



2020



## Welcome to Southbrook School

Southbrook School is located on the 1.62 hectares of land between Torlesse Street, Marshall Street and Denchs Road in the south-east corner of Rangiora. Our attractive grounds include a 23m pool, adventure playground, hard court areas, large grassed areas, shaded garden areas and extensive plantings of native plants and specimen trees and shrubs.

Our school is forward thinking, and focused on quality collaborative teaching and learning. Our 3 Kete represents all that we are at Southbrook School.

**Knowledge, Character, Relationships.**

Our 5 Learning Spaces are vibrant and all our staff have a genuine passion for teaching and learning. Our team works together to ensure that all students have the best learning environment possible. Our passion is to ensure that students have the opportunity to become self-managing and motivated learners. *Learners leading their learning.*

Within the Learning Spaces, you will see: Play based learning, Context based learning, Student led learning, Self-directed learning and Leadership through student initiatives.

Southbrook School is a great place for children to learn. We offer a wide range of opportunities to enable students to follow their passions and experience new ideas and opportunities. Some of these opportunities include – Leadership, Kapa haka, Enviro group, Canta maths, Robotics, Performing Arts, Sporting opportunities and a variety of Clubs.

We value open, honest and clear communication with our students and their families and welcome your involvement in the school community. We believe that it essential that families are involved and participate in their children's learning. This partnership of working together is vital.

This information pack contains certain aspects about the running of our school.

If you are a new parent/family to our school, then you will have many questions. Please contact either myself or Kerry Wells – our fantastic Office Manager, to arrange a pre-enrolment meeting/visit where we can take you on a tour of the school and answer any questions you may have.

Our school has a friendly and informative website that will give you more detailed information in some areas and may assist to answer some of your queries.

[www.southbrook.school.nz](http://www.southbrook.school.nz)

### Policies:

You will find some of our policies later in this booklet. These relate to Uniform, Concerns and Cyber Safety. Please read them and assist us at school by adhering to these. If you wish to know our policy on other matters please visit <https://www.schooldocs.co.nz> and search for Southbrook School. (3kete is our password)

*Information on our school enrolment zone is also available in this booklet.*

### Useful Contact details:

Principal:	Julie Walls	03 3138792	<a href="mailto:julie.walls@southbrook.school.nz">julie.walls@southbrook.school.nz</a>
Office Manager:	Kerry Wells	03 3138792	<a href="mailto:admin@southbrook.school.nz">admin@southbrook.school.nz</a>
BOT Chairperson:	Liz McClure		<a href="mailto:liz@itevolution.co.nz">liz@itevolution.co.nz</a>
PTA Chairperson:	Natasha McQuarrie		<a href="mailto:admin@southbrook.school.nz">admin@southbrook.school.nz</a>

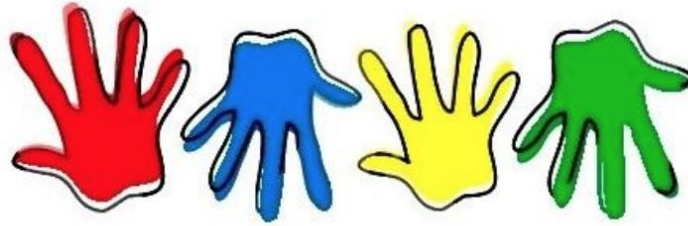
*We are pleased that your family has chosen to be part of our school community. Welcome to our school!*

*Kind regards  
Julie*



**Quality Collaborative Teaching and Learning  
Equity and Excellence for All**

"The purpose of Southbrook Schools' Positive Behaviour for Learning plan is to enhance our Three Kete. Through Positive Behaviour for Learning we will all teach our tamariki the skills required to be responsible, respectful citizens of Southbrook School and the wider community."



*it takes a village to raise a child*

### At Southbrook School we are...

kind	safe	respectful	resilient
proud	self-controlled	cheerful	
hardworking	focussed	polite	intrinsic
confident	organised	friendly	self-managing
honest	open-minded	trustworthy	reliable
responsible	engaged	adaptable	compassionate
caring		a communicator	positive
curious	persistent	an active listener	risk-taker
empathetic		patient	fair
inclusive	brave	generous	initiative



## Southbrook School Three Kete Matrix

	All Settings	Learning Spaces	Bag Areas	Bathrooms	Schools Grounds	Library / Office	Assemblies	School Pool	EOTC
<b>Knowledge</b> <i>Matauranga</i>	Be focused Be motivated Be the best you can be	Share ideas and learn from others Stay on task Participate	Walk Quiet voice	Walk Quiet voice	Play safely Have fun!	Walk Quiet voice Select appropriate books	Walk quietly to enter and exit Listen, watch and participate appropriately	Walk Swim to your ability Keep yourself and others safe	Keep yourself and others safe Listen and learn Stay safe
<b>Character</b> <i>Ahuatanga</i>	Be organised Be responsible Be respectful Be engaged Be in the right place at the right time Be mindful of others	Actively listen Follow instructions the first time Enter and exit quietly Self manage Look after all equipment Take risks	Look after your belongings and the belongings of others	Return promptly Keep bathrooms clean and tidy	Look after the equipment Look after each other Show resilience (problem solve)	Respect books Keep area tidy Show patience Return books	Actively listen Follow instructions the first time Sit proud in house groups Choose a good spot to sit	Actively listen Follow instructions the first time Look after your belongings Dress promptly	Actively listen Follow instructions the first time Look after your belongings
<b>Relationships</b> <i>Whanaungatanga</i>	Be polite Be kind	Make good choices: who you sit next to and how you interact with others Demonstrate on task talk and participation Listen and respect the ideas of others	Cooperate with others Use manners	Ask before going	Play fairly Share equipment Include others	Use manners	Show supportive applause Celebrate the success of others	Shut the pool gate Respect others Keep others safe	Respect others Include others

## 2020 Team

Learning Space		Year Level
Teoteo	Mrs Wendy Lindsay	Year 0 / 1
	Mr Andrew Richmond	
	Mrs Emma Howes	
	Mrs Serena Moore	
	<i>Learning Support:</i> Mrs Colleen Bond Mrs Maria Smith	
Ngā Manu Nui	Mrs Jane Reid	Year 2 / 3
	Mrs Angela Barr	
	Mrs Tara Lubbers	
	<i>Learning Support:</i> Mrs Debbie Matheson Mrs Lynda McLaughlan	
Ngahere	Mrs Jo Croteau	Year 3 / 4
	Mrs Rebecca Brophy	
	Mr Pita Raidaveta	
	<i>Learning Support:</i> Mrs Bev Webster	
Te Awa	Mrs Katie Owens	Year 5 / 6
	Mrs Lorna Fitzgerald	
	Miss Hannah Parker	
	<i>Learning Support:</i> Mrs Fiona Bisphan Mrs Leah Ettema	
Aoraki	Mrs Holly Marsh	Year 7 / 8
	Mrs Lynley Sollitt	
	Mrs Louise Davy	
	<i>Learning Support:</i> Mrs Catherine Lutterman	
	Wendy Lindsay	Assistant Principal
	Richard Blackmore	Deputy Principal
	Julie Walls	Principal
	Kerry Wells	Office Manager
	Darryl Jenkins	Caretaker

### ***Southbrook School Board of Trustees***

Our amazing Board of Trustees is the governing body of our school, governing the school according to the requirements of the law. Their responsibilities relate to the setting of policy and approval of school procedures, budgets etc.

