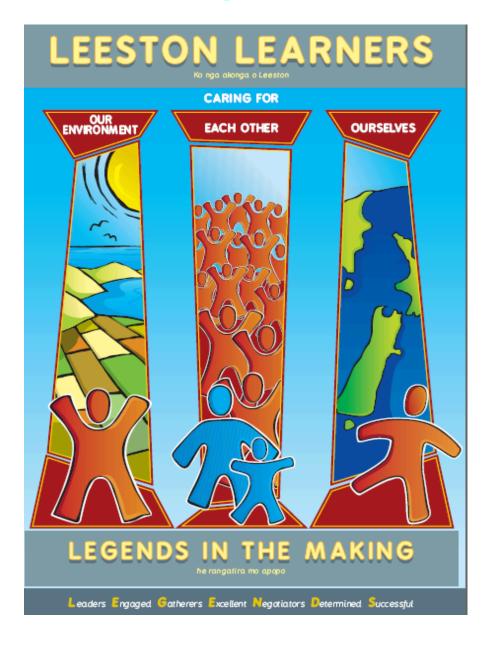
## Leeston Consolidated School He Puna Karumata

## **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 Waikekewai — 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).



## **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



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!



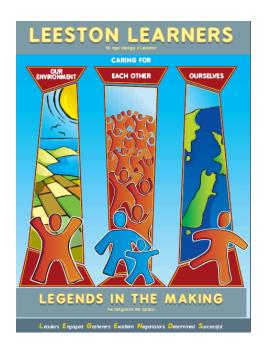




## Legends

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 enthusiastic	Have a growth mindset	Be a risk taker	Be a good listener	Have perseverance	Show progress		
Be a communicator	Be involved	Be able to gain skills	Have perseverance	Show kindness	Be self	Set and achieve goals		
Have initiative	Demonstrate curiosity	and knowledge	Have self belief	Be honest	motivated	Have integrity		
Be respectful	Demonstrate	Be resourceful	Aim high	Be fair	Do the mahi	Learn from		
Be a role model	questioning skills	Be a critical thinker	Be a passionate	Be accepting of others, their	Be focused	mistakes		
	Be motivated	Form connections	learner	views, and beliefs	Be resilient	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 sa 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
Waikekewai Team Leader			
Administration			
Megan Scott - Office Administrator			admin@leeston.school.nz
Anthea Barton - Finance Executive Officer			accounts@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 Breading	4	1-2	k.breading@leeston.school.nz
Tash Baker and Caitlin Kippenberger	5	1-2	t.baker@leeston.school.nz and
			c.kippenbrger@leeston.school.nz
Sari Farrant	6	1-2	s.farrant@leeston.school.nz
Waiwhio Middle Team			
Angela Berliner	7	3-4	a.berliner@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			
Jana Munro	12	5-6	j.munro@leeston.school.nz
Mackenzie Lusty	13	5-6	m.lusty@leeston.school.nz
Nicky Johanson	14	5-6	n.johanson@leeston.school.nz
Tiffani Powell	15	5-6	t.powell@leeston.school.nz
Learning Support			
Lesley Stoliker -Reading Recovery			l.stoliker@leeston.school.nz
Bronwyn Shalfoon - Learning Support Co-ordinator			lscwaihora@leeston.school.nz
Learning Assistants			
Ali Coomer			
Julie Marais			
Robyn Hansen			
Lucy Harrison			
Paula Gray			
Sharon Tod			
April Robertson			
Jess Wilson			
Caretaker / Cleaning			
CD - Caretaker			
Dorrie Lousich			
Stephen Simmons			
Release Teachers			
Karren Garriock			
Nancy Ley			

## **2024 Term Dates**

Term 1

Wed 31st Jan – Fri 12th April 11 weeks

Term 2

Mon 29 April - Fri 5 July 10 weeks

Term 3

Mon 22 July - Fri 27 September 10 weeks

Term 4

Mon 16 Oct – Tue 17th Dec 10 weeks

**Teacher Only Days** 

Tuesday 30th JanSchool ClosedFriday 31st MaySchool ClosedThursday 14th NovemberSchool Closed

<u>Public Holidays - School Closed</u>

Tues 6 Feb Waitangi Day Fri 29<sup>th</sup> March Easter Good Friday Easter Monday/Tuesday Mon 1/2 April Anzac Day Tue 25 Apr King's Birthday Mon 3 June Matariki Fri 28 June Labour Day Mon 28 Oct Canterbury Show Day Fri 15 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 <a href="mailto:principal@leeston.school.nz">principal@leeston.school.nz</a>

## **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 our SchoolApp.

## **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 <a href="https://www.leeston.school.nz">www.leeston.school.nz</a> 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.

