



Cotswold School

Parent Information

&

Reference Guide

2022



He Ara Whakamua - Building Brighter Futures



Telephone: 03 359-8035

Email: office@cotswold.school.nz

Website: www.cotswold.school.nz

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 this booklet will help to achieve this end.

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

STEPHEN HARRISON
Principal



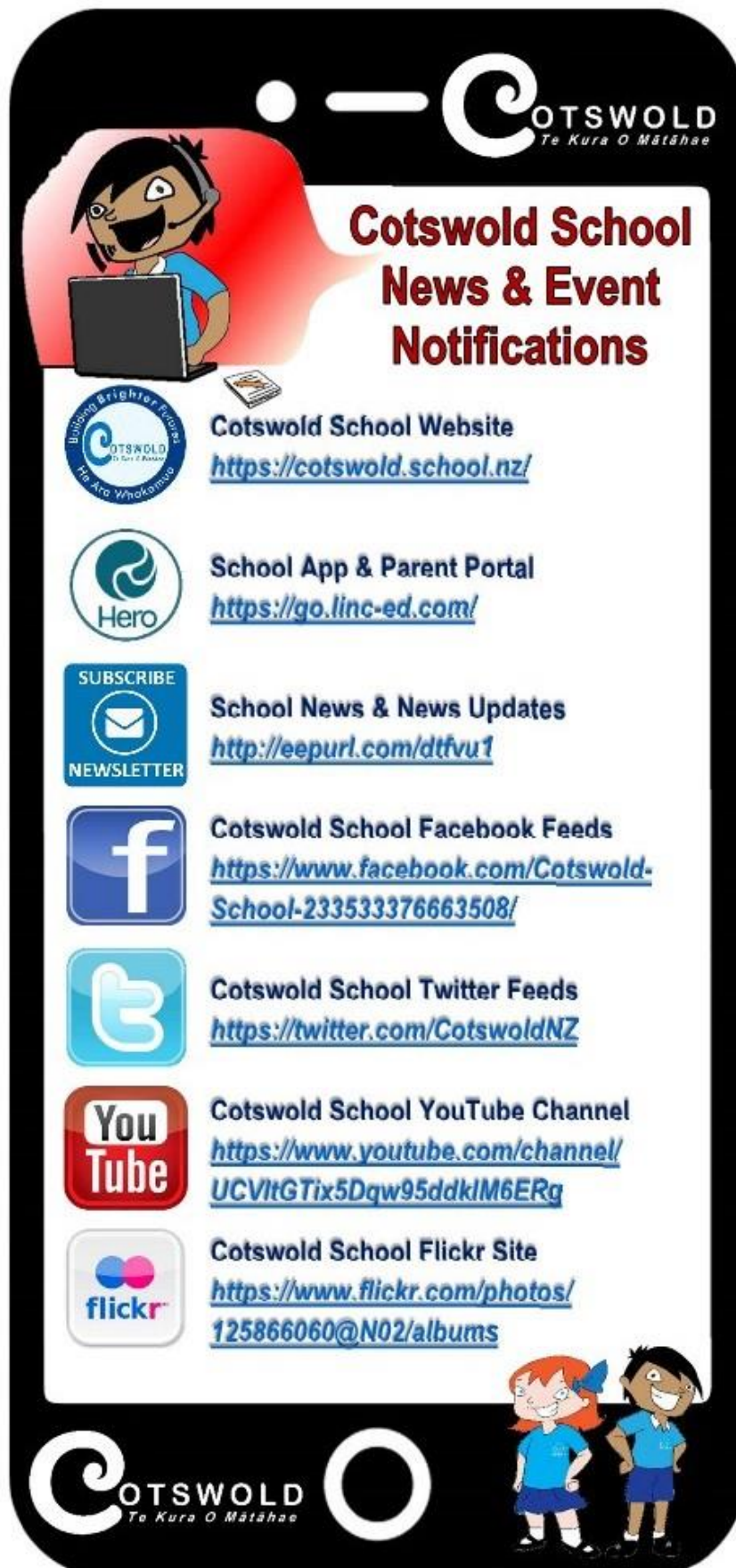
Cotswold School Meet the Teacher 2022
Wednesday 2 February 2022

- [Click Here to Book Your 10 Minute Timeslot Now](#)
- [Click Here to Complete The "Getting to Know Your Child" Form](#)










School News & Events – Keep Up To Date

We encourage parents to stay informed about what is happening at school. The school provides information in the following ways:



