



# WAIMATE CENTENNIAL SCHOOL



## Information Booklet For Parents

*Address:*

Hughes Street

WAIMATE

Phone (03) 689 8295

Fax (03) 689 8395

Email [office@centennial.school.nz](mailto:office@centennial.school.nz)

Website [www.centennial.school.nz](http://www.centennial.school.nz)

## WAIMATE CENTENNIAL SCHOOL.

### WELCOME

Haere mai ki te kura ka nui te mihi

The Staff and Board of Trustees welcome you and your extended family to Centennial School.

We believe that the education of your child is of the utmost importance if he or she is to develop fully and make a worthwhile contribution to our community.

We look forward to working with you to achieve this aim. Your involvement in all of the school activities will be of benefit to your child.

School and parent contact is essential. If, at any time, you have problems concerning your children, we are willing to discuss them with you. It always helps to discuss a problem when it first begins rather than waiting until it has become a large problem.

We hope you take the opportunity to visit the school on a regular basis and will feel free to come along at any time.

We look forward to an enjoyable and rewarding partnership with you as we work together to obtain the best education for your child.

This booklet has been prepared to help parents be informed about the school.

If you would like to know more, or would like a look around the school please contact us and make an appointment.

**Jonathan**

Jonathan Young  
**PRINCIPAL**

**Andrea**

Andrea Soper  
**DEPUTY PRINCIPAL**

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## DESCRIPTION

Waimate Centennial School is a state, contributing primary school offering co-educational schooling to pupils from N.E. to Year 6.

The School was first opened in 1955 as a full primary and was later decapitated at the beginning of 1982. Most Year 7/8 children now attend Waimate High School. The school primarily serves the north and west area of the urban town of Waimate.

The school stands on 2.5 hectares of land in the north western part of Waimate. The school has an open outlook and has a very large grassed section as well as adequate paved areas. The grounds are attractive and very well maintained. A swimming pool is also part of the school's environment and has the facility to be heated. There is also an extensive adventure playground and shade area for work and play.

The school buildings are in two main blocks with a separate library and two free-standing classrooms. The two main blocks are built of brick. The school is very well maintained with a hall, first class equipment and amenities. Pupils are well catered for in 'Information and Technology'. All classrooms have access to hardware and software appropriate for a range of experiences. All classes are networked via a server with access to digital printing in black and white and colour.

All classrooms have ceiling mounted data projectors. We are trialling the use of pods of chromebooks in the middle and senior classrooms.

Good parental support is a feature of the school with many parents helping on a regular basis with class programmes, and any other activity that the school is directly involved with



## STRATEGIC PLANNING

Our school's "Mission Statement" is:-

*"Providing a safe, caring and supportive learning environment in which all children will learn".*

Our "Vision" is:-

*"For our children to be confident, connected, actively involved lifelong learners".*



## 'FOOD FOR THOUGHT'

**C**ome and visit the School

**E**ncourage your child in **ALL** curriculum areas

**N**ame your children's clothing / belongings

**T**olerance - promote an awareness and tolerance for children, and of other races and creeds

**E**nvironment - foster an awareness and interest in the environment your child lives in.

**N**umbers - encourage an interest in numbers and counting. Make a game of it.

**N**otice what your child is doing. Discuss things and take an interest in things brought home.

**I**f concerned about anything, please contact the School. Keep us informed about all aspects of your child. It does assist us.

**A**ctively practice **BASIC SKILLS** in Physical Education e.g. catching, bouncing, throwing, batting.

**L**isten to your child.

**S**how by example that daily reading is important. Encourage reading at all times.

**C**an you assist the School and Committees when needed?

**H**elp the School. Take an interest in School affairs.

**O**pportunities - Give your child plenty of opportunities to play with other children.

**O**rganise the children's school gear the night before. Start the day calmly.

**L**ife is **GOOD**. Let them know it.

## STAFF

PRINCIPAL	:	Jonathan Young
DEPUTY PRINCIPAL	:	Andrea Soper
ASSISTANT PRINCIPAL	:	Sean Burt
TEACHERS:		Sean Burt Andrea Soper Sue Albrey Annie Rehmann Rochelle Macmillan Joan Constable Lauren McPhee Melissa Robins
READING RECOVERY:		Jeanette Pinches
PART-TIME TEACHERS	:	Shaz Murray
SECRETARY	:	Lenore Richards
CARETAKER/CLEANERS	:	Tim Soper Cris Ross
TEACHER'S AIDE	:	Cath Harris Shirley Tiffen Anna Clarkson Pam Sew Hoy Tania Swatridge
SOCIAL WORKER IN SCHOOL		Jeannie White

