



Te Ahi Kaikomako

INFORMATION BOOKLET

The Staff and Board of Trustees warmly welcome you to our whare kura, our place of learning, Rolleston School.

Meaning behind our Maori name

Te Ahi Kaikomako

The Kaikomako is a tree that Maori used to light fires, as it burnt well. It relates to our school because we want to “light fires” in our children’s learning.

Our Values ~ *the two important qualities our people try to live by and show in the ways we ourselves go about our work and relationships with others in our school.*

- ❖ **RESPECT**
- ❖ **KIND**
- ❖ **RESPONSIBILITY**
- ❖ **CONNECTED**
- ❖ **RESILIENT**

We hope that your association with the school will be a long and happy one, and we invite you to participate in our school activities as you feel able to do so.

Simon Moriarty
Principal

An Overview of the School

Rolleston is a Full Primary school catering for children from NE to Yr. 8, (ages 5 -12years). The school was established in 1893 as a small country school serving the “village” of Rolleston. The roll then was 37 pupils.

Since about 1997 with the rapid development of several new housing estates, and lifestyle blocks, the community and the school with it, began to change and grow.

Today the school serves some 800+ pupils from a rapidly growing “town”. This growth has seen an enrolment scheme put in place to prevent overcrowding. The community spirit which

marked the beginning of the school over 100 years ago is still evident today with a strong PTA, an enthusiastic staff and dedicated Board.

The **Board of Trustees (B.O.T)** is responsible for governing the school, that is, establishing policy and ensuring that National Curriculum Guidelines are met. The **Principal is responsible for the management or day to day running** that is implementing policy and establishing procedures which ensure the delivery of the curriculum.

The teachers in charge of each class are responsible for class programmes, although this is looked upon as a co-operative affair, with the school working in six teaching teams, Rata Y0/1, Kowhai Y2, Totara Y3/4, Pohutukawa Y5/6 and Kahikatea Y7/8. Each area is run by a Senior Teacher who co-ordinates activities and works with the Principal as part of the management team.

In all that we do we believe that one thing is paramount: the children.

Ko te Tamaiti te Putake o te Kaupapa *The Child – the Heart of the Matter*



ABSENCES

Would you please send a message via our school app or ring the school if your child is away unexpectedly. All messages should be left prior to 8.30 am – on the app or message please state your child's name and correct room number and when you expect him/her to return. If we haven't heard from you by 9.15am the Office Administrator will text to check where your child is. ***The children's safety is of prime importance so it is essential that you contact the school as early as possible.***

If the absence is known in advance, this can also be done via our school app or alternately send an email to office@rolleston.school.nz . Please also let the class teacher know.

Absences during term time for family holidays **are not encouraged**. Student learning can be disrupted by extended breaks and children will often “lose ground” if not involved in regular instruction. Please discuss any need for absence during term time with the Principal.

ACCOUNTS

At the start of each term you will receive an itemised account, which will be e-mailed home, for the term. This will include costs for trips and activities during the term for each of your children. Prompt payment of these is appreciated.

Payments are preferred to be made by direct credit, but we do have an Eftpos machine in the main school office. Please discuss your needs with Mrs. Anderson our Bursar.

APPOINTMENTS WITH CLASS TEACHER AND/OR THE PRINCIPAL

The school door is always open. Every problem can be solved while it is still small!

If you wish to discuss a matter just ring and arrange an appointment time *which is suitable to everyone*. If a class teacher is involved it would need to be out of school time – preferably after school when time can be taken to discuss things thoroughly.

Hurried conversations in the half hour before school starts, when teachers are busy preparing for the day are rarely helpful if there is an important issue to talk through.

It is best to *make an appointment time and say what it is you'd like to discuss* so that staff can come prepared with any information which may be required to meet your needs.

BEHAVIOUR

At Rolleston we encourage children to take responsibility for their own behaviour and to learn appropriate ways of dealing with conflict. Positive behaviour is acknowledged in many ways by all staff. Inappropriate behaviour in the playground or in class is dealt with using the school's *Behaviour Plan*. A copy of this is enclosed for your reference.

BOOKCLUB

Scholastic Book Clubs provide interesting books at reasonable rates. There is no compulsion for children to buy these books – we act on behalf of Scholastics to distribute the pamphlets for the Lucky, Arrow and Teenage Books. There will be one issue per term.