COTSWOLD
Te Kura O Mātāhau

Cotswold School News & Event Notifications

-  **Cotswold School Website**
<https://cotswold.school.nz/>
-  **School App & Parent Portal**
<https://go.linc-ed.com/>
-  **School News & News Updates**
<http://eepurl.com/dtfvu1>
-  **Cotswold School Facebook Feeds**
<https://www.facebook.com/Cotswold-School-233533376663508/>
-  **Cotswold School Twitter Feeds**
<https://twitter.com/CotswoldNZ>
-  **Cotswold School YouTube Channel**
<https://www.youtube.com/channel/UCVltGTix5Dqw95ddkIM6ERg>
-  **Cotswold School Flickr Site**
<https://www.flickr.com/photos/125866060@N02/albums>

COTSWOLD
Te Kura O Mātāhau

2022 Starting & Contact Details

School Office

The school office will be open as follows:

- Tuesday 1st February, 2022 – 9.30am to 12.15pm
- Wednesday 2nd February, 2022 – 9.00am to 3.00pm

Normal office hours of 8.30am to 3.15pm resume on Thursday 3rd February, 2022.

Enrolments

The Principal will be available for the enrolment of new students at the following times:

- Wednesday 2nd February, 2022

Please contact the office to make an appointment. Further enrolment information including a map of our school zone, and an [online enrolment form](#) is available from our school website www.cotswold.school.nz

Start Dates

- Office Staff – Monday 31st January, 2022
- Leadership Team – Monday 31st January, 2022
- Teaching Staff & Support Staff – Tuesday 1st February, 2022
- All Students – Thursday 3rd February, 2022

Contact Details

Cotswold School
50 Cotswold Avenue
CHRISTCHURCH 8053
Phone: 359-8035
Website: www.cotswold.school.nz
Email: office@cotswold.school.nz

Absentee Notification

- <https://go.linc-ed.com/>

School Newsletters

- <https://hail.to/cotswold-school-nz/article/yjja1QU>

Principal's Pen (Weekly Update)

- <https://hail.to/cotswold-school-nz/publication/Tnp1lqv>

2022 Term Dates

Term 1: Thursday 3 February to Thursday 14 April

Term 2: Monday 2 May to Friday 8 July

Term 3: Monday 25 July to Friday 30 September

Term 4: Monday 17 October to Friday 16 December

School will be closed in 2022 on Saturdays and Sundays and on the following Teacher Only Days and Holidays:

Term 1:

- Teacher Only Day: Tuesday 1 February
- Teacher Only Day: Wednesday 2 February
- Waitangi Day (Mondayised): Monday 7 February
- Good Friday: Friday 15 April (Term 1 Holidays)
- Easter Monday: Monday 18 April (Term 1 Holidays)
- Easter Tuesday: Tuesday 19 April (Term 1 Holidays)
- ANZAC Day: Monday 25 April (Term 1 Holidays)

Gizzle
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Term 2:

- Teacher Only Day: Friday 3 June
- Queen's Birthday: Monday 6 June
- Matariki Public Holiday: Friday 24 June

Term 3:

- Teacher Only Day: Friday 26 August

Term 4:

- Labour Day: Monday 24 October
- Canterbury Anniversary Day: Friday 11 November

Our Vision

Cotswold School community is Building Brighter Futures. Cotswold learners will be respectful students who communicate effectively, are risk takers and thinkers who are actively involved in their learning and the community.



This vision is supported by the New Zealand Curriculum which sets the national direction for learning for all students. Utilising the framework provided by the New Zealand Curriculum, Cotswold School has designed and implemented its own curriculum to engage and motivate its particular students.

In the process of establishing this curriculum, the school staff, board of trustees and community have worked closely together. Our curriculum reflects the values and beliefs of the community, the particular needs and interests of our students, and the strengths of our staff. It builds on existing good practice and utilises local opportunities, resources and community support.

Building Brighter Futures

He Ara Whakamua

Significance Of The Logo

The elephant as a symbol for Cotswold School originated from the school's close geographical proximity to Bishopdale (Elephant) Park. Cotswold is not a suburb of Christchurch but everyone knows where the "Elephant Park" is.



The elephant is considered a 'keystone species'. This is a species of animal that makes a huge impact upon its environment. Such species are described as playing a critical role in maintaining the structure of an ecological community. Furthermore, the keystone in an arch, if removed, causes the arch to collapse. Cotswold is a 'Keystone School' - fundamentally important to the education of primary aged children in the Bishopdale region and as a feeder school to the local intermediates and high schools. (The Tōtaranui Community of Learning).

Elephants are intelligent creatures who are capable of learning. They are caring social animals with excellent memories. They are able to adapt and use the tools at their disposal. Staff and students at Cotswold are intelligent human beings who care for each other, make the right choices, have and use all the latest educational tools at their disposal.

Cotswold Values

Values are deeply held beliefs detailing what our school community considers most important for our learners so that they will thrive in diverse communities. The Cotswold community has developed the following values which will be reflected in everyday actions and interactions within the school.

