



# Whānau Information 2024



Welcome to our School Community. We trust that your families' association with the school is happy, positive and productive.

This booklet has been designed to give you some general information about the school as well as to explain some of the more specific points that we feel will interest you.

Children can only learn well, both at school and at home, when there is co-operation and mutual understanding between teachers and parents. We hope these slides will help to achieve this end.

Remember the doors of Cotswold Mātāhae School are always open. If you have a query, contact your child's Class Teacher, Associate Principal or the Principal.

Meet the Teacher "Staying Connected" **TUESDAY 30th JANUARY**  
You will be sent a notification from Hero to make your 10 minute booking.

[Click here](#) to complete the "Getting To Know Your Child Form"  
This will be sent automatically to your child's class Teachers.



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# 2024 Starting & Contact Details

## School Office

The school office will be open as follows:

- Monday 29th January, 2024 - 9.00am to 3.00pm.
- Tuesday 30th January, 2024 - 9.00am to 3.00pm.

Normal office hours of 8.30am to 3.15pm resume on Wednesday 31<sup>st</sup> January, 2024.

- Teaching Staff & Support Staff - Monday 29th January and Tuesday 30th January, 2024
- All Students - Wednesday 31st January, 2024

## Change Of Contact Details

It is important to notify the office of any change of address, telephone, mobile phone numbers or email addresses.

**School Contact Details**  
Cotswold Mātāhae School  
50 Cotswold Avenue  
CHRISTCHURCH 8053  
Phone: 359-8035  
Website:  
[www.cotswold.school.nz](http://www.cotswold.school.nz)  
Email:  
[office@cotswold.school.nz](mailto:office@cotswold.school.nz)



## Absentee Notification

- <https://go.linc-ed.com/> or phone 359 8035 (Option "2")

## Linc-Ed Hero School App

The Hero App is our main method of communication.

[Instructions on how to download the App can be found here.](#)

## Facebook Page

## School Newsletters

Newsletter containing [Principal's Pānui](#) is published fortnightly

## School Policies

[SchoolDocs](#)

## Term Dates:

Term 1: Wednesday 31st January to Friday 12th April

Term 2: Monday April 29th to Friday 5th July

Term 3: Monday 22nd July to Friday 27th September

Term 4: Monday 14th October to Thursday 19th December

# [Link to Term Dates](#)

### 2024 Term Dates



Staff Only Day - Monday 29 January  
Meet the Teacher - Tuesday 30th January

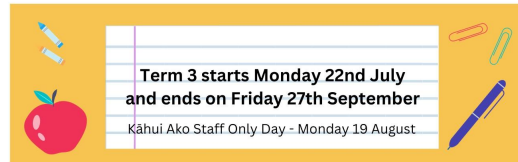
**Term 1 starts on Wednesday 31st January -  
and ends on Friday 12th April**

Waitangi Day - Tuesday 6th February  
Good Friday 29th March - Easter Sunday 31st March  
Monday 1st and Tuesday 2nd April (during Term 1)



**Term 2 starts Monday 29 April  
and ends Friday 5th July**

Staff Only Day - Friday 31st May  
Kings Birthday - Monday 3rd June  
Matariki - Friday 28th June



**Term 3 starts Monday 22nd July  
and ends on Friday 27th September**

Kāhui Ako Staff Only Day - Monday 19 August



**Term 4 starts on Monday 14th October  
and ends on Thursday 19th December**

Labour Day - Monday 28th October  
Staff Only Day - Thursday 14th November  
Canterbury Anniversary Day - Friday 15th November

# Cotswold Mātāhae School Staff 2024

## Cotswold Mātāhae School Board Of Trustees

Every state and state-integrated school in New Zealand has a board of trustees. Boards bring families, communities and schools together to work for a quality education for our children.

The Board of Trustees is a Crown entity. It is the employer of all school staff and sets the school's overall strategic direction. The school's Principal is the Board's 'chief executive' and manages the school operation in line with the board's policies.

The membership of the school Board includes elected parent representatives, an elected staff representative and the principal.

School trustees have a very important role in making sure every child achieves their potential at school.

Cotswold School Board of Trustees meet each month. Meeting dates are notified in school newsletters and on the school calendar, both of which can be accessed from the school website - [www.cotswold.school.nz](http://www.cotswold.school.nz).