### TELEPHONE:

School: 03 689 8295/03 689 8495

Fax: 689 8395

Cellphone: 027 341 7744

E-Mail: [office@centennial.school.nz](mailto:office@centennial.school.nz)

If you wish to contact a Teacher by telephone, the best times are between:

8.00 am - 8.55 am

12.30 pm - 1.15 pm

After 3.00 pm.

During class time a phone, text or fax message can be left at the office for the teacher to contact you at a convenient time.

## **BOARD OF TRUSTEES**

The Board of Trustees is elected every three years by the parents/caregivers. They have the following responsibilities:

- Prepare a Charter.
- Formulate School Policy and Procedures.
- Approve and monitor the school budget.
- Act as employers.
- Maintain the buildings grounds and equipment.
- Ensure through the Principal that the curriculum is being taught.
- Ensure that the Staff have on going training and development
- Review the work of the school.
- Report on how well the school is meeting its objectives.
- Consult with the community.

## **BOARD OF TRUSTEES**

Greg Clarkson	Chairperson	689 8478
Paul Roberts	Health & Safety	689 1176
Tanya Matheson	Community Partnership/ Personnel	689 6484
Rachel O'Donnell	Finance	689 8435
Renee Rempala		
Sean Burt	Teacher Rep	689 7668
Jono Young	Principal	03 684 6015

The minutes of the Board's monthly meetings are available on the table in the office foyer for parents to peruse along with a copy of the school charter and policies.

All parents are most welcome to attend board meetings.



## FUNDRAISING AND SOCIAL TEAM (FAST)

Parental involvement in all school activities is encouraged as it supports the education of your children and the life of the school in general. FAST is an active and co operative group whose main functions are fundraise and to organise social events for the children and their families.

Our major annual fundraiser is the school fair which is held in February/ March. Smaller fundraising ventures occur throughout the year as the committee decides. Funds raised help provide extra equipment and other essential resources.

The committee endeavours to hold one or two social events each term. At least once a term a Home & School lunch is organised. This gives parents the opportunity to join their children at school for lunch. Other social events, for example, discos, 'Singstar' nights and pool parties are also held throughout the year. The FAST committee also helps with the Year 6 Social - a 'pot luck' dinner for those children who are ready to leave at the end of Year 6.

The FAST committee usually meets at the school a couple of times a term, usually on a Friday just prior to assembly. Those who wish to be involved in the fair meet in the evenings for some extra meetings leading up to the fair.



## **SCHOOL HOURS**

Morning : 8.55 am - 11.05 am  
11.25 am - 12.30 pm

Afternoon : 1.15 pm - 3.00 pm

### **It is important to note that:**

1. No child is to arrive at School before 8.15 am or enter the buildings until told by the Duty Teacher at 8.30 am.
2. Children should go straight home after school for their own safety.

## **SUPERVISION**

Teacher supervision of the grounds is continuous from 8.30 am. until 3.30 pm. on all school days. Children are not to leave the grounds without teacher consent.

## **TRAFFIC WARDENS**

The School has Traffic Wardens, who are trained by the Police Traffic Officer to help the children across the road safely. They are on duty at all gates the end of the day until 3.10 pm.

## **THE PLAYGROUND AFTER SCHOOL**

It is important to remember that the School belongs to **everyone**. If you, your family and friends take pride in the grounds and buildings and treat them with care and respect both present and future children will gain from their use. We encourage people to use our grounds after school but they must respect them.

We would like you to ensure that:

- Play is confined to the large grass area and adventure playground area and not around any of the buildings.
- People don't use the grounds after dark.
- If damage does occur please notify the caretaker or the Principal.

## **ABSENTEEISM**

One of the responsibilities as a Principal is to make sure that all children attend School regularly and punctually.

It is important that you contact the School to let us know if your child is going to be absent. In the past a note has been sent to the class teacher after a child has been away, but for the safety and welfare of your child, we now ask you to telephone or text the School or send a note along with someone prior to school commencing for the day. We also have a Parent Teacher Calendar app where you notify the school of absences.