Parents are welcome to attend Board meetings, held at the school on the third Wednesday of each month. Minutes, agendas and reports are always available on request. Information related to Board activities are included in the school newsletter.

#### ***Current members are:***

Liz McClure – Board Chair

Karin Mackay

Scott Pritchard

Belinda Campbell

Stephen McQuarrie

Vicky Baker

Helen van Toor

Jane Reid – Staff Rep

Julie Walls – Principal

### ***ParentsLink***

Southbrook School is fortunate to be supported by a very active, hard working parent group, who meet each month.

The primary role of the ParentsLink group is to foster a strong bond between the community and the school. Funds are raised where necessary to enhance the children's learning and to support the strategic direction of the school.

All parents are welcome and encouraged to attend meetings.



## The A – Z of Southbrook School

The purpose of this booklet is to present a summary of information so that you may be better acquainted with the running of our school.

It contains information of a general nature and is intended to be kept as a handy reference. It will not answer every question you have, and further enquiries are welcome.

### **School Hours**

**8:30am** School opens for Learning

**8:55-10:00am** 1st learning Block

**10:00-10:20am** Morning Tea

**10:20-11:15am** 2nd Learning Block

**11:15-11:30am** Fitness and Fruit

**11:30-12:40pm** 3rd Learning Block

**12:40-1:25pm** Lunch

**1:30-3:00pm** 4th Learning Block

*Pupils should not be at school prior to 8:25am.*

### **Term Dates for 2020**

**Term One:** 3 February – 9 April

**Term Two:** 28 April – 3 July

**Term Three:** 20 July – 25 Sept

**Term Four:** 12 October – 17 Dec

### **ABSENCE:**



If your child is going to be away from school, please ring the school office (3138792). This will ensure that a close liaison between home and school is maintained, especially with regard to your child's safety on the way to and from school. Teachers will be notified of children who will be absent each day. Alternatively, you can use the Southbrook School Calendar app. See Communication section further on.

**Don't forget** to turn on notifications on your phone to receive **instant alerts** from us via the **Skool Loop App**.



Simple free download: in Google Play or App Store search "Skool Loop" & choose our school once installed



### **AFTER SCHOOL CARE:**

There is a Before School and After School programme run by KidsBase. This is an accredited OSCAR (Official After School Care) programme that ensures your child's safety after school. Children are given a snack to eat and something to drink. They will be given assistance to complete their homework. The service is available for 5-13 year olds and is operated independently of the school. The hours of operation are from 7:30-8:30am and 3:00pm-6:00pm. Contact Kids Base Limited Head Office [info@kidsbase.co.nz](mailto:info@kidsbase.co.nz) 03 3542906 for more info.

### **APPOINTMENTS WITH LEARNING SPACE TEACHERS:**

The school door is always open to parents. While the staff will endeavour to make themselves available at all times, you will appreciate that there are difficulties during learning time. It would be advisable to make an appointment through the office if you have an important matter to discuss. Nevertheless we like to see you – please do not hesitate to make contact if you are concerned (or happy) about something.

### **ASSEMBLY:**

We generally have an assembly every second Monday @ 2:00pm. These assemblies are quite informal, very much child oriented, and child directed. Parents are always welcome.



## BEHAVIOUR:

At the beginning of the year, all Learning Spaces discuss appropriate expectations regarding behaviour, attitude, and effort. This is based on the following guidelines:

We encourage students to become responsible for their own good behaviour by using a positive encouragement approach.

We expect parents/guardians to accept their responsibilities with regard to their child's behaviour so that the school can focus on its primary role of education.

We aim to provide a happy and secure environment where children develop responsibility for their own actions and are able to learn and enjoy school without being distracted or disrupted by others.

Should a child's behaviour become a concern the parents will be contacted. When parents and teachers work in a partnership, most difficulties can be resolved with a minimum of fuss.

This year we continue to embed PB4L (Positive Behaviour for Learning). This works alongside our 3 Kete expectations.

## BICYCLES:



All children riding bikes to school should have a good knowledge of the road rules and are legally required to wear cycle safety helmets. The school does not support children under the age of ten, riding to school, without a parent. Bicycle stands are provided and children are expected to keep away from this area during school time. Students are not to ride their bikes through school.

## BOOK CLUB:

Scholastic Book Club provides interesting reading material for the children at reasonable prices. Please note that there is no compulsion on any pupil to buy this material in spite of the fact that we act as a distribution point. However, anything that encourages children to read recreationally is useful and we find the Book Club self-promoting – children read, enjoy the books, and then share them with somebody else. Please watch for the notice to pupils when it comes home, and the due date for orders.

## CHANGING SCHOOLS:

A telephone call or note to the school is all that is required. All children's records, etc, are exchanged between school offices.

## COMING TO SCHOOL:

Many of our children ride bicycles to school and are obliged to travel on a main road, which is always busy. The risks involved concern us all, and in order to minimise these risks we make the following points:

- (a) We have a Road Patrol operating on the kea crossing on the Southbrook Road. Children who need to cross the Southbrook Road when coming to school **MUST** use the crossing whether they are pedestrians or cyclists.
- (b) While waiting at the crossing they are under the control of the traffic patrollers and the supervising parent. Children are expected to obey the instructions of the parent on duty **WITHOUT QUESTION**.
- (c) No riding bicycles, scooters, skateboards, ripsticks, etc on the footpath.
- (d) Parents who come by car to collect their children are asked to walk into the school grounds to collect them. The arrangement prevents children running out onto the road at times when there is a lot of traffic. Older students may collect their younger brothers and sisters from Junior Learning Spaces.

Our Road Patrol system could not operate without the on-going support of the following people:

1. The senior students who are trained to run it, often in trying weather conditions.
2. The parents, who on a rostered basis, see that children crossing the Main Road, do so in safety.
3. The Ministry of Transport Road Traffic Instructor who oversees the operation of the patrol for us.
4. The Teacher in Charge (Mrs Walls).

