



## **ROYDVALE SCHOOL**

I welcome you to Roydvale School, and wish you and your child/ren a happy and positive relationship with the school. Whether your child is just starting school aged five, or joining us, having transferred from another school, it is a major step in both their and your lives.

To assist with this transition, our information pack is intended to offer a general overview of the life of our school, I trust that you will find it useful.

I am happy to respond to any specific questions or enquiries you might have about Roydvale School, so together we can make your child's first day a happy one!

Yours sincerely

Jenny Washington  
Principal

## **DESCRIPTION OF SCHOOL AND COMMUNITY**

Roydvale is a decile 10, Year 1-6 school (5-11 year olds), with a roll of around 300 children. Roydvale has a staff comprising of Principal, Deputy Principal, Assistant Principal, eleven Scale A teaching positions, a Reading Recovery teacher, five teacher aides, two School Secretaries and a Caretaker. In addition we have a Music specialist who works with all classes and our two choirs.

The school is situated in suburban North West Christchurch. It is on the edge of the urban belt and is close to Christchurch International Airport, the Russley Golf Course and the Canterbury Technology Park. The school is bordered by an area of light industry and residential housing. The housing is generally owner-occupied with a scattering of motels and tourist hotels.

The school opened in 1967. Set in spacious grounds it has fifteen classrooms, a library, a swimming pool, two adventure playgrounds and a hall. The school also has a netball and basketball court, a rugby/soccer field and a confidence course for older students. An After-School Care Programme (CASPA) operates from 3.15 - 6.00 pm. on the school site.

The school is well equipped with resources. It has a well stocked, automated library, and up-to-date teaching materials. Our school is well-equipped with IT equipment.

The school has a strong family atmosphere with parents and community members providing assistance in sport coaching, transport for trips, classroom programmes and road patrol. Good liaison with the local kindergartens and intermediates is maintained. The Parent Teacher Association (PTA), has worked very successfully to raise additional funds and support the work of the Board of Trustees and staff.

## VISION AND VALUES

Taking our Mission Statement, '*Fostering a Future Generation*' into account, our vision, reflects characteristics of what our school community would hope a child who leaves Roydvale after six years education would be like.

Our core values are what are considered important for a successful individual to thrive in the future. Other values could have been added, however for us, it was important to limit the values to a maximum of four key words that could be easily remembered by everyone, staff, children and parents at Roydvale and had real meaning as to what is held important at Roydvale.

In essence what we have endeavoured to do is 'bottle' the great culture, standards and expectations that exist at Roydvale, so that we are able to clearly articulate the key points that we hold important at Roydvale and what you as parents will be able to expect as your child moves through the school.



**ROYDVALE PRIMARY SCHOOL  
STAFF 2017**

**Principal:** Miss Jenny Washington  
**Deputy Principal:** Miss Emily Keenan  
**Assistant Principal:** Miss Lara Hyland

**PIWAKAWAKA SYNDICATE Years 1-2**

<b>Homeroom 1</b>	Mrs Andrea Brunton
<b>Homeroom 2</b>	Miss Anna Grocott
<b>Homeroom 7</b>	Miss Kit Bayles
<b>Homeroom 8</b>	Miss Georgia Cone
<b>Homeroom 9</b>	Miss Lara Hyland (Team Leader) Mrs Cathy Wells (release teacher)
<b>Homeroom 10</b>	Mrs Kirsty Parker

**PUKEKO SYNDICATE Years 3-4**

<b>Homeroom 11</b>	Mrs Marlene Van Der Bent (Team Leader)
<b>Homeroom 12</b>	Miss Michalla Thomson
<b>Homeroom 13</b>	Miss Alice McBreen-Smith
<b>Homeroom 14</b>	Miss Tracie Jones

**KEA SYNDICATE Years 5-6**

<b>Homeroom 3</b>	Mrs Deb Whitburn-Hooft (Team Leader)
<b>Homeroom 5</b>	Miss Jessica Lawrence
<b>Homeroom 6</b>	Mrs Anke Beckers-Yu & Mrs Tracey Buchanan Miss Emily Keenan (release teacher)

**READING RECOVERY**

<b>Green House</b>	Mrs Hazel Fyfe
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**MUSIC**

<b>Room 15</b>	Music	Mrs Bridget Roth
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## **SUPPORT STAFF**

Principal's Assistant	Mrs Karen Dow
Secretary/ Bursar	Mrs Jo Moen
Caretaker/Grounds	Mr John Lintott

