



NORFOLK
SCHOOL

NORFOLK SCHOOL A-Z

Parent Information Booklet

2018



NORFOLK SCHOOL: A-Z 2018

We look forward to working with your family and encourage you to take the opportunity to involve yourself in school activities.

If you have a query please contact us. We are available to discuss the progress and general well being of your child, because

“TOGETHER WE ACHIEVE OUR POTENTIAL”

ABSENCE AND ATTENDANCE

Children are required to attend school every day. When a child is not able to attend because of illness or other reasons, parents must ring the school before 8.55am so that we can account for all pupils and be sure of their safety. Please note, parents must have a genuine reason for students not attending school. For legal reasons, we can not accept notification from siblings or friends of a child. Notification must be from the parent of the child.

ACCIDENTS AND EMERGENCIES

School staff carry out first aid if needed. If your child requires further medical attention (e.g. dentist, hospital) the staff will attempt to contact the caregiver first. If the caregiver is unavailable the emergency caregiver you have listed for your child will be contacted. If this is not possible, staff will seek medical assistance as required. It is important that any existing medical condition that your child may have is listed at the school, plus the name of the family doctor.

In the event of a civil defence emergency, pupils will be cared for until it can be arranged for caregivers to collect them.

ASSEMBLIES

Assemblies are held every second Friday in the school library. Senior students run the assemblies. Unfortunately we do not have the space available for parents to attend, although we will invite specific parents for special presentations. The format for assemblies is:

- Welcome and National Anthem
- School focus lead by senior students and the Principal
- Principal and Citizenship/Leadership Certificates
- Song
- Teacher certificates and notices

BIKES

For safety reasons it is preferred that children do not ride bikes to school. If you want your child to ride a bike to school, an agreement can be made between the caregiver and the Principal.

BOARD OF TRUSTEES

The Board of Trustees is responsible for the governance of the school. Trustees are elected for a period of three years. Meetings are held twice a term (on a Tuesday) and are open to the public. Meetings will be advertised through the school newsletter while minutes are available at the school. The Board of Trustees Policies and Procedures are available to view at the school office.

BOOK CLUB

All families are able to purchase books through the Scholastic Book Club. These books are reasonably priced and the school receives a small commission in the form of books. Participation is optional.

BULLYING

Sadly, bullying happens in all walks of life and school is no different. We take bullying very seriously and work very hard to build and maintain a bully free zone but at times it may occur. It is important to know the signs of bullying as it is different to one-off disagreements.

Bullying is defined as:

- Unwanted, aggressive behaviour.
- An imbalance of power (physical or emotional)- it is directed from a dominant person/people to a more vulnerable person/people.
- Repeated on an ongoing basis towards the same person/people

If your child is experiencing bullying, it is important that the classroom teacher is made aware of the issue so that we can work with those involved to find a resolution through our restorative systems.

BUSES

Many of our pupils travel to school by bus. Transit Coachlines run Ministry financed buses, which operate within the Norfolk School zone. The Ministry lists the criteria to assess eligibility to ride on these buses. However, if space permits, ineligible pupils are generally able to travel on them too. Bus routes and times are available at the school office. See the school website for further information. Students who live within the Norfolk School Zone are entitled to school bus transport. Please contact the school office for more information.

CELLPHONES

Students are not permitted to use cellphones at school; if they do they will be confiscated by the Principal and returned to parents. Students who need to contact their parents after school may hand their cellphone to the office where it will be kept safe until the end of the day.

CLOTHING

When clothing your child it is sensible to consider the range of activities that occur at school. Ensure clothing is practical and changed when necessary. Please name all clothing clearly and check that your child does not leave clothing at school.

COMMUNICATION

Open lines of communication between home and school are critical in building a strong team around our learners. Please maintain regular contact with your child's teacher via e-mail or in person. It is much easier to resolve small issues early before they become big ones.

