

Leeston Consolidated School

He Puna Karumata

Prospectus



Nau Mai, Haere Mai Ki Te Kura o He Puna Karumata Welcome to Leeston School

My name is Lynda Taylor and I am very proud to be the Principal at Leeston Consolidated School.

We are pleased to have your family in our school community and would like you to feel that Leeston school is an extension of your family life and that, by working together, we can give your children the support and encouragement that will help them to thrive.

The Leeston School community is defined by:

- Our friendly, eager-to-learn students
- Our dedicated, caring, professional staff
- Our forward thinking School Board
- Our supportive parents and an active Whānau, Friends and School Committee
- Our wider community that hold their local school in high regard

The school is divided into groups of classes, called syndicates, each with its own senior teacher (commonly referred to as the Syndicate Leader). Waitātari – Juniors, Waiwhio – Middle and Waikewai – Seniors.

The object of this prospectus is to present a summary of information so that you may be better acquainted with the running of the school. It contains information of a general nature, however if you have further questions, please do not hesitate to contact one of our staff, and as always your enquiry is welcome.

I hope your time with us will be an incredible one.

Nga mihi nui

Lynda Taylor
Tumuaki

Email: principal@leeston.school.nz

Phone: 03 3243-493 (Office)



Community and School

Leeston Consolidated School is a U5 State co-educational contributing primary school, catering for children from Year One to Year Six. Most of the children contribute to the nearby Year Seven to Year Thirteen Ellesmere College (also in Leeston) where a wide range of learning options are available. Nearly half of the children travel to and from school by bus.

Leeston School opened in 1865. In April, 1935, Irwell and Doyleston schools were closed and the children travelled by bus to Leeston. The Lakeside school closed in February, 1940, and Brookside closed with a falling roll in 1944. In more recent times St Joseph's Convent School which was based in Leeston also closed, hence the name, Leeston Consolidated School.

There is a strong community focus. Leeston Township has a small, well established 'High Street' shopping centre, including library, Medical Centre, supermarket and several church groups. When it is available, the local community uses our school hall. The large playground is open to the community after school and at weekends. We are very fortunate to have a school pool and our school community can purchase keys for outside of school hours. Busy Bumbles are housed on-site and run a before and after school care programme.

Parents are actively involved and encouraged with classroom programmes, sports and education outside the classroom activities. Staff, children and parents work together to develop exciting EOTC (Education outside the Classroom) programmes for the whole school.

There are approximately 230 families at our school, 85% of NZ European/Pakeha descent, 14% Māori descent. Occupations include farmers, farm workers, business operators and professional people. There is also a growing commuter group that works in the greater Christchurch area.

Leeston Consolidated School is a silver Enviroschool where the local environment is very important. The snow covered Kā Tiritiri o Te Moana (Southern Alps) are visible from the playground, to the west.

Turangawaewae Our Place

Our Māori name, He Puna Karumata, was gifted to us by Taumutu Rūnunga based at Ngāti Moki Marae, Taumutu. Karumata is a name recorded for the Leeston area and He Puna refers to the many spring fed tributaries in our learning hub that feed into Te Waihora (Lake Ellesmere). Our learning blocks are named after three of these tributaries - Waitātari - Year 0-2 (Hart's Creek), Waiwhio - Years 3 & 4 (Irwell River) and Waikekewai - Year 5 & 6 (Waikekewai Creek).



Waitātari



Waiwhio



Waikekewai

Our Vision

The vision of Leeston Consolidated School is to support children to become 'Leeston Legends' – leaders, engaged in their learning, gathering information from a variety of sources, excelling in their field, able to negotiate, being determined and celebrating their success. In addition, we aim to encourage all students to demonstrate the values of care by promoting our three "Pillars of Care" - caring for the environment, caring for each other and caring for ourselves.

Our vision for Māori enjoying and achieving education success as Māori is for our tamariki to be comfortable with who they are and where they are at, and know about Tikanga Māori because of the everyday experiences and learnings that they participate in at Leeston School. By the time they leave us we want them to be proud of their heritage for then they become confident as Māori and want to be involved in activities that represent Māori culture.

