



## WEST EYRETON SCHOOL

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Thursday 1st February 2018

Dear Parents & Caregivers

Welcome back to school for 2018 to all our pupils and families.

This first week back at school is underway well with the pool in full use; it was wonderful to see all pupils wearing their sunhats on day one back; thank you to parents for your support to have this in place.

An assembly was held under the shade sails to welcome & introduce all our new pupils to the school.

As happens every year, the teachers will spend the first few weeks helping the children to settle back into school routines and getting to know one another.

This year our classrooms are each named as a **Ropu** learning team with each **Ropu** taught by two teachers; one of these teachers will your child's Homeroom teacher:

- **Ropu Kotare** – NE pupils
- **Ropu Ruru** – Years 1, 2 & 3 pupils
- **Ropu Kereru** – Years 3 & 4 pupils
- **Ropu Kea** – Years 5 & 6 pupils
- **Ropu Karearea** – Years 7 & 8 pupils

We have a busy term planned starting with:

A **Meet the Teachers evening** will be held **next week** on Wednesday 7th February, which we encourage parents & caregivers to attend to hear about their child's learning programmes.

- **6.30 – 7.00** – Ropu Kotare, Ruru & Kereru (NE, Year 1 – 4) will hold a Junior syndicate parent information meeting at 6.30 pm in Ropu Kereru.
- **7.00 – 7.30** – Ropu Kea & Karearea (Year 5 – 8) will hold a Senior syndicate parent information meeting at 7.00 pm in Ropu Karearea
- **7.30 – 8.00** – there will be a meeting for parent helpers who are coming on the upcoming Year 5 & 6 camp to Living Springs

**The School Triathlon** will be held on Friday 2nd March – this is for all pupils.

- Junior pupils – 11.00 am start
- Senior pupils – 1.15 pm start

We would love to see all our families at this event to encourage their children.

**Pupil Information:**

Could all senior parents please click on the link below. You will need to fill in one form per child if you have more than one child in the senior syndicate. The information you provide us with is confidential to your child's teachers and will help us get to know your child and best meet your child's learning needs.

<https://goo.gl/forms/IIBUpXQ6YFHjpcLD2>

Thank you

Sarah Wardle

**Sun Safety:**

Staff are monitoring temperatures due to the prediction of Heat waves and Sun Safety is being taught to pupils. If outside temperatures do become extreme then children will need to play under the shade or stay inside in the air-conditioned classrooms.

This notice was emailed home to all families on Tuesday outlining this MOE advice:

*There is the potential for a high heat forecast for this week!*

The Ministry of Education guidelines operate on **indoor temperatures** where the ideal indoor temperature is 18-25 degrees. The documentation shows there will be concerns about safety when the **indoor temperature is over 28 degrees and approaches 32 degrees**. If the indoor temperature is approaching that we will be putting alerts out on our school App inviting to collect children from school early.

Unless advice is given from the Ministry of Education it is unlikely we would close the school at the start of the day due to forecast heat. If you are overly concerned with the forecast temperature on any day you have the discretion as parents to keep your child at home for the day (contact us though to let us know!).

Precautionary measures you can take is ensuring your child does not wear a jersey when high temperatures are forecast, has their school hat to wear outside and brings a water bottle (which we actively encourage any day). Freezing or part freezing a water bottle means the water stays cooler during the day as it thaws which may be nice for the children on days where temperatures approach or exceed 30 degrees.

***Drink bottles are a must for every child as there will be regular water breaks held throughout the day in the classrooms.***

**School Closed – Tuesday 6th February:**

The school will be closed for the Waitangi Day Anniversary on Tuesday 6<sup>th</sup> February and will reopen on Wednesday 7<sup>th</sup> February at 9.00 am.

Jillian Gallagher - Principal.

**SCHOOL NEWS:**

We start the school year with 207 pupils.

**2018 Teachers & Classes:**

<b>Ropu Kotare</b> - New Entrants	Mrs Judi Tallott Mon - Wed, Ms Veanne Reed Thurs & Friday
<b>Ropu Ruru:</b> Year 1, 2 & 3	Mrs Amanda van Rooy, Ms Angela Wells
<b>Ropu Kereru:</b> Year 3 & 4	Miss Lisa Duff (Deputy Principal), Mrs Michelle Orr
<b>Ropu Kea:</b> Year 5 & 6 pupils	Mr Mark Bishop, Miss Linda Marshall
<b>Ropu Karearea:</b> Year 7&8 pupils	Mrs Jocelyn Austen, Mrs Sarah Wardle (senior syndicate leader)

**Principal:** Mrs Jillian Gallagher

**Part-time teachers:** Mrs Jo Gooch – DP release teacher; Mrs Jinnine Pearce – Reading Recovery & classroom release teacher; Mrs Jacqui Prior Stockwin – Special Needs teacher.

