

# **DARGAVILLE PRIMARY SCHOOL**



## **Information Booklet 2017**

**An Introduction for new parents**

## **BOARD OF TRUSTEES MEMBERS**

The board is responsible for Governance of the school. There are 5 elected parents trustees. The Board of Trustee elections are held every 3 years.

The BOT and the school (through the Principal) are committed to a consultative approach with all parents and the community. We are receptive to any input that you, as caregivers, may give regard to the education and welfare of our students specifically, and about school life generally.

CHAIRPERSON: Campbell Chitty

SECRETARY: Kiri Fitness

MEMBERS: Brian Lowe  
Chris Mason  
Tracy Hayward

STAFF REP: Jenny Bishop

TREASURER: Helena Williamson

PTA REP: Leanne Phillips

PRINCIPAL Alan Russek

MEETING: 8 times per year notified in newsletters  
School Board Room  
Parents are most welcome to attend.

MINUTES: of the B.O.T. meetings are available for parents at school.

### **CHARTER & POLICIES**

A copy of the Charter and School Policies are available at the school office.

## **PARENT TEACHER ASSOCIATION**

The P.T.A meets regularly at school and is involved in fund raising, school activities and the welfare of our children.

PTA PRESIDENT: Leanne Jenkins

SECRETARY: Anne Lugtigheid

TREASURER: Joanna Ewenson

## **ADMINISTRATION BLOCK**

If you are entering the school, please feel free to call in at the school office for any queries you may have.

Visitors are required to sign in. [OSH requirements]

Office Hours: 8:00am to 3:30 Monday to Friday. Please make requests to see the Principals / Deputy Principals through the office or school contacts; phone, email.

## **TELEPHONE & MESSAGES**

Whilst we are happy to pass on important telephone messages from 'parents' to students, we cannot guarantee that these messages will get to your child if the message is notified after 2:30pm. Students are able to use the school phone at the office for special reasons of safety or welfare.

Students are not permitted to carry or use cell phones while at school. Cell phones need to be handed in at the school office for safe keeping until the end of the day.

## **NEW STUDENTS TO DPS**

Special information for new 5 year olds and new students along with enrolment requirements; refer to website > programmes > enrolments / right start.

## **HOME AND SCHOOL**

We believe that the early school years are ones in which basic patterns of learning are laid. Good patterns depend on good attitudes to learning. Take an interest in your child's school life. Talk, listen and read to your child to develop his/her reading readiness. When he/she brings home books please show an interest.

## **ATTENDANCE and NOTIFICATION**

Although the law does not compel enrolment until the age of six, once the child is enrolled regular attendance is expected by law. School term dates can be obtained from; school office, school website or MOE website. Please feel free to talk with the Principal if further clarification

is needed.

Notification of absence from school – to ensure the safety of students, we have a checking system.

- If your child is going to be absent or late, please ring the school before 9:00am to leave a message. The office is attended from 8:00am to 3:30pm daily
- These recorded absences are then checked against actual classroom 'rolls' and if parents/caregivers have not phoned in, every endeavour will be made to contact you.

It is a MOE requirement that parents inform the school of the reason for a student's absence by way of a note or phone call as soon as possible.

### **BELL TIMES:**

Punctuality is required. Please have your child/ren here on time ready to start regular programmes.

8.50am	Class programme begins
11.00am	Play
11.30am	Midmorning till lunch
12.45pm	Lunch
1.25pm	Afternoon class begins
2.55pm	Pack up
3.00pm	Home Bell

Student arriving before 8:15am gather outside the school office, they don't go to classroom before this time.

### **BUS TIMES**

Dargaville Primary School is controller of the Baylys Beach bus. All other buses are controlled by Ritches (ph. 4394902). Should you have any enquires regarding buses please approach the appropriate controller. Baylys Beach bus transport DPS, Selwyn Park and St Joseph's students, and travels directly from DPS to the Coast. All other routes leave from the High School with students from our school being conveyed there by a feeder service which picks students up at DPS between 3.05 and 3.15 in the afternoon.

For the safety of everyone it is important that all students listen to the bus drivers. If students are not going home by bus on any day the duty teacher/bus monitor must be informed. Only regular students are eligible to travel on buses.