## **HOMEWORK**

It is good training for future schooling for children to set aside a time each night for some homework. It is over to each individual teacher to decide the nature and extent of the homework. When your child does have homework the following guidelines will help the child.

1. Ensuring your child has a spot to work that suits their learning style.
2. Making sure homework is done before your child becomes too tired. Sometimes this is best done in the morning.
3. If your child appears to be having problems, please discuss it with the teacher.

**NOTE** that homework is set to establish good habits. You, the parents, should not have to do the teaching. If the task causes problems, get the child to put it away and contact the child's teacher.

It is very important that right from a child's first day at school, time is set aside for **READING**.

Learning to read is one of the most important things a child expects to do at school. This doesn't have to be the child reading to an adult. It may be the adult reading to the child or the whole family sitting and reading together. A child learns more quickly if he/she has a role model. Please make reading an enjoyable experience.

## **LIBRARY**

Centennial has a well stocked Library and the books are available for borrowing by the children.

Please take an interest in the books your child brings home by either reading the book to them or finding out with the child what the book is about. The world of books is an exciting one. You can play an important role here.

We would appreciate it if you could help us teach the children to treat books with care. They are expensive to purchase and repair.

## **SCHOLASTIC BOOK CLUB**

The Book Club order forms which are sent home termly are another way of arousing a child's interest in reading. These books are good value and are usually cheaper than bookshop prices. These can also be ordered directly online

If you wish to order books without your child knowing, please contact the office. Orders can be done online or send your order and money back in a labelled envelope, cheques to be made out to Waimate Centennial School. Please also sign the back of the cheque with your name, address and phone number.

## **PARENT HELP**

The amount of voluntary time and service given by parents in this school is considerable and of great value. It is in fact very difficult for a school to function without parent help.

Many teachers have parents helping in classrooms this is greatly appreciated.

From time to time we will ask for support for various activities. We hope you will assist where you can this will help your child, the class teacher and will give you a greater understanding of how the school functions.

Help is needed in the classroom, during sporting activities, working bees and for trips.

## **PARENT - TEACHER INTERVIEWS**

The School is required to formally report to parents on student's progress at least twice yearly. The methods and timing may vary from year to year as we strive to improve our procedures.

TERM 1      By the end of March, the teachers will meet with all parents.  
There will be no written report.

TERM 2      Student led conferences are arranged in June for parents of senior students (years 4-6). A portfolio of your child's work and a brief written report is sent home beforehand.

TERM 4      In December the senior student's portfolio and written report is again sent home. Interviews are available if parents request them.

Student led conferences for junior students are held as part of a cycle based on when they started school.

As well as our more formal reporting, we believe it is vital that parents and teachers keep in close contact with each other at all times. Through this contact we can gather information that could help your child at School and at home.

**REMEMBER** you are always welcome to visit School at any time. Opportunities also arise at School sporting and social functions. If, however, discussions are going to take time, it would be preferable to make a time to meet with the Teacher after school.

## **SWIMMING**

During the first term swimming is included in our Physical Education programme. This is a compulsory school subject and all children are required to take part.

If your child, for health reasons, cannot take part, a note signed by a parent or guardian **MUST** be sent to the class teacher.

Please ensure your child's clothing and swimming gear is all named - preferably in a named bag.

A concentrated week of swimming is usually held either at the beginning of Term 1 each year, or near the end of Term 4.

## **NEWSLETTERS**

Through fortnightly newsletters the School and Board of Trustees will keep you fully informed on all school matters.

These are sent home with the youngest child of each family at school. If you wish to receive them via email make sure the office has your email address.

## **ASSEMBLY**

On Fridays at 2/30pm our whole school meets in the hall for Assembly. It is a time to celebrate effort and achievements from the week and parents are always very welcome to join us.

## **MONEY TO SCHOOL**

It would be appreciated if any money brought to school is in a named (recycled) envelope with the correct amount and purpose clearly written on it. This should be handed into the class teacher rather than direct to the office. Very little money is kept at school and giving change can be a problem.

## **STATIONERY AND EQUIPMENT**

Stationery can be ordered online at the end and the beginning of each year. The school stocks all stationery. Any requirements can be purchased from us during the year. As children require new stationery a note is sent home informing parents about this.