Teachers' Aide	Mrs Shirley Johnson
Teachers' Aide	Mrs Julie Thompson
Teachers' Aide	Mrs Karen Odams
Teachers' Aide	Mrs Alison Eastes
Teachers' Aide	Mrs Jessica Whitfield

## **TERMS 2017**

<b>Term 1</b>	30 January - 13 April
<b>Term 2</b>	1 May - 7 July
<b>Term 3</b>	24 July - 29 September
<b>Term 4</b>	16 October – 15 December

## **STATUTORY HOLIDAYS 2017**

<b>Waitangi Day Holiday</b>	6 February
<b>Good Friday</b>	14 April
<b>Easter Monday</b>	17 April
<b>Easter Tuesday</b>	18 April
<b>Anzac Day</b>	25 April
<b>Queen's Birthday</b>	5 June
<b>Labour Day</b>	23 October
<b>Canterbury Anniversary</b>	17 November

## **ENROLMENT**

Roydvale School is governed by an enrolment scheme. Pupils are enrolled at the office and parents are asked to make an appointment with the principal to visit the school before enrolling their child. Prospective New Entrants visit the New Entrant Room before starting school, usually with three pre-entry visits.

### **Enrolment Forms**

The school collects the information on this form to:

- » enrol your child at school
- » assess the educational needs of your child
- » ensure the school gets the correct resources from the Ministry of Education for your child.

The school collects and uses your child's information in accordance with the Privacy Act. The school sends some of your child's information to the Ministry of Education and other education and health agencies. The school will not provide your child's information to any other people or organisations without your authorisation, unless needed by law.

## **SCHOOL ZONE**

While we welcome enquiries, Roydvale school is governed by an enrolment zone. For more details please visit [Ministry of Education Enrolment Zone webpage](#) and enter "**Roydvale School**" in the search on this to check if you are in our school zone.

## **SCHOOL HOURS**

8.30 am - children are allowed inside classrooms. By arriving in plenty of time children have the opportunity to be organised and ready for the day's teaching, as well as socialising with their class friends.

8.55 am - all children inside preparing for their day.

9.00 am - Teaching begins with the attendance register being called. Lateness is recorded as a child being absent so it is important if a child is late they report to the office before going to class. We phone home about any children absent whose parents have not contacted the school.

11 am - morning tea

11.20 am - teaching and learning

12.50 pm - lunch (eating supervised for 15 minutes)

1.45 pm - children prepare for afternoon

1.50 pm - teaching and learning

3.00 pm - school finishes for the day

3.15 pm - all children should be under parent supervision

## **LEARNING AT ROYDVALE**

School programmes reflect the intention of our Mission Statement, "Fostering a Future Generation" and our Vision by providing a secure, caring and supportive environment, enabling children to develop to their full potential.

School programmes are based on the prescriptions of the New Zealand Curriculum. Emphasis is based on the children becoming independent readers and writers, and capable and confident in Maths. In addition Art, Music, Drama, Physical Education, Social Studies, Science, Technology, Computers, Te Reo Maori and Health are valued and integrated into the programme the Speech/Language Therapist, Resource Teachers of Learning and Behaviour and curriculum advisers.

We deliver the curriculum in line with the New Zealand Curriculum Statements meeting the requirements of all essential learning areas. As a school we are always looking for the best teaching strategies, teaching programmes and approaches to support each child's learning. We have a number of teachers with specialist skills and interests in these areas. A wide range of outside agencies supports the school, these include: the Public Health Nurse, Community Constable, Dental Nurse, Hearing and Vision tester, and the advisory services

### **MUSIC**

Music has a high profile, with the Board employing a specialist teacher who takes each class for a 45 minute music lesson each week. Children from Year 3-6 have the opportunity to learn the recorder and ukulele during this time. Each year the school is involved in major musical events, such as the North West Music Festival at the Aurora Centre and the Christchurch Schools' Music Festival. Guitar, piano, keyboard and drum tuition is also offered during lunchtimes. We have a junior and senior Choir and a recently established orchestra. We also have a range of itinerant music teachers.

### **SPORT**

Roydvale takes an active part in the Canterbury Primary Schools' Sports Programme alongside our own sporting programme. Parent help with coaching and transport is welcomed. Year 5 and 6 children have the opportunity to be involved in cricket during summer and netball, hockey, soccer and rugby during winter. Teams play against other Christchurch schools during school hours. In addition we have school netball, hockey, touch and basketball teams participating in competitions out of school hours. Swimming sports, athletics, a cross-country and a duathlon are also part of the annual calendar of school events.

