



WEST EYRETON SCHOOL

INFORMATION BOOKLET

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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 including the Friends of the School (FOTS). 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,

Hayden van Lent
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. We are a rural school situated in the Waimakariri District 24km southwest of Rangiora with a school roll of just under 200 students.

The school buildings have been added to as the roll has grown. We have capacity for nine classrooms. 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 8th & 9th 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.

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 achievement challenges based on trends across all its schools. In 2018, each school has a ‘within school’ teacher who works for the COL, with teachers in their own school, raising achievement in the challenge areas.

Many children move on from West Eyreton School to Rangiora High as well as Oxford Area School for their secondary schooling. There are a few 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.

Values:

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:

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

STAFF, BOARD OF TRUSTEES, and FRIENDS OF THE SCHOOL

2020 Teachers & Classes:

Principal: Mr Hayden van Lent

Ropu Ruru: Year 1, 2 & 3

Ms Veanne Reed, (R1), Ms Angela Wells, (R2)

Ropu Kereru: Year 3 & 4

Miss Lisa Duff (Deputy Principal), (R3), Mrs Michelle Orr (R4)

Ropu Kea: Year 5 & 6

Mr Mark Bishop, (R5), Mrs Rebecca Searle (Assistant Principal), (R6)

Ropu Karearea: Year 7&8

Mrs Amanda van Rooy, (R7), Mrs Sarah Wardle (Senior Syndicate Leader), (R8)

Part-time teachers: Mrs Jo Gooch – DP Release Teacher, Mrs Cheryl Muirson – Release Teacher, Mrs Jinnine Pearce – Reading Recovery & Classroom Release Teacher

Support Staff Roles for 2020:

- Mrs Claudia Townshend – Learning Assistant
- Nicky van Lent – Learning Assistant
- Mrs Pip Wyatt – ESOL/Learning Assistant /Librarian
- Mrs Marie Moore – ORRS Teacher
- Mrs Amanda Scott-Richards – Special Needs Learning Assistant
- Mrs Sue McGaffin, Maree McKay - School Cleaners
- Mr Des Marsh – Grounds/Property Caretaker
- Mrs Val O’Loughlin – School Secretary/Office
- Mrs Carol Brotheridge – Casual Office Person /School Bursar/Health & Safety/Principal Assistant
- Mrs Donna Woodham – Pool Operator
- Mrs Marina Blanchard – Transition to School Teacher

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:	Roslyn Jermyn Daniel Harris Adam Toshach Gerard van Rooy Lia Brown
Staff Trustee:	Rebecca Searle
Principal:	Hayden van Lent

West Eyreton School Board of Trustees Meetings

These meetings are held twice a term. The date and agenda are advertised in the newsletter before the next meeting and all community members are welcome to attend.

PARENTS 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.

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

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

CONTACTING THE SCHOOL

The school's telephone number is 3125850. It would be appreciated if non-urgent calls could be made before school, during intervals or after school.

The school e-mail is office@westeyreton.school.nz

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

SCHOOL TIMETABLE

Learning Session 1	8.55 am – 10.30 am
Morning break	10.30 am – 10.55 am
Learning Session 2	10.55 am – 12.00 pm
Lunch Break	12.00 pm – 12.25 pm (eat lunch – short play)
Learning Session 3	12.25 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.

Attendance At School – (excerpts from the school’s Attendance Procedure):

Electronic Monitoring of Pupil Attendance:

Pupils’ attendance is tracked and monitored electronically using ‘Hero’, which is an approved Ministry of Education school management system.

Pupil attendance is entered electronically at **9.10 am**, and again at **12.40 pm** each day – reasons for absences must be coded and patterns of absenteeism must be recorded on the database for use by the school and the Ministry of Education.

Important please:

1. ALL PUPILS ARRIVING at school after 9.10 am MUST CHECK IN USING THE ELECTRONIC VISTAB AT THE OFFICE to have their attendance entered. A label will be printed which they need to take to their homeroom teacher, which will inform the teacher that the child's arrival has been entered into the school system.
2. All absences are to be reported daily to Mrs O'Loughlin.
3. Parents should inform Mrs O'Loughlin of all reasons for, or, of upcoming absences - not your child's teacher please.

Pupils who are regularly late to school, or who have regular non- attendance, will have their absenteeism followed up as this is truancy. **NB:** Genuine sickness & medical reasons are not truancy, but may require a medical certificate.

