

ADDINGTON TE KURA TAUMATUA



PROSPECTUS

LET YOUR GREATNESS BLOSSOM

*Growing our future through awesome achievement, brilliant behaviour
and being connected citizens*

Who are we?

Addington School opened in 1881 and has developed a fine tradition in educational, cultural and recreational activities, and has maintained a proud place in the Addington Community. The School's success can be attributed to the tremendous co-operation, enthusiasm and efficient service of all connected with Addington School both then and now.

We are fortunate to be situated in lovely tree lined grounds with our frontage on Brougham Street, with entrances via Somerset Cres and Simeon Street. Our attractive grounds include adventure playgrounds, hard court areas, large grassed areas, vegetable gardens, orchard and native garden areas.

We are currently evolving our learning spaces so that they allow the collaborative practice that is showing promising growth in our school. The traditional single cell classroom is being superseded by a more open and engaging learning space - this will be further enhanced once our new buildings are completed and our older buildings refurbished and revamped. Our students range from New Entrants to Year 6.

As mentioned above the school is involved in a comprehensive building programme that will see a three learning space block being replaced by a five learning space building, a brand new Conductive Education space being constructed, a remodelled entrance to the administration area, construction of a new library and whanau space area as well as two refurbished existing blocks.

The school has a clear vision that revolves around its three key principles of Awesome Achievement, Brilliant Behaviour and Connected Citizens. It is our hope that by the time our students are ready to leave us, they have let their greatness blossom by being awesome achievers who behave brilliantly and who have become connected citizens.

We have a good reputation in the local community and regularly receive positive feedback about our excellent 'team' environment. The key members of this team are the staff, the children and their whanau and the wonderful community that supports us.

This information pack contains certain aspects about the running of our school. If you are a new parent/whanau to our school then you will have many questions. Please contact either myself or Juanita Bryers - our fantastic Administration Manager to arrange a pre enrolment meeting/visit where we can take you on a tour of the school and answer any questions you may have.

The school has a friendly and informative website that will give you more detailed information in some areas and may also assist to answer some of your queries.

www.addington.school.nz

Useful Contact Details:

Principal:	Trudy Heath	03 3662909	principal@addington.school.nz
	Fax	03 3658940	
Assoc Princ	Glenys Barr	03 3662909	glenys.barr@addington.school.nz
	Fax	03 3658940	
Assoc Princ	Donna Buchanan	03 3662909	donna.buchanan@addington.school.nz
	Fax	03 3658940	
Assoc Princ	Astrid Sydow	03 3662909	astrid.sydow@addington.school.nz
C.Educ	Fax	03 3658940	
BOT Chair	Matt Sharr		matt.sharr@addington.school.nz
PTA Chair	Millie Coakley		millie.coakley@addington.school.nz

The A-Z of AddingtonTe Kura Taumatua

The object of this booklet is to present a summary of information so that you may be better acquainted with the running of our school.

It contains information of a general nature and is intended to be kept as a handy reference. It will not answer every question you have, and further enquiries are welcome.

Absence Notes

If a child has to be absent for any reason we encourage parents to telephone the school in advance or by 9.00am on the particular day. We also have a cell phone that you could text – 0273431172. It is very important that staff are informed in advance if a child will need to leave school during a school day. A note explaining reasons for absence is required. Please follow up absences with a written note as soon as possible to enable us to keep a written record of all absences. Be aware that we will follow up any unexplained absences / lateness with a phone call.

After School Group

There is a local OSCAR after school care group that will collect children from our school. A small daily charge is made to cover running costs. As this is run by a group separate from the

school, bookings are not made through the school, but by phoning the group direct: **phone 0204 0864947.**

Assemblies

Assemblies occur every Friday at 9.00am. They occur on a fortnightly rotation – Ngahere and Ranginui. It is here that student achievements are recognised. Celebration Assemblies occur at the conclusion of major studies. Members of the School Community are encouraged to attend.

Belongings

It is essential that all items are named. In the swimming season underwear, swimsuits and towels should also be named. It is advisable to provide a plastic type bag in which to carry swimming gear. We would appreciate your co-operation in seeing that shoe laces are firmly tied; that your child wears no jewellery and brings no sweets, chewing gum, spending money or items of value to school. Colouring books may be brought to be used during wet lunch hours.

Bicycles

In recognising the dangers children face in cycling along streets as busy as those that surround Addington School, the Board has a policy of allowing only years 5 and 6 children to cycle to school as of right. The parents of a year 1 to 4 child, who wish their child to cycle to school, must accept in writing the responsibility for the safety of that child.

