



**Cromwell**

Primary School

MAKING A DIFFERENCE

*"Iti kārearea kahikatea ka taea"*

*The smallest falcon can reach the top of the tallest tree*

# Information Pack

**CROMWELL PRIMARY SCHOOL**  
(Corner Molyneux Avenue and Monaghan Street)  
61 Molyneux Ave Cromwell 9310  
[www.cromprimary.school.nz](http://www.cromprimary.school.nz)

Phone: 03 445 0264 Fax: 03 445 0238

E-Mail: [admin@cromprimary.school.nz](mailto:admin@cromprimary.school.nz)

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# Staff and Board of Trustees

## Staff for 2022

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Principal	Matthew McCormick
Senior Leaders	Shona Hamilton (SENCO) Rachel Peters
Ako Team Leader	Louise Haig
Kārearea Team Leader	Shona Hamilton
Hārewa Team Leader	Olivia Buckner
Transition Leader	Cheryl Stuart
Teachers	Andrew Ede Belinda Thomlinson Cheryl Stuart Claire Lincoln Nicole Fraser Katharine Grigor Louise Haig Ali Roberts Olivia Buckner Rachel Peters Hannah Fitzpatrick Sarah Luke Shona Hamilton Barbara Caughey Cath McLellan Karen Huffadine
Part time Teachers	Jen Chamberlain (Release Teacher) Julie McGregor (Release Teacher) Lucy Francke (Release Teacher) Hayley Joyce (Release Teacher/H4 from Term 2)
Teacher Aides	Emma Whitworth Linda Bell Kate McFadgen Sue Collins Melissa McEldowney Melissa Homann Freddie Hughes Sharon McCulloch David Salmon
Office Administration	Tegan Wilson (Executive Officer) Amber Nepe Robyn Bisset
Caretaker	Paul Davis
After School Care	Linda Bell (Coordinator) Tracey Coles

## **Board of Trustees Role**

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The Board of Trustees is the body that governs the School. It is made up of seven people including five parent representatives, the Principal and a staff representative. The Board of Trustees has responsibility for setting school policy and has oversight of the management of the school and its resources, as distinct from the day to day management, which is the responsibility of the Principal.

Procedures and processes used within the school encompass all activities and facets of operation and management. These procedures are regularly reviewed and amended. Occasionally they are published in the school's newsletter.

The Board of Trustees welcomes parents to its monthly meetings. Minutes of the meetings are available at the school office.

## **Board Members – 2022**

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Chairperson:	Logan Miller
Board Members:	David Crossan Kirsten Adams Shane Livingstone
Staff Representative:	Andrew Ede
Principal:	Matthew McCormick
Secretary:	Tegan Wilson

# General School Organisation

## Absences

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If your child is going to be absent or late the school must be notified. Please phone the school prior to 8.55am. Calls can be made at any time before 8.55am and a message can be left on the voice mail system. Notifications of absences can also be e-mailed to [admin@croprimary.school.nz](mailto:admin@croprimary.school.nz)

Children are expected to remain at school until 3.00pm each day. Please let us know if your child will be going home for lunch on a regular basis.

Any children leaving school during the day need to be signed out at the office and signed back in on their return.

If you need to take your child out of school for more than a day please either contact the class teacher or the office before going away.

## Bikes

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Children who cycle to school are required to wear an approved safety helmet. Children are encouraged to use the greenways to get to and from school, to help avoid travel on the streets. Children under the age of nine are discouraged from cycling on the road. We encourage children who scooter to school to wear a helmet also.

## Brain Break

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Children have a brain break daily at 10am. Please include in lunchboxes a known healthy snack (fruit, nuts, carrot, celery, dried fruit etc) for this break.

## Buses

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Three buses transport children to and from school. Only children who are eligible may travel on these buses. Highlighter Vests are compulsory for all children travelling on buses.

