

St Andrews School

INFORMATION FOLDER



A STATEMENT FROM THE PRINCIPAL

Welcome and thank you for enrolling your child at St Andrews School. We hope that your association with our School is both enjoyable and rewarding.

As teachers, we hope to work alongside you as parents in developing your child's attitudes which support ideas of tolerance, understanding, curiosity, perseverance, acceptance and co-operation.

We aim to create classrooms which provide security and choice and give your children the opportunity to reach their potential and become independent learners.

For our ideals to become reality we must work in close association with you as parents and we look forward to working together for the good of your children.

We also publish a 'New Entrant Information Book' which has additional information for families with 5 year olds starting school. This booklet can be found on the website under enrolment or you can get a copy from the school office.

No matter what is written down, there is still bound to be questions that you might have. Please feel free to make contact with us on any matters that need clarification

Stephen Fennessy
PRINCIPAL

A LITTLE ABOUT US –

St Andrews School is a full primary school catering for students from Years 1-8. We are located 15 minutes south of Timaru in a beautiful rural setting on the outskirts of St Andrews Village.

We have 5 classrooms and a library from where we offer quality modern teaching and learning programmes while still maintaining strong traditional values. During the last three years our role has fluctuated between 80 - 115 pupils.

Our children enjoy a range of play areas including an adventure playground, a sandpit, a court area (for tennis, netball, skipping, basketball and scootering), cricket pitch, rugby field and indoor heated swimming pool. We encourage our students to be active.

We consider ourselves very fortunate to have such dedicated, active families supporting their children and believe this partnership directly impacts on the happiness and learning of our students.

We have a very energetic PTA Committee who are committed to fundraising and assist with social aspects of school activities. The ongoing support of our community is a valuable attribute to our school.

Our School's Mission Statement:

'Our students are to be confident, connect, actively involved, life long learners, within a caring, rural environment.'

Our School's Vision:



Our 'Skills for Life' Triangle reflects the geographical location in which our community is set – it connects the mountains, sea and land reflecting our district and region. The Koru symbolises growth.

This 'triangle' is also reflected in our educational vision which seeks to provide a dynamic learning environment for our students by linking the: home, school and student.

The school environment seeks to foster a 'triangle' of learning that develops skills for life-long learning...

We Know = Knowledge
We Care = Attitude
We Can = Skill

We aim to have children leave our school having developed the Knowledge, the Attitude and the Skills necessary to lead them to a successful secondary education and to be valuable members of the community.

Our School Values:

Our values at St Andrews School form the basis of who we are and what qualities we would like our children to exhibit as future leaders and contributors to society. We have selected 4 core values, with the 5th value being integrated throughout each one - **MANA**



*A complete copy of the **St Andrews School Charter** is available from the School Office.*

NEW ENROLMENT INFORMATION

Pre-entry visit:

The initial contact is with the School Principal – ring the School Office and set up an appointment. It would be really helpful at these interviews for Mum, Dad and the child to attend. We will tour the School, answer any questions you may have and visit classrooms.

If your child is a new entrant then at this meeting we will set up times for 3 or 4 more pre-school visits for your child. This makes for a prepared, settled and happy new entrant.

Children starting further up the school and their families are also welcome to make arrangements for a pre-entry visit if desired.

The "first impressions" visits are vitally important to the child, and to you as parents, and are considered important by staff members. It is a time when you can look over the school, ask questions and speak to the Principal and other staff members. Please do not think you are "taking up" our time. We value this contact.

Please contact the school to arrange a suitable date and time.

- Your child's **birth certificate** will need to be presented to the school office
- All children will need to present their **Immunisation Certificate** for copying at the Office. This is a Health Department requirement.

Other details that will be asked include:

- An emergency contact person and phone number, in case parents cannot be reached.
- Family details, e.g. names, occupations, address, phone numbers, ethnic origin etc.
- Medical factors that are important, e.g. allergies, diet, medication, sight, speech or hearing problems, family doctor and phone number, physical aspects, any health problems.
- Any personal factors that you feel that the school should be aware of.
- Any comments that you feel would be helpful relating to your child in terms of achievement, possible academic factors, skills, interests, hobbies etc.

Before school:

What we have to say here concerns the few weeks immediately before a child starts school. However, a child's ability to settle into school is influenced by many things, in particular experiences they have during the pre-school years.