**Support Staff Roles for 2018:**

- Mrs Sue McGaffin & Ms Anna McKay - school caretaker / cleaners
- Mr Chris Millar – grounds / property caretaker

- Mrs Val O'Loughlin – school secretary / office
- Mrs Carol Brotheridge – school office (Fri. pm) / Bursar / Principal Assistant
- Mrs Carolyn Daer – teacher aide, librarian & pool operator
- Mrs Ann Frahm – Special Needs teacher aide
- Mrs Marie Moore – preschool transition teacher aide

### **School Office Hours for 2018:**

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.

### **School Timetable:**

Learning Session 1	<b>8.55 am</b> – 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

### **Attendance At School – (excerpts from the school's Attendance Procedure):**

#### Electronic Monitoring of Pupil Attendance:

Pupils' attendance is tracked and monitored electronically using 'E Tap', 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.

### **Bus Safety:**

- All bus pupils are reminded that they should be wearing their fluoro safety vests while travelling to and from school. We ask parents to check that their child is wearing their safety vest each day. If a child does not have a vest, please contact the office.
- We also remind parents that children under the age of 10 years should not be cycling out on the roads without adult supervision.

### **Compulsory School Uniform Reminder:**

*A reminder that 'black' is not part of the school uniform – all 'bottoms' are required to be navy.* Please check the compulsory school uniform list available on the school website at [www.westeyreton.school.nz](http://www.westeyreton.school.nz)

### **Sunhats:**

Term one is compulsory for all pupils to wear the regulation school sunhat. Now is the time for your child to locate their sunhat. The cost of sunhats is \$13.50 each from the school office. The Sun Safety procedure is enclosed.

### **Swimming:**

Throughout term one, each class has a set time for swimming instruction. Please send your child's togs every day. Please write a note to your child's class teacher if there are occasions when there is a medical reason why your child cannot go swimming. It is our aim to have the children swimming every day so they gain maximum benefit from their swimming instruction.

### **School Buses:**

As this is the start of a new school year, please update your child's home time bus arrangements with the school office. A reminder that whenever you change your child's home time arrangements, please ring the school, or send a note, on the days your child /ren will not be travelling home on the school bus. If there is no message, we will follow your regular home time arrangement.

### **Swim Season Pool Keys Available:**

**COMMUNITY USE OF POOL:** The pool is now open to the community.

Pool keys will cost \$30.00 for the season.

Key holders must sign a Pool Use Agreement & attend a safety briefing before a key will be issued to show that they understand the school procedures for safe pool use. Please contact Carolyn Daer who is available at the school office until 3pm, or can be contacted at 310 2288 for a pool key.

There will NOT be a rebate on the return of the key at the end of the swimming season.

With increased Health & Safety requirements around pool safety, door security alarms are installed for each fire exit door for the pool enclosure and two security cameras to monitor that key holders ensure that the entry door and the emergency fire exit doors remain CLOSED at all times.

### **Key holders will need to complete the following procedures before being issued a key:**

1. Collect the Pool User Code and Pool Rules procedure from Carol Brotheridge at the school office – take it home, read it and bring it back signed.
2. Key payment is made following the return of the signed agreement.
3. Attend a Health & Safety briefing about use of the pool BEFORE the key is handed out.

**The Pool Procedures are enclosed at the end of this newsletter.**

We envisage that the swim season will run until the end of the school term in term one. (to be advised).

### **SCHOOL TRIATHLON 2018:**

On Friday 2nd March we will be holding the school triathlon.

### **PARENT HELPERS FOR THE SENIOR SCHOOL TRIATHLON:**

- the junior triathlon 5 - 7 year olds will begin at 11am - their triathlon is around the school grounds - Rm 6 & 8 will be co-ordinating/running this event
- the senior triathlon 8 - 12 year olds will begin at 1.15pm – *students will have a choice if they wish to place their NAMED drink bottles at the drink stations.*

To make this a fun, fair and safe day for all, we do require parent helpers. Please fill in the form below and **RETURN IT BY MONDAY 19TH FEBRUARY** (to the office), if you are able to assist.

### **SENIOR SCHOOL TRIATHLON PARENT HELPER – Friday 2<sup>nd</sup> March.**

Name: \_\_\_\_\_  
***please print your name***

Please meet Linda Marshall outside the office on Friday 2nd March at 1.10pm. Thank you.

***We need help at the following stations for the senior triathlon . . .***

- drink station down School Road \_\_\_\_\_
  - drink station down School Road \_\_\_\_\_
  - drink station on domain \_\_\_\_\_
  - drink station on domain \_\_\_\_\_
  - 9 & 10 year olds turn around BIKE \_\_\_\_\_
  - 11 & 12 year olds turn around BIKE \_\_\_\_\_
  - 9 & 10 year olds turn around RUN \_\_\_\_\_
  - 11 & 12 year olds turn around RUN \_\_\_\_\_
- 

### **ADULT RACES:**

It would be marvelous to see some parents/caregivers being brave and challenging themselves to compete in the adult triathlon. Please contact Linda Marshall [linda.marshall@westeyreton.school.nz](mailto:linda.marshall@westeyreton.school.nz) if you would like to 'give it ago' by Monday 19th February. ***I am willing to change distances to suit!!!***

### **3 & 4 Year Olds, Preschool Transition to School Programme – flyer enclosed:**

This pre-school programme will commence Monday 12 February from 2.00 – 3.00 pm in the Ropu Kotare NE classroom.