Our Values - Pillars of Care

Ka Manaakitia te Taiao

At Leeston Consolidated School we will care for our environment

The tamariki at Leeston Consolidated school will:

- * Care for our flora and fauna
- * Be Kaitiakitanga for our team streams
- * Know about our local area, the ecosystem and regeneration processes
- * Take care of all learning spaces and areas
- * Use resources wisely



Ka Manaakitia te Tangata

At Leeston Consolidated School we will care for each other

The tamariki at Leeston Consolidated school will:

- * Respect each other
- * Be inclusive
- * Communicate with whānau and celebrate learning with them
- * Promote the wellbeing of others through Te Whare Mauri Ora
- * Be empathetic
- * Help peers and adults
- * Use kind words



Ka Manaakitia ko Mātou

At Leeston Consolidated School we will care for ourselves

The tamariki at Leeston Consolidated school will:

- * Look after their belongings and learning spaces
- * Take care of their body and all aspects of their Hauora
- * Know how to express their emotions in a positive manner
- * Feel valued, safe and accepted
- * Have a growth mindset
- * Have fun!



Legends

Our learners are *LEGENDS* in the making. ‘Legends’ is an acronym for the attributes we would like our tamariki to have when they graduate at the end of Year 6. We want them to have strong **Leadership** skills, to be **Engaged** and reflective learners, to be able to **Gather** and analyse information from a variety of sources, to recognise the value of **Excellence** in a sporting, cultural or academic context, to be able to **Negotiate** and collaborate and be **Determined** to **Succeed** in whatever they choose to do.

Leeston Learners – Legends in the Making						
Leader	Engaged	Gatherers	Excellence	Negotiators	Determined	Successful
Be inclusive Be a communicator Have initiative Be respectful Be a role model	Be enthusiastic Be involved Demonstrate curiosity Demonstrate questioning skills Be motivated	Have a growth mindset Be able to gain skills and knowledge Be resourceful Be a critical thinker Form connections	Be a risk taker Have perseverance Have self belief Aim high Be a passionate learner	Be a good listener Show kindness Be honest Be fair Be accepting of others, their views, and beliefs	Have perseverance Be self motivated Do the mahi Be focused Be resilient	Show progress Set and achieve goals Have integrity Learn from mistakes Be able to actively contribute in society



Curriculum

At He Puna Karumata, Leeston Consolidated School, we use the Learning Areas and Achievement Objectives as outlined in the New Zealand National Curriculum to inform our teaching practices and the learning experiences that are provided. In addition to this the belief of teaching and learning at Leeston School underpin all that we do.

The School Board believes that children at Leeston school should meet a wide range of experiences that will enhance learning and developing life skills including:

- Child-centred and influenced by student voice
- Passion led by teachers and students
- Purposeful, engaging and fun
- Responsive to our cultural community
- An opportunity to learn through play and exploration
- Connected to our community through the use of local experts
- A reflection of a child's individual learning trajectory that embraces differences in needs and abilities
- Provided to students in a safe, inclusive and supportive environment
- An experience that makes students feel valued

Please view our School Curriculum on our website. <http://www.leeston.school.nz>



Leeston Consolidated School Staff

Staff Member	Rm	Year	Contact
Lynda Taylor - Principal			principal@leeston.school.nz
Dean Paton - Deputy Principal / SENCO			d.paton@leeston.school.nz
Administration			
Megan Scott - Office			admin@leeston.school.nz
Anthea Barton - Finance Executive Officer			a.barton@leeston.school.nz
Waitatari Junior Team			
Jan Bromley - Team Leader	1	0-1	j.bromley@leeston.school.nz
Rebekah Gilmour	2	0-1	r.gilmour@leeston.school.nz
Kylie Breeding	4	1-2	k.breeding@leeston.school.nz
Tash Baker and Alison Harrinton	5	1-2	t.baker@leeston.school.nz a.harrington@leeston.school.nz
Sari Farrant	6	1-2	s.farrant@leeston.school.nz
Waiwhio Middle Team			
Tiffani Powell	7	3-4	t.powell@leeston.school.nz
Lisa McClure - Team Leader	8	3-4	l.mcclure@leeston.school.nz
Tammy Tarpey	9	3-4	t.tarpey@leeston.school.nz
Carol Davison - Assistant Principal	10	3-4	c.davison@leeston.school.nz
Waikekewai Senior Team			
Nicole Ley and Teresa Curtain Geal	12	5-6	n.ley@leeston.school.nz and t.curtaingeal@leeston.school.nz
Mackenzie Scott	13	5-6	m.scott@leeston.school.nz
Nicky Johanson	14	5-6	n.johanson@leeston.school.nz
Angela Berliner	15	5-6	a.berliner@leeston.school.nz
Learning Support			
Lesley Stoliker - Better Start Literacy Approach			l.stoliker@leeston.school.nz
Mel Stenhouse - Learning Support Coordinator			lscwaihora@leeston.school.nz
Teacher Aides			
Ali Coomer			
Julie Marais			
Robyn Hansen			
Lucy Harrison			
Paula Gray			
Sharon Tod			
Jess Wilson			
April Robertson			
Caretaker / Cleaning			
CD - Caretaker			
Dorrie Lousich			
Stephen Simmons			
Release Teachers			
Karren Garriock			
Nancy Ley			