• Manaaki ... Caring

Caring students are respectful of themselves, others and the environment. They have a sense of personal and social responsibility and an understanding of actions and consequences and how they affect their learning and relationships. They display tolerance and empathy towards others in order to improve individual and/or team outcomes.



• Whakawhiti Kōrero ... Communicate & Contribute

Students who contribute are actively involved in their learning and life. They communicate effectively and actively involve themselves in discussions. They participate and contribute effectively as a member of a group, school, and community articulating their ideas, asking and answering questions. They listen attentively to others and use technology, language symbols and texts to communicate their ideas with confidence.






• Nau mai ngā wero ... Challenge & Create

Students who are creative display originality, imagination, resourcefulness, and curiosity. They are innovative, enterprising and are prepared to take risks with their learning. They are Thinkers and Problem Solvers Who Reflect on their learning. Students who challenge themselves are resilient learners who achieve their goals through perseverance, risk taking and resourcefulness. They accept that difficulties and mistakes are a necessary part of learning in order for them to achieve personal excellence.




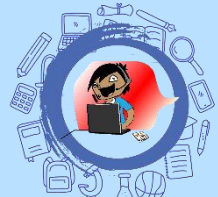

Cotswold Values Links

Our School Values are embedded in our school curriculum and are expected to be lived and demonstrated by all members of our community – parents, staff and students. They are closely linked to the New Zealand Curriculum Key Competencies and Principles in the following way:

VALUES	VISION/LEARNERS' QUALITIES	KEY COMPETENCIES	PRINCIPLES	PB4L LINKS
 <p>Manaaki Caring</p>	<p>Respectful of themselves, others and the environment.</p>	<ul style="list-style-type: none"> Thinking Managing self Relating to others Participating and contributing 	<ul style="list-style-type: none"> High Expectations Treaty of Waitangi Cultural Diversity Inclusion 	<p>We are Caring</p> <ul style="list-style-type: none"> Be Kind Be polite (use manners) Be respectful Be responsible
 <p>Whakawhiti Kōrero Communicate & Contribute</p>	<p>Effective Communicators actively involved in their learning and life.</p>	<ul style="list-style-type: none"> Thinking Using language, symbols, and texts Managing self Relating to others Participating and contributing 	<ul style="list-style-type: none"> High Expectations Treaty of Waitangi Learning to learn Community Engage Coherence 	<p>We are Communicators</p> <ul style="list-style-type: none"> Be a contributor (join in) Be willing to share Be an active listener (communicator) Be considerate (think of others)
 <p>Nau mai ngā wero Challenge & Create</p>	<p>Resilient Risk Takers, Thinkers and Problem Solvers who Reflect on their learning</p>	<ul style="list-style-type: none"> Thinking Managing self Relating to others Participating and contributing Using language, symbols, and texts Managing self 	<ul style="list-style-type: none"> High Expectations Treaty of Waitangi Cultural Diversity Community Engage Inclusion Learning to learn Coherence 	<p>We accept Challenge</p> <ul style="list-style-type: none"> Be resilient Be persistent (keep trying) Be a risk taker (have a go) Be a problem solver Be creative

Positive Engagement For Learning Matrix

The following criteria (rubrics) have been developed to assist our children to understand and self-monitor their progress on the Cotswold Way – our Values and Vision.

Manaaki (Care)		All Settings	Classroom	Assembly	Toilets	Playground	Moving Around The School
	We are CARING <ul style="list-style-type: none"> Be kind Be polite (use manners) Be respectful Be responsible 	<ul style="list-style-type: none"> Use my manners. Look after property and environment. Keep my hands, feet and objects to myself. Follow teacher/adult instructions 	<ul style="list-style-type: none"> Support and help each other 	<ul style="list-style-type: none"> Be a respectful audience 	<ul style="list-style-type: none"> Respect privacy Be responsible in the toilet. 	<ul style="list-style-type: none"> Follow instructions of and respect, student leaders. Use playground and equipment sensibly and safely. Discourage bullying. Be an upstander not a bystander 	<ul style="list-style-type: none"> Line up quietly and respectfully
Whakawhiti Kōrero (Communicate & Contribute)							
	We are effective COMMUNICATORS <ul style="list-style-type: none"> Be a contributor (join in) Be willing to share Be an active listener (communicator) Be considerate (think of others) 	<ul style="list-style-type: none"> Cooperate with others and follow instructions Speak Kindly Be inclusive of others. 	<ul style="list-style-type: none"> Be learning ready Be active Listeners Share ideas and respect those of other 	<ul style="list-style-type: none"> Applaud appropriately 		<ul style="list-style-type: none"> Use our WITS. Apologise if involved in any accidents. (say sorry) 	
Nau Mai Ngā Wero (Challenge & Create)							
	We accept CHALLENGE <ul style="list-style-type: none"> Be resilient Be persistent (keep trying) Be a risk taker (have a go) Be a problem solver Be creative. 	<ul style="list-style-type: none"> Be in the right place at the right time. Be persistent. Accept responsibility for my actions. 	<ul style="list-style-type: none"> Show effort and perseverance (don't give up) Always produce work you can be proud of. (in lesson we will cover responding and acting on feedback - work on time) 	<ul style="list-style-type: none"> Enter the hall silently 	<ul style="list-style-type: none"> Wash your hands without making a mess 	<ul style="list-style-type: none"> Wear sunhat during terms 1 & 4 or sit on the school veranda Walk our wheels. 	<ul style="list-style-type: none"> Wait in the right areas before and after school. Pick up rubbish and put in bin Respectfully walk around the school. Use silent mouths or quiet voice

