

A - Z Information for Yaldhurst Model School

Welcome to Yaldhurst Model School

When first starting at a new school it can take a little while to find out how things work. Here is our one stop list for school information. If you feel something is missing from this list then please contact secretary@yaldhurst.school.nz.

You do not know what you do not know so please take a few minutes to read from A- Z.

A - F

Absences - Please contact the school office before 8:30am (to leave a message) or from 8.30am (to speak to someone in person) if your child is going to be absent or late. All absences that are not reported to the office are followed up soon after 9.00am.

You can telephone the office at any time and leave a message detailing the reason for your child's absence. Please notify the school every day your child is away. If your child is absent for any reason other than illness please inform the school in advance of the dates they will be away.

Please avoid sending an email to advise of absences as the school secretary receives a large number of emails and priority is given to phone communications.

If your child is absent through illness for more than three days, please provide a doctor's certificate.

Yaldhurst Model School uses an electronic attendance system to record the roll and to monitor student attendance. Based on the Ministry's attendance guidelines children's absence is recorded using a number of codes.

For example:

P= Present

L= Late

M= Medical (This refers to students at home sick or in hospital, however unless a Doctor's note is provided the student will be marked as E)

J= Justified absence (This refers to unplanned absence such as a bus breakdown, accident or bereavement, and also planned absence such as representation in a national sporting event)

E= Explained but unjustified absence (This includes term time holidays, visiting relatives,

children staying at home as their brother or sister is sick).

Accidents - In the event of an accident your child will be administered basic first aid. In the case of serious accidents parents/caregivers will be contacted. If it is an emergency the student will be taken to A&E, doctor or dentist and the parent/caregiver will be contacted immediately.

All injuries to a child's head are reported to parents/caregivers.

Allergies and severe medical conditions - Medications for specific allergies/illnesses will be kept in the Sick Bay with details for administration. Details of students with significant life-threatening conditions are held in the form of a health plan at the school office. Parents/Caregivers must inform the office of any changes in their child's health plan to ensure that correct action is taken.

Assembly - At present YMS has a mihi whakatau on the first morning of each new term. There is also a Hero Awards Assembly once per term that is advertised in advance. At this assembly achievement certificates are presented to students who have gained a significant number of Hero Points during the term.

Bell Times - Yaldhurst Model School Bell Times and Learning Sessions are as follows:

School Timetable

8.55:	Bell is rung for instruction to begin
9.30:	Healthy Snack Break
9.00 - 10.30:	Learning Time: Session 1
10.30 - 10.50:	Morning Break
10.50 - 11.00:	Read and Feed (Healthy Snack)
11.00 - 12.00:	Learning Time: Session 2
12.00 - 12.30:	Lunch: Playtime
12.30 - 12.45:	15 minutes students are seated and eating
12.40 - 1.40:	Learning Time: Session 3
1.45 - 2.00:	Afternoon Break
2.00 - 3.00:	Learning Time: Session 4

Before and After School Care - Kelly Club offers before and after school care on site at YMS.

Please see <https://www.kellyclub.co.nz/yaldhurst> for more information.

Bicycles - Due to our locality very few children bike to school. If your child is going to bike to school then please discuss this with your child's teacher. It is your child's responsibility to ensure that bikes are securely locked at school. YMS recommends that as part of our values of being a Healthy Individual and Responsible Citizen that all children riding to school wear a helmet and high visibility jacket.

Board of Trustees - This is the governing body of the school. It is made up of a number of Elected Parent Representatives, the Principal and an elected Staff Representative. Board meeting dates are published on the school calendar and are generally held on the second Tuesday of each month at 7.00pm in the Staffroom. Meetings are open to the public.

The YMS BoT consists of the following people: Rebecca Grooby (Chairperson), Rebecca Webster (Deputy Chair), Barbara Tie, Allan Robertson (Principal) and Sara Dods (Staff Representative).

Camps - During the school year all students have an Education Outside the Classroom outdoor experience; whether it be an overnight camp at school, William Pike Challenge or a trip to Wellington.

Camps

Year 1 to 2 Camp

Generally held in the middle of Term 1. This is held on school grounds and family accompany children. One night.

Year 3 to 4 Camp

Generally held in Term 1. This is held on school grounds or local facility. One night.

Year 5 to 6 Camp

Generally held in Term 1. This is off-site and currently rotates each year between three venues: Governor's Bay, Woodend and Hanmer Springs. Two nights.

Year 7 and 8 Camp

Generally held in Term 4. This is off-site and rotates between two experiences: Wellington City Trip and an outdoor camping experience.

Car Parking - The school grounds are reserved for staff parking please. Car parking spaces are clearly marked outside of the school. Please respect the various time limits and the fact that Disabled car parks are for members of our school community with mobility challenges .