2025 Term Dates

Term 1

Wed 29 January – Fri 11th April

11 weeks

Term 2

Mon 28 April - Fri 27 June

10 weeks

Term 3

Mon 14 July - Fri 19 September

10 weeks

Term 4

Mon 6 October – Friday 12th December

10 weeks

Teacher Only Days

Tuesday 28th Jan

School Closed

Public Holidays - School Closed

Waitangi Day

Thurs 6 Feb

Easter Good Friday

Fri 18 April

Easter Monday/Tuesday

Mon 21/22 April

Anzac Day

Fri 25 April

King's Birthday

Mon 2 June

Matariki

Fri 20 June

Labour Day

Mon 27 Oct

Canterbury Show Day

Fri 14 Nov

Please note that there may be an additional 1-2 teacher only days set during the year.
We will endeavour to give at least 1 term's notice of any TOD once they are confirmed.

SCHOOL ORGANISATION A-Z

ATTENDANCE

Children are expected to regularly attend school and caregivers are obliged by law to ensure their children maintain regular attendance.

Each day a child is absent, it is the responsibility of caregivers to contact the school prior to 8:30 am. Either reporting the absence via our SchoolApp or leave a message on the school answer machine (03 3243-493). Record the name of the child absent and the reason for their absence.

If you have not reported the absence, the office staff will attempt to contact parents to seek an explanation. We would appreciate parent co-operation and assistance with this procedure so we can ensure the safety of all our pupils as they travel to and from school each day.

Any absences due to travelling on family holidays during term time are treated as unjustified absences. These absences are to be put in writing or emailed to principal@leeston.school.nz

ACCIDENTS / ILLNESS

From time to time accidents do occur in spite of careful supervision by the staff. Most of these can be readily taken care of in the medical room. In the case of a more serious accident, immediate first aid treatment will be given and the parents will be contacted. If your child becomes unwell during the school day and we feel that they are not well enough to be at school, we will contact caregivers. In both cases should parents not be contactable, the school will contact the emergency numbers provided. Please ensure all contact details are kept up to date.

All medications for administration at school require a signed consent form (contact the school office) and must be in the original container.

BEFORE AND AFTER SCHOOL CARE

Busy Bumbles run a programme from our school. Please contact them directly for further information or to register. Phone: (03) 347 3031 Email: opsmanager@busybumbles.co.nz

BUS PUPILS

To be eligible to travel on the school bus, a student must either be under ten years old and live more than 3.2kms from school or over ten years old and live more than 4.8kms from school.

Buses arrive at school at approximately 8:40am and depart at 3:10pm.

Children are required to wear their safety vests to and from School.

Students using the bus service must sign a 'Bus Code of Conduct Agreement'.

Reliable information of an intention not to use the afternoon bus service is most important to the office. Please ensure that your child has been marked off the bus if he or she has an alternative travel arrangement for that afternoon. This is extremely important in case of emergencies.

All bus routes are detailed on our website. <http://www.leeston.school.nz>

CLASS TRIPS AND VISITS

Periodically, classes in the school are involved in educational visits. It is our policy to involve parents as much as possible in these trips, both in a supervisory role and also so that they may share with us some of the pleasures associated with giving children the opportunity to learn outside the classroom.

When the children reach Year 3 and 4 they will take part in an education outside the classroom programme (EOTC) which may involve an overnight camp at school. Year 5 and Year 6 students attend a three day camp.

