



# LEE STREAM SCHOOL

Friendships

Respect

Inclusive



Teamwork

Positive Attitude

Environment



***Please make sure you read this booklet as it contains important information that applies during your child / children's time at the school***

## **SCHOOL**

Phone Number      489 1452  
Email                office@leestream.school.nz  
Website             www.leestream.school.nz

**Should you have any other questions about our school, please do not hesitate to contact us, either by email or phone.**

Kim Allan – Principal    principal@leestream.school.nz

Jenny Nichol – Office Administrator    office@leestream.school.nz

## **OUR STAFF**

<i><b>Principal</b></i>	<i>Kim Allan</i>
<i><b>Teachers</b></i>	<i>Wendy Langley Catherine Weir</i>
<i><b>Secretary</b></i>	<i>Jenny Nichol</i>
<i><b>Teacher Aide</b></i>	<i>Trish Morrison</i>

## **BOARD OF TRUSTEES**

<i><b>Chairperson</b></i>	<i>Hayley Vaughan 0277140256</i>
<i><b>Secretary</b></i>	<i>Jenny Nichol 4891452Wrk Home 4891459 Tim Gray, Craig Nichol, Kat Nichol, Hayley Vaughan, Kim Allan, Wendy Langley</i>

## **PARENT TEACHERS ASSOCIATION**

<i><b>Chairperson</b></i>	<i>Sarah Nichol</i>	<i>0272213346</i>
<i><b>Secretary</b></i>	<i>Mel Ruxton</i>	<i>4891468</i>
<i><b>Treasurer</b></i>	<i>Andrea Tisdall</i>	<i>4891380</i>

# Vision

Together, plant the seed, grow the child.  
*"Ma te mahitahi e tipu ai te tamaiti"*

## Mission Statement

We will do this:

Through a strong family and community partnership, we aim to provide each child with the best possible opportunities. Presented opportunities are aimed at raising achievement, potential, self-worth and readiness for a positive and fulfilling life. We will do this by providing high quality learning in a safe and caring environment, helping children realise their full potential while developing the values needed to become well-rounded members of society.



## INTRODUCTION

Welcome to the Lee Stream School family.

The purpose of this booklet is to introduce you to the routines and policies of Lee Stream School, in the belief that informed parents are best equipped to support their child's education.

Education is more than the traditional 3 R's of reading, (w)riting and (a)rithmetic. 3 further R's could be added:

**Respect**

**Relationships**

**Responsibilities**

These aspects include the development of positive attitudes to life and work, learning to respect self and others, and to grow in personal responsibility. These goals can best be achieved when parents and teachers support each other, working towards common goals.

Within the school, such organisations as PTA try to keep parents informed on happenings and innovations.

Help us to give your children the best in all aspects of education.

## Enrolments

Prior to your child's 5<sup>th</sup> birthday parents/caregivers will be contacted by the junior teacher to arrange pre-school visits, usually 3 weeks prior to their starting date. The purpose of these visits are to introduce your child to classroom and school routines. These are offered as a courtesy to foster a smoother transition from pre-school to school. At your first visit you will be given an enrolment pack to complete. For new entrant children please bring a copy of your child's NZ birth certificate or passport and their immunisation certificate. This is a Ministry of Education requirement.

Pre-school children and their family are invited to visit school throughout the year as a chance to become familiar with the school and socialise with other children and families.

## School Entry Classification

Children, whose birthdays fall in the first six months of the year, i.e. January to end of June, are classified as Year One on entry. If birthdays fall 1 July – 31 December children are classified as Year 0 on entry and become a Year One the following year.

## Preparation for School

Does your child

- Know his/her full name and telephone number?
- Know how to blow their nose?
- Know how to manage crayons, pencils and scissors?
- Have independent toilet habits?
- Know how to put on his/ her own clothes and shoes?
- Recognise his/her name?