### **SWIMMING**

Swimming is part of the physical education programme. The school pool has been repaired following the Canterbury Earthquakes with the children also involved in a two week swimming programme at Jellie Park during Term 2 or 3.

### **LIBRARY**

The library is a central part of our school and we are proud of both the library environment and the range and quality of books offered. Classes visit the library on a weekly basis. The library is open from 1.20 - 1.50 pm, Monday - Friday, for children to borrow books, read or play quiet games and puzzles. Library bags are used to protect books to and from school. These can be purchased from the school office.

## **EDUCATIONAL VISITS/ACTIVITY FEES**

Sports, cultural and class trips are undertaken throughout the year. Bus and other costs are met by those travelling. Naturally, all drivers offering to transport children must have a current licence, ensure that their car is registered and has a warrant of fitness. At the end of each term an activity fee is sent home seeking permission and payment for any trips that children will be involved in for that term.

## **LATENESS**

It is important that children arrive each day on time and are not absent for reasons other than illness, dental or medical appointments, or special family circumstances. Please notify the school office and the classroom teacher in advance if you are able to. Please ensure you report to the office once your child has arrived at school to sign the child in. Your child will receive a late pass that must be handed to the class teacher. Regular and continuous instruction lays a good foundation for progress.

## **ABSENCE**

If you know that your child is going to be absent from school, please telephone the school office before 9.00 am (358-5785) or leave a message on the answerphone. Please phone each day that your child is away or let us know the expected length of the absence. If we do not hear from you and your child is found to be absent during the daily classroom checks, the school will make every effort to contact you. This is for your child's safety. Your co-operation in following the practice of telephoning the school would be greatly appreciated.

If there are any home circumstances, which may impact on your child's progress at school, please inform the Principal or your child's class teacher. Any information will be strictly confidential.

If your child is going to be absent for more than 5 days, eg family holiday, please advise the Principal in writing.

## **ILLNESS**

If a child has an accident or becomes sick at school, we will try to contact the parents as soon as possible. If contact cannot be made, we will use the emergency number you have provided. Please ensure that the names and phone numbers of the people you have designated to be contacted are up-to-date.

## **EDUCATION, AWARENESS AND GENERAL PRECAUTIONS**

- We inform parents about our allergy policy on enrolment, and remind parents about general allergy issues throughout the year as needed.
- We inform students about safe food practices, as required, to ensure a safe environment for all students.
- Students should not share food, utensils, and containers. Students' drink bottles and lunchboxes should be clearly named and should not be shared.
- We encourage basic hygiene measures, such as hand washing.
- We restrict the use of food in crafts, cooking, and science experiments depending on the allergies of particular students.

## **HOME CONTACT**

We welcome contact from parents, which can be made in several ways:

- Personally arranged interviews. Please phone or send a message so that a suitable time can be arranged.
- Parents helping in the classroom and with sport, library, outdoor education, lunch and road patrol supervision.
- The weekly Blog Post is emailed out to parents on Thursday.
- Notices are sent via the notices section on our website and also in paper format where appropriate. Please ensure you check the notices section on a regular basis.
- Urgent notices such as postponements or cancellations will be sent via Facebook and Twitter
- Special purpose meetings, eg curriculum updates.
- Informal day-to-day chats with teachers.
- The Principal encourages parents to “drop-in” and values the relationship the school enjoys with the community.

## **REPORTING TO PARENTS**

- We hold a sharing paper meeting at the beginning of each year. This is an opportunity for parents to discuss with their child’s new teacher how the child has settled into class, as well as any areas the teacher needs to be aware of.

### **YEAR 1-3**

- Interim reports are issued at 6 monthly intervals from a child’s anniversary/birthday.
- All year 1-3 children will receive a national standard anniversary report around their birthday or anniversary of starting school.

### **YEAR 4-6**

- Mid-year student led conferences are held at the end of term 2 for all year 4-6 students.
- End of year reports. At the end of the year all Year 4 to 6 children receive an end of year report.

## **BEHAVIOUR MANAGEMENT**

Teachers use a variety of strategies to maintain an orderly and co-operative atmosphere in the classroom. In all classes, all children contribute to a class set of rules established early in the year. Programmes in health and social skills training also teach positive behaviours.

The teachers and the Deputy Principal involve the child and parents/caregivers in developing strategies to deal with repetitive or serious misbehaviour which compromises the safety of others, or the ability of the teacher and children to work in a classroom free of disruptions.

Verbal abuse, taunts, physical intimidation and aggression are unacceptable and damaging behaviours and every member of the school community is responsible for ensuring that they are not present in our school.