## Enrolment at Cotswold Mātāhae School

Enrolment at Cotswold Mātāhae is governed by an enrolment scheme. The enrolment scheme outlines a geographical area from which students are automatically accepted for enrolment at our school. The enrolment school also outlines priorities for the acceptance of students living outside of our zone. Refer to the [Education Counts website](#) to check the most up to date zoning information for Cotswold Mātāhae School. If you are living at an in zone address you can enrol via the [online enrolment form](#) and our Enrolments Officer will be in touch.

If you are not living within our school zone you have the option of applying via our Out of Zone Ballot. For more information on how to register for future ballot dates, and to register for the next ballot please refer to the [Ballot Notification Form](#).



## Opt In Activities / Curriculum Activities

At Cotswold Mātāhae school activities are divided as follows:-

- If your child chooses to participate in an Opt In Activity offered by the school (ie. representing the school at a sport or cultural activity) this will be added to their account in the Hero App. The due date will be included and it is Board policy that payment is made by the due date in order for them to participate.
- If curriculum based activities are offered these will include a request for a parent contribution. This enables us to continue to provide your child with a rich learning curriculum.

**School activities can be paid by the following method:-**

- o Payment (including credit cards) via the Hero School App (fees apply)
- o Online payment to our student payments account no: 12-3149-0316613-01. Please include child's name and current room number to assist with reconciliation.
- o EFTPOS and Cash at the School Office (we cannot accept credit card payments)

A receipt will be available to download from the Hero App at the end of the financial year detailing all parent contributions made by you. If certain criteria are met you, as an individual, can claim a donation tax credit on a donation of \$5 or more.

### School Donation

The Board has set the 2024 school donation at \$150.00 per child.

We use donations received to provide additional learning resources. This has had a very positive impact on student achievement and wellbeing.

While school donations are not compulsory, we do appreciate the commitment made to our school by a large number of our parents who make the requested donation. We also appreciate and acknowledge a number of donations made by parents over and above that requested and for special school activities like camps and swimming.

A School Donation request will be sent to parents early in Term 1. Receipts for school donations will be available to download from the Hero App at the end of the financial year. If certain criteria are met you, as an individual, can claim a donation tax credit on a donation of \$5 or more.



## 2024 School Assemblies

As a way of celebrating our students we will be having school assemblies on a Friday morning at 9.10am.

Full school assemblies are twice a term.

Parents of children who are performing or receiving an award at these full school assemblies will be invited to attend, this is due to hall capacity.

Senior and Junior assemblies are for students only.





# 2024 School Opportunities

## JUNIOR SCHOOL YEAR 1-3

### **Bike Rally**

In term four the Year 3 students head to McLeans Island for an exciting morning biking around the 10km/15km track

### **Mini Jammers Basketball**

During Terms 1 and 4 the Year 3 and 4 students are able to sign up and play basketball for Cotswold Mātāhae at the Bishopdale YMCA on a Thursday night. Game times will vary on a weekly basis.

### **Summer Hockey**

During Terms 1 and 4 the Year 3 and 4 students are able to sign up and play hockey for Cotswold Mātāhae at the Nunweek Park on a Monday night. Game times will vary on a weekly basis.

### **Netball**

During Term 2 and 3 The Year 3 students are able to compete in a weekly Netball competition at Hagley Park. These games take place after school on a Friday afternoon at Hagley Park Netball courts

### **Kōtiro Ātaahua Girls Touch Rugby**

During Term 1 and 4 the Year 0 - 3 will play on Monday nights.

### **Nunweek Touch**

Children across the school are able to represent Cotswold Mātāhae in the Nunweek Touch competition these games take place at Nunweek Park on Tuesday evenings running in terms 1 and 4.

### **Girls Smash Cricket Year 3-6**

During Terms 1 and 4 the Year 3-6 students are able to take part in Girls Smash cricket at Bishopdale Park (4pm-5pm for 6 weeks). This is open to all cricketing abilities.

### **Itinerant Music Lessons**

Term 1-4 - weekly lessons during school time, various instruments offered - cost to be paid directly to instructors





# 2024 School Opportunities

## SENIOR SCHOOL YEAR 4 - 6

### Year 4-6

#### **Kapa Haka Performance Group**

Term 1-4 - weekly lessons preparing for performances at the Cultural Festival, Kahui Ako Cultural Festival, assemblies and other events.

