

# Lower Moutere School

## Information Handbook

~ 2017 ~



**Lower Moutere School**  
"To be the best that we can be"

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LOWER MOUTERE SCHOOL



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## **Introduction**

The Board of Trustees and Staff welcome you and your child to Lower Moutere School. Our school is a full primary school meaning that we cater for students from 5 - 13 years of age. We are very proud of our school, community spirit and the wonderful environment in which we foster children's learning. The school is sensitive to the individual needs of each child and sets out to meet them.

We extend an open door policy to you. We encourage close liaison between home and school. My door is always open to you, to discuss your child or any concerns you may have. Teachers are most willing to see parents before or after school about classroom or issues concerning your child.

May you have a happy association with our school.

Chris Bascand

Principal

## **To contact us**

### **School address:**

Lower Moutere School  
School Road  
LOWER MOUTERE

**Phone:** 03 526 7775  
**Fax:** 03 526 7082  
**Cell:** 027 339 8801  
**Email:** [office@lowermoutere.school.nz](mailto:office@lowermoutere.school.nz)  
**Website:** [www.lowermoutere.school.nz](http://www.lowermoutere.school.nz)

## *Staff*

Chris Bascand	Principal	
Karen Sinclair	Deputy Principal	Year 2 & 3
Maureen Wilkinson	Teacher	New Entrants
Lyn Smith	Teacher	Year 1 & 2
Rachel Diack	Teacher	Year 3 & 4
Mike Lynch	Teacher	Year 5 & 6
Ross Fitzsimmons	Teacher	Year 6 & 7
Ann-Maree Parfitt	Teacher	Year 7 & 8
Kathy Stephens	Part Time Teacher	
Emily Robinson	Part Time Teacher	
Shena Mali	Part Time Teacher	
Ali Webley	Teacher Aide	
Karen Carmody	Teacher Aide	
Alice Hyatt	Teacher Aide	
Roni Guild	Teacher Aide	
Sharon Ferguson	Executive Officer	
Jo O'Connor	Part Time Office Administrator	
Bruce Whitwell	ICT support	
Bevan Faulkner	Caretaker	

## *Board of Trustees*

Bronwyn Webby	Chairperson
Chris Bascand	Principal
Ross Fitzsimmons	Staff Representative
Sharon Ferguson	Minute Secretary
Tracey Smith	Parent Representative
Sue Savile	Parent Representative
Pip Lingard	Parent Representative
Eric Gardiner	Parent Representative

The Board of Trustees has five parent or community representatives elected by the school community every three years. The present Board was elected in 2016.

Meetings are generally held twice a term at the school. These meetings are public, and all are welcome to attend.

## *TERM DATES - 2017*

Term 1 - Wednesday 1st February - Thursday 13th April	(102½ days)
Term 2 - Monday 1 May - Friday 7 July	(98½ days)
Term 3 - Monday 24 July - Friday 29 September	(100½ days)
Term 4 - Monday 16 October - Friday 15 December	(88½ days)
	<b>388½ days</b>

## Public holidays for 2017

- Waitangi Day - 6 February (Monday)
- Good Friday - 14 April - start of holidays
- Easter Monday - 17 April
- Anzac Day - 25 April - during holidays
- Queen's Birthday - 5 June (Monday)
- Labour Day - 23 October (Monday)



*Students are well supported to improve their achievement levels. Their progress and achievement is closely monitored. The board and leaders work collaboratively. Parents are encouraged to be involved in school activities. (ERO, 2014)*

## What do I need to know about Lower Moutere School?

### **ABSENCES**

Please phone, txt or email the school before 9 a.m. if your child is going to be absent for the day. We will phone and check shortly after 9.15 a.m. if we have not been notified. If an absence is anticipated we appreciate being advised ahead of time (ie, doctor or dentist), please contact the teacher/principal personally in cases where there are discreet problems. Should your child become ill or injured during school time, we will contact you.

### **ANNUAL DONATION**

The school does ask for a donation of \$40 per child. This makes a huge and significant difference to what we are able to do for all students at the school.

We also ask for an Activity fee to cover the costs such as school trips and shows.

### **ASSEMBLIES**

Assembly is held in the school hall, at the following times:

- ☺ Monday morning - 8.50am
- ☺ Friday afternoon - 2.20 p.m.