Some skills teachers think children should possess when they start:

- Care of own possessions (clothing, school bags, lunch boxes etc.).
- Knowing address and telephone number.
- Using scissors, use of paint and brush and paste.
- Toileting, knowing how to keep hands and face clean, flush the toilet, combing hair, using a handkerchief etc.
- Recognition of own first name in print.
- Able to dress/undress.

Talk to your child about school so that when start day comes he/she knows some of the activities that he/she will be involved with, and look with confidence to the first day. It helps the child and teacher to have the child come in a happy and interested frame of mind without fears of the unknown.

SCHOOL ADMINISTRATION

The Ministry of Education oversees the running of all schools. An elected Board of Trustees carries out local responsibility and administration. This Board, elected every three years, assumes the responsibility for running all facets of the school - appointments, purchasing, maintenance, budgeting, the formation of a Charter and the like.

The Board is composed of five elected representatives, the Principal and an elected staff member. The Board also has the power to co-opt other members to assist with the running of the school.

St Andrews is also fortunate in having a very active Parent Teacher Association. Their main objective is to bring parents together for a variety of reasons, including fund-raising, parent education and to assist the Board and Staff in the successful administration of the school.

For an up to date list of the School Staff, Board of Trustees, key members of the PTA (Parent Teacher Association), please look on our School's web site –

www.standrewsprimary.school.nz

Other useful information on the web site is the Term and holiday dates for the current year:

Address 21 Blue Cliffs Road, RD24
St Andrews
Timaru 7988
SOUTH CANTERBURY

Telephone no: (03) 612 6831
Fax no: (03) 612 6821
E-mail: office@standrewsprimary.school.nz

School Web Site: www.standrewsprimary.school.nz

Type: Full Primary (Years 1 to 8); Co-educational School

PARENT INVOLVEMENT

If parents have any problems or feel that they wish to contact the Principal or teachers for whatever reason, then we welcome this approach. Many concerns can be settled by early communication with school. It is probably best to ring the school to make an appointment to see the appropriate person. We like to think that you are always welcome and we try to encourage and actively promote an "Open Door" type policy.

Parent involvement in the school as helpers is most welcome. Parent help by way of help in classroom, on the FoS/PTA or BOT. General support at school functions, meetings, working bees and school activities is always encouraged. You may have other suggestions to make concerning increased involvement. Please feel free to share them.

SCHOOL ABSENCES

If your child is going to be absent, parents are asked to inform the school prior to 9.00 am on the day of absence. A check of absences is made twice daily, shortly after 9.00 am and again at 1.20pm.

We are legally required to maintain attendance registers. The Education Act requires that when a child is absent from school, a written explanation for the absence must be obtained from the parent. The child should bring a note on his/her return to school unless a written explanation has been received prior to the absence. A reason must be offered, in writing, to satisfactorily explain why your child was absent from School.

REPORTING TO PARENTS

We aim to report to parents about their child's progress frequently and in a variety of forms throughout the year.

The formal reporting times are as follows: parent interviews in Terms One and Three and a written report of your child's progress is sent home in Terms Two and Four.

NEWSLETTERS AND NOTICES

A School Newsletter goes home the first Friday of every term and every second week during the school term. Obviously newsletters are important avenues of communication between school and home and these are issued to the eldest in the family.

This newsletter is also published on our School's web site.

More up to date news and notices are also displayed on the school website.

SCHOOL UNIFORM POLICY

The school uniform encourages and promotes the image and identity of the school. Please help your child to feel proud of their uniform.

St Andrews School Uniform:

- Polo Shirt - Royal Blue
- Thermal Under Garments - Navy Blue
- Polar Fleece or Merino Wool Jersey - Royal Blue
- Shorts, Skort or culotte - Navy Blue
- Trackpants - Navy Blue or Canterbury Trackpants - Navy Blue
- Wide Brimmed or Bucket Hat - Navy Blue
- Ankle socks - White, Blue or Black
- Navy Tights in winter for girls
(*No caps, rugby socks, jandals or gumboots*)

Where to get the School Uniform - For further information on uniforms contact the School office ph 612 6831.