#### **Pasifika Performance Group**

Term 1-4 - weekly lessons preparing for performances at the Sau la Festival, Kahui Ako Cultural Festival and other performance opportunities.

#### **Itinerant Music Lessons**

Term 1-4 - weekly lessons during school time, various instruments offered - cost to be paid directly to instructors

#### **Hockey**

Year 3 -6 students are able to sign up and play hockey for Cotswold Mātāhae at the Nunweek Park on a Monday night.

#### **Kōtiro Ātaahua Girls Touch Rugby**

During Term 1 and 4 Year 4 - 6 girls are able to participate in skills sessions and games at Nunweek Park on Monday evenings.

#### **Nunweek Touch**

During Term 1 and 4 students from across the school are able to represent Cotswold Mātāhae in the Nunweek Touch Competition. These games take place at Nunweek Park on Tuesday evenings.

#### **Girls Smash Cricket**

During Terms 1 and 4 the Year 3-6 students are able to take part in Girls Smash cricket at Bishopdale Park (4pm-5pm for 6 weeks). This is open to all cricketing abilities.

#### **Swim Safe**

During term 4 students attend Jellipark for instructional lessons for 2 weeks swimming.

#### **Mini Polo** - Year 3-6 students can participate during Terms 1-4

**Science Badge Challenges** Term 2 and 3 Children opt in to complete science activities at home working towards a certificate.



# 2024 School Opportunities

## SENIOR SCHOOL YEAR 4 - 6

### Year 4

#### **Beach Education**

Term 4- one day students go to the beach and have instruction on keeping safe in and around the sea.

### Year 5

#### **Sailing and Water Confidence**

Term 4 - two days spent at Lake Rua developing water confidence and learning about setting up and controlling an Optimist sailboat.

#### **Hagley Sport/Fendalton Sport**

Term 1-3 Children are invited to participate in a variety of summer and winter sports to compete against other schools.

#### **Howzat Star Cricket**

Term 4 Children are invited to participate in a cricket tournament to compete against other schools.

#### **Otago Problem Solving**

Selected children participate in this extension maths programme.

### **STEAM**

This is an extension programme that is offered for selected children when required



# 2024 School Opportunities

## SENIOR SCHOOL OPPORTUNITIES

### Year 6

#### **Hagley Sport/Fendalton Sport**

Term 1 and 3 Children are invited to participate in a variety of summer and winter sports to compete against other schools

#### **Howzat Star Cricket**

Term 4 Children are invited to participate in a cricket tournament to compete against other schools.

#### **Camp Waipara**

Term 1 an EOTC overnight experience for 3 nights/ 4 days where children are offered a variety of opportunities and experiences.

#### **Tough Kids Challenge**

Term 1 a one day event in which children complete an outdoor fun obstacle course.



# Cotswold Mātāhae Badge Criteria

## Cotswold Mātāhae Senior School Badge Criteria

### Ambassadors

- Children who have indicated they would like an active role in service and leadership opportunities
- Children who have consistently displayed the school values over time.
- Year 6 students only
- Limited to 20 students

### Performance

- Place 1,2,3 in a Performing Arts Competition at a Canterbury Level
- Leader of Kapa Haka and Pasifika
- Represent Cotswold in Special Choir or Orchestra in the Christchurch Schools Music Festival

### Excellence

- Achieves in the highest bracket of an academic exam or competition.
- 1,2,3 at a sporting event at a Primary Sport Canterbury/South Island Level

### Service

- Consistently gives up their own time to provide a service to the school

Please note Badges can only be gained by Senior School pupils (Years 4 - 6).



# Learning Areas

The Cotswold Curriculum includes the eight learning areas of The New Zealand Curriculum, with an emphasis on numeracy, literacy, the arts and sport. These broad groupings of knowledge that provide the framework for learning are:

- English
- Mathematics and Statistics
- Science
- Social Sciences
- Arts
- Health and Physical Education
- Technology
- Learning Languages

We accentuate purposeful and authentic learning opportunities through inquiry based learning. We emphasise collaboration and connection – to peers, to teachers, and to prior or concurrent learning.

Teachers articulate the learning outcomes and intentions that students are expected to achieve, and these are visible during the lesson. These outcomes are displayed alongside students' work on the walls of learning spaces. Students are encouraged to reflect and discuss what has been learned, celebrating achievements, and identifying next steps and areas for improvement.