**Parking** around the school is very busy, especially at 8:30am AND 3:00pm. To avoid an accident the following guidelines should be followed:

**No Parking on Yellow lines.**

**Drop off & Pick up Zone Only:** Please only use this area to drop students off in the morning, and to collect students in the afternoon when they are already waiting. I.e. do not park in this lane when you are waiting for students, as it is blocking other cars. Pick-ups are best done after the 3pm bell when cars can drive straight in, pick up a child, and then drive out.

## CLOTHING:

PLEASE name all of your child's clothing as this helps us return clothing that is found around the school grounds. Lost property can be viewed inside the library area. Lost property is donated to charity at the end of each term.

## CONCERNS:

We endeavour to work in partnership with parents and we pride ourselves on an approachable atmosphere.

If you have a concern with any aspect of the school then we would really appreciate hearing about it. We have a policy, which details how this should be dealt with. Please find a copy of this policy at the end of this booklet or ask at the school office for a copy of the policy. The first step is to take up the matter with the person concerned at an appropriate time.

Parents are encouraged to keep in contact with their child's whānau teacher on a regular basis. This provides quality support for your child and enhances the learning process.

## COMMON DISEASES:

We are often asked, "Should Johnny come to school if he has .....?"

This either is in your hands, or is the responsibility of your doctor who may have given you guidelines to follow.



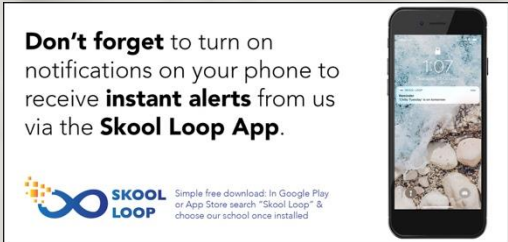
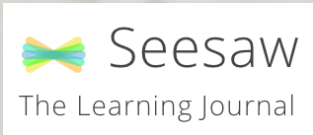
Basically, the following guidelines should help with your decision:

1. Pediculosis (head lice) – no need to stay away **once** effective treatment has commenced. It is helpful if the Principal / Teacher is informed so that they may watch for further cases. Consult your chemist.
2. Infectious Diseases – measles, whooping cough, chicken pox etc – get doctor's opinion.
3. Skin diseases – school sores, ringworm etc. A general rule would be that the child need not stay away, provided that they are getting appropriate and medically proven medication.
4. Injuries – please give us clear directions so that we may see that your wishes regarding participation in physical activity are carried out.
5. Allergies – please notify Learning Space teacher. Appropriate medicine can be kept in the First Aid cabinet, and administered by trained staff.

Do not hesitate to ring us if in doubt.

## COMMUNICATION:

We are constantly looking at ways of ensuring that parents are as informed as possible and feel invited to be part of the school. To enable this, we are using a range of different tools. Each of these has a different purpose. This is what we have to offer:

<p><b>WEBSITE</b>  <a href="http://www.southbrook.school.nz">www.southbrook.school.nz</a></p>	<p>The website is a central hub of information relating to our school...</p> <ul style="list-style-type: none"> <li>Information about our school for new families</li> <li>Who is on our staff</li> <li>Parent information - general</li> <li>Enrolment information</li> <li>Photo galleries</li> <li>School Newsletter</li> </ul>
<p><b>SCHOOL NEWSLETTER</b></p> 	<p>Our school newsletter is published each Wednesday. The newsletters will be emailed to all families on Wednesdays. It will also be available through school loop or reading it on our school website.</p>
<p><b>FACEBOOK</b></p> 	<p>Facebook highlights and showcases school events and activities that have taken place. At Southbrook School, we use Facebook to share news, photos and videos relating to what has been happening at school. (E.g. sports events, learning in Learning Spaces and notices).  Note: you can see Southbrook School on Facebook without having a Facebook profile.  <a href="https://www.facebook.com/southbrookschool/">https://www.facebook.com/southbrookschool/</a></p>
	<p>This app informs you about what is coming up and is a way of sharing need-to-know information quickly...</p> <p>Search for School Calendar at the app store, and then Southbrook School.</p> <p>The purpose of this app is to provide you with a convenient way to receive all school notifications. This includes alerts, newsletters, news and dates of events that you can sync to your calendar. You can also notify the office of any child absences, and update your contact details.</p>
<p>As well as school-wide communication, your children and teachers want to communicate with you personally as well. This is a two-way process so we encourage you to email, visit or phone your child's whānau teacher if you have anything you want to discuss. In addition to this, there are some tools Learning Spaces are utilising to share news specifically from their Learning Spaces. This might be shared to all parents of a particular Learning Space, or it might be a personal sample of work, photo or 'moment' from the day relating specifically to your child.</p>	
	<p>Seesaw is an online portfolio used for all students and keeps you up to date with the learning your children are doing at school. Seesaw will link you to learning your child has done in class. Seesaw is kept up to date by your child and the Learning Space teachers.</p>
<p><b>LEARNING SPACE NEWSLETTERS</b></p>	<p>At times throughout the year, you will receive a paper copy of Learning Space newsletters.</p>



## DENTAL THERAPIST:



The Dental Therapists from the Community Dental Clinic come to our school twice a year. Any matter you wish to discuss in relation to the treatment your child is receiving should be taken directly to them (0800 846 983).

## EDUCATIONAL AND RELATED SERVICES:

From time to time specialist services in the field of health and education are requested by either the school, or come on a regular basis as part of a service to schools. The following is a summary of these services:

### 1. Public Health Nurse

Visits schools on a monthly basis – discusses any health related problems – may examine pupil – could contact the home for further discussion – may investigate relationship between poor health and learning failure – recommends suitable remedial action for health problems – conducts follow up visits – available to talk to parents – checks immunisation programmes.

### 2. Hearing / Vision Specialist

Generally visits school several times a year to conduct hearing and vision tests in certain age groups of the school. Pupils found lacking in either of these two areas will have their difficulties documented and parents will be advised by the Health Department if remedial action is necessary. The school are also informed if there is a hearing or vision problem.

### 3. Speech Therapist

There is one in Rangiora, working for the Special Education division of the Ministry of Education. Children with a serious speech and/or language difficulty may receive specialist treatment. Private therapy option is available; please see the office for details.

### 4. Specialist Education Services

When severe learning failure is detected or behaviour problems are beyond the school's resources, outside specialist help is often sought by the school, so that steps can be taken as soon as possible to improve the situation.

The specialist will undertake a programme of carefully designed testing, and discussion with the pupil and parents, as well as providing a written report including recommendations towards the future education of the pupils or other specialist help that may be needed.