## **RELIGIOUS INSTRUCTION**

Members of the local Christian Education Committee provide "Bible in Schools" lessons for half an hour each week. This usually involves Year 4/5/6 children. Parents have the right to have their children excused from these lessons. This is done through a written request at the beginning of each year. Instruction is Interdenominational.

## **HEALTH MATTERS**

### **ACCIDENTS AND ILLNESS**

When a child has an accident or takes sick at school we try to get in touch with parents as soon as possible.

It is therefore very important that the annual confidential "Medical Emergency Form" is fully filled in for each child and returned to school each February and when you first enrol a child. Please remember to contact the school if any of the information on that form changes, like addresses and names of people or medical information.

If your child is under medication from a Doctor for any length of time it is helpful to let the teacher know as this can sometimes affect a child's performance in the classroom.

It is not the school's policy to have teachers giving children medication. If it is a serious matter the person to see is the Principal.

### **HEADLICE**

From time to time we get headlice at school. Nobody likes getting headlice therefore it is important that you check your child's hair regularly and let us know if you come across these unwelcome guests. The school has more information on headlice if you should require it. We are likely to ask you to take your child home if the condition is going to affect other people.

### **DENTAL TREATMENT**

We have a dental clinic at school. A dental therapist visits the school twice a year to treat the children's teeth. If you wish your child to see a dental therapist and she is not available at Centennial our office personnel may be able to put you in contact with them.

### **PUBLIC HEALTH NURSE**

The school has a Public Health Nurse who visits the school once a week to assist teachers and parents with concerns about children's health. If you have a particular concern, feel free to contact the Health Nurse through the school. A New Entrant pack will come home from the Public Health Nurse for you to complete and return to school - the Public Health Nurse then follows this up.

## **LUNCHES**

Children having lunch at school, sit together outside between the two main classroom blocks. On cold days they have lunch in the classrooms/hall. They remain seated until 12.45 p.m.

Could you please ensure that your child's lunchbox and plastic drink container are clearly named and that a healthy snack is included in their lunchbox. We have several children with a nut and egg allergy and so would appreciate it if these products were not sent to school.

## **KIWICAN BREAKFAST CLUB**

The school also runs a breakfast club every morning from 8-8.40am, everyone is welcome.

## **LOST PROPERTY**

Please ensure that you name every article of clothing your child wears to school and then we would not have to have a lost property box. The lost property is kept in a bag in the room opposite the secretary's office. Help us by making your child responsible for their own clothing and personal possessions.

## **COMING TO SCHOOL SAFELY**

In the interests of the children's safety we impose several requirements.

**PEDESTRIANS:** Pupils who walk to school should do so with great care. It is essential that they know safe walking rules and the importance of using pedestrian crossings. Very young children should be accompanied by an adult or someone older. Children are to go straight home after school. Each year there is an on - going safety programme taught in the school.

**BIKING TO SCHOOL:** The school has a bike policy that states that children are not to ride a bicycle to school until they are in Year 4, unless they are accompanied by an adult on a bike. This is on the advice of the Police department. They must also wear a bicycle helmet.

Please help us to keep your children safe by meeting these requirements.



## UNIFORM POLICY

**GOALS:** To actively promote the wearing of the school uniforms by all pupils.

**GUIDELINES:** That the School colours are green and red.

### GIRLS

**Winter:** Bottle green polar fleece  
Bottle green trackpants (2 styles)  
Red polo shirt  
Tunic

**Summer:** Red polo shirt  
Bottle green skorts

### BOYS

**Winter:** Bottle green polar fleece  
Bottle green trackpants (2 styles)  
Red polo shirt

**Summer:** Red polo shirt  
Bottle green rigger shorts

A monogrammed logo is embroidered on the top left hand side of the polar fleece and polo shirt. Centennial printed down left side of trackpants. Parents be made aware that sensible, safe footwear is an important part of any clothing worn to school, i.e. plastic shoes and jandals can be both dangerous and uncomfortable. A flat sandal, sneaker or lace-up shoe would be most suitable.

To assist parents in purchasing uniforms these will be available from the School office. Uniforms will be available once paid for on receipt of an invoice from the school.

Parents will be encouraged to name all items of clothing clearly.