We have developed our own Cotswold Mātāhae School Curriculum and this will be shared with you at the start of next year.



# The School Day

The school day is based around student attendance from 8.55am to 3.00 pm. Most of our learning activities occurs in the open learning spaces, learning studios and adjacent outdoor spaces. From time to time activities are planned for outdoor areas, the multi-purpose hall space and off-site locations.

Students arriving before 8.30am must wait at the front gate. A bell rings at 8.30am to signal to students and parents that they may enter the school grounds.

Students have free play within the grounds until 8.55am.

Our Timetable includes a ten minute nutritional fruit break for all children aimed at a "re-fuel" leading to greater student performance and concentration as well as good health.

## Punctuality

It is important children arrive at school **at least 10 minutes before the starting time of 8.55am**. Children arriving at school after the 8.55am bell are required to sign in at the School Office before going to the classroom so their arrival time can be recorded.

## Absence/Late To School

If you need to report your child's absence from school, or late arrival please use the Hero App. You can also call the School Office on 359 8035 and select Option 2 to leave a message.

### *Our Timetable*

8.30am	Students are able to enter classrooms
8.50am	Parents leave classrooms and children settle on the mat
8.55am	Teaching Session 1
10.00am	Teaching Session 2
11.00am	Morning Tea
11.30am	Teaching Session 3
12.40pm	Lunch
1.30pm	Teaching Session 4
3.00pm	School Finishes



# Accident Or Illness At School

If children is injured or if become unwell school the child is made as comfortable as possible and first aid is rendered if necessary.

- If necessary we contact the parents by phone, and then proceed to call other emergency contact numbers that you have provided, to arrange collection of the child.
- It is important to note that no child is sent home unless we have contacted a parent. If it is not possible to contact a parent or other adult, and if the illness or accident is serious, the Principal may arrange the transport of the child to a doctor or the hospital.
- It is important that the school be kept informed of current telephone numbers including work contact numbers. Please inform the office if you contact details change so we can always contact a parent/caregiver during school hours.

# Allergies & Medical Conditions

If your child suffers from such things as asthma, anaphylaxis, bee or wasp sting allergies, etc please ensure you advise the school office so that a procedure can be put in place for any situation that may arise.

- All children are entitled to receive prescribed medication during school hours.
- All administering of medication will be done by the Office Staff, Principal, or Associate Principal.
- Parents requiring their child to have medication administered must bring it to the Office to complete a Medicine Authority Form.
- Medication for specific allergies or other needs is stored in the Medical Room with a complete list of the students' allergies and medical conditions.
- Emergency allergy medication (Epi Pen) is kept in the Medical Room.
- Staff are required to sight the medical practitioner's directions before they can administer the medication.
- All medication (including inhalers) is to be held in the Medical Room.
- No medication is to be kept in children's bags, classrooms or desks, and cannot be administered by staff other than those listed above.
- Anaphylaxis, Allergic Reactions and Asthma Actions Plans must be provided to the Office whenever they are reviewed or updated by the GP.





# Administering Medication

**Medication cannot be administered to a child without written parental consent.**

The only exception is a paracetamol tablet which may be given with verbal consent from a parent/caregiver by phone.

The school has a responsibility to ensure that if students are taking medication, procedures are followed to ensure that it is kept securely, and taken appropriately. The school administers medication with due care and attention to the instructions, but takes no responsibility for any problems arising from this treatment.

Medication for specific medical conditions is stored in the Medical Room with a complete list of students' medical conditions and allergies. Emergency allergy medication (Epipen) is kept in the Medical Room with first aid supplies.

All medication is dispensed through the School Office, and all treatments and the dispensing of medication is recorded in the School's SMS (Hero).

Medication is not the responsibility of the class teacher. Children may not hold any medical (prescribed or not) in their bags, desks or the classroom – this includes inhalers.

Some medication, for example, drugs that adjust student behaviour, needs to be carefully monitored so that parents/caregivers can check that it is being taken regularly.

The school will only administer prescription medication to students if the following process is adhered to:- .