All welcome. Please return the form to the school office before this date. Any queries please contact Judi Tallott, New Entrant teacher or Marie Moore, early childhood teacher.

### **On-line School Docs Website for all West Eyreton School Procedures:**

Our school uses the School Docs system to create online access to our policies and procedures, which are available to our school parents.

The school works with School Docs to maintain, update, and review our policies. School Docs provides us with a comprehensive core set of policies, which have been well researched and follow the Ministry of Education National Administration Guidelines. The policies and procedures are tailored to our school, and

the school supplies specific information such as our charter, and procedures for behaviour management, reporting to parents, etc.

School Docs updates, modifies, or creates policies in response to changes in legislation or Ministry guidelines, significant events, reviews/requests from schools, and regular reviewing from the School Docs team. Our board of trustees has the opportunity to view changes/additions and comment on them before they are implemented. At times, parents may be offered the opportunity to take part in a review of a procedure.

We invite you to visit the site at <http://westeyreton.schooldocs.co.nz/> (note that there's no "www!"). ***The username is westeyreton and password 7475.*** The Sun Safety procedure and Parent Concern procedures can be located on School Docs. Both these procedures are enclosed in this newsletter.

**2018 School Term Dates:**

**Term 1:** Wednesday 31 January– Friday 13 April; Easter break – 30 March – 3 April.

**Term 2:** Monday 30 April – Friday 6 July

**Term 3:** Monday 23 July – Friday 28 September

**Term 4:** Monday 15 October – Tuesday 18 December; school will be closed for a teacher only day on Monday 5 November.

**Reminder - School Closed Waitangi Day – Tuesday 6 February:**

School reopens on Wednesday 7 February at 9.00 am for all pupils.

**Enclosed Information:**

- Term one school events calendar
- Safety in the Sun Procedure
- Parent Concerns Procedure
- Preschool transition programme flyer
- Fonterra Milk permission form
- Pool Key Agreement form
- Music Tuition form
- Dance Tuition form
- Confidential Pupil Information link

**Piano lessons:**

David Webster continues to teach piano/keyboard on Fridays. If you are interested in your child developing their musical skills during 2018 please contact David [027 921 1987](tel:0279211987), or email [elnotild@gmail.com](mailto:elnotild@gmail.com). Lessons available for adults too outside of school.

If you would like **Music** lessons for your child in

Term 1 of 2018 please fill in this form online:

<https://goo.gl/forms/LBH6mAecNHnazFKq1>

How does it work? - One day a week there will be group, individual and band lessons available at the school within school time. In the lessons the students will learn the fundamental techniques associated with their instrument and a song. The songs could be anything from new school to old school. The tutor, towards the end of the lesson will make a small video demonstrating what needs to be practiced for the week; this video is then emailed home.

Yes their needs to be an instrument at home for the kids to practice on. With the exception being drums, you just need "Drum Sticks".

#### Per Lesson Costs

Group \$13.95 + GST (30min)

Individual \$25.99 + GST (30min)

Band \$10 + Gst or \$5 or Free (30min)

If you're doing a group lessons then band is \$7 and if you're doing Individual lessons then band is free.

Any Questions call Nolan 021 2466526

[Nolanhnz@gmail.com](mailto:Nolanhnz@gmail.com)

#### Instruments Group - Ind

Guitar /Electric	<input type="checkbox"/>	<input type="checkbox"/>
Drums	<input type="checkbox"/>	<input type="checkbox"/>
Bass Guitar	<input type="checkbox"/>	<input type="checkbox"/>
Voice/Singing	<input type="checkbox"/>	<input type="checkbox"/>
Ukulele	<input type="checkbox"/>	<input type="checkbox"/>
Band	<input type="checkbox"/>	<input type="checkbox"/>
Trumpet	<input type="checkbox"/>	<input type="checkbox"/>
Saxophone	<input type="checkbox"/>	<input type="checkbox"/>
Piano	<input type="checkbox"/>	<input type="checkbox"/>

Other instruments are available just ask!



If you would like **Dance** lessons for your

child, please fill in this form online:

<https://goo.gl/forms/WIKuKXEpnHvJZgaD3>

Group and individual lessons are available.

Each week dancers will be working on skills and movements required for their choreographed dance piece for the term.

A small video will be made at the end of each lesson outlining what was taught and the expected practice for the week. The lesson video will be shared with the students and parents using Google Drive.