CELLPHONES

Cellphones are normally not to be brought to school. As a school we are very aware of the possible misuse of these. In this way we hope to avoid text bullying and other inappropriate uses of the technology. If a phone is *essential* for some pressing reason, it is to be left at the school office by 8.50am for safekeeping and collected at the end of the day.

If your child needs to contact you during the day the office staff are very happy to assist children with using the office phone. Alternatively, we are happy to pass on messages to your child should you need to contact them urgently during the day.

CHANGING SCHOOLS

If you are leaving Rolleston for another school a courtesy phone call, note, or visit to the class teacher and office is all that is required. Your child's records will be sent directly to their new school.

When leaving our school would you please make every effort to ensure that text books, library books and any school equipment are returned before your departure?

CHARTER

The Rolleston School Charter sets out the broad goals for education at our school. It includes our school motto, our vision, core values and a Strategic Plan which includes Pupil Achievement Targets. The Charter, which is deemed to include the National Administration and Education Guidelines, is available on request through the school office.

COMING TO SCHOOL

If children ride cycles to school they *must wear their safety helmets*.

Children who travel west down Tennyson Street **MUST** cross into the school using the pedestrian crossing the School Traffic Wardens operate, under teacher or parent supervision.

Children who travel down Rolleston Drive **MUST** cross at the Traffic Light Crossing.

We agree with recommendations from the Police that children under 10 years should not cycle to school.

The carpark gate at the office entrance is for Staff, Visitors and Service vehicles only. It must not be used as a pedestrian walkway.

If you bring your child to school by car, please respect the traffic signs and students on Road Patrol and make it a safe area for other children to cross.

Particular care is needed in ensuring that cars are not double parked and that U-turns and the use of neighbors' drives for turning are avoided.

CONCERNS

If you have a concern at any time it is important to deal with the person who can assist you best. Most concerns are adequately dealt with informally through discussions with the people concerned.

If your concern is about your child's learning or behavior, **the first point of contact** should be the **class teacher**. This is the person best placed to discuss this.

If your concern remains after this meeting please talk with the **Team Leader** of that area of the school, who will assist in finding solutions.

If these avenues have been exhausted, **the Deputy/Principal** is happy to discuss your concerns further. The school listens carefully to concerns and complaints and responds to accommodate the needs of both parties.

Formal procedures are used by all people who have a concern or complaint *that has not been able to be resolved informally*. Copies of these procedures are included in our enrolment pack.

CURRICULUM

All schools must by law follow *the New Zealand Curriculum* as determined by government. The Rolleston Staff have developed *Programmes of Work* for our school based around the New Zealand Curriculum document. These include references to the National Standards.

DENTAL CLINIC

Any matter relating to your child's dental care should be referred directly to the Dental Therapists – Phone: 0800 846 983

DONATIONS

Family Donations provide additional funds for the school to purchase equipment in areas where the grant from the Ministry is inadequate.

Requests for donations are sent out annually in February. They will appear on the bottom of your child's account. All donations are receipted on request and are tax deductible. Our level of donation compares most favourably with other schools in our area. It is currently set at: \$90 for one child or \$140 for a family. Families enrolling during a year are asked for a portion of the donation according to the date of enrolment.

All financial payments are made through the school office with our Bursar Mrs. Jimmi Anderson. Payments for any school activity or purchase are receipted on request. Any queries around payments should be made directly with Mrs Anderson.

ENROLMENT PROCEDURES

Rolleston has an *Enrolment Scheme* in place. This was done to prevent overcrowding. If it is in place at the time of your child wishing to enrol, you will need to be living "in zone" to have an automatic right to attend. Please check this carefully with office staff before continuing with the enrolment process. All applications will be dealt with according to the guidelines of our *Enrolment Scheme Policy*, a copy of which is available on request through the school office along with a map of the school's enrolment zone.

For New Entrants (5 year olds),

Please call the school to start the enrolment process. After this you will be emailed a link to complete the online enrolment form. After this has been received and reviewed we will contact you with a time & date for meeting with our DP. This is a group meeting for new parents to Rolleston school.

Prior to your child starting school you will receive correspondence informing you of three school visits which your child will need to attend.

On the first visit, parents and caregivers are welcome to stay for the whole time to support their child.

On the second and third visit, we would appreciate it if you could leave your child for the duration of the visit, as this is a nice lead in for starting full school days.

You will need to provide originals of your child's birth certificate, immunisation certificate, evidence of living in zone (we cannot accept a rates demand), any relevant custody arrangements and any relevant visa and residency documents at your appointment.