Change of Address and Contact Details - Please make sure all contact details are up to date by notifying the office 03 3427933 or secretary@yaldhurst.school.nz

Communication - We have a culture of open communication at Yaldhurst Model School. We aim to inform parents/caregivers of all upcoming events and school programmes through our websites, blogs, emails and tweets. The school continues to monitor the best ways to inform our community in the rapidly changing world of electronic communication.

Complaints and Concerns - As a staff we are open to discussing any particular concerns or positive feedback you have. If you have any concerns, your first port of call is your child's teacher. If you feel your concerns have not been adequately addressed then the Principal is happy to meet with you and ensure a solution is achieved. In this instance please contact the office to make an appointment.

A copy of the YMS Complaints Procedure is available in the office foyer or via our School Docs Policies and Procedures via the YMS website.

Cross Country - Held in early in Term 2. All students participate and run a course that is appropriate for their age. No matter what age; jumping over hay bales is great fun.

Dental Clinic - The CDHB Mobile Dental Service visits the school once per year and you will be notified of their visit. Outside of this time dental health inquiries can be made to the CDHB.

Deputy Principal - Feel free to chat with Heather Tebbett if the Principal is unavailable for your queries - She's very approachable!

Donations - In 2020 the YMS Board of Trustees has accepted the government's payment of \$150 per student. As a result the only donation requested from parents will be for overnight camps.

Don't Mess with My Mornings- At YMS we strive to keep morning lessons free from distractions wherever possible. This means when booking events or visitors we try to have these occur after 12pm.

e-Learning and being Cybersmart - The use of e-learning tools are maximized throughout the day. Our school operates on a high speed secure network. There are security and access filters in place that are controlled to ensure student safety.

YMS as part of the Uru Mānuka cluster of Hornby Schools. Our students have 1:1 access to devices from Year 4 upwards. As funds allow more and more Year 1 to 3 age students will have access to ipads.

Permission for student use of the YMS student network and Internet - Upon enrolment students are asked to discuss and sign the Kawa of Care with their parents/caregivers. The Kawa Of Care outlines the expectations for Cybersmart use of devices at YMS. Students are taught how and why to be Cybersmart.

Emergency or Evacuation - If you are in the school in the event of an emergency please follow the teacher instructions and procedures below:

Signal: Continuous Ringing of the school bell or announcement for fire, earthquake, chemical spill, volcanic eruption or lock down.

Action: Children and visitors follow teacher directions in a quick and orderly manner. The evacuation point is on the rear field.

The Principal will give the command to re-enter the building when it is safe.

For Lockdowns:

Signal: Short bursts on the bell for one minute.

Action: Children and visitors move in to the nearest class or building, lock the door, stay quiet and keep all movement to a minimum until the all clear is given by the principal.

G - L

Gates - As a safety measure we have a gate. The gate is to be closed at all times.

Hazard Register - A Hazard Register is kept in the school office and can be sighted at any time. It is updated monthly and presented to the Board of Trustees. All hazards in the school are removed, minimised or managed in a timely fashion.

Internet Connection for Devices - If a visitor needs to connect up to the school wireless network then please ask at the office for a guest password.

Head Lice - Head Lice like healthy hair. Head Lice can be a problem from time to time. The spread of headlice in a classroom can be controlled and prevented by checking your child's hair regularly (eggs take about 9 days to hatch). If lice or eggs are found consult your chemist and notify the child's guardian (teacher). All parents of the class concerned will be asked to check their child's hair.

Healthy Snack Break - 10.am each day - Whānau are asked to provide a daily healthy snack aimed to support better learning.

Kapa Haka - In terms 2 - 4 we have Kapa Haka lessons across the whole school for children who nominate to be in our Kapa Haka Group.

Kelly Club Before and After School Care - Kelly Club operates onsite at YMS. Before School Care is available from 7.15 - 8.30 am and After School Care is available 3:00 - 6:00pm. For more information please see <https://www.kellyclub.co.nz/yaldhurst>

Leaving the School Grounds - Children are not permitted to leave the school grounds unless a specific arrangement is made with the teacher. Visitors need to sign in and sign out at the office.

Library Books - Students have the opportunity to visit the library each week. They are welcome to take out 2 books at a time. They then need to be returned the following week for new books to be issued. Please see your child's class blog for which day your child's class visits the library.

Lockdown Procedure - Please see under Emergencies.

Lost Property - Lost Property bin is located next to the Library, up the ramp near the school entrance in the foyer. Items are displayed at the end of each term for the last week. After this the remaining items will be disposed of at the end of term. Please name all clothing items clearly.

Children are encouraged to take responsibility for their own property, particularly clothing.

M - R

Mana Ake –Stronger for tomorrow - Mana Ake is a service that provides early intervention for children in Years 1-8 and their families/whānau, to support their wellbeing.