## Contacting Staff

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Please do not contact staff outside school hours. If you wish to make an appointment to see your child's teacher, please phone the office or contact the teacher directly via e-mail (teacher's first name and initial letter of surname@croprimary.school.nz e.g. [loiuseh@croprimary.school.nz](mailto:loiuseh@croprimary.school.nz))

## Enrolment

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There is an enrolment process to follow when your child starts school:

- Enrolment packs are available from the Cromwell Primary School Office.
- All students (in or out of zone) must complete enrolment forms.
- Please carefully read, complete and return the enrolment forms and supporting information to the office **before** your child's first day at school.
- Enrolment documentation must include proof of date of birth and immunisation details.
- The Ministry of Education requires schools to identify information about student eligibility, Maori Iwi affiliation and immigration status.

## Enrolment Scheme

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The Ministry of Education requested that Cromwell Primary School implement an enrolment scheme in 2003. The enrolment scheme allows the school to manage student numbers and avoid overcrowding.

Students new to the school must apply for a place at Cromwell Primary School by the October of the year preceding enrolment. If your child is attending an early childhood centre in Cromwell, you will be contacted by us.

The enrolment scheme means that Cromwell Primary School has a home zone. This means that children living within the home zone can be enrolled automatically. Those living outside the home zone will need to apply for a place and it will be at the discretion of the board of

trustees whether your child can be enrolled, depending on student numbers. A map and description of our Home Zone is available for viewing at the office.

## **Healthy Nutrition**

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The school encourages healthy eating at school. Drink bottles must be filled with water (students can have these in class). All children sit for 10 minutes with their classroom teacher 1:20-1:30pm to ensure every child has something nutritious to eat.

## **Hours**

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### **School Start Bell – 8.55 am**

Learning Block One 9.00 am – 11.00 am

### **Break One (11.00 am - 11.40 am)**

Learning Block Two 11.40 am – 1.20 pm

### **Break Two (1.20pm – 2.00pm)**

Learning Block Three 2.00 pm – 3.00 pm

**Children must not arrive before 8.30am** and are encouraged to leave for home at 3.00pm. All children should have left the school grounds by 3.20pm unless accompanied by an adult. Children attending After School Care remain on our grounds until 5.30pm therefore no other students are allowed to be on our grounds during this time unless with a caregiver or known adult.

## **Lunches**

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Children may order Subway online ([www.subwayexpress.co.nz](http://www.subwayexpress.co.nz)) (Tuesday only) and Sushi (Friday only) \$6-7 each. Place named order in purple bag (classroom 9am courier bag) before school. For more information about ordering Subway or Sushi, contact the office on 445 0264.

## **Money to school**

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The preferred method of payment to the school is by internet banking to the school account. Please ensure you put your child's name and what the payment is for as the reference/details. Any money that is sent to school must be in a named, sealed envelope and must be dropped directly at the office. Our administration area is equipped with a letterbox style payment slot. Parents and students are asked to leave clearly named and detailed payments in this slot.

## **Newsletter**

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The newsletter is the main form of communication with home about dates, times, events, activities and notices. It is assumed by all staff that parents and caregivers read the newsletter every fortnight. Please ensure that you read the latest newsletter before contacting the office with enquiries.

The newsletter is e-mailed every second Thursday. Please ensure we have your current e-mail address and that you notify us of any changes. Hard copies of the newsletter are provided for families without access to the internet.

Should you wish to have a notice published in the newsletter, please send the notice to [newsletter@croprimary.school.nz](mailto:newsletter@croprimary.school.nz) before 3pm on Tuesday.

The newsletter is also available on our website: [www.croprimary.school.nz](http://www.croprimary.school.nz) and the school facebook page.

## **Notices**

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Occasionally informational material is sent home via children, often requesting a reply from parents and caregivers. These notices are usually inserted into the children's homework books, by e-mail or on Seesaw.

## **Picking Up – Dropping Off Children**

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Children can be dropped off and collected from either Molyneux Avenue or Monaghan Street entrances. Children must enter school via the footpaths and not the car park. Children are not allowed in the car park unless accompanied by an adult. Senior children control the

pedestrian crossings with teacher supervision. Children must not be at school before 8:30am unless an arrangement has been made with the school.