## Absences from School

Parents / Caregivers are responsible for their child's regular attendance at school. Parents / Caregivers must apply for leave if a child is to be absent from school. The Principal, on behalf of the BOT is responsible for approving applications for leave. Boards of Trustees are required by the Education Act to manage student attendance.

Our electronic attendance register requires us to record absences in the following ways:

**Lateness:** If a child is more than 10 minutes late for school.

**Justified absence:** Absence that is explained to the satisfaction of the principal. Common forms of explained absence include medical or dentist appointment, illness, bereavement, or personal or family circumstances.

Unplanned absences such as bus or vehicle breakdown, road closure, extreme weather conditions or approved absence for bereavements, visiting an ill relative, exceptional family circumstances.

**Explained but unjustified reason:** The explanation for the absence is accepted by the principal but does not justify an absence from school. Common forms of explained but unjustified absence include siblings accompanying other children to dentist appointments, staying at home to help on the farm or look after other children.

Parents / Caregivers are expected to notify the school whenever their child/ren will be absent. This can be done by phone, text, email, note, on Skool Loop, or in person.

If the school is informed that a child/ren will be absent without an explanation, we will make inquiries as to reason for absence so that the roll can be coded accordingly.

As a safety precaution if your child is going to be absent from school you should inform one of us before 9am. If a child does not arrive in the classroom by 9.30am Jenny will attempt to make contact with the family.

## Skool Loop

The school uses a communication app called Skool Loop. All notices, notification of late starts or school closures, newsletters and some permission slips are sent to families so you receive a notification on your phone. You may also send absence notices to the office via Skool Loop.

Anyone can download the app, it is simple and free: In Google Play (android) or App Store (iPhone) search 'Skool Loop'. Choose our school once installed. If you have difficulty, please alert us so we can help.

This is a vital communication tool, especially during winter when late start or school closure notices will be sent using Skool Loop.

## Text Messages

Parents need to be aware when sending text messages to staff that if they do not receive a response, then the text has not been received/read, and should phone in to the school.

## Sick Children at School – Medications

As the school cannot provide adequate attention for a child who becomes sick at school, the parents are contacted and asked to come for the child. If your child is to have medication while at school, the class teacher must be informed. It is the school policy to supervise the administering of medications at school. All medications are stored in the office, with the necessary instructions. Please update school records if there is any change to a child's health needs or medications.

## Head Lice

From time to time children come in to contact with head lice. If your child contracts head lice it is important to treat this immediately and notify the school.

## Phys.Ed and Sports Uniform

The official school colours are black and white. The uniform for most sporting activities is black track pants or shorts, a school polo top and sweatshirt. A school set is available for issue prior to sports events, kindly provided by the PTA. Parents are responsible for washing the uniform prior to returning these to school. There is also an opportunity to purchase a set for your child. If the uniform is purchased by the family, children may choose to wear these items at school.



For physical education and fitness, suitable clothing is required. This could include shorts, gym shoes/sneakers, T shirts. There is no official uniform, but in the interests of personal hygiene a different set of outer clothing to that worn to school is suggested. Jeans, skirts, dresses and the like are not suitable.

It has been found that during wet weather, school clothes are not suitable for interval games of rugby etc. Shorts must be worn on the field and an old jersey is advisable.

## Footwear

Many children who wear gumboots or a heavier type of footwear to school during the winter term and in wet weather throughout the year; may wear a pair of slippers in the rooms during the day. We find this a very good idea for two reasons – apart from extra warmth afforded to small feet; it means that the rooms can be kept much cleaner with wet and muddy boots and shoes being left in the porch areas. We would appreciate it if, especially during the winter term, all children were equipped with some form of soft footwear which could be left at school on a more or less permanent basis.

## Spare Clothing

It is recommended that each child have a spare set of clothes in a named bag to remain at school during the winter months.

## Lost property

If ALL clothing and possessions are NAMED this lowers the amount of lost property, we ask you for your co-operation with this.