#### Costs per lesson

Group \$13.5 +GST (40min)

Individual \$27.50 +GST (30min)

Any Questions call Nolan 021 246652 [Nolanhnz@gmail.com](mailto:Nolanhnz@gmail.com)

#### Style Grp Ind

Hip Hop	<input type="checkbox"/>	<input type="checkbox"/>
Jazz	<input type="checkbox"/>	<input type="checkbox"/>
Contemporary	<input type="checkbox"/>	<input type="checkbox"/>





# WEST EYRETON SCHOOL

## POOL USER'S CODE & POOL USER AGREEMENT

**Parent Key-holder:** Parent signing for the pool key must supervise their own children under 16 years old

**Non Parent/ or Key-holder over 16 years:** A person who is 16 years or older; is not permitted to supervise any children under 16 years of age.

### Hours

School days: 3.30 – 8.30 pm

Weekend & Holidays: (10.00am – 8.30 p.m.) daily

- Swimming is fun & enjoyable but pools can be dangerous. Water presents a risk of drowning and injury can be sustained from the hard pool surfaces or the misuse of equipment.
- To ensure your safety, and the safety and enjoyment of other pool users, the West Eyreton School Board of Trustees has established the following code of behaviour for all pool users.
- **All Key Holders are to abide by West Eyreton School's Pool User Code, Pool Rules and Pool Signage, which has been notified to each Key Holder as they sign the Pool User Agreement. Key holders must sign to say that they agree to abide by these.**
- **There is NO LIFE GUARD at this pool.**

### Supervision of Children:

**Parents are required at all times to be AT THE POOLSIDE ACTIVELY monitoring their children.**

Children must never be in the pool compound without their accompanying adult and may only swim with **ACTIVE** adult supervision.

Children under eight must be **ACTIVELY** supervised at all times by their parent in the water beside them within arms reach at all times.

- **Keyholders MUST LOCK THE GATE WHEN THEY ENTER THE POOL COMPOUND & WHEN LEAVING ENSURE THE SWIMMING POOL GATE IS SECURELY CLOSED.**
- **They must never tie or leave the gate or doors open for any reason.**
- **The West Eyreton School B.O.T takes no responsibility if a gate or door is left unlocked or left open.**
- **A security camera is installed in the pool enclosure to monitor pool activity, and door alarms are installed to ensure that the exit doors remain closed.**

- **Keyholders must not admit anyone who doesn't have a key.**

- **Keyholder responsibilities are outlined in the Pool User's Code:**

- Never swim alone. It's more fun with family & friends.
- Pool users must comply with the school's **Smokefree** policy - smoking is not allowed at the pool or anywhere on the school grounds.
- **No alcohol / cigarettes / drugs within the confines of the swimming pool area.**
- **No intoxicated person permitted in the pool area.**
- Take additional care if you have a medical condition such as epilepsy, asthma, diabetes or a heart condition.
- Always check the depth of water before entering the pool, as every pool is different. Look for hazards such as diving boards, water slides, or steep slopes into deeper water.
- No running, jumping or diving into the pool. No running around the pool area.
- No diving or bombs permitted.
- Avoid holding your breath and swimming long distances underwater.
- Do not bring any equipment/games to the pool that have been used in a river or lake as this could contaminate the pool system. Boogie boards, surf boards, kayaks are not to be used in this pool.
- A toilet is available at the school – please use it. There is a key on the key ring for this.
- Health regulations state that you should not swim if you have had a bad cold, diarrhoea or ear/eye/throat infections within the previous 2 weeks.
- If you are physically sick you must scoop all of the remains out of the pool and contact the Pool Operator immediately. A scoop is available in the pool enclosure.



- Babies/toddlers to wear suitable swimwear please. NOT NAPPIES.
- Report any maintenance or safety issues, or misuse or failure by others to abide by the Pool User Code, immediately to Sally, after hours Pool Operator, 027 437 3244.

#### **First Aid / Emergency Facilities:**

- In the event of a pool emergency, everyone exits the pool and contact is made with the emergency contact for further assistance. Ring 111 immediately if necessary. In the event of a faecal discharge in the pool, notify the emergency contact. The pool will be closed until the water quality is restored.
- A first aid kit is available in the pool enclosure for use in emergencies
- The BOT highly recommends that **all pool users** have a cell phone with them in case of an emergency to ring 111 immediately if required.
- CPR signage is on display in the pool enclosure
- A Defibrillator is stationed on the school office entry wall
- A life buoy is available within the pool enclosure
- Please also immediately notify Sally after hours Pool Operator, 027 437 3244, if an emergency occurs.

- People entering the pool area without authorisation shall be regarded as Trespassers.
- Leave the pool and surrounding area tidy before departure.
- Remove all items of clothing and personal effects.
- Do not throw stones or litter into the pool. Do not throw bark into the pool.
- No bikes to be ridden in the school grounds. Bikes to be put in the bike racks in the hall car park.
- West Eyreton School will not be held accountable for any broken or lost equipment.