2022 Staff/School Organisation

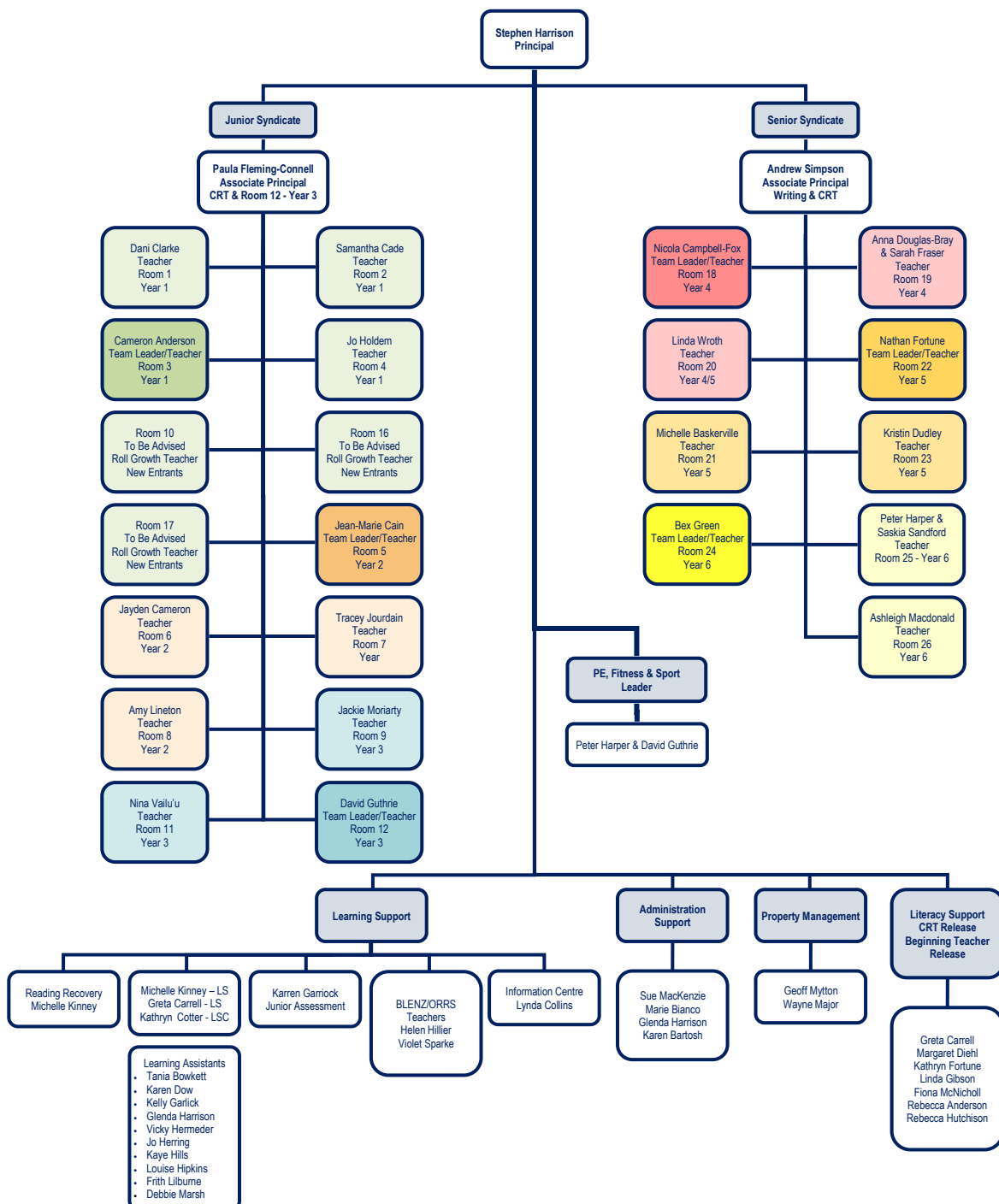
The structure put in place for our school is developed from the total staffing provided to our school by the Ministry of Education and includes:

- 4 x New Entrant/Year 1 classes
- 4 x Year 2 classes
- 3 x Year 3 classes
- 2 x Year 4 & 1 Year 4/5 classes
- 3 x Year 5 classes
- 3 x Year 6 classes

Our primary aim is to keep classes as small as possible while staying within the resources we are provided.

