



PARENT HANDBOOK

Kenderdine Road, Elsthorpe, Central Hawke's Bay

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<u>Principal:</u>	Hayden Kennedy	(Senior School)
<u>Teaching Staff:</u>	Julie Gilmour	(Junior School)
	Barb Golden	(Senior School Principal Release)
	Helen Dolden	(Reading Recovery & Teacher Librarian)
<u>Support Staff:</u>	Andrea Yule	(Office Administrator)
	Carla Hanan	(Teacher Aide)

Board of Trustees:

Chairperson: Evan Potter

Parent Representatives: Nigel Bicknell, Graeme Laugesen, Greg Hart, Bess Speakman, Bek Kingston

Staff Representative: Julie Gilmour



ABSENCES

The school appreciates being notified either by letter or telephone call (before school) of a child's absence. In cases of prolonged illness or absence, prior notice should be given so that activities can be provided to keep the child up to date with current work.

ASSEMBLIES

Are held every Monday morning to share sports results, items of work, receive notices, issue merit awards, celebrate birthdays, sing school songs and greet guests. Parents are most welcome to join us.

ASSESSMENT

When children enter school they undergo the School Entry Assessment. At 6 years of age they are assessed according to criteria in the 6 year net. Each class conducts assessments during the year in all curriculum areas. Also running records (to assess reading progress), Progress and Achievement tests (held in March for Year 3-8 children to assist grouping and future teaching programmes), Danae Heinz spelling and basic facts for Year 4-8, are some of the assessments your child will experience. Teachers are only too happy to explain these, plus other methods, and the results are always available for discussion and your viewing.



BELLS

The first bell is rung at	8.55 am
Morning tea	10.40 am - 11.00 am
Lunchtime	12.30 pm - 1.30 pm
Final bell for the day	2.55 pm



BOARD OF TRUSTEES

Our Board runs our school always with the best interests of the children paramount. They meet on the third Tuesday of the month and you are very welcome to attend meetings.

BUSES

Three buses service our school. The company Go Bus is the contractor for Atua and Kahuranaki buses and they can be contacted on 858 5194. Our buses cover the following areas:-

- Beach Rd (Kairakau and Mangakuri beach) This bus service is not run by the Ministry of Education and is run on a term payment basis only.
- Atua - (Atua and St Lawrence Roads and to the Patangata Tavern)
- Kahuranaki (Kahuranaki Rd to the Waimarama bridge)



CLASS TRIPS

When your child attends class trips, parent permission is sought for children to attend and children are required to wear sunhats as per our school policy.

CLOTHING

All children's personal clothing and equipment should be ***clearly and permanently named***. If something is lost please contact the school to look through the lost property area. Any lost property not claimed by the end of each term is donated to a local charity.

COMPLAINTS

The school has a Complaints Procedure in place. Please feel free to ask at the school's reception if you wish to view this.

CULTURAL ACTIVITIES

The school is involved in visiting drama, music and dance groups. We also participate in the CHB Ngati Whai Maori Festival and the CHB Music festival on alternate years. Payment for visiting groups may be met from school funds, partially subsidised, or from parents.

CURRICULUM

All programmes are based on the New Zealand curriculum documents (Maths / English / Science / Social Studies / Science / Health and Physical Well-Being / The Arts) and we are required by law to teach to these. Children work at their appropriate level and these can be expected to be:

Year 1-	Level 1	Year 7-	Level 3 - 5
Year 2-	Level 1 – 2	Year 8-	Level 3 - 5
Year 3-	Level 1 - 3		
Year 4-	Level 2 - 3		
Year 5-	Level 2 - 4		
Year 6-	Level 2 - 4		

Teachers are again only too happy to explain these systems to you.



DENTAL CARE

Access to a dental therapist throughout the year is through the Waipukurau Dental Clinic and the Havelock North Intermediate Dental Clinic. The children have an annual appointment made for them to attend the Waipukurau Clinic or the Havelock North Intermediate Dental Clinic. Should you require to contact the Dental Therapist at any time you may contact these clinics direct.



EMERGENCIES

In the case of a Civil Defence Emergency the District Warning System will be:-

- Existing Fire Service siren system
- Radio Central F.M. (93.5 Mhz F.M. & 96.6 Mhz F.M)
- Self Evident



ENROLMENTS

Children may be enrolled to start school from the age of 5 years. We have a monthly four year old morning from 9.00 – 10.30 am, which gives the children an opportunity to become acquainted with our school. You will be asked to fill out enrolment forms for health records and personal particulars in case of emergency ie. phone number, address, doctor etc. You will also be required to present your child's birth certificate for noting.