- Parents/caregivers must complete a Medicine Authority form, and notify the school in writing of any variation in dose.
- Members of the school administration staff have the authority to administer medication on behalf of parents/caregivers, and ensure that medication is stored safely, and appropriate records kept.
- Medication must be delivered to school by parents/caregivers, not by students
- Medication must be stored in a container labelled with the name of the student, dose required, and the time the dose is to be taken.
- To ensure the safety of staff administering medication:
  - o all medication given to student is digitally recorded in the school's SMS (Hero) for that child ;
  - o the record shows the name of the student, the dose given, the time and date given and any other action taken
  - o forms from parents/caregivers are stored in a file.

When a parent or doctor needs to be consulted, this is done as soon as practicable if necessary.



# Safety

## General Provisions

Once children have arrived at school they will not be permitted to leave the school grounds unsupervised.

If your child arrives home unexpectedly during the school day you should ring the school immediately. No child is sent home unless we contact the parents first and arranged for them to be collected.

## Safety - On The Street

Please teach your children the elementary rules of road safety.

Here are some of the important things children should know about before they set off to school:

- Teach them the shortest and safest way home.
- To look both ways before crossing the street.
- To walk quickly across the street, and not to run.
- Not to step out from behind parked cars, etc.
- To play games in a safe place, away from the street.
- To ride their bicycles safely, obeying all signs and signals.
- If they have to cross Cotswold Avenue, practice in using the pedestrian crossing, and obeying the patrols is essential.
- Children should be warned against loitering on the way home, visiting friends without permission or talking to strangers.

The school car park is for staff and service vehicles only. Parents are not to use this area to park or pick up and drop off students.



**Please do not park in the Staff car park.** This carpark is for school staff and service vehicles only and should not be used for dropping off and collecting students.

## Safety - The School Patrol

The New Zealand Police and our school work together to create the school traffic safety teams, which are run by students and supervised by adults. Children who cross Cotswold Avenue are expected to use the marked crossing. The morning patrol operates between 8.30am and 8.55am. The afternoon patrol operates from 3.00pm to 3.15pm

Motorists stopping on the school side of the road are asked to leave plenty of room on both sides of the crossing so that the view of the children on patrol will not be impeded. This is particularly important on a wet day when there is considerable traffic congestion around the school gate. Please be considerate of residents living near our school and park appropriately so they can access their homes.

All children needing to cross Cotswold Avenue should use the patrolled school crossing directly in front of the school.

## Bikes and Scooters

- Students must get off their bikes or scooters before entering the school grounds.
- Cyclists should walk their bikes and scooters down the pathway and place them in the stands.
- Cycles and scooters are not to be ridden in the school grounds unless it is around the bike track
- Bike and scooter security is the responsibility of parent and child - please ensure your bicycle is locked to the bike stand.



# Parking At Our School Gateways



Please note the following parking restrictions at our school gateways:

## **Cotswold Avenue**

A three-minute parking limit has been placed on all parking spaces directly outside the school gate to the staff driveway entrance during the following periods:

- 8.15am - 9.15am
- 2.30pm - 3.15pm

This has been done to establish a drop-off zone outside our school gate for parents who would like to drop their children off without entering the school grounds.

## **Martbern Crescent**

A no parking area has been established directly outside our school entrance on both sides of Martbern Crescent.

This restriction is for the following periods:

- 8.15am - 9.15am
- 2.30pm - 3.15pm

This has been done to provide a clear view for students and parents crossing Martbern Crescent outside our school gateway.

# Property Brought To School

- Property brought to school by students is the responsibility of those students unless that property has been entrusted into the safekeeping of a teacher.
- If goods are given to a teacher for safekeeping, the school is only liable if there is fraud or negligence on the part of the person minding the property.

Please do not allow your child to bring expensive toys and equipment to school.



# Uniform

Cotswold Mātāhae School has a compulsory uniform that all students are expected to adhere to. All uniform items can be purchased from Mainland Uniforms, 511 Wairakei Road or online via <https://www.mainlanduniforms.nz/>

## Compulsory Items for Girls

- Navy pleated Culottes with Cotswold Mātāhae logo
- Royal Polo shirt with Cotswold Mātāhae logo
- Royal Merino or Sweatshirt with Cotswold Mātāhae logo

## Compulsory Items for Boys

- Navy Shorts with Cotswold Mātāhae logo
- Royal Polo shirt with Cotswold Mātāhae logo
- Royal Merino or Sweatshirt with Cotswold Mātāhae logo

## Hats

- Navy bucket or wide brimmed hat (compulsory during Term 1 and 4).