## Drinking water

The school does not have any water fountains in the playground, therefore the children are encouraged to bring their own water bottle to school. Water bottles may be filled up from the taps in the classrooms. Please ensure all bottles are clearly named.

## Lunches:

During the school year the school sells a saveloy in bread and juicies. To avoid handling cash families are encouraged to purchase a 'saveloy card' and/or a 'juicy card' and deposit the correct amount via internet banking (Westpac 03-1725-0056962-00; Name/lunches as reference please). A notice is placed in the school newsletter to inform parents the price of these. The pie warmer is also available for the children to heat their lunches – please ensure they are suitably wrapped and labelled. We are also willing to provide hot water for soup and noodles provided the children bring a suitable container and the necessary ingredients. Please no chocolate, lollies or chewing gum in children's lunches.



## Assemblies

At the end of Terms 1, 3 and 4 a Community Assembly is held in the hall. Activities during our assemblies include: singing, sharing work, items and awards. Extended family and friends are most welcome to attend these. Seating is put out at the rear of the hall to make your visit comfortable. Afternoon tea is served at the conclusion of assembly.

## Parent Involvement in School Activities



There are a variety of ways in which parents can be involved in school activities, e.g. senior camp, field trips, library work, sports events, working bees etc. In addition to these we look for opportunities to bring our whole school community together for school events and we encourage parents to actively participate in their children's learning.

## Care of School Equipment

Equipment used at the school is purchased by the Board of Trustees, often with funds raised by the school PTA. Children and parents using the equipment must exercise care at all times to ensure the equipment is maintained in good order and that future pupils at the school have the continued use of top class equipment.



## Library

We encourage all children to use the school library. We ask that parents see that children look after the books when at home and that they are returned in good condition when the child has finished reading them.

## Scholastic Book Club

Good cheaper paperback books are available for sale to children throughout the year. A list of books is sent home. There is no obligation to purchase books, however the school does earn reward points from any books you purchase. This allows us to purchase additional resources for the school using these points. This is a service the school offers to those parents and children who wish to avail themselves of it.

## Reporting Child's Progress to Parents

As a school we are required to report on students' progress and achievement in writing twice per year for parents/caregivers. Goal setting interviews are held in Term 1. Reports are issued towards the end of Term 2 and 4. Term 2 reports will be followed by three-way conferences.

We have an open door policy and you are invited to contact your child's teacher at any time if you have any concerns, or would simply like to 'touch base'. Our email addresses are on the weekly newsletter or you can ring the school. Teachers also endeavour to make informal calls through the year to keep you informed.

## Gifted and Talented

The school operates a gifted and talented policy in accordance with Ministry requirements.

## Specialist Services available through the School

The following are some of the Specialist Services available to you through the school: Health Nurse, Special Education Service, Speech Therapist, Dental Nurse and Vision & Hearing tests. If you wish to make use of these please contact us at school.

## School Buses

Students that are in the school zone, may be eligible for School Transport Assistance if they are a year 1 – 8 student and live more than 3.2km from the nearest school. The appropriate forms are available by contacting the school office.

There are two buses, and three bus runs from our school: Black Rock, Rocklands, and Hindon. If your child / children are not travelling to school via the bus in the mornings please ensure that the bus driver or Otago Road Services is advised. If your child is not to travel on the bus after school, because you are picking them up for whatever reason, please either send a note or ring the school so we are aware of this. This does not apply if your child is absent from school.

It is the school's responsibility to ensure that bus children are let down at the bus stop nearest their gate. If your child is to get off at someone else's home, please inform the school and the bus driver of this. A note to the school, shown to the bus driver is a good way to achieve this. Parents, quite rightly, expect their children to be transported on the appropriate bus route to their nearest bus stop. This does NOT apply to the other bus routes. On such occasions as birthdays etc, children are able to travel on another bus provided

- 1) there is room,
- 2) the teacher is informed,
- 3) the bus drivers are informed.