Parents/caregivers are most welcome to attend assemblies.

### **BELL TIMES**

The school day starts at 8.50 a.m. and ends at 2.50 p.m.

Morning break is from 10.20 - 10.40 a.m.

Lunch is from 12.30 - 1.15 p.m.

We ask that parents/caregivers do have students at school by 8.45 a.m., having items on/in their desk required for the day, and that students have left the school by 3.30 p.m., unless otherwise arranged.



### **BEHAVIOUR**

Our school promotes and expects high standards of behaviour from all of our students during the six or so hours each day they are in our care.

We expect our students to be well-mannered, have respect for others, and for property and the environment. When necessary, repeated breaches of good behaviour may incur the imposition of loss of some school privilege.

We treat this as an important area of learning of all of our pupils and we will seek parental support when we have concerns about a child's behaviour.

## **BICYCLES**

We do not encourage cycling to school if your child is under 10 years of age. If your child is biking to school and the distance warrants it, please check that:

- ☺ Your child has and wears a helmet - this is compulsory.
- ☺ Your child's bike is road safe and meets the standard in the Road Code.
- ☺ Your child knows how to ride properly (uses hand signals when riding; is the bike the right size?)
- ☺ You have practised getting to and from school together.
- ☺ Regular checks of your child's bike should be done.



It is also a recommendation from the School Traffic Instructors nationwide that **children under 10 do not ride to school unless accompanied by an adult.**

We support this recommendation strongly.

## **Board Of Trustees MEETINGS**

Board of Trustees meetings are held at least twice a term and are notified in the school newsletter. All meetings are open to the public. If parents have matters they wish to discuss at a Board meeting, they should arrange with the Chairperson to have the matter included on the agenda. Copies of all meeting minutes are available for viewing in the school office.

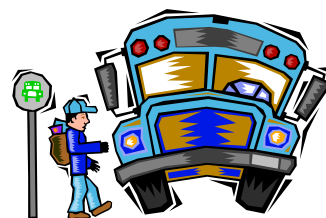
## **BOOK CLUB**

A.B.C., Lucky, Arrow and Star Book Clubs offer good quality books at a substantially reduced cost, and help earn our school extra library books. Approximately once a term children receive an illustrated list to take home, orders are marked on a form which is then returned to the school office by the due date, accompanied by payment. Books usually arrive about two weeks after the order is sent. Any cheques to be made out to Scholastic NZ.



## **BUS**

The school operates a bus service. This service is free to all students eligible - those who live more than 3.2 km from the school gate. There are some runs where there is space available for ineligible students, and there is a charge for this. If your child wishes to use the school bus, please speak to our office staff to arrange this. If your child is not going to be on the bus, or is to get off at a different stop, a note must be sent to school, or parents must phone to advise this, where it is noted on the bus rolls.



## **CARE OF CHILDREN AT SCHOOL**

Please let us know if your child has any medical problems that we should know about, e.g. asthma or specific allergies. In the event of a child becoming ill or having an accident at school, a phone call to a parent or guardian is made promptly to make further arrangements. Please advise the class teacher if your child needs to take any form of medication during the day. All injuries are recorded in the medical log.

## **CLASS TRIPS**

As part of the educational programme, day visits or overnight camps are undertaken by classes. These are valuable extensions of the class programme and involve a large amount of planning work and organisation but their value to students is well-proven.

Parents' help on such excursions is essential and any offers of transport or supervision at these times are greatly appreciated.

## **COMMUNICATION & CONCERNS**

Any concerns or queries should be dealt with as soon as possible - feel free to contact school as necessary. Initial contact should be with the Class Teacher. The Principal, senior management and/or Chairperson are also available to assist in resolving concerns.

## DAMAGE TO SCHOOL PROPERTY

Where there is intentional damage to school property, the school will seek reimbursement (or significant contribution towards) the repair of the damage.

## DENTAL TREATMENT

The Nelson Community Dental Service visits each year to see every child at the school. If any further treatment is required, they will advise you of this. The school is required to advise the Health authority of new enrolments and transfers from other clinics. Please don't hesitate to contact our Dental Therapists with any problems or queries you may have regarding your child's teeth.