While not infallible, we usually find this advice extremely helpful. Parents are always advised, and their opinion asked for before this service is engaged. From experience, we have found that this service is very helpful to the parents as well.

Specialists are also used in situations where educational failure may be a result of behaviour problems or difficulties at home.

## EARLY AND EMERGENCY CLOSING OF SCHOOL:

This seldom happens but when it does, a certain procedure must be followed. We may close for a variety of reasons – bad weather conditions, conditions that would make the school uninhabitable – earthquakes, etc.

The following actions will be undertaken in the event of an emergency closure:

- A message will be left on the school phone asking parents to collect their children immediately from the school.
- The school's website and Facebook page will be updated
- An announcement will be made on the local radio stations listed below
  - More FM Canterbury (92.1 FM)
  - Newstalk ZB Christchurch (97.7FM)



The school would be closed after urgent consultation between the Principal and the Chairperson of the Board of Trustees.

Should we be unable to contact parents, the children concerned would be supervised at school until such a time as suitable arrangements can be made. As a general rule, the type of situation will indicate our reaction – you may be assured that it will be in your best interests.

### ENROLMENT REQUIREMENTS:



When a parent enrolls a child at our school, certain important details are requested.

Our Southbrook enrolment for 5 year olds is either Week 1 OR Week 5 of each term. Preferably, this enrolment should be carried out at least eight weeks before the term the child starts school. This allows for some familiarisation before the 'big day' when he/she arrives to stay.

Pre-entry visit – Children and their family will have a whānau meeting with the Learning Space teachers and two pre-entry visits prior to their start day. These visits will be arranged about 8 weeks in advance – Wendy Lindsay will contact the parent/s. If the parent and teacher feels that more visits are needed this is discussed and arranged after the first visit.

Please bring with you on enrolment day, the child's BIRTH CERTIFICATE and IMMUNISATION FORM. This is a Ministry of Education requirement. You will be given an enrolment form to fill out (and return) as part of this prospectus.

### FIRST AID TREATMENT TO PUPILS:

From time to time accidents do occur in spite of careful supervision by the staff. Most problems are minor and remedied by a quick visit with a staff member to the first aid room.



However, in the case of a more serious accident, parents will be contacted at once. Should the parent not be available, the school will continue with the necessary steps that a parent would take.

Steps would include:

- (a) Transport (if practicable) to the child's family doctor (or another, if family doctor is not known)
- (b) Staff will then take further steps (if necessary) on the advice of the doctor.

Continuing efforts to contact parents will remain a priority while the other steps are being taken. A number of our staff are trained in first aid. Serious accidents are always documented in the accident register for ACC purposes.

PLEASE NOTE

1. Disprin – Aspro etc – we do not administer these at school. Should a child be in pain, you will be contacted.
2. Children requiring medication through the day – If you wish for the office to administer medicine the following needs to occur –
  -  The medicine must be delivered to school by parents/caregivers, or with a written note or email that is signed by the student's parent.
  -  The medicine must be stored in a container labelled with the name of the student, dose required, the name of the medication and the time the dose is to be taken.
3. Allergies – Reactions to stings etc – some children have allergies or reactions that may adversely affect their health. Please advise urgently if this difficulty is present.
4. It is very important that if any contact details change that these be notified to the school office ASAP.

### HOUSE COMPETITION:

All students are placed in "Houses" and earn points throughout the year for academic, sporting, arts and other events.

Points are also earned in the Learning Spaces & the playground for great work, effort, behaviour and attitude. This provides great opportunities for leadership, team spirit across the school....and FUN! We have four Houses – Red, Yellow, Green and Blue.



## ITEMS THAT SHOULD NOT BE AT SCHOOL:

Students are asked not to bring lollies, fizzy drinks, toys/games, jewellery, phones (if phones are brought to school, they will need to be given to the child's whānau teacher or the office), computer/hand-held games etc. to school.

Any such item will be returned either at the end of the day or parents requested to collect it.

## INTERNET: KEEPING CHILDREN SAFE:

Southbrook School has a policy and set of procedures concerning the use of computers/iPads. We make every effort to keep our children safe when using the Internet. In support of safe practices, Parents/Caregivers can-

- Talk with your child about online dangers.
- Put the computer in a family area of your home, so that you can keep an eye on what is happening.
- Have a password only you know that must be entered before your child goes online.
- Limit the time your child can spend on the Internet.
- Spend time online with your child exploring positive sites.
- Randomly check your child's email.

## LEARNING SPACE TRIPS AND VISITS:

Periodically, Learning Spaces in the school are involved in educational visits to places of interest both inside and outside our community. It is our policy to involve parents as much as possible in these trips, so that they may share with us some of the pleasures associated with giving children the opportunity to learn outside the classroom.

We make every endeavour to:

- (a) Ensure that places visited are within the scope of the pupils understanding and relevant to the focus being studied.
- (b) Make certain that supervision is adequate at all times.
- (c) Gain every financial concession we can so that costs per pupil are minimised.

When the children reach Year 5, 6, 7 and 8 they can expect longer, more structured visits or camps with a strong emphasis on outdoor education.

The value of these visits cannot be over-emphasised. There is a big effort to collectively fundraise for camps/trips and parental assistance is valued. Parent help with transport for trips is required on a number of occasions during the year.

If each school family can, where possible, assist with transport from time to time, the burden is not too great for anyone. Vehicles used must have a current warrant and registration. Children travelling in vehicles on school trips must wear seat belts (full shoulder type) and are expected to be well behaved and polite.

## LIBRARY:



We look upon the library as an asset to our community. If books are lost or damaged, you will be sent an account for repair or replacement. A waterproof, named bag is best for protecting books in school bags. Please ensure that these books are cared for and returned on time.

## LUNCHES:

What a child eats has a lot to do with how they feel and how well their body and brain will perform – ask any athlete about their diet!

Avoid foods that are high in sugar and high in fat. At lunchtime, children need a nutritious lunch that is quick and easy to eat so they have plenty of time to play with friends.

We encourage **LITTER FREE** lunches.

We do check school lunches from time to time to ensure that children are eating healthy food. Please see below for suggestions:

#### Top Tips

- Use sandwich wrap or reusable alternatives rather than clingy plastic so sandwiches are easy to open.
- Small oranges are more likely to be eaten than big ones and easy-peel mandarins score over oranges.
- Pack snacks for morning tea separately for younger children.
- Keep lunches small. You can always send more tomorrow.
- A drink bottle has not been invented that does not get mouldy in the corners if filled with fruit juice. Fill plastic bottles with water only, and freeze in hot weather.