**Pool Operator Contact Phone Number: Carolyn Daer 3102288**

❖ **Purchasing a key requires the Key Holder to abide to the Conditions of the BOT's Pool User Code, Rules and Signage.**

❖ **Random policing will be conducted on a daily basis with failure to adhere to these rules resulting in forfeiture of keys and liability for accidents & / or damages.**

**DATE: January 2018**

#### **Disclaimer**

- ❖ ***The Key Holder will be liable or responsible for loss or damage to any property, or for any death, accident, loss or injury arising out of the use of the pool.***
- ❖ ***Any person using the pool shall indemnify the school board of trustees from all actions, claims, suits, demands, costs and proceedings that may be made against them, or any of them, arising out of or in connection with the use of the pool.***
- ❖ ***The school board of trustees and the pool committee reserve the right to evict any person(s) from the pool for not conforming to these conditions. They also reserve the right to alter the above conditions without notice. Infringements will result in confiscation of the key.***

**Tim Stokes, Chairperson, West Eyreton School Board of Trustees.**

#### **West Eyreton School Key Holder Agreement:**

- I have read the rules and regulations regarding the safe use of the West Eyreton School Community Pool.
- I accept these rules and agree to abide by these rules.
- I take responsibility as the designated key holder of these rules and regulations.

**Family Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Key Number:** \_\_\_\_\_

**Key Holder Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_



# WEST EYRETON SCHOOL

## SAFETY IN THE SUN PROCEDURES.

(accredited by Sunsmart Schools)

### **GUIDELINES:**

These guidelines apply during the 1st and 4th terms and as deemed appropriate during September if holding sports days or similar events:

1. Promote awareness of the health hazards arising from unprotected and/or excessive exposure to the harmful UV radiation of the sun, which can lead to serious skin cancer, melanoma, in later life.
2. Positively encourage the use of safe practices in the sun.
3. The BOT will work towards providing a school environment, which provides shade for students and staff.
4. A regulation West Eyreton sun hat will be worn & monitored for all outdoor activities by children.  
*Definition of a regulation hat: Navy regulation school sun hat purchased through the school. This bucket hat has a deep crown with a minimum 6cm brim. The hat will reside at school. (but may be sent home for washing. Parents are responsible to see that it is returned immediately so they are available for use.)*
5. The wearing of hats will be monitored at morning tea times and during lunch hours.
6. All staff are expected to set an example by wearing a wide brimmed sun hat for outdoor activities.
7. All children are encouraged to eat their lunch in the shade.
8. Students without their sun hat will be required to remain in a designated shaded area.
9. West Eyreton School encourages the wearing of shirts with collars and long sleeves, and long shorts or skirts. Sunglasses that provide good protection for the eyes will be allowed to be worn outdoors.
10. Parents will be encouraged to provide their children with rash tops and sun suits during swimming sessions.
11. Students may bring sunscreen to use if engaged in outdoor activities which necessitate their being in the sun during high exposure times (10 am to 4 pm). It is the parents' responsibility to check that their children are not allergic to the sunscreen product.
12. No child will be permitted to share or to use another child's sunscreen product. Misuse of sunscreen will not be tolerated. Sunscreen containers must be clearly named.
13. Parents who send sunscreen are therefore giving permission for their child to apply the sunscreen product. It is not the teacher's responsibility to apply sunscreen.
14. For E.O.T.C activities sun safety must be included as part of the Risk Management Planning.
15. When enrolling their children, parents will be given a copy of the Safety in the Sun Procedures. The cost of the sun hat is added to the child's school account.

16. Sun-safety education will be included for all year levels in the Health programme. As a Sunsmart School the UV Index board will be a focus of this education teaching children the difference between risk of sunburn from UV levels & temperature.
17. Parents will be informed of the school Sun-safety procedures each year in term one and term four. Staff will be given a copy of, & refresh their understanding of the Sun-safety procedures at the start of the school year, & whenever, the procedure is updated.
18. This procedure will be reviewed yearly by the Principal in terms one & four prior to informing parents in the school newsletter.

## WEST EYRETON SCHOOL PARENT CONCERNS PROCEDURES

To ensure that there are clearly defined channels of communication if parents ever wish to express concern about any aspect of the education of their children or the running of the school.

In dealing with any concern it is important that both parties are able to express their views to each other, either directly or through a third party, in the certainty that they will be listened to and given serious consideration.

For the purposes of these procedures “concern” refers to an issue that, in the staff member’s professional judgment, should be dealt with in a formal interview. In such cases the staff member approached will set an interview time with the parent raising the concern, and outline these procedures.

If an incident has occurred regarding a pupil / pupils during school-time then the most appropriate school staff member must be approached to deal with this – parents should not deal with the matter out of school.