Children will be encouraged to report incidents of unacceptable behaviour. This environment is crucial in developing a safe playground and classroom.

## **UNIFORM**

Please see separate sheet for uniform details.

## **LOST PROPERTY**

The lost property box is situated in the sick bay in the administration block. If your child has lost an item of clothing, please check this box first. Named items are returned to children and to this end it would greatly assist us if all items were clearly named. Small items such as watches, wallets, etc, are held in the school office.

At the end of each term all clothing items of lost property are put out on the courts to be claimed. Any unclaimed items are sold for a small donation and any remaining items are given to charitable organisations.

## **MONEY**

At the end of each term an activity sheet is sent home seeking permission and payment for any trips that children will be involved in for the following term. When money is required for school activities, please send it in an envelope bearing your child's name and room number. If using cheques, please make sure they are made out to the correct payee, eg Roydvale School for such things as school trips, or the Roydvale School PTA and include the 25c cheque fee. Except for lunches, or as requested for a special reason, such as mufti day, we ask that children do not bring money to school. Eftpos is available at the office.

## **SCHOOL DONATIONS**

The level of voluntary donations is set each year by the Board of Trustees. Parents may pay in a lump sum or by the term. Parents whose children enter the school during the year will be invited to pay for the term in which they enter, and for subsequent terms. The donation per child is \$140 with a maximum of \$360 per family. The school is reliant on parental donations in order to provide a quality education programme for children. A reminder that you can claim back donations through IRD.

## **HYGIENE**

Roller towels and soap are provided in all toilets. This helps children to develop good habits of personal hygiene. A unit for the disposal of sanitary items is located in the senior girls' toilet.

## **CHILDREN LEAVING THE SCHOOL**

Parent/caregivers are asked to sign the child out via the school office if the child needs to leave during school hours.

Please do not take your child from school without making sure that a staff member, preferably the class teacher, is told. This can save a great deal of anxiety. Children are not permitted to leave the playground without a teacher's permission. At other times, children will not be sent home for any reason until we have confirmed with the parents that there is an adult at home.

## **SCHOOL CROSSING**

A crossing is controlled by trained Year 6 pupils with a teacher or parent supervising from 8.30 - 8.55 am, and 3.00 - 3.15 pm.

Parents are asked not to stop their cars on the yellow lines in front of the school

when dropping off or collecting their children. It is impossible for our traffic wardens to see over these cars - our wardens are only child-sized!  
Please be considerate of our neighbours when parking around the school by not parking over driveways, this includes Juniper Place.

### **DIGITAL CITIZENSHIP AGREEMENT**

Each child and family sign a digital use agreement on enrolment. If these agreements are not followed by your child computer privileges will be reviewed and discussed with parents.

### **CELL PHONES/DEVICES FROM HOME**

Some children bring cell phones to school in order to communicate with parents or caregivers before or after school. If children do this, they are encouraged to hand their phone to their teacher at the start of the school day and collect it at the end of the day. For security reasons children are not advised to leave cell phones in their bags during the school day. Cell phones are NOT to be used by children during the school day.

### **PRINCIPAL'S BLOG**

The link to this is emailed out to families each Thursday. If you are new to the school we encourage you to go to our website and subscribe to our Hail.to website.

### **TOYS AND VALUABLES**

We ask that toys and valuables are not brought to school and seek your co-operation with this. Loss, damage and disputes over ownership are thus avoided.

### **DRIVEWAY**

We ask parents not to use the school drive as a matter of course in the morning or afternoons. It should be used only when picking up a sick child, or dropping off a heavy load. If you do need to use the drive please keep to the 10 kph speed restriction and be alert for children.

### **PARENT TEACHER ASSOCIATION (PTA)**

The PTA gives parents the opportunity to be involved in social events, fundraising activities and working bees and is a great way to make new friends while playing a vital role in the school. The group meets once a month. Refer to the newsletter for the date of the next meeting, or email [roydvale.pta@gmail.com](mailto:roydvale.pta@gmail.com)

### **STATIONERY**

Stationery packs are to be purchased from school. Packs will be on sale the week before school commences. If children enrol at Roydvale after the year has begun, your class teacher will issue you with a stationery list. A small amount of stationery is kept in school.

### **HOMEWORK**

Homework is set by the team of teachers regularly. Homework reflects the general ability of the children in the team. If it is not enough for some children, teachers might like to consider having a resident 'expert' that does some sort of research at home and presents it to the class. Teams are required to be consistent with their homework practice, however the needs of a particular year group may be different from another.

Homework expectations are clearly communicated to parents on a regular basis.



