

Dear parent/caregiver,

As a new parent/caregiver of a five year old child enrolling at West Eyreton School, we would like to make sure that you have been fully informed of what happens at West Eyreton School for you and your child.

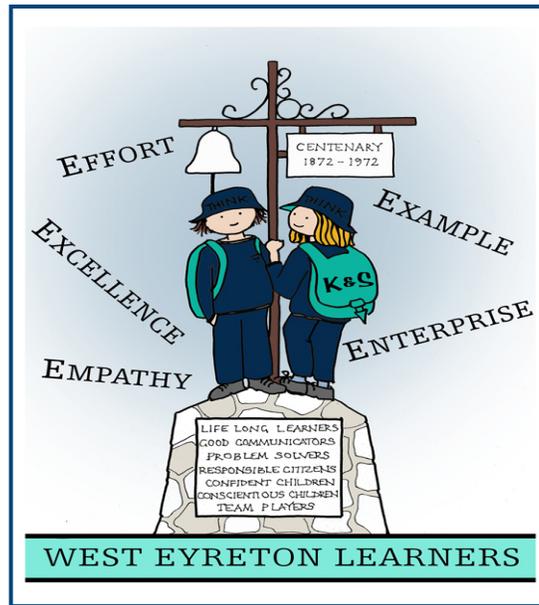
We would be grateful if you would take a few minutes and complete this form so that we can make sure that all new families to West Eyreton School have all the information they require to make a successful transition to our school.

Please return this form with the enrolment information when your child starts at West Eyreton School.

Thank you.

- .....
1. Was the information presented to you in the school information booklet clear, and did it cover all the things you wanted to know?
  2. Was the timeframe for pre-school visits sufficient for the needs of you and your child?
  3. Were you made to feel welcome to the school?
  4. Is there anything that you feel the school could do differently to support new parents to the school in the future? Please comment if there are.
  5. Were there any special reasons for choosing West Eyreton School for your child/ren?
  6. School Readiness - What are 5 things you think children need to have to be ready for their transition to primary school?
  7. Do you have any other comments?

Name..... Date.....



# WEST EYRETON SCHOOL

## INFORMATION BOOKLET