Meetings with the Principal can be arranged at the office or by e-mail principal@norfolk.school.nz

COMPUTER AND INTERNET USE AGREEMENT

Parents must sign Computer and Internet Use Agreement to use ICT equipment at Norfolk School. This is completed on the enrolment form.

CURRICULUM DELIVERY PLAN

A detailed Curriculum Delivery Plan documents how the New Zealand Curriculum is implemented at Norfolk School. This is available for parent viewing. Please see the Principal for further information.

DENTAL CLINIC

On enrolment, your child's name is forwarded to the dental clinic at the Inglewood Primary School. The nurse will contact you to make an appointment.

DISCIPLINE

We encourage children to make positive choices and take responsibility for their actions. Our discipline plan is under review in 2017 and will be made available once finalised.

DONATION

Parents/Caregivers are offered three options to choose from when paying their school donations.

Option 1: \$150 per family

Option 2: \$120 per family

Option 3: \$99 per family

We leave it up to each family to decide the option that they feel is appropriate for them. Automatic payments can also be set up. **Please be aware that your school donation is tax deductible.**

There is also a donation of \$40 per child which is used to contribute towards costs for bus transport for class/school trips, Life Education Bus visits, swimming pool expenses and maintaining school t-shirts for special events.

EDUCATIONAL VISITS

Classroom programmes are sometimes supported by a range of activities outside the school grounds. You will be informed of these activities. We encourage you to assist where possible. Care is taken to consider the safety of your child.

GIFTED AND TALENTED (Enrichment)

Norfolk School believes all students have potential. However, some students have unique potential, which requires in-class provisions. We offer a range of academic, social and sporting opportunities which are notified in the school newsletter or through letters to parents. For exceptional needs we seek assistance from outside providers.

HOME AND SCHOOL

This parent group meets monthly to coordinate fundraising events and foster goodwill between the school and community. The group is a dedicated and hard-working team who have a lot of fun. New members are always welcome. For information on how to make contact with the Home and School team, check newsletters or ask at the office.

HOMEWORK:

Homework will include reading and learning spelling words each night. Parents are expected to listen to their child read every night until they can read independent chapter books.

Homework could also be (Senior students):

- Completion of unfinished work
- Research
- The gathering of resources and/or data for forthcoming units
- Discussion of current events

HOT LUNCHES:

During Term Two (after Queen's Birthday Weekend) and Three, children may bring hot lunches wrapped in tinfoil on the day allocated for their house group. These will be warmed for lunchtime in the staffroom oven. Sorry, for health and safety reasons we can not microwave food as it can become overheated and cause a burn risk. Popular choices are small pies, sausages, leftover meals etc.

HOUSE GROUPS:

Students are placed into one of three house groups each year with their siblings. They are Kaitake (Green), Pouakai (Red) and Taranaki (Yellow). Houses are used to promote fun competition with various sports and events through the year. House events also promote a sense of community spirit. Winning houses have their name engraved on the house shield after each event.

ILLNESS

If your child becomes ill or has an accident at school we will attempt to contact you or the emergency contact names you have given us. If contact cannot be made, staff will act in loco parentis and seek medical assistance if deemed necessary.

If your child is unwell prior to the school day please be considerate of your child and others by making arrangements to keep him/her away from school until their health has improved.

JEWELLERY

Wearing of jewellery other than watches and ear studs is inappropriate and discouraged. No responsibility is accepted for the safety of jewellery.

LEAVING SCHOOL GROUNDS

Children are not permitted to leave the school grounds without permission of the Principal and only then for a special reason approved by parents. Parents need to inform the classroom teacher and office before a child leaves the school grounds. **Parents must sign students out and in at the front office.**

LIBRARY BOOKS

Pupils are allowed to have 2 library books on loan at once. These are issued for 2 weeks. A reminder notice for overdue books will be issued twice. If still not returned parents will be required to pay a standard charge of \$15.00 per book, which will be used to maintain our library books. Children are encouraged to take good care of library resourced-preferably having a "book bag" to transport books to and from school.