### **School Uniform**

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The wearing of school uniform is compulsory and we encourage our students to wear it with pride. The school provides a uniform service as the uniform is supplied through the school. The **new uniform service** is coordinated by Tanya Reddy who is available at Sign it Central, cnr Barry Ave & McNulty Rd during business hours Monday to Friday. The **second hand uniform service** is available via the SOKs Buy/Sell/Exchange Facebook page. The link can be found on the Cromwell Primary SOKs Facebook page

The uniform is:

**Boys**—light blue long or short sleeved polo, navy polar fleece, navy drill pants or shorts, navy sports shorts, navy socks, black, navy or brown leather shoes or sandals, or appropriate coloured sports shoes, navy bucket hat or navy beanie, house t-shirt.

**Girls**—Light blue long or short sleeved polo, navy polar fleece, navy pleated skirt, traditional checked dress, navy checked winter culottes, navy sports shorts, navy or white socks, navy sports shorts, navy or white socks, navy tights, black, navy or brown leather shoes or sandals or appropriate coloured sports shoes, navy bucket hat or navy beanie, house t-shirt.

The average cost of a new uniform is approximately \$300.

### **Stationery**

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Stationery lists for each class are distributed before the end of the year. Copies of these are available from the office. Please ensure that your child's stationery requirements are purchased (as per the full amount required on their stationery list) prior to school start. Stationery lists are also available on the school website and at Cromwell Paper Plus.

### **Website – [www.cromprimary.school.nz](http://www.cromprimary.school.nz)**

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Check out our website for: links to classrooms, the latest newsletter (partnership page), curriculum overviews, stationery lists, photos of school events, uniform information and much, much more!

# Activity Donations and Fundraising

## **School Donation & Voluntary Contribution to Costs**

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Schools cannot charge for the delivery of the curriculum but are able to ask for a contribution towards costs. To ensure the school is able to offer enhanced learning opportunities for the students we ask for contributions towards such things as:

- Class day trips
- EOTC Week activities
- Ice-Skating
- Camps
- Outdoor Education.

In addition to the Contribution to Costs, we request that each family make a donation to the school. This money is used to purchase extra resources and provide extra activities for the benefit of your child/children.

Donations are used to pay for:

- Swimming
- Curriculum enrichment activities (e.g. performers, felting, sewing, museum trips etc.)
- Non-Curriculum photocopying, laminating, stationery & printing
- Life Education Trust's Mobile Classroom
- Digital Technology extra to the curriculum requirements
- External sports coaches & programmes and access to sports equipment at lunchtimes
- Library Books
- Non-curriculum art and craft materials.

The School Donation is asked for at the beginning of each year, with the amount requested reducing by a quarter each term. Therefore, if your child starts school in Term 3, you would be asked for half the annual sum. The School Donation set for 2021 is \$80 per child.

Optional Activities will still incur a charge. These include activities such as:

- Guitar
- Competitions
- Stationery (that parents choose to buy from Cromwell Primary)
- Optional Subscriptions (such as Websteps)
- Sports teams & Representative Sports (e.g. Rippa Rugby, Zone Athletics).

Any contribution paid for curriculum activities is categorised as a donation and can be claimed annually as a tax credit using the Inland Revenue form IR526.

The school does not have eftpos, but many of our families use internet banking instead.

Payments can be made by instalments.

Contact the office on 445 0264 if you would like the school's bank account number.

## **SOKs Group (Supporting Our Kids)**

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The SOKs Group meets at the school on a regular basis. Planned meetings are advertised through the school newsletter. The Annual General Meeting is held during February/March each year. The four principles of the organisation are listed below.

1. Providing clarification from teachers, staff and the Board of Trustees to parents about the running of the school and to encourage feedback from parents.
2. Promoting Cromwell Primary as a quality primary school.
3. Generating ideas to raise funds for increasing the education standard of our school.
4. Serving as a link between the parents and the Board of Trustees.

# Children's Welfare and Support

## **Administering Medicines**

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Parents who require that their child be given medication on a regular basis or for one or two days must complete a Medication Agreement at the school office. The office staff will usually administer medication. All medication must be delivered to the school in a secure container clearly labelled with the child's name and dosage to be given. Medication cannot be given from bottles/containers not prescribed for the child concerned. A register is kept in the school's sick bay of all medication given.