#### Foods Not Acceptable At School

- Sweets and chocolate or chocolate bars
- Take-aways – KFC, fish and chips etc
- Fizzy drinks, sugary drinks and sports drinks

### **NEWSLETTER:**

Newsletters are our main means of communication with you, and we consider them very important. School newsletters are published every Wednesday and sent out via our email. Please email [admin@southbrook.school.nz](mailto:admin@southbrook.school.nz) to be added to the newsletter email list. The newsletter is also posted on the school website; the address is [www.southbrook.school.nz](http://www.southbrook.school.nz) as well as our School Calendar app.

This will keep you up to date with school activities as well as community events. We will try not to send notices home on other days though this is sometimes unavoidable.

### **OFFICE HOURS:**

The office is staffed between 8.15am and 4pm each day. If the phone is not answered, please leave a message on the answer phone.

### **PARENT HELPERS:**

Our aim is to involve you in your child's education.




Parents are already assisting us greatly in

- (a) Sports coaching programmes
- (b) Library administration (book repairs, covering, cataloguing etc)
- (c) School camps / trips

Your offer of help is always welcome.

### **PHYSICAL EDUCATION CLOTHING:**

Quite simple:

-  uniform shorts, polo shirt and fleece / merino jersey
-  footwear should be of the sports shoe, sneaker type. Non-marking soles are essential in the school hall.
-  shorts for girls are ABSOLUTELY essential for physical activities.



## **PARENTSLINK:**

This organisation is the lifeblood of our school and every effort is made to foster its growth, health and effectiveness.

ParentsLink have an excellent working relationship with the staff and this can only be beneficial to everyone. We value your attendance at meetings and will try to discuss topics of interest to you. We welcome your suggestions.

Social occasions are an integral and on-going part of our organisation.

## **REPORTING TO PARENTS:**

The purpose of reporting to parents is to provide clear and meaningful information about your child's learning, progress, and achievement, which then can be used to support further learning both at home and at school.

Timely and effective communication with teachers, students and families is essential to building strong home-school partnerships that support learning and improve student outcomes.

Southbrook School reports to parents regularly on the progress of their child. Reporting methods include:

### **Years 0-4**

Seesaw Learning Journal will provide -

Regular personalised updates and celebrations within the student's Three Kete.

Terms 1 and 3: Kete comments (what the student can do and their next steps).

Terms 2 and 4: Literacy (Reading, Writing) and Maths comments (the level, the student is working at, what the student can do and their next steps).

### **Whānau Meeting Years 0-4**

Whānau meetings are held in Term 2 Week 9 (or after two terms for Teoteo students starting later in the year). They provide an opportunity for parents, teachers and students to discuss the student's progress and next steps within their 3 Kete.

### **Whānau Meeting and Mid -Year Report Year 5-8**

Whānau meetings are held in Term 2 Week 9. They provide an opportunity for parents, teachers and students to discuss the student's progress and next steps within their 3 Kete.

### **Written Reports**

A written report is completed in Term 4 for all Year 5-8 students. This report will reflect on what students can do and shows their achievement against the Curriculum Levels.

### **Celebrations of Learning**

Students share their learning with parents through oral, written, and visual presentations.

### **Informal Parent Interviews**

Parents are welcome to arrange a time with their child's whānau teacher to discuss their child's progress at school.

It is expected that teachers will regularly liaise with parents about their child's learning and achievement.

### **Whānau Meetings (Year 2-8)**





At the beginning of each year, parents are expected to make an appointment time to meet with their child's / children Whānau teacher.

The purpose being:



Teachers to get to know their learners (their strengths, their passions, their skills and abilities), their parents, make connections and strengthen relationships from day one.



-  Teachers, parents and children to collaboratively set Term 1 goals.
-  An opportunity for teachers to talk about how the Learning Space will work for that year.
-  Opportunity for you to share any particular information you have about your child, your aspirations, your worries, and the challenges and successes they have experienced so far in their learning.
-  Students and parents to take home any newsletters and information.

### **SAFETY ON THE ROADS:**

The school is technically responsible for your child until he or she arrives home. Therefore, the school expects a high standard of behaviour while on public roads, and rigid adherence to the road code, regardless of whether the child is a pedestrian or cyclist.

The rule is 'once out the school gate, straight home by your normal route'.

The police assist us greatly in the education of your children in this respect. Obviously parental guidance is of paramount importance too.

We recommend that children under 10 do not cycle to school unless closely supervised.

### **SCRIPTURE (RELIGIOUS INSTRUCTION):**

This is an opt in group for students at lunch time once a week. Please let the office know if your child wishes to attend.

### **SENIOR TECHNOLOGY PROGRAMME:**

These classes are run weekly for Year 7 and Year 8 students at the New Life School. A range of useful skills are taught.

### **SPECIAL NEEDS / EXTENSION PROGRAMMES:**

The school runs both extension and remedial assistance for students that would benefit from them. You will be contacted if your child is involved in one of these programmes.

### **SPORT:**

Sport is a strength of the school and we actively promote participation in a variety of school based or interschool competitions both during school hours and also outside of school hours.

### **STATIONERY:**

We now have our stationery requirement lists loaded on to OfficeMax at [myschool.co.nz](http://myschool.co.nz). We have found this is a convenient way for you to purchase your child's stationery. All you will need to do is simply search for our school, select your child's Learning Space and follow the instructions on the website. Stationery lists are available at the school office. Our stationery is also available at Paper Tree Rangiora.

Some stationery items are available from the school office.

### **SUN SAFE:**



During Terms 1 & 4 we operate a sun safe policy and children are required to wear a hat if outside. **NO HAT, NO PLAY.**

### **TEACHER RELEASE AND GUEST TEACHERS:**

Learning Space teachers are released from their Learning Space teaching responsibilities for a number of reasons, including professional development, CRT (Classroom Release Time 10 hours per Term; an entitlement as part of conditions of employment), and of course Sick Leave and/or Personal Leave. We are most fortunate to have a number of high quality day-to-day guest teachers available to us.

Our first choice in selecting and appointing guest teachers is from our pool of 'known' teachers. From time to time however, there is a big demand on guest teachers which leaves us with little choice regarding whom we may appoint on such occasions.

### **SWIMMING:**

This is a very important school subject and treated as such. The requirement is simple – the children **MUST** bring their togs unless excused as noted under 'absences' earlier.

It is part of our job to encourage confidence and a love of swimming, as well as teach skills. We cannot do this without the absolute cooperation of parents, in reminding their children to bring their togs each day of the swimming season. Should the weather become too cold for swimming, then the children will not be expected to swim. Students from Year 1-6 will have lessons at Dudley Pool one term each year.