The New Plymouth District Council Mobile Bus service visits our school every fortnight. Children are encouraged to apply for a library card, which can be kept by classroom teachers or the bus driver.

LOST PROPERTY

Lost property is stored on the clothing rack in the office/junior corridor. Please label clothing clearly. We do as much as possible to find the owners but unclaimed articles are donated to charity at the end of each term. Please check that your child brings all clothing home daily.

LUNCH/PLAYTIMES

At the beginning of playtime (5 mins) and lunchtime (10 mins) children sit together in front of the school (if fine) to eat their lunch. The Duty teacher will release them to play from there.

At times, adult or student led clubs and activities will be available for children to join. These will be notified in daily notices.

When the weather is wet, children have their lunch inside and are provided suitable indoor activities for the break.

MEDICATION

If your child requires medication at school please contact the school office. The school has specific procedures for the administration of medication by staff members.

MILK IN SCHOOLS

We are fortunate to be part of the the Fonterra Milk in Schools programme. Fonterra kindly provides milk each day for those children who have parental permission to drink milk.

MONEY

If your child needs to bring money to school for school trips, stationery etc, please send it in a sealed envelope which has your child's name, room number and amount of money written on it.

MUSIC

Music lessons in guitar and keyboard are offered by a private outside tutor on Tuesday mornings. Please contact the office for further information and contact details of the tutor.

The Ministry of Education also subsidises more specialised instrument lessons which are usually held after school at various venues in New Plymouth. Please ask at the office if you are interested.

NEWSLETTERS

Newsletters are issued on Wednesdays to the oldest child in the family or via the school email tree. It is important that you receive the newsletters, as this is our main form of communication with you. The school also publishes a district newsletter twice each term. This is delivered to all houses within the area with additional copies available at the Inglewood Library.

NEW ENTRANT ORIENTATION

We have a comprehensive orientation programme for children who are approaching five years old.

- **Fab @ 4:** this programme is held on Thursday mornings. This programme caters for four year olds who are enrolled to start when they turn five. Children will typically attend Fab @ 4 for the term before they start but this is flexible depending on parent preference.
- **Individual Orientation Visits:** These are arranged individually with the classroom teacher prior to children starting at school. We are happy to arrange any number of visits to ensure that your child is as confident as possible when starting school.
- **Sowing the Seeds:** This programme involves three sessions during Term 4. It is for parents of pre-school age children. We invite school staff, Ministry of Education resource teachers and other experts to provide ideas for how parents as first teachers can give their children the very best start to their education.

NORFOLK HALL

Although access is difficult, we try to utilise the Norfolk hall when opportunities arise. This requires parent and/or staff transport. On enrolment parents can fill in a consent form to allow their child to be transported to the hall for such events without a separate permission form.

PARENT INVOLVEMENT

We welcome assistance in many areas and suggest you let a teacher know if you are willing to assist for classroom activities or school events. Occasionally, a specific request for assistance (e.g. with transport) will be made through the weekly newsletter. Police vetting is required of all regular parent helpers due to strict Health and Safety requirements in the Vulnerable Children's Act.

PARKING

An area outside the two school gates must be clear of parked cars before and after school to allow buses to safely collect or deliver children. This area is clearly signposted.

Our road frontage is extremely busy at drop off and pick up times. We encourage parents to arrange car pooling or choosing a slightly earlier drop off time and later pick up time to ease traffic congestion.

Please do not park in the disabled car park unless you or your child requires this park.

PERSONAL PROPERTY

Please name all your child's property clearly. Clothing, school bags, footwear, lunchboxes, drink bottles, school stationery, swimwear, underwear (especially in swimming season), pencil cases etc.

PLAYGROUP

A playgroup operates on Thursday mornings and caters for the needs and interests of pre-schoolers. See the school website for further information.

PUBLIC HEALTH SERVICE

The Community Health Nurse is based at Child + Adolescent Centre (CACC) at the hospital and visits the school regularly. Parents are able to contact the health nurse for assistance with any health problems, by phoning 06 7537795 – Jill Jones.