- Twenty classes will be established at the start of the school year. Another class will be started during Term 1 as the number of New Entrant students increase. Further classes will be established during Terms 2, 3 and 4.
- All Teachers are grouped into two syndicates led by an Associate Principal
- Each year group has a Team Leader as a member of the teaching team.

In diagrammatic form our organisation may be shown as follows:



2022 Student Activities

Outlined below are major activities our students will be involved in during 2022. While this list does not include all activities, it does include the major activities for 2022 and the **parent contribution we are asking in order for the activity to proceed.**

Terms 1 – 4 Opt In Subscriptions

- **Mangahigh – Year 3 - \$6.00**
Mangahigh is a web-based platform that boasts dozens of math games and hundreds of tutorials and quizzes, all aligned with Common Core standards. It teaches and reinforces a wide variety of math fundamentals, from counting and number sense all the way up to beginning algebra and geometry concepts. It also includes some coding lessons in Scratch.
- **Maths Buddy – Years 4 – 6 - \$20.00**
Math Buddy is an online Math program aimed at helping students learn and practice Math online through Activities, Math worksheets and quizzes. The MathsBuddy programme was created to give students the opportunity to watch, listen and re-do maths lessons again, to stop and rewind the teacher when needed. MathsBuddy allows the student to learn from an excellent teacher with the powerful help of sight and sound – a super effective combination where improvement is guaranteed.

Term 1

- **Opt In Activity:**
Sailing & Water Confidence Activities – Year 5 - \$65
Our Year 5 students will learn to sail with the KORE Sailing School and be involved in water confidence activities at Lake Rua. Trained sailing and water instructors will be working with the children with these activities. Parent assistance will be required. These activities will be held on 16 & 17 February 2022.
- **Beach Education - Year 4 - \$15**
Our Year 4 students will be having a Beach / Water Safety Experience at Waimairi Beach. Trained lifeguards will be working with the children. This activity will be held on 28 & 29 November, 2022.
- **Camp – Year 6 - \$270.00 (TBC)**
Our Year 6 students will attend a four-day camp to be held at the Waipara Adventure Centre from Monday 21 March to Thursday 24 March, 2022. This amount covers camp fees, food and transport.

Term 4

- **Swimming – Year 2 to 6 - \$51.00 (TBC)**
All Year 2 - 6 students will be involved in a concentrated swimming programme at Jellie Park during Term 4, 2022 – Monday 14 November to Friday 25 November, 2022.

Request For Parent Contribution

Parents will receive a request for contribution once each term.

The parent contribution can be made in the following ways:

- At the school office between 8.30am and 3.00pm, Monday to Friday during the school term.
 - EFTPOS is available (NB: Credit Cards are not accepted)
 - Cash in a sealed envelope with your remittance advice and placed in the white payment drop-box located in the school office foyer.
- Posted to Cotswold School, 50 Cotswold Avenue, Christchurch 8053. Please ensure your remittance advice is included with your payment.
- **Credited to our account no: 12-3149-0316613-01.** Please state child's name and current room number, and return the remittance slip.
- **Please no cheques.**

Receipts can be accessed via the school Hero App.

School Donation

The Board has set the 2022 school donation at \$150.00 per child to a maximum of 3 children – i.e. \$150.00 for one child, \$300.00 for two children and \$450.00 for three or more children.

During 2021 we used the money received from the school donation to provide additional learning support programmes for all our students. This has had a very positive impact on student achievement. We will continue to use the money received from donations during the 2022 school year to provide additional learning support for our students. This will include both book and people resources.

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 can be accessed via the school Hero App. **Please keep this receipt in a safe place.**

Meet The Teacher 2022

Meet the Teacher will be held during the day on **Wednesday 2 February, 2022.**

This year parents can pre-book a ten-minute timeslot with their child's new teacher. We encourage all families to make an appointment.

The booking site is now open – [please click here.](#)

We invite parents to complete the "[Getting to Know Your Child](#)" form before meeting with the teacher.

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.

At Cotswold our curriculum has been developed to cover each of the essential learning areas in the following way:

English

All strands of the English curriculum are explicitly taught. Teachers will empower students to:

- comprehend language through listening, reading, viewing
- express themselves with increasing confidence through speaking, writing and presenting

Our inquiry units will draw on the skills and strategies of the English curriculum.