COMMUNICATION

Newsletter

Emailed home every Thursday fortnightly and sent on Edge App.

Google Classroom

Google Classroom is the platform from which the Waikekewai and Waiwhio Teams (Yr 3-6) receive learning tasks, helpful resources and teacher feedback. Students will have a gmail account created for them.

Class Dojo

Communication with Parents and children in the Waikekewai and Waiwhio Teams (Yr 3-6). Your child's teacher will provide login details.

Seesaw

Communication with Parents and children in the Waitatari Team (Yr 0-2). Your child's teacher will provide login details.

The Edge - App

Our cloud based student management system allows access to the caregivers portal on an App using the existing email address that you supplied us with. The portal gives you quick and easy access to information for students in your household including Attendance, Student Reports and School Payments. Further login instructions and information is on our school website www.leeston.school.nz under Communication.



CONCERNS

The partnership between home and school is an essential part of learning. If you have any concerns or questions about your child please make time to speak to one of our team.

Teachers are available to see you on an informal basis before school and after school. You can email teachers via our communication platforms to set up appointments if you require a little more time. Please do not interrupt classes during class time.

If your concern is of a more serious nature, it may be applicable to speak directly to our Deputy Principal or Principal. Please see the flowchart below to help identify the correct course of action for your concern.

Concerns and Complaints Process

This information should be read alongside our Concerns and Complaints Policy and related policies on SchoolDocs.

OVERVIEW



You can raise concerns and complaints with our school verbally or in writing.



The school will assess and respond according to the nature of the concern or complaint.



The school will tell you how we plan to manage your concern or complaint, and let you know when the matter is closed.



HOW TO RAISE A CONCERN OR MAKE A COMPLAINT

Contact the following people at the school (verbally or in writing).

A staff member involved
(e.g. classroom teacher, head of learning area)

The principal
for serious matters

The board chair
for concerns or complaints about the principal

Another board member
for concerns or complaints about the board chair

- Concerns or complaints may be referred to a more appropriate person (e.g. senior staff, principal, board member).
- The school may ask you to put your concern or complaint in writing to help address the matter.
- You are welcome to have a support person (e.g. whānau member, friend, lawyer, union representative).
- Everyone involved is expected to respect privacy and confidentiality.



HOW THE SCHOOL MANAGES CONCERNS AND COMPLAINTS

We manage concerns and complaints in a timely manner and seek to protect people's mana and dignity. We ensure:

- people are treated fairly
- those involved have the opportunity to be heard
- decision-making is unbiased.

The school assesses the concern or complaint and responds according to its nature and seriousness, and who is involved (e.g. student, staff member, principal, board member).



NOTIFICATION AND CLOSURE

We will tell you about how we plan to manage your concern or complaint, and let you know when the matter is closed.

After responding to your concern or complaint, **the school considers the matter closed.**

If you feel your concern or complaint has not been resolved after receiving a response, you may escalate the concern or complaint to the principal or board.

After the board has dealt with a matter, there is no further avenue for consideration by the school.

If you need help to understand the concerns and complaints process, please contact the school.

DENTAL CLINIC

Any matter you wish to discuss in relation to the treatment for your child, should be directed to the School Dental Community Services - Phone 0800 846 983. Mobile Dental Vans visit school during the school year.

EAST CLUB (Ellesmere Agricultural, Science and Technology Club)

EAST Club is an event held during Term 3 at Leeston A&P Showgrounds. Children get to showcase their Science and Technology projects and pets. With each entry, children complete a project which is judged. Growing Junior Gardeners is a category for students to grow plants with seeds and plants provided for their home garden. This popular event is attended by three local Ellesmere schools.

ENROLMENT

We welcome your enquiry about enrolling your child at Leeston School. Please make contact with the school office to arrange the necessary enrolment application (also available on our website www.leeston.school.nz) and arrange a time to meet with our Principal.

Zoning

Leeston School is part of an enrolment scheme which means we are 'zoned'. You must be residing in the Leeston School zone to attend our school. For further information please refer to our website. www.leeston.school.nz

New Entrants

Children are invited to visit with their caregiver the fortnight prior to their fifth birthday. New Entrant visits take place on Tuesday morning between 9 - 11am. Please phone the school office to arrange these visits.