Nicole Pillar (one of our school parents) coordinates our uniform purchases and is the best person to talk to about where to buy the monogrammed tops. Please call her at: 6126 445 or 021 250 9119, or email to: nicolep72@hotmail.com.

SunSmart Sun Hat Requirements:

Our students need to wear a broad-brimmed school uniform hat (available from the School Office) when they are outside at interval, lunch, sport, trips and other activities during Terms 1 and 4. We have a “No hat, Play in the Shade” policy that will require students without hats to play in the shade.

We encourage the students to wear clothing that protects the skin from the sun and we encourage the use of SPF 30+ broad-spectrum sunscreen to protect exposed skin. We allow the use of sunglasses as a personal option for pupils in Terms 1 and 4.

SCHOOL ACTIVITIES

Like many schools, the activities that are organised for students vary from year to year, depending to a large extent on staff and parent interests and skills. Most years we arrange the following activities for students:

- Interschool sport [Years 5 to 8] - Many sports are offered and coached at St Andrews and teams compete against other schools on an organised and informal basis.
- Outdoor Education EOTC –It is the school's policy to encourage outdoor education based upon an agreed format and principles that give students a variety of experiences and skills. We offer a School Camp for Years 7 & 8.
- Technology classes are compulsory for all Year 7 and Year 8 students. These students travel to the Timaru Technology Centre by bus once a week for a 2 hour session, usually on a Thursday afternoon.
- Our School is part of a Rural Cluster of schools which get together for various sporting fixtures. In our cluster are the following schools - Barton Rural, Beaconsfield, Cannington, St Joseph's Pleasant Point and Timaru Christian School.

HEALTH MEDICAL SERVICES

The Health Nurse attends the school regularly and any specific health problems can be relayed to her. Specialist services are available to parents if there is a need - these involve speech therapy, educational psychology and health services encompassing hearing, vision and general health problems.

If children are unwell at school, a decision will be made as to them going home or resting in the school sick bay. If in doubt, we will generally request that the children be collected by the parents. The emergency contact person is important to us when we cannot contact parents in such circumstances.

If children have medication that has been prescribed, could parents please contact school so that the medication can be held in the office to be administered as appropriate. Some medication such as bee sting pills can be kept at school for emergencies. Inhalers may be kept in classrooms with teacher supervision.

Please note: Sometimes children are given medicines by the doctor to be taken during the day. If this is so with your child, make sure:

1. The medicine is well labelled and in a plastic bag.
2. It has a spoon or measure supplied.
3. That you give clear instructions in writing, to the School Office as to the dosage and time to be taken.

HELPING AGENCIES

The school has the regular services of a health nurse, dental nurse and some part time teachers who help with special needs. If for any reason you may wish to have your children assessed, or feel you have concern, do not hesitate to contact the school and we will put you in touch with the appropriate services.

EYE AND EAR TESTING

Periodically a Hearing and Vision Health Nurse comes to the school to test and diagnose children's sight and hearing. If any problems occur, the child's parents are informed and the child is referred to the family doctor.

The Medical Officer, Public Health Nurse and Dental Nurse also assist and advise teachers on health problems and health education within the school.

ADDITIONAL FORMS:

Attached to this Information Booklet are a number of consent forms which need signing prior to enrolling your child at St Andrews School.

- **St Andrews School Enrolment Form**
- **EOTC** (Education Outside The Classroom)
- **Computer and Internet Use Agreement**

School Bus Transport:

Our bus service is managed and tendered out by the MOE (Ministry of Education). Please contact the School Office regarding the bus routes and your child's entitlement to travel on the bus. More background details are available on our School's web site under General Information – Buses.

If you have any queries of the forms or in fact anything about our School please do not hesitate to contact us.

Address	21 Blue Cliffs Road, RD24 St Andrews Timaru 7988 SOUTH CANTERBURY
Telephone no:	(03) 612 6831
Fax no:	(03) 612 6821
E-mail:	office@standrewsprimary.school.nz

Parental Consent Form

(Enrolment)

Education Outside the Classroom (EOTC) is the name given to all events and activities that occur outside the classroom, both on school grounds, and off-site.

Our students participate in a wide range of learning opportunities within and outside the school grounds. Senior students participate in a wide range of sporting events outside the school throughout the year. All class teachers are encouraged to provide extension and enrichment opportunities for their students. These learning opportunities sometimes require travel outside the school.