## **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 <a href="https://www.leeston.school.nz">www.leeston.school.nz</a>) 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.

# **Concerns and Complaints Process**

Most concerns can be resolved informally by discussions with the people involved.

## STEP1

Your concern is **GENERAL IN NATURE** 

involves a particular STUDENT OR STAFF MEMBER.

## Contact the person involved to arrange a time to discuss the matter privately

know if you'll bring a support person to the meeting. Indicate what the concern is about and let them

If the concern is about a student, contact the student's teacher (or principal).

# Meet with the person involved to discuss the matter.

Be prepared to listen to different points of view and try to work towards a resolution.

This may require another meeting and/or involve senior management.

Be prepared to listen to different points of view and Meet with the appropriate person (as above) and

discuss the matter.

try to work towards a resolution.

The principal may involve other people to help resolve the concern.

2

## Is the matter resolved?

Provide feedback as to whether you were satisfied with the outcome, or if the matter is not resolved.



# NO FURTHER ACTION REQUIRED

NOTE: Unless there are exceptional circumstances, a complaint will not be considered unless the correct process has been followed. You may be directed back to the staff member or principal to follow the process. This flowchart aligns with the school's Concerns and Complaints policy and procedures. | Copyright © SchoolDacs Ltd

February 2022

## STEP 3

Your concern has NOT been resolved by meeting

STEP 2

with the person concerned

OR ... does NOT involve a particular student or

t

OR... you DO NOT wish to approach the person

OR.... involves the principal or a trustee (board

member).

Your concern has NOT been resolved by previous steps

OR ... your concern is more serious

contact the principal (senior management) about it. OR ... your concern is serious and it's not appropriate to

You can make a formal complaint.

See the school's Making a Formal Complaint or Serious Allegation procedure (SchoolDocs).

many facts and details as possible, and any steps taken Put the complaint in writing (email or letter), giving as to resolve the matter.

Indicate what the concern is about, any steps taken board member (as appropriate) to arrange a time

to discuss the matter privately.

Contact the principal, senior management, or

to resolve the matter, and let them know if you'll

bring a support person to the meeting.

Include your name, signature, and contact details

deputy board chair/other board member, as appropriate. Send to the principal, presiding member (board chair), or

# Your complaint will be acknowledged.

is necessary or appropriate. See the Making a Formal Complaint or Serious Allegation procedure (SchoolDocs). The school will decide whether a formal investigation

If a formal investigation is required, subject to privacy, confidentiality, or other ethical and legal requirements, the school may keep you informed about the investigation process and timeframes, including confirmation of when the matter is concluded.



Provide feedback as to whether you were satisfied with the outcome, or if the matter is not resolved.

Is the matter resolved?



Once a formal complaint has been resolved, there are no further avenues to pursue the complaint with the school.

If you are not satisfied with the outcome of your complaint, you are encouraged to take advice and may wish to consider contacting other agencies. See the school's Making a Formal Complaint or Serious Allegation procedure (SchoolDocs).

## **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 (RTLB) Cluster and works closely with this team. RTLB specialist teachers accept students onto their roll when they have been referred by the school. The RTLB teacher works with staff , providing support and recommendations for classroom programmes.

The Reading Recovery Programme is an early intervention programme designed to assist 6 and 7 year old children with literacy difficulties. This daily programme is run by a trained teacher.

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.

## SCHOOL 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 <a href="www.leeston.school.nz">www.leeston.school.nz</a> under the Documents / Policies tab for a full set of Leeston Consolidated School Policies. <a href="User Name">User Name</a>: leeston Password: legends. <a href="Copyright: Except where stated">Copyright: Except where stated</a>, 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 <a href="https://www.leeston.school.nz">www.leeston.school.nz</a>.

## 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 logo

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 <a href="wfs@leeston.school.nz">wfs@leeston.school.nz</a>