FOOTWEAR

As fitness and sport are an integral part of our daily programme, children will require suitable footwear. In the winter, gumboots are approved outdoor wear, but please send other footwear for children to change into.



HOMEWORK

Homework is encouraged as per the school policy and progression of activities as children move through the school. Parent assistance with this allows them to see their child's progress and provides good communication avenues between home and school.

HEALTH NURSE

The Public Health Nurse regularly visits our school and is based in Waipukurau. If you have any concerns, please feel free to contact us regarding her next visit.



LUNCHES

Children can bring defrosted lunch (eg toasted sandwiches) in tin foil with their name clearly marked, which they place in the plastic basket in the School Reception area (by 9.00 a.m.) and will be heated in the school oven. As per the school food and nutrition policy sweets are not permitted. In conjunction with the school dental service the drinking of water (as opposed to shop bought sugared drinks) is encouraged.

Lunch can be purchased every Friday. Our PAFS organisation runs a bought lunch order on even weeks and the Patangata Tavern runs a different lunch order on odd weeks. Orders are to be placed in the box on the office reception desk no later than Thursday midday.



MEDICAL

If your child has any condition eg. allergy to bee stings, asthma etc. ***please advise the school and recommend treatment and any emergency procedures***. Teachers keep a record of the time and type of medication to be administered at school, and it is appreciated if the medication is kept in the teachers care, for the duration of the school day.



MONEY

Children will only need money when notices are sent by the teacher. It is appreciated if any money is coming to school, **it is in an envelope with the child's name on the front and what the payment relates to (the children then put it in the box in the School's Reception Area)**.



NATIVE RESERVE / EDIBLE GARDEN AREA

As part of the technology curriculum the school is lucky enough to own a paddock which is to be developed into a native reserve and an additional area as an edible garden area. Children will be involved in propagating seeds in the school shade house, and planting trees in the reserve or edible garden area.

NEWSLETTER

This comes home **every Wednesday** and is well utilised by the community to keep people informed of activities etc. Parents are welcome to include notices and it would be appreciated if we could have these by the Monday prior to the newsletter being issued. Please ensure that this is read as it is our way of keeping you in touch with what is happening at school.



PARKING

Visitors to the school are asked not to park on the grass when wet and to keep the main driveway clear so our buses can have access. **It is best to park in the place provided near the Playgroup entrance.** Please also take care with speed.

PHOTOCOPYING/ FAX/ LAMINATING

These are available for parents and the community. Rates may vary so please enquire as to prices.

PARENT INVOLVMENT

Our parent / teacher association (P.A.F.S.) is a great group of parents who do all sorts of work for the school and children ranging from fundraising, to gardening, to providing sun tan lotion for each classroom!!! They hold regular meetings (which are mentioned in the school newsletter) and would welcome your attendance to these.



SMOKING

The school is a smokefree area in recognition of pupil health issues. Staff and parents are requested not to smoke around pupils in any school related activities.



SPORT

Elsthorpe School is part of the Central Hawke's Bay Primary School Association based in Waipukurau. We cater for all major winter and summer sport with a strong emphasis on parent support with coaching, travel and encouragement.

SUNHATS

During sunny days children are required to wear a sun hat. We encourage a wide brimmed hat to be worn while at school. These can be purchased from the school office.

SWIMMING

As swimming is part of the PE curriculum in Term 1, any child unable to participate is required to bring an explanatory note. Please ensure togs and towels are named and a plastic bag is most useful for storage.



UNIFORM

The school colours are yellow and black and a number of sports tracksuits, rugby jerseys, tee shirts, hockey / netball skirts are owned by the school and Parents & Friends, which the children use when representing the school. When your child is issued one of these uniforms and they are finished with it, please return it to the school promptly. The school has a large brimmed sunhat (with school logo) and school shirts (black and yellow) which children can purchase. Please see the school office if you wish to purchase these.

A school shirt and polar fleece are also available to purchase. Please see the school office regarding this.



WORKING BEES

Approximately once a term we hold working bees for general clean up around the school buildings and grounds. Once a year, a firewood working bee is held to keep the school fires burning in the winter. We ask that you participate in these working bees to keep our school well maintained and a school we can be proud of. If you feel you would like to help out with odd jobs throughout the year we would very much appreciate any help you offer.

We hope this booklet is useful in providing a brief description of school routines. Please remember you are most welcome to visit and discuss any school related issues with staff – we only ask that you make an appointment outside class contact time.

Kia Kaha