### **BICYCLES**

Safety helmets for children with bicycles are required by law for children who ride bikes to school. Children in years 4, 5, and 6 are free with parental permission to ride to school. Students under years 3 are to be

under 'parental' direct supervision for safety reasons.

### **SCHOOL DONATIONS**

In order to help maintain the high standard of education currently provided by DPS, parents may make a contribution in the form of an annual, tax-deductible donation to the school. This allows for the purchase and maintenance of equipment not able to be provided under the Ministry funding allocation. It also pays for the paper used by each child when they are using photocopied sheets (not covered on the Booklist) for class work or music sheets.

The donation for the year has been set at \$40.00 per year, per student or \$100 for a family with three or more children.

### **SCHOOL RULES**

Basically, all that is asked is responsible behaviour based on consideration for others and their property. Self-discipline - "Is my behaviour sensible? Will it hurt anyone?" If it's not sensible, I shouldn't do it!

Values of honesty, respect, tolerance and caring are fostered.

### **SCHOOL STATIONERY**

For information about each year group class stationery packs and cost see the office.

School stationery may be purchased through the office. The office does not have Eftpos facilities as the cost to run it outways the usage. Class lists of stationery requirements are sent home at the beginning of each year and parents return this with the money for the stationery pack required. Stationery packs are available at discounted prices until end of February.

The stationery on sale at school is of a high quality and the preferred product for use in the classroom as selected by the teachers. The school continues to sell stationery all year at slightly less than most retail prices. Students may make purchases from the school office before school.

### **CLOTHING**

All students are required to wear Dargaville Primary School uniform. Our uniform consists of a polo shirt, polo fleece, sport singlet and black shorts/ skort/ track pants. A hat must be worn when in the playground in terms one and four.

## **FITNESS/PHYS ED AND SWIMMING**

These are as much a part of our curriculum as are academic subjects and students should be suitably dressed for this. If your child at any time is unable to take part in fitness or Phys Ed a note to the teacher is required. Weekly programmes incorporating skill building and teamwork development are taken in every class.

## **CLASS VISITS - EOTC**

Visit outside the school are made as part of the current classroom programmes. The main object is to extend the child's learning experiences in language, social studies, science and health and general social and physical growth. This school has an outdoor education programme. This involves some overnight camps for year 3-6 students. Adequate supervision is arranged before any such trip. Parent help is appreciated when called for.

If transport to an event is required then every child must be restrained by their own diagonal seat belt. Lap-belts are **NOT** suitable where vehicles will reach **Open Road** speeds. All vehicles must be registered, and have a current WOF, and all drivers should have a full current driver's licence.

Parents should familiarise themselves with the school policies on Education Outside the Classroom, a copy of which is available from the office.

## **HEALTH & WELFARE**

Children's health of course, is important, and parents are generally well informed about this. It is important that we are notified of any disorder, allergies, eg. stings and of necessary procedures to be followed. We rely on parents to keep us informed of any diseases such as measles, chicken pox and so on. To minimise cross infection, all students should be kept home during the contagious stage.

All children are tested for sight and hearing defects within the first two years of school, by North Health, who notifies parents in writing of any mild or serious defects.

A Public Health Nurse is on call through the school for assistance where children have health problems associated with the school situation. Parents may contact the Nurse direct and the school may call in the Public Health Nurse for specific problems.

A Dental Nurse and mobile clinic visits the school yearly. Every student sees the nurse while they are at school. Outside of visit, contact details are available from the school office.

A Speech Language Therapist serves the school part-time for students with speech language problems. They act as an early intervention teacher (who works with preschool children) and is available, by

appointment.

### **SICKNESS, ACCIDENTS AND MEDICATIONS**

The sickbay is located next to the school office and is attended by staff members. If a child is not well enough to continue school programmes the parents will be notified by phone and asked to collect the child. Accident cases in need of further attention will be taken to the medical Centre and parents will be notified.

Medications if required for allergic reactions such as bee stings or asthma sufferers please let the teacher and office staff know. These medications can be stored in our sick bay. Most other medications can be administered, provided a Permission Consent has been filed.