If you are enrolling a student in Y 1-8 the above information applies except they will not be required to complete preschool visits.

EQUITY

Our school is committed to the concept of ensuring that all children, irrespective of gender and race, receive equal and fair consideration and opportunity.

Rolleston School Te Ahi Kaikōmako School Values

- Be Respectful
- Be Resilient
- Be Responsible
- Be Kind
- Be Connected

At Rolleston School...

We use our Manners

We will listen & speak in a calm and Polite Way

We keep our hands, feet & objects to ourselves.

We will look after our school environment

FAMILY RECORDS

We ask all parents and caregivers to **ensure that we have up to date information relating to phone numbers, home address, emergency contact persons, family doctor, health problems etc.** You will receive an annual request to update information; however we appreciate being informed as soon as things change.

In addition we appreciate knowing of any changes in family circumstances which may impact upon your child.

Accurate family information is essential for the school to be able to work sensitively with families and changing circumstances. All information is treated with the utmost discretion and is kept strictly confidential.

FIRST AID TREATMENT TO PUPILS

Most school accidents are minor and can be remedied by a trained staff member. If the accident is more serious immediate first aid treatment will be given and parents contacted. Should the parents not be available the school will continue with the necessary steps “in loco parentis”

These would include: -

1. Transport (if practical) to the Rolleston medical Centre
2. Staff will take the advice of the doctor.

Continuing efforts to contact parents, or their nominated emergency contact, will remain a priority while the above steps are being taken.

All incidents are recorded on the school's Pupil Management System. When a head injury, even a minor one, has been sustained, we contact parents as a courtesy to tell you what has happened so you can check your child later in the day if needed, or take them to your family doctor.”

If your child requires medication during school hours, please **ensure that you complete a “Medicine Authority Form” and hand into the School Office along with medication.** For safety reasons the medication will be held in the Administration area and supervised by the office staff.

HEALTH NURSE

When requested the school is visited by our Health Nurse. She is available to talk to parents about any health and family issues during her visits. You will be notified in the school newsletter when the Health Nurse is visiting. Alternatively you may ring for assistance at 325 6218.

HOLIDAYS AND TERM DATES

There are four terms in the school year. The dates vary annually. Generally speaking the year will include:

- Term 1 February - April
- Term 2 April - June
- Term 3 July - September
- Term 4 October – December

A two week holiday is taken between each term during the year, with an extended break at Christmas-New Year of approximately five weeks.

Statutory Holidays

Waitangi Day - 6th February

Easter - 3 days: Good Friday, Easter Monday and Tuesday – often included in the school holidays

Anzac Day - 25th April

Queen's Birthday - first Monday in June

Labour Day - a Monday in October

Show Day - usually the second Friday in November

HOMEWORK

We encourage regular home-learning for children. This may take many forms and can include: reading, learning spelling and tables and research type work.

Times should not exceed:	Y0-1	5-10 minutes
	Y1-2	10 - 15 minutes
	Y3-4	15 - 20 minutes
	Y5-6	20 - 35 minutes
	Y7-8	45 minutes maximum

It is our belief that *homework should not interfere with family life*. If for some reason homework cannot be completed, a note to the teacher from parents is all that is required. Family time and other outside interests are important aspects of a child's life. We encourage them.

ICT EDUCATION

Rolleston is committed to providing ICT education for all children. There is a computer for every class. Four pods of laptops are also available. Flat screen TVs and Tablets are being introduced to all classes over time as a more flexible option than interactive whiteboards.

Our school library is computerised and children have access to reference material through an opac. There is an ICT room attached to the library for av presentations. Teachers also use data projectors, cameras, video and recording devices on a regular basis as part of classroom programmes.

LIBRARY

Our school library is a well stocked facility which offers children a wide variety of recreational and study material. All children have their own barcode and they are free to browse, read or borrow during lunchtimes.

Parents are asked to encourage the following routines:

- Have the book correctly issued before leaving the library
- Have a special place at home to keep library books safe
- Turn the pages from the outside edge
- Protect the books from food and drink, especially in school bags. Leaking drink bottles and yoghurt pottles are our worst enemies.
- Return books on time.

LOST PROPERTY

All unnamed, unclaimed clothing is kept in a box outside Room 7. Should your child have missing clothing please check there first. *Named clothing rarely gets lost.* We encourage parents to name their children's clothing clearly as we are happy to return any *found clothing* which can be identified. Unclaimed clothing is donated to charity at the end of each term.