### PROCEDURES

#### 1. Initial meeting

(a) A parent may request a meeting with the class teacher, or support staff member, considered to be the most appropriate person in respect of a particular concern or complaint.

If the issue lies with a member of the teaching staff then that person may ask the Principal or a senior member of the teaching staff to be present. If a teacher does arrange for someone to be present then the parent must be advised of this before the meeting takes place.

If the issue lies with a support staff member then that person may ask the Principal, or one of the teaching staff, to be present at the meeting. If a support staff member does arrange for someone to be present then the parent must be advised of this before the meeting takes place.

(b) Staff should request that parents make an appointment at a time outside the demands of the teaching day, and that the parent provides an outline of the questions or concerns so that a response may be prepared.

(c) The most senior staff member attending the meeting must ensure that a written record is kept of the discussion at the meeting, and of any action points which are agreed to. This should be signed by all parties as an accurate record of the meeting.

(d) The written record must be kept in the child’s file and if necessary (i.e. where the issue relates to the running of the school rather than a classroom issue) a copy should be given to the principal who will place it in the confidential file kept by the principal for that purpose.

Note: If the issue is initially brought to the attention of a staff member who feels that another staff member is the one who should be approached in the first instance then that staff member should direct the parent to

the appropriate person.

## 2. Involving the Principal

(a) If a parent or a staff member feels the issue was not adequately resolved at the initial meeting then the Principal should be approached.

(b) The Principal must gather all necessary data from both sides before attempting to resolve the matter. If necessary, or appropriate, an external adviser may be consulted to provide assistance in resolving the matter. The Principal may be able to resolve the issue without bringing all parties together, but the outcome must be agreed to by them all.

(c) The Principal must ensure that a record is kept of any meeting, or discussions, held to try and resolve the matter, and of any action points which are agreed to. This should be signed by all parties as an accurate record of the meeting.

(d) Any written record must be placed in the child's file and if necessary (ie where the issue relates to the running of the school rather than a classroom issue) in the confidential file kept by the principal for that purpose.

## 3. Involving the BOT chairperson

(a) If the Principal is the person concerned and the parent feels that the issue has not been resolved, or if the parent feels the issue has not been resolved despite the involvement of the principal, the chairperson of the Board should be approached.

(b) The chairperson must gather all necessary data from all parties before attempting to resolve the matter and set up a combined meeting of the relevant people unless such a meeting is not considered to be desirable. If necessary, or appropriate, an external adviser may be consulted to provide assistance in resolving the matter.

(c) The chairperson must ensure that, if a meeting is held, a written record is kept of the discussion at that meeting, and of any action points which are agreed to. This should be signed by all parties as an accurate record of the meeting.

(d) The written record must be given to the principal who will place it in the child's file, and if necessary, (ie where the issue relates to the running of the school rather than a classroom issue) in the confidential file kept by the principal for that purpose.

## 4. Involving Board of Trustees

If steps 1-3 have failed a parent may send his or her complaint in writing to the Board of Trustees who will then determine whether any further action can be taken and report back to the parent on what is proposed.

Note: If initial expressions of concern are addressed to a Board member it is the role of that member to point out the correct procedures to be followed.

## 5. Staff Members who are Parents at the school:

Staff members who are parents at the school must follow the parent concern procedure as set out above when addressing any concerns relating to their child/children.

## Conclusion

Every concern/complaint will be responded to within a reasonable timeframe. Parents will be informed of the resolution or about the process so far.

**Fonterra Milk for Schools Programme:**

Dear Parent / Caregivers of new pupils & Year 8 pupils

West Eyreton School is part of the Fonterra Milk for Schools programme. Pupils will receive the milk up to four days per week.

Participation in the programme is entirely voluntary – both for our school and students. All new pupils will receive this letter. Parents & caregivers are asked to fill out the form below and return to school if your child/ren **CANNOT** drink milk.

If you would like more information about the programme please visit [www.fonterramilkforschools.com](http://www.fonterramilkforschools.com)

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**Fonterra Milk for Schools Programme**

For parents / caregivers of **new pupils** we ask that you notify us if your child **CANNOT** drink the milk by Wednesday 7 February please. The school milk programme will commence after this date.

- I would NOT like my child/ren to participate in Fonterra Milk for Schools
- My child/ren have a dairy intolerance and / or allergy and cannot participate.

**Child/ren’s full names** .....

**Child/ren’s Ropu** .....

Signed (parent / caregiver) .....

# What's it all about?



Fonterra Milk for Schools is all about growing healthy Kiwi kids. Milk contains essential nutrients for growth and development and is an important building block for good nutrition for all kids. We want all New Zealand primary-aged kids to have access to dairy nutrition every school day.

## Here's some answers to parents' frequently asked questions

**Is Fonterra Milk for Schools available to all schools, or just primary schools?**

Just primary. We know that Years 1 – 6 are the formative period of growth and development, so we want to ensure that we are able to offer this opportunity to as many primary aged students as possible.