### **TAKING CHILDREN FROM SCHOOL:**

Should there be a need for you to take your child from school during the day, could you please ensure (particularly if it is during a break) that the child's whānau teacher or one of the other staff are informed. This is particularly important as if nobody has seen the child depart; it may take some time to establish their whereabouts.

Should a member of the family (unknown to us) be required to pick up the pupil, then it is **VERY IMPORTANT** that they identify themselves to a staff member before departure – this will avoid possible embarrassment; as the school has some clear legal obligations here. If there are **CUSTODY ISSUES** or court orders relating to your child, please inform the Principal of these.

*Once again, we welcome you to our school and we look forward to a successful partnership with you and your family.*

*The door is always open and you are welcome to pop in at any time.*

*It is important that we work together to provide the very best education and learning opportunities for your child.*

**SOUTHENDROOK  
School**



## **SOUTHBROOK SCHOOL ENROLMENT SCHEME**

In accordance with the Education Act 1989, the Ministry of Education has directed the Board of Trustees of Southbrook School to implement an enrolment scheme.

### **Enrolments:**

All students who live within the home zone described below are entitled to enroll at Southbrook School at any time.

Proof of residence within the home zone will be required.

Applicants are entitled to enroll at Southbrook School if their usual place of residence is within the zone, which has the following boundaries.

1. To the north: Charles Street to King Street to Johns Road to Northbrook Road to Boys Road.
2. To the east: The Cam River from Boys Road to Bramleys Road, Bramleys Road and Mulcocks Road, including the portion of Lineside Road 200m south of Bramleys Road.
3. To the south: The Main Drain Road from Mulcocks Road to Easterbrook Road.
4. To the west: Easterbrook Road, Fernside Road – between Easterbrook and Townsend and Pentecost Roads, and Pentecost Road as far as Charles Street.

Those living on the boundary roads are entitled to enroll. (A map showing the home zone is available on our school website [www.southbrook.school.nz](http://www.southbrook.school.nz)).

### Out of zone enrolments

Each year the Board of Trustees will determine the number of places, which are likely to be available in the following year for the enrolment of students who live outside the home zone. The Board will publish this information by notice in a daily or community newspaper circulating in the area served by the school. The notice will indicate how applications are to be made and will specify a date by which all applications must be received.

Applications for enrolment will be processed in the following order of priority:

- First: This priority category is not applicable at this school because the school does not run a special programme approved by the Secretary for Education
- Second: will be given to applicants who are siblings of current students
- Third: will be given to applicants who are siblings of former students
- Fourth: will be given to applicants who are children of former students
- Fifth: will be given to applicants who are children of board employees or who are children of a member of the board of the school
- Sixth: will be given to all other applicants

If there are more applicants in the second, third, fourth or fifth priority groups then there are places available, selection within the priority group will be by a ballot conducted in accordance with instructions issued by the Secretary under Section 11G(1) of the Education Act 1989. Parents will be informed of the date of the ballot by notice in a daily or community newspaper circulating in the area served by the school.

Please contact the school if you would like further information about our enrolment scheme.

Thank you

Julie Walls  
(Principal)



## **SOUTHBROOK SCHOOL UNIFORM POLICY**

**PURPOSE:** To state the uniform requirements expected to all pupils at Southbrook School.  
To stipulate rules relating to the wearing of school uniform.  
To provide protection from the sun by making the wearing of sunhats compulsory.

### **GUIDELINES:**

1. The wearing of the official school uniform will be included as part of the enrolment contract for all new enrolment at Southbrook School. ALL pupils attending the school will be required to wear uniform. The Board of Trustees and Principal have authority to set this policy under the 1989 Education Act, Section 72 and Section 76(b).
2. The uniform requirements are as set by the Board of Trustees, and are attached to this policy.
3. Jewellery, other than watches and stud earrings or small sleepers will not be permitted at school for safety reasons. (This includes crosses, pendants and necklaces. Bangles are not recommended).
4. Hair should be tidy and well groomed. Hair longer than shoulder length must be tied back. Hair dyes are discouraged, but if used they must be natural colours i.e. green, blue, pink etc. are not permitted.  
Shaved heads are not permitted, except for health reasons. Mohawks are not permitted.
5. The sunhats specified in the attached uniform list are compulsory in Terms 1 and 4.

### **Organisation Considerations:**

- School uniform is available to try on for sizing at the school office and then is available online <https://southbrookschool.gearstore.co.nz/>
- A second hand uniform supply will be available and organised by a Parentslink member.
- Financial advice and support will be available to parents from the Principal where there are problems regarding uniform costs.
- From time to time, there will be legitimate reasons why pupils may not be able to wear the uniform. On such occasions, pupils will be required to supply a note from home covering the reason and an indication of the time of the exemption.
- If a pupil does not wear correct uniform without proper exemption, the teacher shall talk to the child or parent on the first day and a letter will be sent home thereafter to inform the parent / caregiver of the concern.



## Southbrook School Uniform

### **GIRLS:**

Navy culottes / shorts (drill)

School polo shirt

School Navy track pants

School fleece

School Merino Jersey

Navy Blue polypropylene tops are permitted to be worn underneath polos in Term 2 and 3.

### **BOYS:**

School Navy track pants or navy shorts (drill)

School polo shirt

School Navy track pants

School fleece

School Merino Jersey

Navy Blue polypropylene tops are permitted to be worn underneath polos in Term 2 and 3.

### **FOOTWEAR:**

Covered toe sandals, running shoes or black / brown / blue leather shoes are our uniform.

Slip-on shoes, platform soles, high-heels, sparkly shoes or long length boots are **not acceptable**.

### **SOCKS:**

**Only** navy blue tights, navy blue knee high socks and navy ankle socks are acceptable.

### **HATS:**

Summer: Red wide brimmed type hats or red bucket hats. (Compulsory during Terms 1 and 4).

Winter: Southbrook School embroidered beanies

### **Note/Reminder:**

**Jewellery, Nail Polish and Makeup and not allowed to be worn at school**

**Long hair must be tied up**

### **UNIFORM SUPPLIERS**

<https://southbrookschool.gearstore.co.nz/>

### Student Information Consent Form

Images of our students (photographs, video clips, etc), and examples of their work, are sometimes published in our newsletters, on our school website, and other online channels such as the school Facebook page.

We publish student material to celebrate students' work and achievement, to encourage students to participate in our school community, and to promote the school.

We believe it is important to celebrate students' achievements, but are aware of the potential risks when such personal information or material is published online.

In the interest of safety and security we require parents to give consent before publication. With consent, we share no more than the student's first name, image, or work in the school newsletter, on the school website, or in the wider online community.

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**Please indicate your wishes by ticking the relevant box:**

☐ I give permission for my child's name, image, or work to be published in the school newsletter, on the school website, or the wider online community (as indicated above).