LUNCHES

Typically children bring their own lunch to school. Children may order Subway lunches each Wednesday and Sushi is available Mondays. You can order these via the Hero app. The PTA will occasionally hold a sausage sizzle fund raiser at school. These are advertised in advance and orders taken through the Hero app.

MAORI LANGUAGE AND CULTURE

Children are able to participate in the school Kapa Haka group. Te Reo is a focus in all classes and the school operates a Maori programme across all levels.

MUSIC

Music is offered in all classes as part of the normal classroom programme. Additional to this we offer a range of Itinerant Music Specialists who provide classes in, Singing, Drums and Guitar.

The school runs a choir for interested children. The choir performs in the Christchurch Primary Schools' Music Festival each year. We also look for opportunities to showcase the talent of these students wherever possible in our local community.

NEWSLETTERS AND NOTICES

A school newsletter is published every second Friday, **this will be sent home via the school app.**

The newsletter contains general information about school happenings and events to come. On occasions it provides information regarding school development plans and details of new curriculum statements etc. Children's work is sometimes featured.

Other School Notices may be sent home at any time as required. These will also be sent out via the Hero.

OUTDOOR EDUCATION

Practical experiences in the outdoors are vital to growing children. As teachers we value the opportunity to help children meet and overcome new challenges which in turn help them to develop confidence and self-esteem. Therefore, as part of the school curriculum, we include outdoor activities for all students.

At the junior level this may include day trips in and around our local community. From Year 5 up a graded experience is provided, developing to an extended camp further afield for Years 6 to Year 8.

The school has an *EOTC policy and Risk Management Guidelines are followed by all staff when planning trips.*

PARENT HELP

Parent help is always appreciated at school, whether it be on a school camp or day trip, or in the classroom assisting with a group of children. This is a strong feature of Rolleston School. *You must sign in at the office before going to your child's room.*

Teachers will usually call for regular parent help early in the year and establish some kind of timetable. Other requests will crop up during the year as needs arise. Assisting in an activity is a good way of seeing a little of what happens at school. **Parents are not expected to teach** groups, it is the extra pair of hands and eyes which assists the teacher.

PHOTOGRAPHS

School photographs are taken annually and are available for purchase. You are not obliged to buy them. One full set is always kept for school records.

POLICIES

The Board of Trustees is responsible for developing policies which provide the broad direction for our school. Policies are developed by Board members and Teaching Staff in consultation with the community as necessary. Copies of all policies are available for perusal at any time by parents and caregivers. Developing and reviewing policies is an on-going process throughout the year.

P.T.A

This group of parents and Teachers makes a valuable contribution to the school through their organising of fundraising ventures, social get together and support for the school's annual events. Regular meetings are held to plan the year's activities and a close liaison is maintained with the Board of Trustees. The PTA encourages parents to donate their time to PTA activities during the year. A form is included in this pack for your consideration.

PUPIL PLACEMENT

The placement of pupils in classes is the direct responsibility of the Principal and Senior Management Team who consult with staff.

Pupils will know before the end of each year who their class teacher is for the following year and which room they will be in.

The Principal will invite written parental comment on class placements before classes are organised in September / October should you wish to comment on your child's placement. Of

course, no guarantee of a particular placement is possible as the needs of the whole school organisation must be considered. However parental comments are considered as part of the process.

READING RECOVERY

We are fortunate to have the services of a trained Reading Recovery teacher at school. The teacher works with children identified as experiencing reading difficulties at the six year old level.

All six year olds are screened using a test called the Six Year Net. This is conducted by the Deputy Principal – *Junior School*. Those showing the greatest need are then referred to the Reading Recovery Teacher who works with them one to one on a daily basis until their level of attainment rises sufficiently for them to be included easily in the daily classroom programme.



REGGIO INSPIRED TEACHING & LEARNING

Our school uses an approach to integrated curriculum which is inspired by the Reggio schools in northern Italy.

This approach encourages children to become true partners with their teachers in their learning. We aim to utilise the natural curiosity about, and enthusiasm for the world, which young children have and to nurture this, and to sustain it throughout each student's life at our school. We allow for the contexts for learning to be directed by the enthusiasms and interests of the children rather than following a strict programme of predetermined topics.



Using this approach we see very high levels of interests and engagement from the children and their parents!

REPORTING TO PARENTS

The staff are happy to discuss your child's progress at any convenient time. It is helpful to staff if they can discuss your child when they are not busy setting up for the day. Therefore after school is a more convenient time for an informal chat.