Maths and Statistics

All strands of the Mathematics document are explicitly taught. There is an emphasis on numeracy.

Our inquiry units will draw on appropriate skills and strategies of the Mathematics curriculum.

Science, Social Sciences, Health and Technology

These learning areas are predominantly taught through inquiry.

The Cotswold Inquiry Model allows the teacher to ensure coverage of the achievement objectives as prescribed in the New Zealand curriculum documents as well as developing the strategies, key competencies and Cotswold values essential for the creation of lifelong learners. The skills, key competencies and strategies identified will be explicitly taught at each stage of the inquiry process within a context of topics that are meaningful and purposeful for learners. All these skills are critical for students to become independent, active, and responsible learners.

The model has been designed to provide a clear structure for learning that also allows some flexibility, with students identifying where they are at and reflecting on progress made at each stage.

The key competencies are an integral part of the process and are interwoven throughout all stages of the inquiry process.

There are three steps in the process of developing the skills and strategies outlined below:

- Step 1 is predominantly teacher directed
- Step 2 provides scaffolding for increasing independence
- Step 3 allows students to use the skills and strategies independently

Inquiry themes include knowledge, skills and attitudes that students will develop in authentic situations and contexts.

Health and Physical Activity

Physical Education and Health are taught explicitly throughout the year and integrated where appropriate. There is planned and purposeful engagement in physical activity, movement skills, sports and health related activities. We follow the school wide planning in both areas.

Each class has regular weekly classroom physical education lessons and physical activities including fitness, skills and games.

- Year 0-3 children have a total of 2 hours of physical education a week.
- Year 4-6 children have a total of 2.20 hours of physical education a week.

Teachers aim to develop broad based skills that will enable children to make more specialised choices later in sport and recreation. Lessons in a supportive relaxed atmosphere provide opportunities for the children to enjoy physical activity.

Sport and Physical Education are significant at Cotswold School. We have a comprehensive sports programme. The

school commits resourcing to enable two Sports Leaders to be released to plan, coordinate and develop initiatives that contribute to improved academic, social and sporting outcomes for our students by using sport as a context for learning and student engagement.

Cotswold School has chosen to explicitly teach all the health topics within a two-year cycle. Many of the health concepts are integrated into our inquiry topics. Units of work are planned in syndicates using a school wide plan.

The Arts

The teaching of arts encourages a lifelong interest in music, dance, drama, and the visual arts. The arts are powerful forms of expression that recognise, value, and contribute to the unique bicultural and multicultural character of Aotearoa New Zealand, enriching the lives of all New Zealanders. Accordingly, Cotswold School places significant importance on the Arts.

The skills and processes of The Arts are explicitly taught and reinforced. Where possible Art units will be integrated. Coverage is tracked by the Arts Leaders. There is a formalised structure that encourages student's artistic development. Skills and processes are introduced in a systematic way without reducing the opportunity for students to inquire into the creative process.

Itinerant Music Teachers teach a variety of instruments each Friday. Bookings are full for 2022.

The recorder is taught from Year 2 - 6 as part of the music programme.

Our Arts programme also encapsulates Kapa Haka, jump jam and choir.

Education Outside The Classroom

Our children regularly go offsite to visit sites of educational, cultural, historical and natural significance to enhance their learning. The school would like to continue the development of our outdoor environment to enhance student learning. Please refer to the Major Activities list detailed earlier in this brief.

Te Reo Maori

This is taught weekly in a half hour slot and it is integrated where possible. Planning is organised through syndicate teams following the school prescribed programme. Te Reo Maori and Tikanga are linked to curriculum areas.

The Kapa Haka programme promotes Te Reo and Culture and is slowly being expanded across our school.

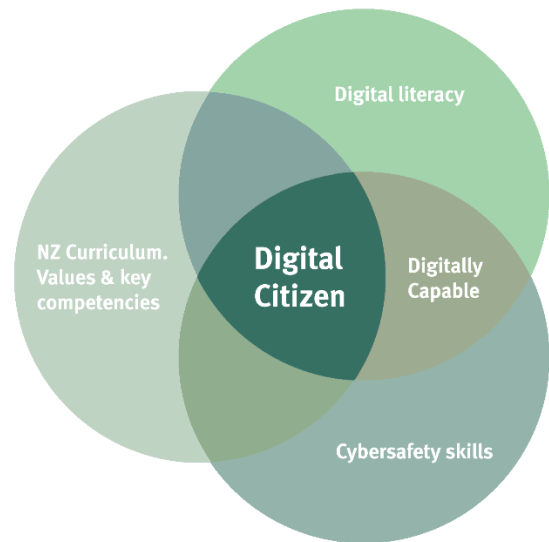
Extra Curricula

Opportunities are provided for students to participate in a wide range of activities including sport, choir, kapahaka, arts and instrumental. A number of these activities are "opt in" only.