Birth Certificates

When you enrol your child it is a Ministry of Education requirement to produce a copy of the Birth Certificate so that the age may be verified. We are required to copy these and keep them on record.

Board of Trustees

The Board of Trustees is the governing body of our school, governing the school according to the requirements of the law. Their responsibilities relate to the setting of policy and budgets etc.

The Board works very closely with the Principal and staff who are responsible for the management of the school and the teaching of the NZ Curriculum.

Our current Board members are:

Matt Sharr (Chairperson)

Tony Barnes (Parent Rep)

Heather Knox (Parent Rep)

Trudy Heath (Principal)

Sasha Wallace (Secretary)

Jo Robertson (Parent Rep)

Glenys Barr (Staff Rep)

Barbara Wood (Minutes Secretary)

Books

All children are asked to keep their reading books in the folder provided and to return them to school daily. A charge is made for books that are damaged or lost. Library books are changed weekly. All children are required to have a library bag if they wish to check books out of the school library.

Book Club

Scholastic Book Club provides interesting reading material for the children at reasonable prices. Please note that there is no compulsion on any pupil to buy this material in spite of the fact that we act as a distribution point. However, anything that encourages children to read recreationally is useful and we find the Book Club self promoting - children read, enjoy books, and then share them with somebody else. Please watch for the flyers when they come home, and the due date for orders.

BYOD / ICT

We are currently not a BYOD (Bring your Own Device) School. Students are not permitted to bring devices like ipads, tablets, ipods, chromebooks to school unless specifically invited to for special circumstances in a class notice by the classroom teacher. All students have access to ipads or chromebooks to support or share their learning provided they have signed our ICT User Agreements. Students in Y4-6 have a school monitored gmail/google drive account.

Changes of Address and Phone Numbers

Please notify the school immediately of any changes in home, emergency or work addresses or phone numbers.

Changing Schools

A telephone call or note to the school is all that is required. All children's records, etc, are exchanged between school offices.

Choir

Our Senior Choir, A Tunes, under the expert tutelage of Ally Palmer, who has taught music for over nine years, perform on a regular basis in local and wider Christchurch music events. We now have a Junior Choir (J Tunes), a group of enthusiastic junior students who enjoy singing. This group performs at assemblies etc.

Class Organisation

Most children spend two and a half to three and a half years in the Junior School (New Entrant to Year 3). Children start their first year of school in a New Entrant Space / Nest. We try to keep the New Entrant classes numbers as low as possible. The Senior Team is made up of classes catering for Years 4 - 6.

Concerns

If you have a concern with any aspect of the school then we would really appreciate hearing about it. We have a policy which details how this should be dealt with. Please ask at the school office if you require a copy of the policy. The first step is always to take the matter up with the person concerned at an appropriate time.

Cultural Group

One of the special features of our school is our cultural programme. We have one group made up of students from Yr 4 - 6 known as **Te Tipuranga**. We are very proud of our Cultural Groups and the special role that they play in our school. The level of commitment of the children in this group is always strong as most practices are held during school hours.

Dental Clinic

The children's dental needs will be met by Dental nurses, who visit the school throughout the year.

Discipline / Relationship Management

We expect good manners and behaviour from our students at all times. We will focus on the positive and consider the talents of each individual student. Simple and clear guidelines for the behaviour of our students will be discussed and enforced. We believe that each child has the right to be safe, to be happy and to learn in the best conditions possible. All people at our school will be treated with respect.

Donations

Our school donations (previously called school fees) assist with some of the 'extra' costs associated with the school year such as computers, additional furniture, sports gear, equipment and other learning resources. They are a top-up to the funding we receive from the Ministry of Education (our Bulk grant). This funding covers approximately 80% of our annual costs so we rely on our donations and fundraising to cover these extra costs. Although school donations are not compulsory, they are a very important part of our income and we hope that as many of our school families as possible would pay them. Receipts will be issued on payment and school donations are tax deductible. Please contact Juanita in the office if you would like to discuss payment options.

The voluntary donation is:

1 child \$15 per term or \$50 per year

2 or more children \$20 per term or \$75 per year.

You will receive an invoice at the beginning of the school year.

Early and Emergency Closing of School

This seldom happens but when it does, we do have a procedure to follow. We may close for a variety of reasons - bad weather conditions, conditions that would make the school uninhabitable - earthquakes, etc.