Again the best way to achieve this is a note shown to all parties. Please assist in this matter to save both parents and staff any unnecessary worry and inconvenience.

## School Day

The school day is as follows:

Commencing time	9.00 am
Morning Break	10.40 – 11.00 am
Lunch	1.00 – 1.45 pm
School ends	2.45 pm

Some years the school may decide to use winter hours which allows extra time in the mornings for buses to navigate icy roads or for a decision to be made regarding conditions. Families will be notified via the newsletter if and when the school will start and finish winter hours.

Winter hours are:

Commencing time	9.15 am
Morning Break	10.40 – 11.00 am
Lunch	1.00 – 1.30pm
School ends	2.45pm

Notification for late starts or school closure is via the app Skool Loop and Facebook page.

## Snow days

Given the unusually high number of snow days Lee Stream School experiences we provide snow work via the internet. On the morning of the snow day, learning is shared on the children's google drives. The aim is to make the snow learning relevant to current classroom topics. It is expected children complete their snow learning activities and contact their teachers by phone, email or on google hangout to clarify and request support if needed. The first snow day of the year is a work free day.



## Year 7-8 Technology

Technology is available for children in Years 7 and 8 through the Taieri College. Co-ed groups of Y7 and Y8 work on the following subjects: textiles, hard material (wood, metal) and food technology. Parents are welcome to visit the children while at technology. At present, these children attend technology every Friday, at Taieri College, for the morning. There is a materials fee associated with Technology to cover the consumable items. This will be included in the mid-year invoice.

## Valuables at school

Children are discouraged from bringing valuables and toys to school.



## Voluntary Donation:

The voluntary donation is \$30-00 per child per year. Payment of this is classed as voluntary and parents should note that they are able to adjust the size of any donation in any way they wish. Payment of this is completely confidential. This donation allows us to largely avoid seeking additional money during the year. An income tax credit can be claimed from Inland Revenue in relation to donations made to the school. Please contact the office for a receipt.

## Stationery

Children are issued with their requirements at the beginning of the year. As the year progresses children are supplied with further stationery when necessary. An account for these acquisitions will be sent home twice a year. Please inform the school if you wish to purchase your own child's stationery independently.

## Newsletter

Fortnightly, usually on a Wednesday, newsletters are emailed home to families. Newsletters are also available on the school's website, on Facebook and on Skool Loop, so that distant friends and family can be shared in. Please look for and read these, as they contain important information and news regarding our school. We also use our newsletters as an opportunity to celebrate our successes and share the children's work.

## Contact Information:

If your contact details or your emergency contact person changes, please inform the school as soon as possible. In the event of an early or sudden closure of the school, and we're unable to make contact with you, we also seek a further emergency contact name & address (preferably someone close to your home).



## THE BOARD OF TRUSTEES

### *Composition*

Four parent representatives are elected every 3 years plus the Principal and elected staff representative. The elected Board of Trustees have the option of co-opting up to a maximum of four members as they think fit.

### *Role & Responsibilities of the Board of Trustees*

“The Board of Trustees is charged with Governance of the School”.

The Board of Trustees is:

- required to report regularly to its community on the objectives of the schools Charter.
- as the legal employer is responsible for appointing the Principal and approving the appointment of basic scale & non-teaching staff, on the recommendation of the Principal.
- responsible for the broad policy objectives and the efficient and effective running of the school.
- responsible for approving the budget and allocation of funds within the operational grant.
- responsible for all maintenance of school buildings and grounds.

**Reporting and Planning** is a legal undertaking by the Board of Trustees to the Minister of Education. This document contains a Mission statement, Our Vision and Values, a description of the school and its community, strategic planning and annual development plans.

Our schools Reporting & Planning document, along with adopted policies are available at school or on our school website.

### **Parent Teachers Association (PTA)**

The Parent Teachers Association is actively involved in raising funds for the school and, in consultation with the staff and the Board, purchases new resources and equipment. Open meetings are held once a term, and anyone is welcome to attend.