Digital Technology At Cotswold School

We aim for students and staff to be digital citizens within our school community. We strive to create a community of digital citizens through an interactive learning environment where students and staff will use technology based equipment and resources well to access and communicate with the wider community in respectful and innovative ways.

- Digital Technology will be integrated into all areas of the curriculum using a range of digital devices such as ipads, Chromebooks, laptops, data projectors, TVs and cameras.
- We will provide opportunities for students to choose appropriate technological equipment to suit the task.
- We will facilitate shared learning opportunities to communicate and seek information using appropriate technology.
- We will offer virtual experiences and tools that save the student's time allowing them to take their learning further.



Through the use of Digital Technology we aim to provide staff and students with transferable skills that will prepare them to be lifelong digital citizens. We have defined a successful digital citizen as someone who:

- Is a confident and capable user of Digital Technology
- Uses technologies to participate in educational, cultural, and economic activities
- Uses and develops critical thinking skills in cyberspace
- Is literate in the language, symbols, and texts of digital technologies
- Is aware of Digital Technology challenges and can manage them effectively
- Uses Digital Technology to relate to others in positive, meaningful ways
- Demonstrates honesty and integrity and ethical behaviour in their use of Digital Technology
- Respects the concepts of privacy and freedom of speech in a digital world
- Contributes and actively promotes the values of digital citizenship

It would be easy to think of Digital Literacy as just another set of skills or knowledge that we need to learn, but it is significantly more than that. It is what is required for us to understand, take part in and get the most from our digitally enabled society. Digital Literacy is a fundamental aspect of digital citizenship.

“Being digitally literate is not just learning about or even with digital technologies, but is being able to participate fully in a digitally-enabled [society]”

Like literacy and numeracy initiatives which provide people with the skills to participate in the work force, digital literacy has become an essential skill to be a confident, connected, and actively involved lifelong learner.



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 use the school grounds.

Students have free play within the grounds until 8.55am but must **not** play on adventure playgrounds or fitness circuit.

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.

Our timetable is as follows:

- 8.30am - Students are able to enter classrooms
- 8.50am – Parents leave classrooms and children settle on the mat area or desk ready for the learning programme
- 8.55am - Teaching Session 1
- 9.50am - Fruit Break
- 10.00am - Teaching Session 2
- 11.00am - Food Break
- 11.10am - Morning Interval
- 11.30am - Teaching Session 3
- 12.40pm - Lunch
- 1.30pm - Teaching Session 4
- 3.00pm - School finishes for the day

There are three large adventure playground and one fitness circuit located in our grounds. The following restrictions are in

place for these areas:

- Junior Adventure Playground: Restricted to Year 0 & 1 students
- Middle Adventure Playground: Restricted to Year 2 - 4 students
- Senior Adventure Playground: Restricted to Year 5 & 6 students
- Fitness Circuit: Restricted to Year 2 - 6 students

Outside of these areas, all students are free to move to any part of our defined play area during lunch time and morning interval.

Absence/Late To School

If you need to report your child's absence from school or late arrival to school please use our absence form rather than phoning the school. You can do this by using the Hero School App - <https://go.linc-ed.com/>

Accident Or Illness At School

If children have accidents or if they are sick at school, we proceed as follows:

1. The child is made as comfortable as possible and first aid is rendered if necessary.
2. If necessary we contact the parents by text, then phone and finally we call the emergency contact number that you have given us and arrange for the child to be taken home.

It is important to note that no child is sent home unless we have contacted a parent/caregiver.

If it is not possible to find 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. Fortunately, accidents of this kind are infrequent.

It is important that the school be kept informed of current telephone numbers including work contact numbers. Experience has shown us that very often children do not know where their parents work. Children, especially younger ones, fret badly if a parent cannot be contacted when they are sick.

Allergies & Medical Conditions

If any of your children suffer from such things as asthma, heart ailments, epilepsy, bee or wasp sting allergies, etc please be sure to advise the school so that a procedure can be worked out to cope with any situation that may arise.

- All children are entitled to receive prescribed medication during school hours.
- All administering will be done by the Office Staff, or the Principal, Deputy or Assistant Principal.
- Parents requiring their child to have medicine administered must contact the office personally to discuss the reason for the medication being administered as well as signing a release/consent form.
- Office staff must sight the medical practitioner's directions before administering the medication.

- No medicine is to be kept in children's bags, classrooms or administered by staff other than those named. This includes inhalers.
- All asthma medication to be provided in a named plastic bag for storage in the medical room.

Administering Medication

No medication may be administered to a child without parental consent. A paracetamol tablet may be given with verbal consent from a parent.