## Optional Uniform Items

- Geneva Jacket royal blue with navy lining/trim with Cotswold Mātāhae logo
- Navy Brunner/ Sports pants
- Navy track pants
- Both boys and girls have the option of wearing the unisex navy brunner pants or track pants as a warmer option during winter months.

## Footwear

- Footwear should be safe, and suitable for school activities.
- Closed in sneakers or black leather shoes to be worn with navy ankle socks.
- Navy knee high socks can be worn by both boys and girls during winter months.
- Navy tights can also be worn by girls under their culottes during the winter months.

## Grooming

- For safety reasons, students may not wear necklaces (except for genuine cultural reasons), bracelets, or dangly earrings.
- Watches, medic alert bracelets and ear studs are permitted.
- Nail Polish, body transfers / stickers are not encouraged.
- For health and safety reasons, long hair needs to be tied back at school and during all school activities.



# School Map

Cotswold Avenue





# Behaviour Steps



# 2024 Reporting to Parents





# Parents Association

We are a group of parent helpers, just like you, who help the school by running events and organising fundraising for our school to provide for all students learning and wellbeing. Over the past few years, our fundraising has included Cookie Time cookies, Easter Raffles, Sushi lunches, Naked Baker pies, Donuts and Wildflower seeds, as well as weekly ice blocks.

These fundraisers have helped us support the school with the following items:- drinking fountains, picnic tables, bench seating, table tennis table, service badges, pasifika uniforms, Jump Jam costumes, Matariki sausage sizzle, sports uniforms, and fundraising towards our new playgrounds.

We are here to help create a strong school community, whether through providing funding or volunteering to help organise school events and activities.

The Parents Association also coordinate school discos, leavers morning tea, second hand uniform sales, ice block sales, sushi lunches, Jellie Park end of year lunches and the start of year Start Up Party.

We could do with your help to ensure ongoing effective fundraising and school support continues to provide for our tamariki during their school years. Going into 2024 we would love to have new members join us in a relaxed and informal environment. It is a great way to become part of the school community, to meet staff, and other parents. Help us with new ideas for fundraisers and be involved in the decisions around where the funds raised are used around the school.

We meet once a month in the School Staff Room at 7.30pm, usually held on the last Tuesday (February to November).

Come along to one of the Parents Association meetings and meet a great group of parents committed to making our school a better place but also having fun along the way!

Cotswold School Parents Association meets each month. Meeting dates are notified in school newsletters and on the school calendar, both of which can be accessed from the school website - [www.cotswold.school.nz](http://www.cotswold.school.nz) Links: [Ez Lunch](#) [Kindo](#) [Facebook Page](#)



# Parents Association Ongoing Fundraising



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- 4 Go to Checkout  
(Enter your School's name in the 'Notes' box on the Checkout page)
- 5 See the 'Fundraiser' tab on the website for more info

**Thankyou for your support!**

**20% of your purchase will go to us**

Don't forget to spread the word!  
Forward this website url to your family and friends!

**Questions?**

Please email us at - [admin@preciouslabels.co.nz](mailto:admin@preciouslabels.co.nz)

[www.preciouslabels.co.nz](http://www.preciouslabels.co.nz) 04 3430043



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(You are now ready to order!)
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 **The Athlete's Foot**

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At Kelly Club, we offer quality before- and after-school care in a supportive surroundings, with programmes that are tailored to ages and skill levels. Our dedicated and passionate staff are in all aspects of looking after your children.



Check out our wide range of activities, easy online booking system, flexible payment and childcare subsidy information at:

[www.kellyclub.co.nz](http://www.kellyclub.co.nz)




**KELLY  
CLUB**

# HOLIDAY PROGRAMME

Mon 18 – Fri 22 Dec & Mon 8 Jan – Tue 30 Jan



Join us for a fun-filled School Holiday Programme including a Summer Splashin' Day, craft and cooking activities, awesome games & **MUCH MORE!**

Some activities may need to be swapped for other exciting ones! Go online to check out a full, up-to-date timetable for your school.

**OSCAR  
PROGRAMME  
SUBSIDIES  
AVAILABLE!**

\*Conditions apply

**BOOK ONLINE NOW AT**

[www.kellyclub.co.nz](http://www.kellyclub.co.nz)

Kelly Club is now offering Before School, After School and Holiday Programmes on site at Cotswold Mātāhae School - [Click here to register online](#)