## EDUCATION SERVICES

The school maintains contact with and utilises where necessary a variety of outside specialist agencies.

These include:

- a) Ministry of Education
- b) Department of Health
- c) Psychological Service
- d) School Library Service
- e) Advisory Services in all subjects
- f) Education Review Office
- g) Speech Therapist
- h) Resource Teachers of Learning and Behaviour
- i) Special Education Services
- j) Teachers of the Deaf

Should a child need any of the above services, parents are informed.



## EMERGENCY PROCEDURES

Earthquake and fire drill procedures are practised regularly. In the event of a civil emergency, children are kept at school under supervision until they are collected by parents or an authorised adult. In the case of emergency evacuation of the school, the school will assemble at the Lower Moutere Community hall.



## ENROLMENT

We encourage contact visits before your child's fifth birthday and this can be done through the school or your child's pre-school institution. Please don't hesitate to contact the school for enrolment details.

Enrolment form for school records need to be completed, preferably before your child starts, details such as child's full name, parent's names, address, phone numbers etc.

### Enrolment Requirements

Birth certificate required for all 5 year olds.

- ☺ Evidence of immunisation.
- ☺ An enrolment form requesting details of address, family doctor, and emergency contact has to be filled out.
- ☺ Our Principal, Mr Bascand, is pleased to meet with you to discuss any concerns or special aptitudes your child(ren) may have.

### Pre – school visits!

These are for the benefit of children who will enrol at our school and give an excellent introduction to class routines and interactions. Six weeks prior to a New Entrant's fifth birthday, parents and children are invited to make an appointment to visit the New Entrant class, via our New Entrant teacher, Mrs Maureen Wilkinson.

## **OOTWEAR**

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 wear inside the classroom.

Students in Years 7 & 8 must have closed footwear for the days they are travelling to MOTEC for Technology classes.

## **FUNDRAISING GROUP**

Our school has a fundraising group who support the school in many ways, including raising funds for the students learning and school environment and social events. Meetings are held on a regular basis and notification for this is through the newsletter. You are most welcome to attend and support!

## **HEALTH NURSE**

The Public Health Nurse -, makes regular visits for new entrant health checks, and hearing and vision testing. Parents are welcome to discuss any concerns with her.



Her phone number is 03 543 7922

## **HEALTH ADVICE**

The good health of your child while at Lower Moutere School is important to us. From time to time children become sick at school and accidents can happen. We are well equipped to handle most minor ailments. If there are more serious problems, we will telephone you so that you can collect your child. However in extreme emergencies where parents/caregivers cannot be contacted immediately, your child will be taken to a doctor and you will be notified as soon as possible.

It is always necessary for us to have an emergency contact number so please let us know if this changes.

We also ask that you tell us about any medication that may be required at school.

Our Health Nurse, is most willing to help you with any problems you may be having. We are happy to organise a visit from her or she will visit the school

by request as well as her regular visits. If you wish to contact her, her phone number is 03 543 7922 .

## **HEAD LICE**

Parents should regularly check their children's heads for head lice (look behind the ears for the tiny white eggs attached to the hair follicles). If you find any, carry out the treatment and please tell us at school so we can warn others to be on the alert.

Treat the head lice with an appropriate remedy.

## **HOMEWORK**

All homework is for consolidation, research, or opportunity for extension. Each teacher will determine the homework requirements for their pupils. This may involve reading, spelling, maths, research, etc. Parents are encouraged to oversee or listen, but are not expected to have to teach. For younger pupils homework may be reading a book or listening to a story and discussing it with a sympathetic adult. If any difficulties arise it is better to leave the homework and discuss the problem with the teacher the following day.

### **Points to note concerning homework:-**

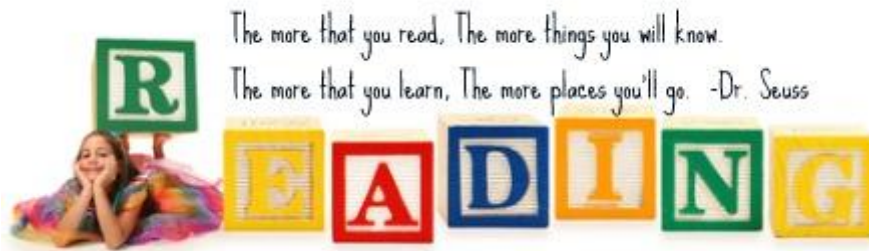
- If any stress is involved, then stop.
- It is not compulsory but reinforces classroom objectives and good work habits which are essential throughout the school life of each child.
- Your child will benefit from your interest.