## **Afterschool Care**

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Afterschool care is available at Cromwell Primary School from 3:00pm to 5:30pm every day. The programme is based in the classrooms and is supervised by Linda Bell and Tracey Cole. For further details, please contact the office.

## **Counselling**

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A network is set up within the school for children to seek help, support and guidance – should this be required. We make regular use of the Public Health Nurse, Resource Teacher of Learning and Behaviour (RTLb) and Learning Support (MOE) who are professionally trained in dealing with children who are suffering emotional and behavioural problems.

## **Dental Therapist**

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Dental Therapist, Shirley Turner is based in the mobile dental clinic at Goldfields Primary School on Gilling Pl, Cromwell. Dental appointments are sent by mail. Contact can be made by phone 027 284 9852.

## **First Aid/Emergencies/Illness**

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Occasionally children suffer minor bumps and bruises that require treatment and attention. It is important that emergency contacts are available to us, should we not be able to contact you.

We will contact parents if we are concerned about any injury.

If your child feels unwell before school, please don't send them along until they are 100%. If your child has diarrhoea or vomiting they are required to stay at home for 48 hours after their last incidence of diarrhoea or vomiting.

## **Health and Safety**

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The Board of Trustees is committed to ensuring that the school environment is clean and safe for children and staff. All known hazards are either made safe or isolated. Children need to maintain a level of self-awareness of the potential dangers in all areas of the school.

Prior to any trip away from the school grounds, staff complete a comprehensive Risk Analysis Matrix (RAM) to minimise possible dangers and risks. The school requires parents to complete a generic permission form at the beginning of each school year. This covers all local activities within walking distance of the school. Please ensure that the form is completed and returned at the beginning of the school year or on enrolment.

Should permission be sought for participation in an activity outside of the Cromwell area, a form specific to that trip will be sent home.

## **Health Nurse**

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A Public Health Nurse visits the school on a regular basis, addressing parents' concerns, helping with health programmes, any concerns and conducting screening, monitoring and vaccination programmes. If you have issues that you would like support with, please discuss these with your child's classroom teacher. Teachers can then organise a referral to the health nurse.

## **High Visibility Vests**

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Vests are compulsory uniform and are worn on all school trips. Bus Students are required to wear them to and from school. Vests can be purchased from the School Uniform shop based at SIC Uniforms.

## **House System**

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Children are placed in one of four “houses” that operate within the school. Various activities and events take place that involve the houses and children are awarded points based on achievement and effort.

**Molyneux** – Blue; **Bendigo** – Yellow; **Carrick** – Red; **Nevis** – Green.

At the beginning of each year, the children nominate and elect house leaders. House Leaders organise a weekly lunchtime activity and ensure that younger children feel included in house activities, and that younger children are guided and looked after during their beginning time at school. Family members are placed in the same house.

## **Parent/Teacher Meetings**

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### **Learning Partnership Meetings**

Early in the new year, you will be able to use a “Meet the Teacher” online link we share to a video that will provide information about individual class programmes and how you can support your child’s learning (this has replaced the Meet the Teacher meeting previously held at school).

Two other Learning Partnership meetings will be held in Term 1 and Term 2/3 to specifically focus on your feedback about your child’s learning and to discuss goals and progress.

Two, New Entrant Parent Meetings are organised for parents of children starting school throughout the year. These are held in Terms 1 and 3. New Entrant teachers will personally contact families about these.

### **Other Meetings**

Teachers promote an open-door policy to ensure parents are kept well-informed about their child’s social and academic development. Parents may also request meetings as required. This reflects our strong commitment to the learning partnership between home and school which is vital to a child’s progress and development.

## **Reporting**

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Student reports are sent home twice each year. These summarise your child’s progress in relation to the expected New Zealand Curriculum Levels and provide information about progress and achievement in other curriculum areas. Your child will receive a progress report and an achievement report over the period of a year, in relation to the New Zealand Curriculum Levels expectations.

## **Sun Care**

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All children should dress appropriately to protect themselves against the intensive sun. Sunblock and shirts should be worn at all times when outside. Shaded areas have been built to enable the children to sit in comfort when having lunch.

A “**no hat, no play**” policy is implemented in Terms 1 and 4. School uniform hats are to be worn and can be purchased from Metrografix.