The following actions will be undertaken in the event of an emergency closure:

- A message will be circulated via twitter / text to those who have registered.
- The school's website and Facebook page will be updated.
- Teachers would endeavor to contact parents via text or phone.
- An announcement will be made on local radio stations listed below

More FM Canterbury (92.1FM)

Newstalk ZB Christchurch (97.7FM)

The school would be closed after urgent consultation between the Principal and the Chairperson of the Board of Trustees.

Should we be unable to contact parents, the children concerned would be supervised at school until such a time as suitable arrangements can be made. As a general rule the type of situation will indicate our reaction - you may be assured that it will be in your best interests.

Education Outside the Classroom

Addington School runs a very comprehensive EOTC programme which is graduated through the age levels in the school. Teachers will outline at the earliest possible opportunity the EOTC programme for their classes.

Enrolment Requirements

When a parent enrolls a child at our school, certain important details are requested. Preferably this enrolment should be carried out at least four weeks before the day the child starts school. This allows for some familiarisation before the 'big day' when he/she arrives to stay.

ESOL Programme

A support programme is available for children for whom English is a second language. We also offer a weekly First Language Programme whereby children can work in their first language.

Ethnicity

For data collection purposes, the Ministry of Education allows families to nominate up to two ethnicities that a child can identify with.

However, for data analysis purposes, Ministry of Education Student Management Systems use only the first ethnicity recorded. For that reason, we have chosen at Addington School, to prioritise Māori as the first ethnicity if it is one of the two chosen, and then to prioritise any minority ethnicity. This enables us to acknowledge Māori as tangata whenua and to celebrate the range of cultural diversity at our school. We also ask you to identify which Iwi your child belongs to as this is valued within our school.

Eg. A child with a NZ European parent and a Māori parent will be entered as Māori
A child with a Māori parent and a Pasifika parent will be entered as Māori.
A child with a NZ European parent and a Pasifika parent will be entered as Pasifika
A child with a NZ European parent and a Dutch parent will be entered as Dutch (Other)

However, it is an arbitrary selection, and the data presented around ethnicity will give an arbitrary picture; one that could potentially be quite different if we were to make different choices when entering children's ethnicities onto our system.

Given that method of inputting information, our student management system tells us the following about Addington School:

82 (36%) are from a NZ European background.
66 (30%) are from Māori descent.
34 (15%) are from Pasifika descent.
43 (19%) are listed as an ethnicity other than NZ European, Māori or Pasifika.

First Aid Treatment To Pupils

From time to time accidents do occur in spite of careful supervision by staff. Most problems are minor and remedied by a quick visit with a staff member to the first aid room.

However, in the case of a more serious accident, parents will be contacted at once. Should the parent not be available, the school will continue with the necessary steps that a parent would take.

Steps would include:

- a. Transport (if practicable) to the local medical centre.
- b. Staff will then take further steps (if necessary) on the advice of the doctor.
- c. Call an Ambulance if staff deem it necessary

Continuing efforts to contact parents will remain a priority while the other steps are being taken. A number of our staff are trained in first aid. Serious accidents are always documented in the accident register for ACC purposes.

Please note

1. Children requiring **medication through the day** - this medication should be labelled with name and dosage and given to the office staff who will be responsible for its administration. This is especially important for infant children, as the dangers of unsupervised medication are obvious to all. If the medication is long term/ongoing, you will be required to complete a form including a disclaimer.
2. **Allergies - Reactions to stings etc** - some children have allergies or reactions that may adversely affect their health. Please advise urgently if this difficulty is present.
3. **It is very important that if any contact details change that these are notified to the school office asap.**

Green Team / Green Thumbs

Addington School promotes environmental sustainability. There is a Green Team that both senior and junior students may belong to. Each year the team has a number of new projects to undertake while still maintaining the school vegetable gardens and composting and recycling programme.

Hall

We have a large hall on site, which is normally used fully by the school for assemblies and the like. It is a community hall and would normally be available for hire by community groups in the evenings and weekends. Unfortunately, during 2017 our hall is being utilised as a teaching and learning space.

Healthy Snack Break

During the first teaching and learning session of the day (9.00am – 10.30am), all classes will have a Healthy Snack Break and a drink of water. Please ensure that your child has a healthy snack and a drink bottle with water only. If you have any questions about this please talk to the classroom teacher.

Home Learning

There is an expectation that all children will have home learning each night which could include, reading, spelling or basic facts. Home learning tasks other than these will be topic based and set by individual teachers as the need arises or as part of the goal setting conferences held with parents.