Any concerns you do have, however, should be discussed at a time suitable to both the teacher and yourself.



The school has a well stocked library. All children are encouraged to have a book out at all times, and to develop a recreational reading habit. All children have a library ID number, to enable books to be issued and returned using the school's library programme on the computer. Parents can assist greatly in their child's reading progress by encouraging library use.

Any parent wishing to assist in maintaining our library by mending, covering or cataloguing books etc. should contact the school office.



## LOST BOOKS

School books are often inadvertently left at home by pupils. Parents should feel free to return school books at any stage when they have been rediscovered. Please encourage your child to value books, respect them and return them in good condition, and to use our library both during school and in their spare time. If a book is not returned after having been issued for more than one term, an invoice will be sent to the child's parent/s so that a replacement copy can be purchased.

## LOST PROPERTY

*Naming of clothing ensures prompt return.*

We do our best to find owners, however, naming ALL clothing makes this process much easier. Lost property is displayed at regular intervals. We encourage you to come to school and look for any clothing that is missing. Lost property can be located in multi purpose room. Clothing at the end of each term is donated to the clothing bin service.

## LUNCHES

Most children bring a cut lunch and a snack for break time. The school promotes healthy eating habits. We discourage food and drink with high sugar or fat content. No sweets, chewing gum or soft drinks are to be brought to school. No child is permitted to leave the school grounds to buy their lunch.



Any money sent to school should be in a sealed envelope marked with name, amount and what it is for. This should be passed to a teacher or the office for safe keeping.

## NEWSLETTER

Newsletters are sent home every second Thursday on the basis of one per family. Newsletters are sent to keep parents informed of coming events, school policy and matters concerning the everyday running of the school. If space permits, the newsletter is also available to local clubs and organisations as a means of conveying messages. Parents should check school bags daily for notes, newsletters, messages, etc.

The school newsletter is also available to read on the school's website, and a link on our Facebook page.

## PARENT HELP

Parents in our community have a wide range of skills in sporting, artistic and cultural areas. We are always keen to share your expertise and knowledge. Please do not hesitate to offer. We appreciate the presence of parent helpers in either the junior or senior rooms, so please approach staff should you be interested in assisting.

## **PARKING**

Parents are requested to keep the area in front of the school gates clear, this area is the school bus stop. Please park to the left of the school gate, or across the road.

## **PERSONAL PROPERTY**

We request that the children do not bring money, valuable or 'attractive' items to school. In cases where the child has a particular reason for wishing to bring a valued item to school, parents are asked to contact the teacher in advance. The school does not accept responsibility for loss of, or damage to, items brought to school by children.



## **PHONES AT SCHOOL**

The use of cell phones at school is not permitted. We encourage that cell phones are kept at home. If a phone is confiscated, please check with the school office staff.

## PHYSICAL EDUCATION/FITNESS

All children are expected to be involved in a regular fitness or Physical Education Programme unless they need exemption through ill health. Children should wear suitable clothing. When your child cannot take part please send a note or inform the school office or class teacher.



## REPORTS TO PARENTS

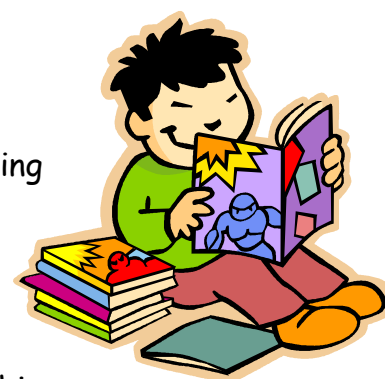
Evaluation of all children's efforts, attitudes and progress are ongoing. A detailed record is kept of these evaluations and is the basis of further teaching.