☐ I DO NOT give permission for my child's name, image, or work to be published in the school newsletter, on the school website, or the wider online community (as indicated above).

Student's Name: \_\_\_\_\_

Parent / Legal Guardian / Caregiver Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Cybersafety Use Agreement - Students



This document is comprised of this cover page and three sections:

Section A: Introduction

Section B: Cybersafety Rules for Primary / Intermediate Students

Section C: Cybersafety Use Agreement Form.

### Instructions for parents\*/caregivers/legal guardians

1. Please read sections A and B carefully. If there are any points, you would like to discuss with the school, let the school office know as soon as possible.
2. Discuss the cybersafety rules with your child.
3. Sign the use agreement form (Section C) and return that page to the school office.
4. Please keep Sections A and B for future reference.

**\* The term 'parent' used throughout this document also refers to legal guardians and caregivers.**

### Important terms used in this document:

- (a) The abbreviation '**ICT**' in this document refers to the term 'Information and Communication Technologies'
- (b) '**Cybersafety**' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones
- (c) '**School ICT**' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below
- (d) The term '**ICT equipment/devices**' used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use
- (e) '**Objectionable**' in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.

**Additional information can be found on the NetSafe website [www.netsafe.org.nz/ua](http://www.netsafe.org.nz/ua)**

## SECTION A:

### Introduction

The measures to ensure the cybersafety of Southbrook School outlined in this document are based on our core values.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices bring great benefits to the teaching and learning programmes at Southbrook School, and to the effective operation of the school.

Our school has rigorous cybersafety practices in place, which include cybersafety use agreements for all school staff and students.

The overall goal of the school in this matter is to create and maintain a cybersafety culture which is in keeping with the values of the school, and legislative and professional obligations. This use agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches which undermine the safety of the school environment.

All students will be issued with a use agreement and once signed consent has been returned to school, students will be able to use the school ICT equipment/devices.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices are for educational purposes appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the school, and used on or off the school site. The school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.

The school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit.

## **SECTION B:           *Rules to help keep Southbrook School Students Cybersafe***

*As a safe and responsible user of ICT, I will help keep myself and other people safe by following these rules:*

1. I cannot use school ICT equipment until my parent(s) and I have signed my use agreement form (see last page) and the completed form has been returned to school.
2. I can only use the computers and other school ICT equipment for my schoolwork.
3. If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.
4. If I have my own user name, I will log on only with that user name. I will not allow anyone else to use my user name.
5. I will not tell anyone else my password.
6. I can only go online or access the Internet at school when a teacher gives permission and an adult is present.
7. I understand that I must not, at any time, use the Internet, email, mobile phones or any ICT equipment to be mean, rude, offensive, or to bully, harass, or in any way harm anyone else connected to our school, or the school itself, even if it is meant as a 'joke'.
8. While at school, I will not:
  - Attempt to search for things online I know are not acceptable at our school. This could include anything that is rude or violent or uses unacceptable language such as swearing
  - Make any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school.
9. If I find anything mean or rude or things I know are not acceptable at our school on any ICT, I will:
  - Not show others
  - Turn off the screen/shut the top of the laptop down and
  - Get a teacher straight away.
10. I understand that I must not download or copy any files such as music, videos, games or programmes without the permission of a teacher. This is to ensure we are following copyright laws.
11. I must get permission from my classroom teacher or a member of the Southbrook School Senior Management Team before I bring any ICT equipment, devices or software from home that is intended to be connected physically, or via a wireless link, to our school computer network.
12. I will ask my teacher's permission before giving out any personal information online. I will also get permission from any other person involved.

### **Personal Information includes:**

- **Name**
  - **Address**
  - **Email address**
  - **Phone numbers**
  - **Photos.**
13. I will respect all school ICT and will treat all ICT equipment/devices with care. This includes:
    - Not intentionally disrupting the smooth running of any school ICT systems
    - Not attempting to hack or gain unauthorised access to any system
    - Following all school cybersafety rules, and not joining in if other students choose to be irresponsible with ICT
    - Reporting any breakages/damage to a staff member.
  14. I understand that if I break these rules, the school may need to inform my parents. In serious cases, the school may take disciplinary action against me. I also understand that my family may be charged for repair costs.

## **SECTION C                   *Southbrook School Cybersafety Use Agreement Form***



**To the parent/caregiver/legal guardian, please:**

1. Read this page carefully to check that you understand your responsibilities under this agreement
2. Sign the appropriate section on this form
3. Detach and return this form to the school office
4. Keep the document for future reference, as well as the copy of this signed page, which the school will provide.

**I understand that Southbrook School will:**

- Do its best to enhance learning through the safe use of ICT. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or school ICT equipment/devices at school, or at school-related activities
- Work progressively with children and their families to encourage and develop an understanding of the importance of cybersafety through education designed to complement and support the use agreement initiative. This includes providing children with strategies to keep themselves safe in Cyberspace
- Keep a copy of this signed use agreement on file
- Respond to any breaches in an appropriate manner
- Welcome enquiries from parents or students about cybersafety issues.

**My responsibilities include:**

- I will read this cybersafety use agreement document
- I will discuss the information with my child and explain why it is important
- I will return the signed agreement to the school
- I will support the school's cybersafety programme by encouraging my child to follow the cybersafety rules, and to always ask the teacher if they are unsure about any use of ICT
- I will contact the principal or school ICT lead teacher to discuss any questions I might have about cybersafety and/or this use agreement and I am welcome to do this at any time.

**Consent for Publication of Work, Educational Activities and Photographs**

I understand that if I tick the box on the slip below that I am giving consent for my son/daughter's work and educational activities to be published on the school Web site or elsewhere. I understand that no child's work will ever be used without his/her permission.

I also understand that by ticking the box on the slip below that photographs which include my son/daughter **may** be published, subject to the school rules; that photographs will not clearly identify individuals and that full names will not be used. I am aware that no personal information will be made public and that the school will maintain strict confidentiality of personal information.

**Additional information can be found on the NetSafe website [www.netsafe.org.nz/ua](http://www.netsafe.org.nz/ua)**

Please detach and return this section to school.