**Why have you chosen to use Anchor Lite milk instead of full fat milk?**

The NZ Dietary Guidelines from the Ministry of Health advise that from the age of two years, low fat dairy products are best for kids, which is why we have decided to use Anchor Lite milk instead of full fat or blue milk. Anchor Lite has 1.5g of fat per 100ml compared to Anchor Blue's 3.3g.

**What is UHT milk?**

UHT means Ultra-High Temperature processing. This sterilises the milk by heating it for an extremely short period. Fonterra Milk for Schools uses Anchor Lite milk which is put through the UHT process.

**Does UHT Milk provide the same nutritional value?**

Fonterra Milk for Schools milk contains the same levels of protein, carbohydrates and calcium found in fresh milk.

**Why is it UHT milk instead of fresh milk?**

It all comes down to food quality and safety – we've tested the logistics and UHT works best given the scale of the programme. Kids will be drinking the milk nicely chilled because we will be supplying fridges to all schools. UHT also gives Fonterra and schools more flexibility when it comes to delivery times and storage.

**How many days per week can milk be served to the kids?**

Fonterra will supply enough milk to serve Year 1 – 6 students every school day, if your school chooses to. The New Zealand Food and Nutrition Guidelines recommend school kids consume at least two to three servings of milk or dairy per day.

**What about kids that are lactose intolerant or have a milk allergy?**

Fonterra Milk for Schools is a voluntary programme, so if your child(ren) do not wish to or should not drink milk you will need to let your school know.

**What about the waste?**

Schools will be asked to empty and collect used packaging, which we will then collect from the schools and recycle.

**Are you recycling the packaging in New Zealand?**

Once we collect the used packaging from schools we bring it back to one of our sites to be baled. It is then sent to Thailand to complete the recycling process, turning the milk packs into items like roof tiles and school books.

**Will participation in the programme add cost for the school?**

Fonterra is providing the milk, fridges and recycling collection at no charge. Costs to schools will include items such as electricity to run the fridges and cleaning materials.

**If our school joins this programme will they still get milk delivered to the kids who participate in KickStart Breakfast?**

Yes. There will be no change to the KickStart Breakfast programme. Fonterra Milk for Schools will operate alongside the KickStart Breakfast programme because it is intended for all primary school kids in Years 1 – 6, providing milk as an additional nutritional boost to their day.

**Can the milk be used for other things, such as selling it for fundraising?**

The milk is strictly for consumption by kids within the school in Years 1-6. It cannot be used for other purposes.

**How soon can the programme start?**

There is a formal application and induction process that every school must complete before the milk can be served in school. For further information about the Fonterra Milk for Schools programme in your school please contact the school office.

### Fonterra Milk for Schools will:

- ✓ Deliver Year 1-6 kids a pack of Anchor Lite UHT milk every school day, for free
- ✓ Supply a free fridge to chill the milk
- ✓ Collect the used package for recycling





## West Eyreton School, Transition to School Programme, for 3 & 4 Year Old Children in the Swannanoa / Oxford Eyre area:

We are excited to inform you that West Eyreton School has a preschool transition programme for 3 & 4 year olds. This programme is held on Monday afternoons from 2.00 – 3.00 pm in the New Entrant classroom. Preschoolers & parents welcome – younger siblings welcome to attend. Start Date 2018 – 12 February.



The programme is supported by Judi Tallott, New Entrant teacher, and Marie Moore, a trained early childhood teacher who leads each session.

The programme has the use of the school's Perceptual Motor Programme equipment and classroom resources.

Come and meet with other parents within the community.

The programme will support:

- Tamariki to develop peer relationships before they begin

transition into the classroom setting

- Parents to meet others within their community
- Whanau to have a sense of belonging and well-being within the school environment.
- Tamariki to engage with school resources including the library (not term one), out door play areas, PMP activities, music & movement.
- Tamariki to be familiar with the school environment. This includes bathrooms and where it is safe to play at break times.



the

Please fill in the form below and return to the school office, or ring 3125850 to register your interest, or just come to a session and speak with Judi Tallott or Marie Moore.

#####

### Enrolment for 3 & 4 Year Olds' Transition to School Programme at West Eyreton School:

I would be interested in my child/ren participating in the sessions.

Parent's name ..... Child/ren's Age/s .....

Phone: ..... Cell: .....