Any home learning should be readily within the understanding of the child.

Health

The Public Health Nurse visits the school fortnightly and attends to any health matters raised by the school. Natasha Graham is our PHN and is also available to you to discuss any health concerns you may have.

Immunisation

As from the beginning of the 2000 school year it is compulsory for all schools to keep an immunisation register for all children born after the 1st January 1995. We are required to enter the child's immunisation status on this register. To confirm this we will be required to sight each child's immunisation certificate at the time of enrolment. If you have lost this certificate, confirmation can be obtained from your family doctor.

Library

The Addington School library has approximately 10,000 books available for children to borrow. Teachers supervise the issuing of books during weekly class visits to the library. We ask that all

children purchase a library bag with their stationery requirements, for transporting books to and from home.

Lost Property

We never cease to be amazed at the amount of unclaimed, unnamed children's clothing at school - we ask that you help out by -

- a. Naming all clothing clearly
- b. Persisting with helping children to recognise the value of clothing and what its replacement will mean in financial terms
- c. Visiting the school yourself to search the lost clothing bin.

Lunch

What a child eats has a lot to do with how they feel and how well their body and brain will perform - ask an athlete about their diet!

Avoid foods that are high in sugar and high in fat. At lunchtime children need a nutritious lunch that is quick and easy to eat so they have plenty of time to play with new friends.

We do check school lunches from time to time to ensure that our children are eating enough food and that they have some healthy options.

We ask that all children have a named drink bottle at school. We do have a water only policy. Please ask your child to bring their drink bottle home each week for cleaning.

Children are not permitted to leave the school grounds unless going home for lunch. They are not allowed to go to the shop to buy lunch. If you wish your child to go home for lunch each day, please send a note to school stating this fact.

Maori Language Classes

Maori Language and culture are an integral part of our programmes. All children will be involved in syndicate hui programmes. These include a carefully planned language programme, supported by the learning of aspects of culture. This year we hope to be able to offer an extension programme for those wishing their children to learn more Te Reo.

Money

All money sent to school for trips, stationery etc is to be enclosed in a named, sealed envelope. Please state the amount on the envelope and try to include the correct amount, as this will save the inconvenience of giving change.

Music

Addington School offers a comprehensive music programme. Students have the opportunity to be a member of the school band, who perform on a regular basis. Private tuition is offered in keyboard, ukulele, guitar, bass guitar and drums.

Newsletters

We regard this form of communication with school families as extremely important, and we train our children accordingly in the delivery of these. The information your newsletter contains is important. Parents of younger children could help by checking school bags as they arrive home each day. Newsletters are published weekly on Thursdays. The newsletter is also available on our website, www.addington.school.nz

Older children should be constantly reminded of their responsibilities in 'getting the news to you'. If you don't receive a newsletter, please give us a call and we will ensure that one is sent home to you.

We accept community notices and parent contributions to this newsletter.

Parent Helpers

We encourage parents to come along and help at school. If you would like to assist in any way, let us know, as we would be very pleased to have your help.

While at the school we ask our parents to support us by modeling the Addington Attitude. We are always happy to help parents to gain a clearer picture of what we teach at school and how we do this.

We also welcome views and suggestions from parents. Watch out for times when these are specifically asked for.

Pastoral Care

Pastoral Care meetings are held fortnightly here at school. All discussions and information shared is done so in confidence with the aim of improving outcomes for the children in our care.

Photographs

Class groups are taken once per year by a commercial photographer. Individual and family portraits are also taken if requested.

Policies / Procedures

The Board and Staff have developed many policies and procedures that shape the way the school is run. Parents can view these policies / procedures online at

<http://addington.schooldocs.co.nz>

There will be times when you are asked to review a policy / procedure, and information relating to this review process will come home in the school newsletter.

Pre School Visits

Before New Entrant students begin we recommend pre school visits to provide your son / daughter with the opportunity to get to know their teacher and get a feel for what school is all about.

The Associate Principal will contact you to make an appointment for the first visit a month prior to your child starting.

P.T.A Committee Meetings

These meetings are held fortnightly on Tuesdays at 3.15pm, in the library. Parents are invited to join this hard working but very social and fun group of dedicated people.

Reading Discovery

A trained Reading Recovery teacher works with pupils at the six year old level who have special reading needs. This programme involves the teacher and the child working on a very intensive programme for half an hour each day for several weeks or months. For success to be achieved the family must become involved and support the child and the programme.