REPORTING TO PARENTS

A range of reporting systems operate during the school year. These include parent/teacher interviews, written reports twice per year and student led conferences. At all times, parents are encouraged to contact their child's classroom teacher if they have any concerns or queries. We value your input and involvement.

RESTORATIVE PRACTICES AND POSITIVE RELATIONSHIPS

We are currently developing Restorative Practices systems within our school which encourage ownership of behaviour and positive problem solving skills in children.

SCHOOL HOURS

8.55am	➤ classes commence
10.40am	➤ interval
	➤
	➤
11.05am	➤ classes recommence
12.50pm	➤ lunch
	➤
	➤
1.40pm	➤ classes recommence
3.00pm	➤ classes end

SCHOOL WIDE ASSESSMENT

All school wide assessment and school learning targets are available at the school office for parent viewing.

SHOW DAY

Show Day is a highlight of the school year and is central to our country heritage. It is held annually in October. The format is evaluated each year and parents are notified of activities via the newsletter.

Most families enjoy bringing a calf, lamb, chicken or other family pets to share in the Show Day fun. Calves and lambs must be born after August 1 to be eligible for competitive classes.

SMOKING

NO SMOKING is permitted in any school building or in the school grounds. This is governed by legislation. School staff are obliged by law to report people who break this law.

SPECIAL EDUCATION

If your child requires a form of special education we will endeavour to provide it, e.g. speech, reading etc. Please contact your teacher if you have any concerns.

SPORTS

Interschool sports activities are held throughout the year and can involve children of all ages depending on the sport. With the assistance of community members, the school is able to have teams participate in Saturday sport. This is organised by local clubs.

SPORTS UNIFORMS

Each student will have a numbered sports shirt, which is issued when first required and kept at

home for the year. Shirts are only to be used for school or sports events. Students return school shirts at the end of the year, **freshly washed**. If shirts are lost or damaged, parents will be charged for a replacement shirt.

STATIONERY

The school has a supply of stationery. Items can be purchased before 8.55am and after school from the school office.

Class stationery lists are distributed at the end of the year as well as displayed on our website. Parents are asked to have stationery ready for the beginning of the school year.

SUNHATS

In keeping with our Health and Safety Policy and general good health practices, parents are asked to ensure students come to school with their Norfolk School bucket or wide brim hat. No hat will mean no play, where students are only allowed to play in a designated shaded area.

SWIMMING

As part of our PE programme, all children are required to participate in swimming lessons unless there is a specific health reason for not doing so. Please notify the school if your child is unable to participate by either phone or note.

SWIMMING POOL

The swimming pool is available for use outside of school hours. An annual fee of \$50.00 per family is payable at the office (Plus a \$5 bond for the key).

Key holders may use the pool after 4.00pm on school days. Parents are asked to gates when leaving. If parents notice anyone not following the swimming pool rules, please contact the school office or a board member during the summer months.

SWEETS

Chewing gum and sweets are discouraged at school. We encourage all children to make healthy eating choices in their lives and endeavour to model positive choices ourselves. On very special occasions sweets may be given at school as a special treat. Please let us know if this is not suitable for your child.

TE REO MAORI AND KAPA HAKA

Te Reo Māori language education is usually provided by classroom teachers or other staff with suitable skills. When available we engage the services of a Kapa Haka leader. The children can choose to be involved with this extension programme.

TECHNOLOGY

Year 7 & 8 pupils attend Technology classes at Inglewood High School and are transported by bus. Additional charges are made to meet the cost of materials used. Your child will be informed of the day and time manual lessons take place through their classroom teacher and school newsletter. Students must be at school before 8.30am to catch the manual bus.

TOYS

We prefer that children do not bring toys to school. If toys are brought to school and damaged, the school will not accept responsibility.

Please Note:

Areas in this handbook can become outdated; if you have any questions or suggestions please do not hesitate to contact the school office.