HOME LEARNING

Leeston Consolidated School aims to equip students to be inquiring, self-motivated and lifelong learners. We do not set compulsory home learning, however, we strongly encourage:

- Taking opportunities to practise reading, writing and maths at home every day
- Talking to your child about their learning
- Participating in authentic learning opportunities both at home and in the wider community e.g.: playing, sports, dance, cultural team activities

HOUSE SYSTEM

Children are placed into one of our four 'houses' that operate within the school. Various activities and events take place that involve the houses and children are awarded points based on effort and achievement.

House Captains organise lunchtime activities throughout the year. Family members are placed in the same house.

House colours are - Darcy - Yellow; Pultney - Blue; Selwyn - Green; Market - Red.

KAPA HAKA

Leeston School has a kapa haka group that regularly performs at events such as the Cultural Festival and Ellesmere's Po Whakangahau.

LEARNING SUPPORT

Regardless of a child's ability, at Leeston School we believe that every child has the right to achieve success and make progress at school.

Leeston Consolidated School manages a Resource Teachers of Learning and Behaviour (RTL) Cluster and works closely with this team. RTL specialist teachers accept students onto their roll when they have been referred by the school. The RTL teacher works with staff, providing support and recommendations for classroom programmes.

ESOL – English as Second Language. Our trained ESOL learning support teacher works with children where English is their second language.

Please discuss with your child's teacher if you feel they need extra support for their learning.

LIBRARY

All classes have specific times during the week when they visit our school library with their teacher. The school library is also open during break times. Parents are asked to help by ensuring that children return books regularly and that they are encouraged to respect the books that they borrow.

LOST PROPERTY

Please name all children's clothing. It is our experience that things that are named are quickly returned to the owner. Please visit the lost property box outside Room 10.

LUNCHES

Pupils are required to remain seated for the last 15 minutes of the lunch time while they eat their lunch. In the interests of safety, we ask that the children bring their drinks in plastic bottles.

Lunch's orders are available Monday to Friday. Please see our school website for the lunch order menu and instructions on how to order.

REPORTING TO PARENTS

Reporting to parents is undertaken through a "Meet the Teacher" evening early in Term One; three way student-led learning conference and goal setting in Terms 1 and 3.

However, at any stage, if you have a concern about your child's progress, or about any aspect of the school's activities, please phone to make an appointment to discuss it.

DONATION SCHEME

Leeston Consolidated School qualifies for the School Donations Scheme.

What is the School Donations Scheme?

Eligible state and state-integrated schools/kura receive \$154 per student per year. Schools are still able to ask for contributions for overnight camps and also extracurricular activities that are outside the core learning programme, where participation is optional, and parents/whānau have agreed for their child to participate. Examples include sports trips, Jump Jam, etc. In addition parents are still expected to purchase stationery items for their children.

Our school/kura will still be able to fundraise through existing channels and organisations, including Whānau Friends and School (WFS). Our Whānau Friends and School committee are highly valued members of our school community and make regular significant contributions to a range of important experiences, including swimming lessons, year 6 leavers dinner, etc. Going forward we will continue to rely on WFS contributions and we urge you to support future WFS events. In helping to support the WFS you will be helping to enrich the learning experiences of our Tamariki.

Payment of incidental expenses eg: stationery, camp, sporting activities outside of school, will be invoiced and accounts are emailed home during the term. We ask that these invoices are promptly paid.

We encourage parents to set up an automatic payment. Our school bank account details are : BNZ 020860 - 0074771 - 00. Please include your child's name and payment item as the reference.

SCHOOL HOURS

8:30am - 9:00am	Welcome bell at 8.30am and children are permitted to enter school. Teachers supervise the playground.
9:00am	Classes commence.
10:30am - 10.50am	Play break
10.50am - 11.00am	Read and Feed fruit break eaten in class
11:00am - 12.00pm	Classes commence.
12:00pm - 12:30pm	Lunch eating (15-20 minutes) and short play.
12:30am - 1.30pm	Classes commence.
1.30 pm - 2.00pm	Play break
2.00pm - 3:00pm	Classes commence.
3.00pm	Finish for the day. The crossing patrol assists children across the road.
3:10pm	Bus children depart.
3:15pm	Teacher supervision of the playground finishes.