All classrooms have their own supply of sunblock available for the children to use.

# Programmes

## **After School Activities**

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Children will be notified of any after school activities (such as drama classes) when they become available.

## **Assemblies**

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Assemblies are held throughout the term. Assemblies enable the children to share successes and achievements with family and friends. Subject to Covid restrictions, parents are most welcome to attend and support the children. Assembly dates and times will be advised by classroom teachers, advertised in the school newsletter, website and facebook page and dates will be noted on the school planner.

## **Behaviour Management**

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Behaviour standards in our school reflect our cornerstone values of respect, honesty, excellence and contribution. We use a restorative approach that leads children to manage themselves and to accept personal responsibility for their behaviour and any consequences of their actions.

## **Class Programmes**

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All classroom programmes are based on the New Zealand Curriculum Statements in each of the eight essential learning areas. Staff strive to deliver balanced and interesting programmes that meet the needs of the children and satisfy legislative requirements.

There is a focus on literacy and numeracy in the mornings. This includes phonological based spelling programmes, daily reading & writing and Mathematics including Numeracy.

An Integrated Inquiry Learning approach is used to deliver Social Studies, Science, Technology and Health. The Arts and Physical Education are taught separately.

## **Curriculum Enrichment**

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All teaching staff extend children where possible in class programmes. This could involve children working on individual programmes or withdrawal from the class. Some children attend the One Day School (Gifted and Talented Programme) on a weekly basis. Through our opportunities and enrichment programmes we offer extension in the areas of Mathematics, Visual Arts, Computing, Special Choir, Instrument Tuition and Literacy. Students are also able to participate in the ICAS (International Competitions and Assessments for Schools), University of Otago Problem Solving Challenge and other external competitions.

## **EnviroSchool**

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We are an EnviroSchool working towards being a “sustainable school”. Focus areas for the future include living landscapes, ecological building, healthy water, precious energy and zero waste. Initiatives such as nude food, edible gardens and cardboard recycling have been introduced by the students. We achieved our Bronze Award in 2014 and Silver Award in 2016. We also won a Mazda Foundation Tremendous Playground Makeover in 2014 that enabled us to develop our new outdoor classroom.

## **Helping Children at Home**

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Once children have started school a partnership is formed between home and school. Encourage them by admiring work brought home and show interest in your child’s activities. Insist on early nights – tired children seldom perform well at school. Junior class children will frequently take home a reading book. As these books are expensive, please help us by encouraging children to take good care of them.

More information on helping your child with reading will be given to you throughout the term.

The newsletter also contains information, tips and ideas for parents and caregivers to help with their children’s learning.

Otherwise, check out [www.teamup.co.nz](http://www.teamup.co.nz), a website with ideas to help families and communities support children as they learn. Another useful website is [www.nzmaths.co.nz](http://www.nzmaths.co.nz). Go to the family part of the jigsaw for some great numeracy games and activities.

## **Homework**

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All class teachers set some homework for children during the week. Each teacher publishes a newsletter which will include information and discussions about homework expectations. Homework should be seen as an integral part of schooling, helping to establish regular and consistent study habits.

## **Information and Communication Technology**

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The school has an extensive networked computer system that enables inter-class communication and multiple internet access. Each staff member has an individual e-mail.

Staff members have their christian name and surname initial before the @ symbol, eg [teganw@cromprimary.school.nz](mailto:teganw@cromprimary.school.nz). We encourage contact to be made using this system.

Additional use is made of digital cameras, video, fax machines and telephones.

Our website address is [www.cromprimary.school.nz](http://www.cromprimary.school.nz).

Year 5/6 students will work on a Chromebook as part of our 1:1 device strategy. Some families purchase these devices for their children. Other students work on school provided devices (devices cannot be taken home). Note: BYOD stands for Bring Your Own Device.