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**I have read this cybersafety use agreement and I am aware of the school's initiatives to maintain a cybersafe learning environment, including my child's responsibilities.**

**Name of student:** ..... **Student's signature:** .....

**Name of parent/caregiver/legal guardian:** .....

**Parent's signature:** ..... **Date:** .....

☐

**I give consent my son/daughter's work and educational activities to be published on the school Web site or elsewhere according to the details in the Southbrook School Cybersafety Agreement.**

*Please note: This agreement for your child will remain in force as long as he/she is enrolled at this school. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.*



## SOUTHBROOK SCHOOL

### CONCERNS POLICY

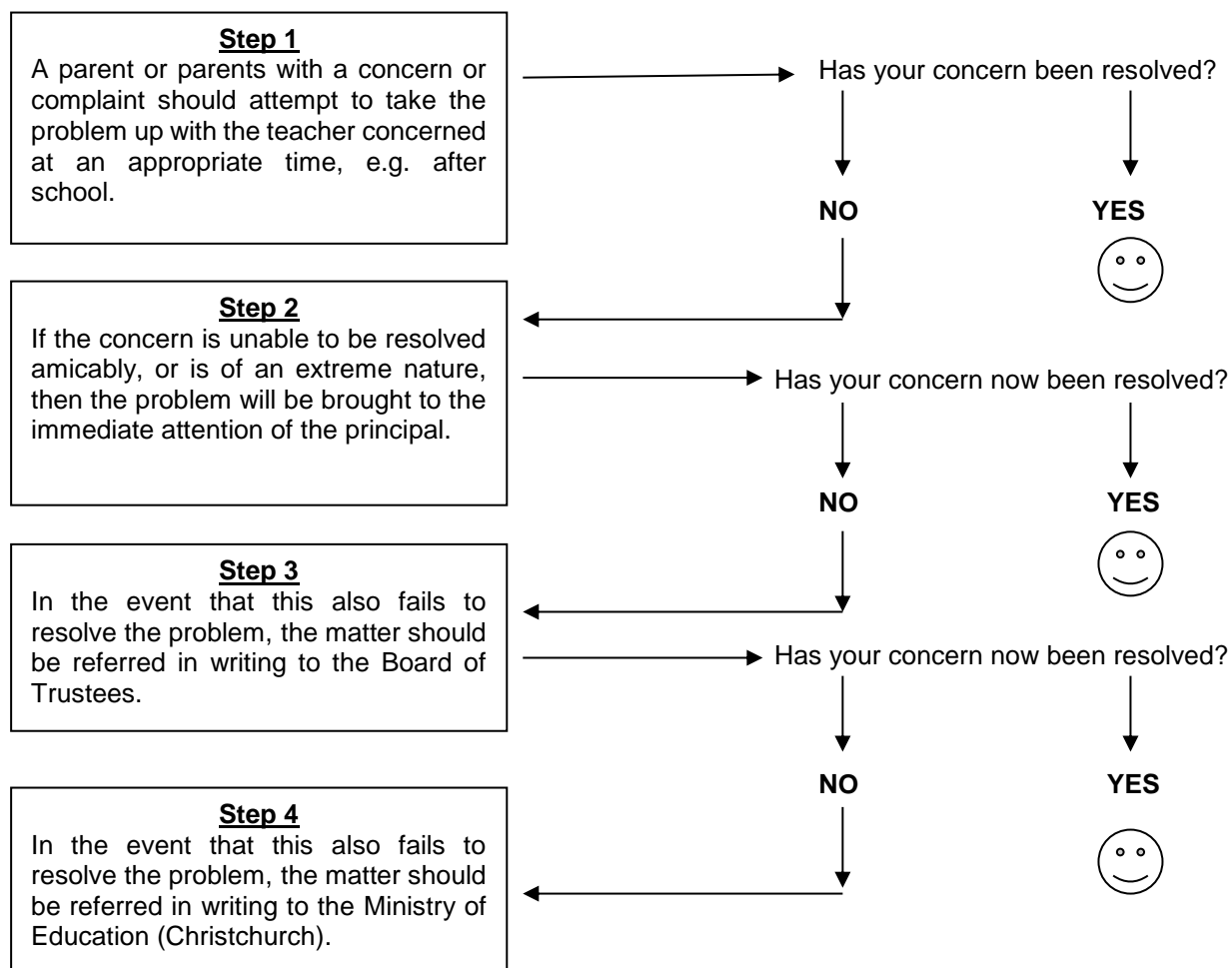
#### **RATIONALE:**

That, by having an avenue for parents to openly express and discuss their concerns, conflict will be resolved in a satisfactory manner.

#### **PURPOSES:**

1. To aim to achieve the resolution of any conflict.
2. To recognise the role of the principal as professional leader, and manager, of the school.
3. To ensure that complaints are directed to the person concerned first.
4. To ensure that both parties are able to express concerns to each other, or through a third party, in the certainty that they will be listened to and considered seriously.
5. To provide employees with an opportunity to correct behaviour or improve performance.
6. To ensure that when an unsatisfactory standard of conduct or performance persists, action is fair and reasonable, in accordance with contract provisions.

#### **GUIDELINES:**



#### **Note:**

- If the complaint involves physical or sexual abuse, the child abuse policy should be referred and adhered to.
- It is imperative that in dealing with any complaints through the Board of Trustees that the strictest confidentiality regarding the nature of the conflict, and the participants involved, is maintained, and that matters discussed "in committee" do not become public knowledge.

**Explanation of procedures / steps to take:**

1. An appointment should be made with the teacher concerned as soon as the nature of the concern is clear. If the nature of the concern is not clear, but a concern nonetheless exists, it would be wise to make a time, or drop in after school, to see the teacher.
2. If the concern is so major that a parent or parents would not feel comfortable approaching the teacher, or if the initial contact with the teacher concerned does not resolve the concern, an approach to the principal must be made.
3. The principal will then discuss the complaint with the teacher, and ensure that all information relevant to the problem is obtained.
4. Having obtained the relevant information, the principal will contact the parent(s) within a week. If considered appropriate by both parties, the principal will arrange a meeting between them or take other steps to hopefully resolve the issue.
5. The principal will contact the parent(s) at a later date to discuss progress and how the solutions discussed are working.
6. If these steps do not resolve the problem to the parent satisfaction, they should set out the nature of their concerns in writing to the Board of Trustees, whose responsibility it is to look at the steps taken, and to decide whether or not the parties have been treated fairly.
7. The Board of Trustees will acknowledge concern; consider appropriate action and report back in writing to the parent(s) concerned outlining their decision and how this was arrived at.
8. If the problem is first discussed with a Board member he/she will inform the parent of the correct procedures to adopt, as well as ensuring that the confidentiality of the concern is maintained.
9. If the problem is so great the Board member feels the normal channels are unable to be followed, he/she will contact the chairperson who will make a time to discuss the issue with the principal. The principal and chairperson will then decide on the procedures to be followed, unless the serious complaint is against the principal. In such a case, the Chairperson would consult the Board Members or an independent adviser before raising the issue with the principal.

**CONCLUSION**

Understanding by the school community of the procedures to be followed will result in the early resolving of problems / concerns before they develop into major issues.