*(Please return this form to the West Eyreton School office, or ring 3125850.)*







## West Eyreton School Term One Calendar of School Events – 2018

Date	Event	Who is involved	Cost
1 Feb	Christchurch School of Rock Music Tuition starts	All pupils	N.A
2 Feb	Christchurch School of Dance Tuition starts	All pupils	N.A
2 Feb	Leanne Stocks Swimming New Zealand - supporting class swim programmes	All pupils	N.A
<b>6 Feb</b>	<b>Waitangi Day / School closed</b>	*****	*****
7 Feb	Karate commences 3.15 pm	Karate pupils	Tutor paid
7 Feb	Meet the Teacher Evening for all pupils <b>6.30 – 7.00</b> , Junior Syndicate presents in R3 <b>7.00 – 7.30</b> , Senior Syndicate presents R8 <b><u>followed by Yr 5 &amp; 6 School Camp Parent Helpers' Meeting</u></b>	Parents & Caregivers  School Camp Helpers only	N.A
8 Feb	Kapahaka starts	Performance group pupils	N.A.
8 Feb	Main Power PE Coaching Programme starts	All pupils	N.A
12 Feb	Preschool Transition Programme commences in NE Kotare	3 & 4 yr old Preschoolers & parents	N.A
13 Feb	Bus Warden Training -Constable Ken Terry	Bus monitors / all bus pupils 9.00 am	N.A
16 Feb	Non-competitive swimming sports Dudley Park, 11 - 2.30pm	For Year 5 – 8s who will not compete at the Competitive Swim Sport on 23/2	Bus Transport tbc
19 Feb	Board of Trustees mtg at school - 5.45 pm in staffroom	All welcome	N.A
23 Feb	Competitive swimming sports Dudley Park, 11 - 2.30pm	Selected pupils Championship event 9 yrs or older pupils	Bus transport (tbc) tentatively \$10.00 ea
23 Feb	FOTS Welcome back to school family picnic BBQ, Coffee, Pizza?, Fish n Chips? Old fashion family games	All welcome	N.A
26 Feb, 28 Feb	Keeping Ourselves Safe (KOS) programme with Constable Ken Terry	All pupils	N.A.
2 March	<b>School triathlon</b> Junior triathlon <b>5 - 7 year olds</b> begins at 11am Senior triathlon <b>Year 5, 6, 7, 8</b> begins 1.15pm	All pupils A family event – all families welcome	N.A.
6,8 March	Keeping Ourselves Safe (KOS) programme	All pupils	N.A.
14 March	Junior Swim Afternoon at our school pool, 1.30 – 3.00 pm	Rooms 1 - 4	NA
16 March	Term one Community News deadline	West Eyreton School / community	N.A
19 - 21 March	Living Springs School Camp	<b>Years 5 &amp; 6</b>	N.A
19 March	Board of Trustees mtg at school - 5.45 pm in staffroom	All welcome	N.A.
26 March	Duathlon, Ruapuna Raceway	Selected pupils	Parents transport
<b>30 March</b>	<b>Easter Good Friday School Closed</b>	*****	*****
<b>2,3 April</b>	<b>Easter Monday, Tuesday School Closed</b>	*****	*****
April 4 - 6	Road Cycle Safety programme with Constable Ken Terry	All pupils	*****
5 April	Canterbury Swimming Championships Selwyn Aquatic Centre	Selected pupils	Parents transport
13 April	Polar Plunge Event – last swim for the season (9.45 – 10.30)	All pupils	N.A.
13 April	End of Term One	*****	*****
15 April tba	School Pool closes for season	*****	*****
<b>30 April</b>	<b>Term Two Starts</b>	*****	*****

## Community News:

### **West Eyreton Youth Group - 2018**

Primary Age Youth Group (Year 3 – Year 8)

Games, memory verses, Bible stories and supper.

Will be held Saturday nights at our home, 5 Washington Place West Eyreton (opposite the West Eyreton Hall), from 7pm – 8.30pm.

We may be able to offer a pick up and drop home service.

These are the dates for this term:

**February 10<sup>th</sup>, February 17<sup>th</sup>, March 10<sup>th</sup>, March 24<sup>th</sup>, April 7<sup>th</sup>**

All welcome 😊

Please contact Aidan Blanchard (027 610 2460) or Marina (310 2460 / 027 267 1747) for details.

### **Cust/West Eyreton Playcentre:**

Playcentre is a parent run cooperative. We believe that parents are the first teachers for their children. Your knowledge of your child and your skills and interests are valued. We believe that children learn best through play where they are encouraged in their strengths and interests. We are committed to whanau and community: supporting and encouraging each other.

Tuesday and Thursday sessions, 9.15am – 12.15pm held at Cust Community Centre

Wild Wednesday session, 9.30am – 12.30pm held at various outdoor locations.

Please contact Marina Blanchard if you are interested or have any questions. We would love to hear from you. Thank you.

03 310 2460 or 027 267 1747

### **Cust Netball Club:**

Come and play netball in 2018 for your local club.

Year 3-8 player registration Tuesday 20th February 3.30-4.30 pm Cust Netball courts, Mill Rd, Cust.

Online registration details to follow.

Year 7-8 trials Tuesday March 6th 3.30-5pm at Cust Netball courts.

Any queries contact Katie on 0210493570 or Jill 0272112018

Thanks

Katie Croft

Cust Netball Club