**Please keep your current addresses and telephone numbers up to date and notify the school of any changes.**

### **LUNCHES AND LUNCH ORDERS**

Most students bring their own lunches to school, but may go home for lunch if the classroom teacher is notified by a parents/ caregiver. All students eat their lunch seated in group areas for the first 15 minutes when they are released to play.

Our school has the 'Milk in Schools' programme that is organised at the lunch break.

On Monday's each week, Empire Luncheonette caters lunches. Orders are taken in the hall between 8.30 and 8.50. If there is a long weekend holiday then lunches can be ordered the first day back.

Friday sausage sizzles during terms two and three are organised by our PTA. Orders are taken in classes on Friday mornings.

### **LIBRARY**

Students are allowed to take books home from the school library, which has a large stock of books available for all age groups. Care of school books is essential if we are to maintain this high standard. Parents will be charged for damaged or lost books.

Lucky Book Catalogues are sent home twice a term for parents who wish to purchase any of these high interest paper backs. The main purpose is for the child to enjoy his/her very own book, thus motivating him/her to read.

### **NEWSLETTERS**

These are sent home every second Wednesday to keep you informed of the various school activities. Links on website

## **HOMEWORK THE EXPECTATIONS**

Teachers expectations for student's homework is dependent on the student's age and level. Students will be required to do some homework – usually such things as reading, spelling and basic facts.

Normally they will not be given work that they cannot do unaided in a maximum of 15- 30 minutes. Time management, developing independence and a responsible attitude to homework tasks are key goals of school homework programmes. Please note that some teachers set daily work, while others may set a weekly task.

## **PARENT HELPERS**

Classes often go on trips outside the school grounds. Parents are welcome to become a 'parent helper' this means that pre-schoolers do not come if a parent is a designated 'Helper', as they can be a distraction.

Many parents, grandparents or other people help within the school programmes. Many make regular commitments to planned programmes that are most welcome. Check with the class teacher and school policy on Parental Involvement as to what your expected role is by reading through the schools helpers' handbook.

## **PICKING YOUR CHILD UP AFTER SCHOOL & CAR PARKING**

Car parking is a real concern with large numbers of students being driven to school. If parents pick up/ drop off their children from school strict observation of traffic and safety rules must be observed.

Please do not call little children across the busy road while sitting in your car. If it is desperately urgent for your child to reach the car, please lead him/her across the road yourself.

Our traffic wardens, trained by Traffic Officers, allow students to cross. **School car parking inside the school grounds are for staff and handicapped pickups.**

## **SCHOOL GROUNDS & PLAYGROUNDS**

Our BOT endeavour to make all playing areas of DPS as safe for people as possible, with the provision of 'soft fall areas' under fixed playground equipment.

Teachers are always on duty during play times and lunch times. In the unlikely event of a more serious injury, the appropriate first aid procedures are initiated immediately.

The grounds are open to public use during out of school hours until dark. The school takes no responsibility for incorrect / inappropriate use that results in an injury. We enforce our values of responsible use and respect of property. If you see people using the grounds or

facilities in an inappropriate or suspicious way, please feel free to call the police.

**SMOKE FREE POLICY**

The School is a Smoke Free area. Please respect this and do not smoke within the school grounds or buildings.

**HAZARDOUS GOODS/ITEMS**

Please do not send along drinks or food stuff in glass containers which are prone to break, nor allow your child to take to school any other item that could pose a threat to student's safety, such as pocket knives.

**LOST PROPERTY**

Students are encouraged to be responsible for their belongings. Named property seldom gets lost and parents are asked to name all property, especially school clothing and foot wear. A 'lost property box' is kept in each classroom. Unclaimed property will be donated to a local charity at the end of each term.

**SCHOOL CLOSURES**

The only days that the school will close early are on the parent reporting days, a teacher only day and the last day of the school year. Terms 1, 2 & 3 always finish at normal time.

Occasionally on Spots Days, or when we have open days for parents, students may be allowed to go home with their parents if the programme is running ahead of time.

In the event of emergency, the student's teacher must be informed before a student is taken home.

Further queries

Should you have further questions about aspects of your child's schooling, please feel free to discuss these with your child's teacher or the principal.