Formal written reports are sent home at the end of terms 2 and 4. Interviews with teachers can be at a mutually convenient time for parents, but there is an opportunity to extend to all parents to discuss their child's efforts, attitudes and progress after the goal setting interviews have been completed in March. Our policy is to have class teachers contact parents at any time if they feel it is in the best interest of the child to do so.

If you wish to talk to your child's teacher about specific matters then it would be best to organise a time to suit you both.

## READING RECOVERY

When our pupils are six years old they are given a searching test of their reading ability and the associated skills. If it is appropriate they go on the Reading Recovery Programme we have operating here. This involves intensive teaching each day on a one-to-one basis for approximately 15 to 20 weeks. Most children respond within that time, some take a little longer, and some may need further help. There is, however, a high success rate with this programme so most children are able to return to their normal class programme able to cope well and maintain progress.







## SWIMMING POOL

We are fortunate to have our own heated swimming pool. The pool is heated to 27 ° Swimming is an integral part of our Health and Well-being programme and each class swims regularly during the season. All children are expected to participate in this instruction. Parents are asked to send a note or phone the school if they wish their child to be excused. Children are advised to supply their own goggles. Keys: Pool keys are available to school families at a cost of \$50 or \$70 for non-school families. The Pool Rules are on the pool door and wall. For safety and health reasons appropriate swimwear must be worn in the Lower Moutere School Pool at all times. Generally this means boys should be wearing swimming shorts/togs and girls swimming togs. This could include one-piece swimsuits and swimming shorts. Unsuitable clothing is cargo shorts, cut-off jeans, underwear, t-shirts.

### **SCHOOL PHOTOS**

Class and individual photos are taken annually by a reputable studio, and offered for purchase.

### **SHADE POLICY**

The BOT has a shade policy in place. We do have a school sunhat, which is expected to be worn. This hat is kept at school. The school has a policy of 'no hat, no play'. To help us implement this policy parents please ensure that sunscreen is put on daily during the summer season.

### **SPECIAL NEEDS AND ABILITIES**

This school recognises the needs of children who have Special Needs and Abilities and has a policy to guide the development of Special Programmes. These programmes which are put in place, seek to develop processes and in some cases skills and knowledge. The procedures used to identify Special Needs are very broad and involve parents and often other resource and support people who have specific expertise in meeting the needs of your child.

### **SPORT**

Children from this school participate in a range of sports. We are also included in the Motueka events, such as the Cross Country and Athletics. Parents are sometimes asked to provide transport and/or supervision for these activities. We welcome your support!

## **STATIONERY**

All class stationery requirements are available from the school office. Please cover new books to keep them tidy and attractive. A list of stationery requirements will be given for each child on enrolment and stationery classpacks are sold at the start of each year.

## **SUPPORT SERVICES**

We are able to call on support assistance from the following agencies:-

- Health Nurse
- Children's & Young Persons
- Psychologist
- Speech Therapist
- Youth Aid Worker
- Police Dept
- Dental Therapists
- Audiometrist (Ears/Eyes)
- Advisers
- R.T.L.B.
- Attendance Officer
- S.E.S.
- Resource Teacher of Literacy

Should you feel that any of the above services may be able to help you with any needs your child may have, please do not hesitate to call and discuss this with us.

## **SUPPORTING THE SCHOOL**

We encourage and thank all parents and members of the community who support our school, no matter how the support is given.





Children may use the phone only with permission from a member of staff. Permission will only be granted if the matter is very important or urgent. Important messages from parents may be passed to children from the office. It is not practical to call children to the phone. Cell phones are not required by students at Lower Moutere School.



Our school has a compulsory uniform. The recommended outlet for all supplies is Whitwells Menswear in Motueka. The school does have a small supply of second hand clothing items.

Uniform items are...

- ☆ Green polo shirt with the school logo
  - ☆ Green polar fleece with school logo
- } Only available from Whitwells Menswear, Motueka
- ☆ Black shorts, skirt, skort or trackpants (during winter) Recommended styles available from Whitwells, Motueka, or any other suitable plain black "bottoms" from other outlets.
  - ☆ Green bucket hat with school logo (Required to be worn in Terms 1 & 4)  
- purchased from the school office.

So - that's Lower Moutere School in a nutshell! Anything else you want to know? - Please contact us! We are only too happy to assist you further!

Thank you and we look forward to a long and happy association with you and your family!