Religious Instruction

We have a Christian Club that operates on a Monday during lunchtime for those children that are interested. If you would like your child to take part, you need to send along a note stating that they have your permission to attend.

Reporting to Parents

Written Reports on children's progress in Ranginui are completed in Term 4. Learning Conversations are held in either week 2 or 3 of every term. This is where parents, caregivers, students and teachers discuss the student's learning and social needs, and set goals. Parents can book times for these Learning Conversations online at www.schoolinterviews.co.nz using the code we will give for each event.

Written Reporting for our Ngahere students will now be on anniversary at 40/80/120 weeks at school. These reports will come home late in the term of their anniversary. Learning Conversations will be held for these students late in the term of their anniversary at 20/60/100 weeks at school. We remind parents that they are welcome to make a time for additional discussions with the teacher at any time during the year. We emphasize that Addington School has an "Open Door" policy and parents are welcome to come along to discuss any matter that concerns them about their child. Our door is open to you at all times.

RTLBs

The Resource Teachers, Learning and Behaviour, work in a group of neighbouring schools with children who have particular learning and behavioural needs.

School Hours

Official School hours are -

9.00am - 11.00am

11.30am - 12.45pm

1.25pm - 3.00pm

Please note that bells are rung at -

8.30am (children may enter grounds)

1.25pm (children to head to rooms)

School Uniform

We do have a smart uniform that parents can purchase for their children. This uniform is compulsory. It is attractive, cost effective and a very good quality option for the parents.

Addington Te Kura Taumatua School uniforms are only available on line by ordering at orders.alymaclean.co.nz/addington.

School Community Liaison

We are extremely fortunate to have based at our school a School Community Liaison role. Our two Community Liaison people are Ruth Sharr and Jo Robertson. This role is charged with the responsibility of growing partnerships and relationships, both of which are a priority here at Addington.

Special Needs / Enrichment Programmes

Considerable opportunities exist to cater for the special needs of students. We are able to offer special teaching time for small groups of children who need extra help in one or other curriculum area. We also have group work for ELL (English Language Learners) children from Non English Speaking Backgrounds.

Specialist Services

Where the school, or parents / caregivers have need of professional support services, the school has access to these. They include:

Counsellors

Psychologists

Speech Therapists

Public Health Nurse

Reading Recovery Teacher

Resource Teacher of Reading

Special Education Services

Curriculum Advisors

Sports Teams

The school enters teams in the Primary School's Central Zone Sports Competition on Friday afternoons during the winter months. We actively promote participation in a variety of school based and interschool competitions.

Stationery

Limited basic stationery supplies are sold at school. All prices are kept as low as possible and any profits are used for school development.

Sunhats

We have a 'No Hat No Play' policy that means that the wearing of the school sunhat is compulsory for at least terms 1 and 4 each year.

Swimming

During the year we organise a series of swimming lessons at Pioneer Pool. There is a charge to parents for this. The school subsidises this cost to a considerable degree and we ask for parents' cooperation in paying the parental share of this cost to enable us to ensure that appropriate swimming instruction is given to children.

Valuables

Because we cannot be responsible for the loss or damage of valuables we ask children not to bring them to school. This includes large sums of money, jewellery and toys. Electronic games of any sort, cellphones, radios, ipods and toy weapons or knives are not to be brought to school.

Vehicle Entrance to the School Grounds

In the interests of child safety we do not allow vehicle access through any part of the school playground.

Taking Children from School

Should there be a need for you to take your child from school during the day, could you please ensure (particularly if it is during a break) that the child's teacher or one of the other staff are informed. This is particularly important especially if nobody has seen the child depart; it may take some time to establish their whereabouts.

Should a member of the family (unknown to us) be required to pick up the pupil, then it is VERY IMPORTANT that they identify themselves to a staff member before departure - this will avoid possible embarrassment; as the school has some clear legal obligations here. If there are CUSTODY ISSUES or court orders relating to your child please inform the Principal of these.

Website/Social Media

We have a school website www.addington.school.nz. The landing page is regularly updated and showcases what is new and current in our school. There are a variety of other pages/links that provide lots of other information including staff contacts and a community calendar. Some classes also have blogs or online student portfolios (eg Seesaw) that can be easily accessed via our website. We also have a staff managed Facebook page that can quickly celebrate our students achievements, reminders and other snippets of important information. We like to remind you that most social media apps/platforms have age restrictions (eg Facebook is restricted to ages 13+)