The Mana Ake service in Uru Mānuka is provided by people with a range of skills including social workers, whānau ora kaimahi, counsellors and kaahumanu. They are available to support children and their families/whānau at school and at home and they will be in our school regularly.

The service provides support for teachers, families and whānau when children are experiencing ongoing issues that are impacting their wellbeing. The Mana Ake service can support individual children, groups of children and provide information and workshops for parents.

If you would like to find out more about the best support Mana Ake can offer your whānau then please feel free to talk to a staff member directly, in confidence, or send an email to heather.tebbett@yaldhurst.school.nz

Medication - Please hand all named medications and signed instructions to the office staff. This includes medications that need to be administered on a longer term. Some medications are kept under lock and key. All medication will be stored in the Sick Bay and administered by office staff.

Mihi Whakatau - A welcome for all new members of our YMS community on the first day of each school term from 9.10am. All whānau are welcome to attend.

Money - Internet banking is preferable for all payments. Cash can be paid at the office. All monies remitted by parents must be paid to the school office and not to individual class teachers.

Mufti Days - YMS Student Council informs the community of when the mufti day is, if it has a theme and what the gold coin donation will be raising money for.

New Entrant Orientation - Starting school is an important milestone in the life of a child. It is a time of change and adjustment both on the part of the child and of his/her parents.

Before a new entrant child is due to start school the school secretary will phone you to arrange three pre-school orientation visits which both children and parents/caregivers are invited to attend. These visits are designed to let new parents and students see what happens at school.

All children stay until 3.00pm from the day they start school unless we have discussed alternatives.

Preparing your new entrant child for school -The following are useful tips to make the transition to school easier for your child:

- Encourage a positive attitude to school, talk to your child about school and what will happen throughout the day e.g.: play lunch, lunch time, what the bells mean etc...
- Help your child to recognise their own name, and if possible, attempt to write it.
- Teach your child how to manage their clothes, look after their property and pack their own school bag.
- Familiarise your child with a packed lunch. A small play lunch wrapped separately is helpful.
- Provide opportunities for your child to use scissors, crayons and pencils.
- Name all clothing and property, this ensures lost items can be located and returned quickly.

Parent Teachers Association (PTA) - Members: **President** - Sarah Lowry. The YMS PTA are a great group of fun loving people who contribute their time to our school. The PTA organises fundraising activities. The PTA would love you to consider joining. Being on the PTA is a great way to meet people while helping all the children in the school.

If you have any new ideas or fundraising opportunities please feel free to send an email to: pta@yaldhurst.school.nz.

P- R

Personal Possessions - Children are not to generally bring toys, jewellery or electronic games. Some classes have a sharing time for special possessions and classroom teachers will notify the parents of their students if this is the case. The school accepts no responsibility for the loss or damage of such items.

Pet Day - Held in Term 4 - A fun day for all. If children do not have an animal to bring they can instead enter a Pet Rock, Soft Toy or a vegetable sculpture. Everyone is included in the fun.

Principal - Please feel free to approach Allan Robertson (principal@yaldhurst.school.nz) if you have any concerns, queries or compliments. Compliments are his favourite.

Public Health Nurse - Public Health Nurses (PHN) are Registered Nurses who specialize in child and family health. They are employed by the Canterbury District Health Board and provide a free and confidential health service for children aged 5 – 18 years.

Belinda Hay is the Public Health Nurse assigned to our school. If you are worried about your child's health you can contact Belinda or a referral can be made by a teacher. Common referrals to the PHN service may include - allergies and anaphylaxis, asthma/frequent cough, wetting, soiling, head lice, medical conditions (e.g. epilepsy, diabetes, medication), coordination/motor skills, behavioural concerns, eating/nutrition, hygiene, skin conditions (e.g. eczema, scabies), tiredness/lethargy (continual-over a long period of time), puberty/sexuality/ sexual health, and emotional issues (e.g. significant behaviour concerns or changes at home, grief and loss, friendships/relationships).

Public Health Nurses are able to meet with parents/caregivers at home, school or work to provide health support, assessment, advice and to coordinate family health, school or support services if required.

You can contact Belinda Hay the Public Health Nurse via phone (03) 364 1919 or email belinda.hay@cdhb.health.nz

Please feel free to talk to our YMS staff if you feel you may wish to explore what the Public Health Nurse has to offer.

Reporting to Parents

HERO Student Management System Reporting - At Yaldhurst Model School you can view your child's learning and progress anytime through our LINC-ED reporting system. Learning

artefacts are uploaded to show proof of how your child has achieved their goals. Student's 'Next Steps for Learning' are updated with the teacher and the student twice per term.

Reporting on LINC-Ed shows where your child is currently working in relation to the New Zealand Curriculum. You will be able to track over time the progress made in relation to the expected curriculum bands for each year level.