It is essential that all children understand the arrangements made for them after school. In the case of very young children a note to the classroom teacher would help with this.

SCHOOL POLICIES

Please refer to our school website www.leeston.school.nz under the Documents / Policies tab for a full set of Leeston Consolidated School Policies. **User Name:** leeston **Password:** legends.

Copyright: Except where stated, the content on this site is the copyright of SchoolDocs Ltd. It may not be reproduced without written permission from SchoolDocs Ltd.

SCHOOL UNIFORM

Our school uniform is compulsory. The purpose of having a school uniform is to provide a sense of identity with the school; to develop a sense of pride in the school among the students; to level social pressures; and to ensure the students are appropriately dressed while under the school's care. Our school uniform provider is NZ Uniforms Limited. Please refer to our school website under the banner Enrolments www.leeston.school.nz.

The uniform consists of:

Plain Navy track pants, navy shorts, culottes or skorts. *(No logos, leggings or bike shorts)*

Red polo shirt with navy placard collar/ or plain red collar polo shirt with log. Please note: the plain red collar polo shirts are slowly being phased out in favour of the navy placard collar polo.

Red crewneck sweatshirt or Red polar fleece with logo

Red or navy wide brim, bucket hat (no advertising or slogans). Compulsory in Terms 1 and 4.

Safety Vests are worn in transit between home and school and are compulsory. These are available to purchase from the school office.

Children may wear sport shoes, black/navy leather shoes or sandals. Plastic shoes, ballet-style, jandals, crocs or shoes with a rolling component on their sole are not to be worn.

White, navy or black socks. Optional navy full length footed tights. No footless tights eg: leggings

Uniform Expectations:

Uniforms must be kept clean and mended.

Students with hair (regardless of gender) longer than the top of their shoulder are required to wear their hair entirely tied back in a style that contains their hair above shoulder height. This is required for both safety and health reasons.

Jewellery is not permitted at school apart from a watch and one plain stud or small sleeper worn in each ear. Jewellery exceptions for medical, religious or cultural reasons.

Nail polish is not permitted.

SPORTING PROGRAMME

The role of the school is to ensure that opportunities are provided for children, regardless of their abilities, to participate in sport. Children are encouraged to learn the basic physical skills of throwing, catching, hitting, running, jumping, kicking, and climbing. They can use these skills in sports, minor games, small group activities, modified and mini games. We often combine with the other schools in our district for swimming, cross country, athletics and a variety of tournaments. We encourage parent participation to help us with our programme.

STATIONERY

Replacement stationery required through the year can be bought from the school office. Your child's teacher will issue your child a green slip which states the stationery item they need. Please sign the slip and return to the office drop box. The item will then be issued to your child and your term account will be invoiced.

SWIMMING

We are extremely fortunate to have our own school pool which is well used by our children. We invite our school community to use the pool over the swim season and keys can be purchased from the school office.

TAKING CHILDREN FROM CLASS

If you need to take your child from school during the day, please ensure that the child's teacher and the office staff have been informed ahead of time. Please use the student sign-out I-Pad in the office. If a member or friend of the family is to collect a pupil, please tell a staff member before they leave.

TRAVELLING TO AND FROM SCHOOL

All children are required to wear their safety vest to and from School.

Year Six students act as Road Patrol Wardens and all children are expected to obey the instructions of the Wardens on duty without question. We encourage parents to use our 'Kiss and Go' Zone when dropping children off or collecting children.

Children under 10 years need supervision when riding on public roads and those any younger generally do not have the ability to judge traffic behaviour. Students aged 10 or over may ride their bicycle to school.

WELL BEING

At any time during your child's schooling the following things can affect their happiness, well-being and performance at school:

a new addition to the family	an absent parent
death of a pet	hospitalisation
a change in medication	separation
shifting house	bereavement
remarriage	redundancy

Anything you share will remain confidential. Sharing helps the school provide understanding and support for your child.

WHANAU FAMILY AND SCHOOL

The Leeston School Whanau Friends and School (WFS) is a group of dedicated and enthusiastic parents who offer services and undertake a range of fundraising, pastoral care and host social occasions to further enhance your children's time and experiences at Leeston School.

The WFS is a great way to meet other parents and to contribute to your child's educational journey. If you are interested in joining the WFS please email them on wfs@leeston.school.nz