## **Learning Experiences Outside the Classroom (LEOTC)**

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All classes at some stage make use of the wealth of local resources that are available to supplement class programmes. Activities range from aquatics, camps, trips and visits. We aim to increase the children's knowledge of the special features and facilities located in their immediate environment. All year 6 children experience an annual Camp 'Dunedin' and the Year 5 children will experience an annual camp including an outdoor pursuits camp held at Camp Columba (Pukerau). All other classes will be involved with a range of EOTC activities based at school or in the local community. Some junior classes may also be involved with an overnight camp experience based locally. Year 4 students may have an overnight stay on the Te Rau Aroha Marae in Bluff. Police Education Programmes can also be included in the junior programmes – safe walking, cycle safety.

## **Learning Support**

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The school employs part time teachers and teacher aides to provide teacher and child support on an individual or in-class basis. Programmes such as Talk to Learn (oral language) PMP (Perceptual Motor Programme), Seasons for Growth (children coping with change) and general Literacy and Numeracy support. Recent additions to our support programmes are 'The Steps Programme' (computer based spelling programme) and 'Counting for Success' a support programme for building number knowledge in Numeracy.

Quick 60 (similar to reading recovery) is provided for identified 6 year old children.

Our MST (Maths Support Teacher) offers intensive small group support for all students not yet meeting the expected curriculum levels.

## **Library**

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Due to rapid roll growth the school library has been de-commissioned since 2018 as there are two classes using the library space while additional classrooms are constructed. We are hoping the library will be operational again at some stage in 2022/23. Classes will have the opportunity to visit the Cromwell Public Library until this time.

## **Parent Help**

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We are pleased to have mothers, fathers, grandparents, and caregivers along to school as helpers in the classroom. We need you - so please contact us if you can help. Parents can either help in the class with children, or by making games, mending books, helping in the

school library etc. Please note that in line with the COVID-19 Protection Framework all helpers in the school must be fully vaccinated.

### **Peer Mediation**

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We are a “Cool School” with trained mediators working in the playground. Year 5 students are trained as peer mediators who help other children solve their own problems by using a mediation process.

### **Restorative Practices**

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Our teachers are trained as Restorative Practice Facilitators. By using the language of restorative practices, one to one, small and large group class or family conferences, situations of conflict and inappropriate behaviour are dealt with in a way that encourages our students to effectively manage their own behaviours and to learn positive ways of resolving conflict.

### **School Leadership**

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Opportunities for leadership at school are actively promoted through the Student Council and House Leaders. All senior students also have the opportunity to take on responsibilities such as library, road patrol, lunches, gear shed, peer mediators, PE monitors, IT Monitors, Transition Leaders and office duty.

### **School Values**

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We have four school values: Respect, Excellence, Honesty, and Contribution. These values are integrated into all unit plans throughout each year with one term allocated to each value. There is recognition of these at assembly.

### **Skiing/Skating**

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During the winter, skiing and skating trips are planned. Years 5-6 children ski at Cardrona and Years 0-4 children skate at the Queenstown Indoor Ice Rink and/or Alexandra Ice Rink.

### **Sport**

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Cromwell Primary has excelled in a range of sports and modified games at inter-school and regional levels. Senior children have the opportunity to represent the school in:

athletics	ripped rugby	top bike
cross country	touch rugby	cricket
swimming	t-ball	
orienteering	triathlon	

Parents are encouraged to assist with these.

### **Sports Uniforms**

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Representative teams wear a school sports uniform which is issued and collected at school. Please wash and return these to school as soon as possible. There may be a \$50 charge for any uniform damaged or not returned.

### **Student Council**

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The Student Council consists of one student representative from each class from Years 3-6. Councillors are elected by their peers at the beginning of each year. Council meetings, facilitated by the Principal, are held regularly with actions being based on the Student Council Principles:

1. Safeguard our future by encouraging students to actively care for their environment.
2. Contribute to the wider community by supporting a worthy cause through fundraising.
3. Achieve school-wide goals by working together to make a difference.

### **Swimming**

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Swimming lessons are provided by professional swim coaches for all children from New Entrants to Year 4 every year. Years 5 & 6 participate in a River Safe Programme. New

Entrants also participate in a “Water Fun” programme designed to build confidence in the water and organised by New Entrant teachers.

### **Visiting Performers**

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We arrange for up to four visiting performers to visit during each year. Performances enhance school programmes by allowing the children to experience events and artists that are not normally accessible to them. School activity donations cover the associated costs.