How do I access my child's LINC-ED page?

Step 1: Visit: <https://yaldhurst.linc-ed.com/wp-login.php?action=lostpassword>.

Step 2: Your username is the email address that you have previously shared with the school. Enter your email, if you have set up your password then enter this now. If you have not logged onto Linc-ed before please click Get New Password.

Step 3: An email will be sent to you containing a link for you to click on. The link will take you to a page where you will see your new password. If you choose to personalise this, you can delete the generated password and enter your own strong, secure password.

Step 4: Enjoy reading, viewing and listening to your child's learning. Become part of the conversation by writing a comment.

Quick Access

To give you quick access to LINC-ED on your smartphone you can simply add a button on your home screen:

1. Open LINC-ED in Safari and tap on the share icon on the bottom of the page.
2. From the list that appears select 'Add to Home Screen'
3. Follow the onscreen instructions.
4. *If you have any questions, in regards to LINC-ED, please don't hesitate to contact your child's Teacher.*

S - Z

Sausage Sizzles - Sausage Sizzles are held each term and dates will be advertised in the school calendar, newsletter and on Facebook in advance.

School Timetable

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10.30 - 10.50:	Morning Break
10.50 - 11.00:	Read and Feed (Healthy Snack)
11.00 - 12.00:	Learning Time: Session 2
12.00 - 12.30:	Lunch: Playtime
12.30 - 12.45:	15 minutes students are seated and eating
12.40 - 1.40:	Learning Time: Session 3
1.45 - 2.00:	Afternoon Break
2.00 - 3.00:	Learning Time: Session 4

School Office Hours - The office is open Monday to Friday between the hours of 8.30am to 3.30pm. No EFTPOS facilities are available at the office; cash only please.

School Photos - These are usually taken in early Term 4.

School Pool - The pool located near the entrance is open through the summer months. Keys are \$70 for 2019/20 season. A \$20 refund will be given when keys are returned within 6 weeks of pool closure. Keys can be purchased from the office. Cash Only.

School Trips - Throughout the year we have many school trips and excursions. We would love parents to help out on these events. If you think you would like to help please see the office as all helpers must be police vetted.

Signing In and Out - We have an Active Sign in system installed in the office. For Health and Safety reasons **ALL** visitors are requested to go to the office to sign in and be directed. Should your child arrive late (after 9am) they must also sign in and should your child leave for any reason before the end of school (3pm) they must sign out. Thank you for your attention to this.

Special Needs and Gifted and Talented

Students who are clearly identified as Special Needs or Gifted and Talented (and sometimes both) will be monitored by the classroom teacher and the school's Special Education Needs Coordinator (SENCO). Parents/Caregivers will be involved in discussion around the best educational programme.

A suitable programme will be put in place to support students. This may or may not include teacher aides. Teacher aide time is apportioned on a needs basis. Some students will have Individualised Education Programmes (IEPs) while others will be able to be catered for within the differentiated classroom programme.

Stationery Lists - They will be on the YMS website (yaldhurst.school.nz) two weeks before school starts each year. Stationery lists are available on class websites during the year.

Sunsmart for Summer - All students are required to be Sunsafe; we encourage the application

of sunscreen to your child's face, arms and legs before leaving home. The wearing of school sunhats is compulsory in Terms 1 and 4.

Swimming - Bring togs to school each day in Terms 1 and 4. Students Years 4 and up are able to swim during the lunch break. Lessons are in Term 1. Swimming Sports is held in Term 1.

Telephone

Each classroom has a telephone. Telephone calls will not be forwarded to classrooms during teaching time unless there is an emergency. Messages are taken in the office and passed on to the class. Student use of telephones is allowed only with supervision.

Triathlon - This is usually held in Term 1, Swim, Bike/Scoot & Run.

Uniform - The uniform is to purchase at Mainland Uniforms 511 Wairakei Road, Burnside, Christchurch. Online purchase is available also

<http://www.mainlanduniforms.co.nz/category.php?id=55>

Sun hats are compulsory during Term 1 and Term 4. Footwear - no jandals, crocs or backless slip-ons are suitable for school wear. Sport shoes are a great option due to activity participation throughout the day.

Wheels Day - Each Friday students can bring skates, skateboards and scooters to school for the day. Helmets must be worn. No bikes please for Health and Safety reasons.

Year Classification - Children who start after July 1st are still classified as a Year 1 the following year therefore having a year and a half as a Year 1.

Children who start before July 1st are classified as a Year 1 for that year, and become Year 2s the following January.

This is our general rule, however, there is room for discretion to take into account academic ability and social maturity.

YMS Text Alerts 'Tweets' - If you are a Spark or 2 Degrees customer, please follow these instructions to receive YMS Text Alerts:

Create message and type in: followyaldhurstschool then send to 8987