The school uses a process to identify and manage risks at every level of activity and this process is monitored by the board and the principal. We recognise four levels of activities, each with specific requirements regarding parental/caregiver consent.

Level	Activity
1.	At school, or within the immediate local environs, for example, sports events, fun days, nature studies. Consent required: Blanket permission provided on enrolment.
2.	Off-site events occurring entirely in school time and finishing no later than 4 pm, for example, zone sports, team sport events, class trips to the museum. Parents are advised of the finishing time if it is later than 3:15 pm. Consent required: Blanket permission provided on enrolment, but par-
3.	Off-site or on-site events occurring in one day involving risk assessed to be greater than that associated with the average family activity, for example, water activities (apart from swimming sports), rock climbing. Consent required: Parent/ caregiver informed consent is required for
4.	Events occurring overnight, for example, school camp. Consent required: Parent/ caregiver informed consent is required for

By signing this form, you consent to your child participating in level 1 and 2 activities. For any level 3 or 4 activity, you will always be provided with a specific consent form.

I/we will give permission to our child _____
to participate in level 1 and 2 Education Outside the Classroom activities.

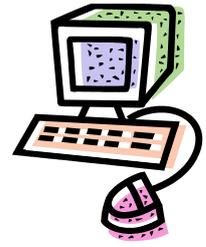
I/we have provided the school with up-to-date medical and other information on the school enrolment form and will notify the school of any changes to that information

Name: _____ Signature: _____

Name: _____ Signature: _____



St Andrews School Computer and Internet Use Agreement



Read this notice carefully.

These are the important rules I must follow:

- School computers are to help me with classroom learning only.
- It is important to keep safe when using the Internet and e-mail. This means I must follow the school's safety rules.
- The only time I can use the internet and e-mail is when a teacher or adult is supervising me.
- I am not allowed to try to look up things on the internet, which is dangerous, offensive, inappropriate or against the law.

I must be sensible when using e-mail. I know that I must not send messages, which I would not want, my parents or teachers to read, even as a joke.

I will take care of our computers:

- I will not damage any equipment or furniture.
- I will not use any school computer for arcade-style games, without permission.
- I will not copy any software.
- I will not print anything without the permission from the teacher.

I will be considerate of other users:

- I will not monopolise equipment – I will share.
- I will not deliberately disrupt the computer or the school's network.
- I will not be involved in electronic vandalism, like viruses.
- If I accidentally come across offensive, dangerous or illegal material, I will immediately remove it from the screen and tell the teacher, without showing any other students.

I will look after myself:

- I will not give anyone on the internet information about myself or others – this includes addresses and phone numbers.
- I will tell the teacher if I come across any problem.

I understand that if I break this agreement in any way I may lose the right to use computers at school. The school may also take disciplinary action against me.

I have read St Andrews School Computer and Internet Agreement and I know and understand the rules. I know that if I break these rules, there will be serious consequences.

Name: Date:

Signature:

Parents Caregivers:

I have read the St Andrews School Computer and Internet Agreement and I understand that there may be severe consequences if the rules are broken. I have gone over the information with my child and explained its importance. I also understand that intentional theft or damage to equipment could result in our home receiving a bill for the cost of replacement parts or repairs.

I understand that while the school will do its best to restrict student access to offensive, dangerous or illegal material on the internet or through e-mail; it is the responsibility of my child to have no involvement in such material.

Photographs of our students, and examples of their work at school, are sometimes published on our school website and in our newsletters. The purposes of publishing student material are to educate our students according to the national curriculum, to encourage students to participate in our school community, and to promote the school.

In the interest of safety and security we require parent permission for the publishing of students' names or photographs on our website, and in our newsletters.

We believe it is important to celebrate children's achievement, but are aware of the potential risks when such personal information or material is published on a global information system such as the Internet.

We will share, if given permission, no more than a student's first name and/or photograph via the newsletter, or the wider online community via the school website.

Please indicate your wishes by ticking the relevant box.

I **give** permission for my child's first name, photograph, or work to be published on the school website or in the newsletter.

I **DO NOT** give permission for my child's first name, photograph, or work to be published on the school website or in the newsletter.

Child's name: _____

Parent/legal guardian/caregiver (circle as applicable):

Name: _____

Signature: _____ Date: _____