Sending Students Home/Early Release:

- Students may not leave the school during school hours except by special arrangement, for example, a parent request (verbal or written) for the student to attend a medical appointment.
- If a parent wishes to take their child out of school they must first go to the school office and CHECK OUT USING THE ELECTRONIC VISTAB MACHINE. A label will be printed out and parents need to take this to their homeroom teacher so they can then collect their child. The child will not be released unless the parent hands this label to the teacher.

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 School App messaging system is in place to contact parents.

EMERGENCY PROCEDURE

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

The school's notification procedures are:

1. A School App messaging system – in the event of an emergency or school closure, we will send a notification to advise of the situation at school & updates on opening dates/ times.
2. A message will be placed on the main school phone advising parents of the situation at school
3. 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 contact details 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 a 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.

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.

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 lunch online, and a stationery pack bought from the school rather than from a downtown retailer.

SCHOOL STATIONERY

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.

SCHOOL POLICIES & PROCEDURES

A list of the West Eyreton school policies and procedures is available at 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
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 (no cheques) for the books requested (online orders preferred). 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 usually 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.

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 every two weeks to families. 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.

Parents wishing to advertise or have some input into the newsletter are most welcome to contact the school. We do have a separate community newsletter, run by the FOTS Committee for business advertising, sports notices etc.

West Eyreton School App Launched:- free to download from the App store and Google Play:

We 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.

VISTAB Visitor Management Tool:

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

- Visitors read the school's Health and 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.

NZ CURRICULUM KEY COMPETENCIES EDUCATION

The school curriculum outlines the importance of teaching the Key Competencies of the NZ Curriculum for all its pupils.

West Eyreton Learners & the 5 Special QualitiE's:

- **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
- 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.
- Fortnightly E awards are drawn by the school leaders who receive congratulations from the Principal and an E awards sticker.
- 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, 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 cooperatively:
- 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) 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.

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.

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 pickup 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.

It is important that teachers receive the support from you as parents/caregivers in establishing a close home/school partnership with their learning.. We do our best to support every child's progress. 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 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

Class teachers will outline their expectations to you.

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.

OTHER PROGRAMMES AND OPPORTUNITIES AVAILABLE TO CHILDREN

SPORT

Our school includes a range of sporting activities within normal classroom programmes. We 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 week two coaches take classes for PE lessons with class teachers present.

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:

February-March - Swimming Sports. These are held with neighbouring schools. The more able swimmers take part in the competitive swimming sports in Rangiora.

- School Triathlon, cricket inter school match.

April / May - School Cross country & Eyre cluster Cross Country.

June-July-August - 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.

August - Winter sports day. Skiing at Porter Heights every second year is a popular example.

November - School Athletic Sports.

December - 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.

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 may invite a selection of performers to the school each year to share their talents with the children. They could 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

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

- Weekly Kapahaka lessons for pupils which are led by tutors from the Kapahitia trust
- 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 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 afflictions, 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 Rangiora Community Dental Clinic. The phone number for the Rangiora Community Dental Clinic is 0800 846 983.

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. Sun hats are to be purchased through the school office, currently costing \$13.50 each.

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.

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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?

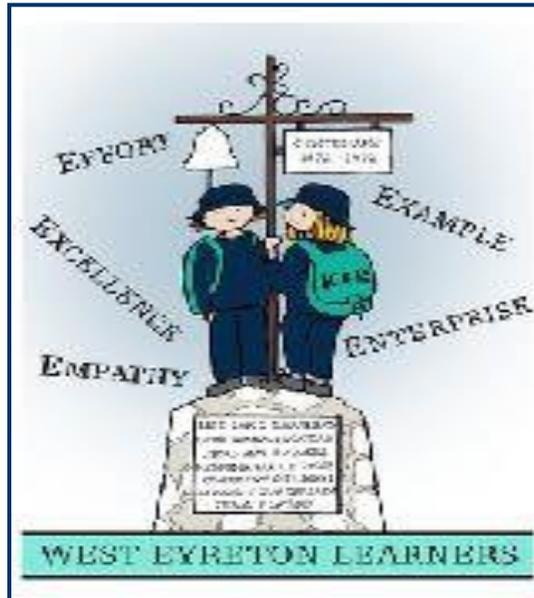
4. Is there anything that you feel the school could do differently to support new parents to the school in the future? Please comment if there are.

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