Should you wish to discuss specific aspects of your child's schooling it is best to make an appointment so that time can be set aside to do this effectively. This can be done with the class teacher or through the school office. Please make it clear what it is you want to discuss so staff can prepare for the meeting and make best of the time. Some afternoons may not be available due to afterschool meeting commitments.

- The School year begins with “Making Connections” meeting between, students, Whanau and the new teacher.
- Reports are sent home at mid and end of year.
- Whanau and classroom teacher to consider:
- Reflection on goals
- Students sharing examples of their work.
- Discussion of academic progress.
- Discussion of other areas of interest or concern.
- New goals are set.

New Entrants

A New Entrant report will be sent home after 8 weeks at school. Whanau are invited to make a conference time with their child and teacher if they would like to discuss the report.

SCHOOL HOURS

School Gates Open	8.30 am
Classes Commence	8.55 am
Morning Break (seniors)	10.40 – 11.10 am
Morning Break (juniors)	11.00 – 11.30 am
Lunch (seniors)	12.45 -1.30 pm
Lunch (juniors)	1.00 – 1.45 pm
School Day ends	3.00 pm

All children should leave the school grounds by 3.10 pm when the final bell is rung to clear the school grounds.

SENCO & LSC – Special Needs & Learning Support Co-ordinator

Our school is fortunate to have a Special Needs & Learning Support Co-ordinator who oversees the work of our Teacher Aides and arranges support programmes for students with special needs. They are available to discuss concerns about children’s learning and will work in combination with parents and the class teachers to achieve positive outcomes for students.

SPORTS

As part of our Physical Education programme we aim to provide children with a wide range of sports options.

Children are encouraged to participate in many different activities including: Netball, Hockey, Rugby, Volleyball, Tennis, Touch Rugby, Cricket, Softball, Soccer, Basketball etc.

Year's 5-8 pupils participate in a regular Sports time, usually from 2 - 3.00pm one day a week. The focus of these times is skills teaching.

In addition pupils compete against local schools on an informal basis. They also participate in the local and central zone sports in swimming, athletics, Winter Tournaments and Cross Country and Friday Winter Sport in Selwyn.

STATIONERY

All stationary is available on line at www.myschool.co.nz .

SUPPORT SERVICES

We are able to enlist the assistance of the following services where it is necessary and in the best interests of children. Parents are always consulted before this occurs and must give their permission.

- | | |
|---|-----------------------------|
| ◆ Resource Teacher Literacy | Public Health Nurse |
| ◆ Community Constable | Psychologist |
| ◆ Hearing and Vision Tester | Speech / Language Therapist |
| ◆ Resource Teacher Learning & Behaviour | Truancy Officer |
| ◆ Resource Teacher Literacy | |

It is most helpful if requests for such services are arranged through the school SENCO and not directly with the provider. In this way the school can assist with applications and perhaps speed the process up.

TAKING CHILDREN FROM SCHOOL

Should there be any need for you to remove your child from school during the school day please ensure (particularly if it's during a break) ***that the child's teacher or one other staff member is informed and that they are signed out at the office.*** This is particularly important as it could mean that nobody has seen the child depart and it may take some time to establish his or her whereabouts.

Should a member of the family, or someone unknown to us, be required to collect the child, it is very important that they identify themselves to a staff member before they collect the child. This will avoid possible embarrassment. The school has some very clear legal obligations here.

If there are restrictions on access to your children by particular persons **then we must have access to a copy of this information** which we will hold securely on site.

UNIFORM

The Community and Board of Trustees voted for the compulsory wearing of a school uniform as a means of providing a sense of identity and to try and maintain a high standard of personal presentation. Children must wear the correct uniform. A blue *School Sunhat* is compulsory for Terms 1 and 4.

Rolleston School uniform is able to be purchased online at *Mainland Uniforms* or alternatively at their store 511 Wairakei Road, Burnside. Please refer to the Rolleston School website (uniform tab) for further information.

Jewellery is not permitted at school. Only ear studs are permitted. Items of cultural significance must be discussed with the Principal and may be allowed to be worn under school clothing. **Makeup is not to be worn to school.**

VALUABLES

Valuable personal property should **not** be brought to school. We will not accept any responsibility if valuables are lost or broken.

VISITORS

All visitors to school **must sign in at the office.** In this way we know who is on site in case of an emergency. Should a Fire Drill sound during your time on site, please assemble in your safety area as noted on the plan displayed in classrooms.

We hope that you enjoy your time at Rolleston!