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 allergies or other needs is stored in the medical room with a complete list of students' conditions.

Emergency allergy medication is kept in the medical room with the first aid kit.

All medication is dispensed through the school office, and all treatments and the dispensing of medication is recorded. Medication is not the responsibility of the class teacher. Children may not hold medicine in their bags 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 whose parents have made a formal request. The following guidelines are observed:

- Parents/caregivers 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 (e.g., tablets, administered on behalf of their parents/caregivers to a student suffering from a medical condition):
 - must be delivered to school by parents/caregivers, **not** by students
 - 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:
 - all medication given to student is digitally recorded in the child's file
 - the record shows the name of the student, the dose given, the time and date given and any other action taken
 - 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.

Cotswold 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.

Board Members

Current boards members are:

Chairperson

- Kiri Terry – board-chair@cotswold.school.nz

Trustees

- Casey Delaney – casey.delaney@cotswold.school.nz
- Luke Gainsford – luke.gainsford@cotswold.school.nz
- Scott Rainey – scott.rainey@cotswold.school.nz
- Kirsty Willis – kirsty.willis@cotswold.school.nz

Principal

- Stephen Harrison – stephen.harrison@cotswold.school.nz

Staff Representative

- Jo Holdem – jo.holdem@cotswold.school.nz

Change Of Contact Details

It is important to notify the office of any change of address, telephone, mobile phone numbers or email address. This includes change of prefix to a cell phone.

Teacher Only Days 2022

School will be closed for Teacher Only Days on the following dates:

Term 1

- 1 February, 2022
- 2 February, 2022

Term 2

- 3 June, 2022

Term 3

- 26 August, 2022

Enrolment At Cotswold School

Enrolment at Cotswold School is governed by an enrolment scheme. The development of new housing in our area combined with the increasing number of parents wishing their children to enter our school has meant the Board of Trustees has had to impose an enrolment scheme to avoid overcrowding and to manage the school roll having regard to the goals set out in our Charter. The enrolment scheme outlines a geographical area from which students are automatically accepted for enrolment at our school. The enrolment scheme also outlines priorities for the acceptance of students living outside our zone.

Through our enrolment scheme we aim to:

- To ensure that there are places for children who have Cotswold as their closest school.
- To ensure children currently enrolled at the school will continue to be able to attend Cotswold.
- To ensure that others who apply for places in the school are treated fairly.
- To ensure wherever possible, class sizes stay within acceptable limits with regard to the Ministry of Education Health and Safety Code of Practice.
- To accommodate the rights of parental choice wherever possible.

Maximum Roll

The maximum roll in any one year will be governed by the organisation of the classes as determined by the Principal, in consultation with the Board.

Home Zone

All students who live within the home zone described below shall be entitled to enrol at the school.

- Harewood Road (from Highsted Road to Watsons Road)
- Watsons Road (extend boundary line to Sawyers Arms Road)
- Sawyers Arms Road (from boundary line extended from Watsons Road to Johns Road)
- Johns Road (from Sawyers Arms Road to Gardiners Road and including Hussey Road)
- Gardiners Road (from Johns Road to Styx Mill Road)
- Styx Mill Road (from Gardiners Road to Highsted Road)
- Highsted Road (from Styx Mill Road to Glenmore Avenue)
- Glenmore Avenue (including Mendip Place & Centra Place)
- Brockham Place (from Glenmore Avenue to Veitches Road including Cherry Place)
- Veitches Road (between Sawyers Arms Road and Grampian Street)
- Sawyers Arms Road (Numbers 233 and over)
- Highsted Road
- Drysdale Street
- Ian Place
- Reynolds Avenue (Numbers 70 – 78)
- Bainton Street (Even Numbers 48 and over, Odd Numbers 39 and over)
- Rolfe Place

Out Of Zone Enrolments

Each year the Board will determine the number of places which are likely to be available in the following year for the enrolment of students who live outside the home zone. The Board will publish this information by a notice in a daily or community newspaper circulating in the area served by the school. The notice will indicate how applications are to be made and will specify a date by which all applications must be received.

Priorities For Enrolment

Acceptance for enrolment will be determined by:

1. First Priority: Students whose usual place of residence is within the geographical zone detailed in the Cotswold School Enrolment Scheme.
2. Second Priority: Siblings of current students.
3. Third Priority: Siblings of former students.
4. Fourth Priority: Children of former students.
5. Fifth Priority: Children of Board employees or Board members.
6. Sixth Priority: All other students.

Zone Map

A map of our enrolment zone is included on page 25 of this document. It can also be accessed from our school website – www.cotswold.school.nz

Enrolment Requirements

When you enrol your child at the age of five, you will be asked to complete an enrolment form. Details required include:

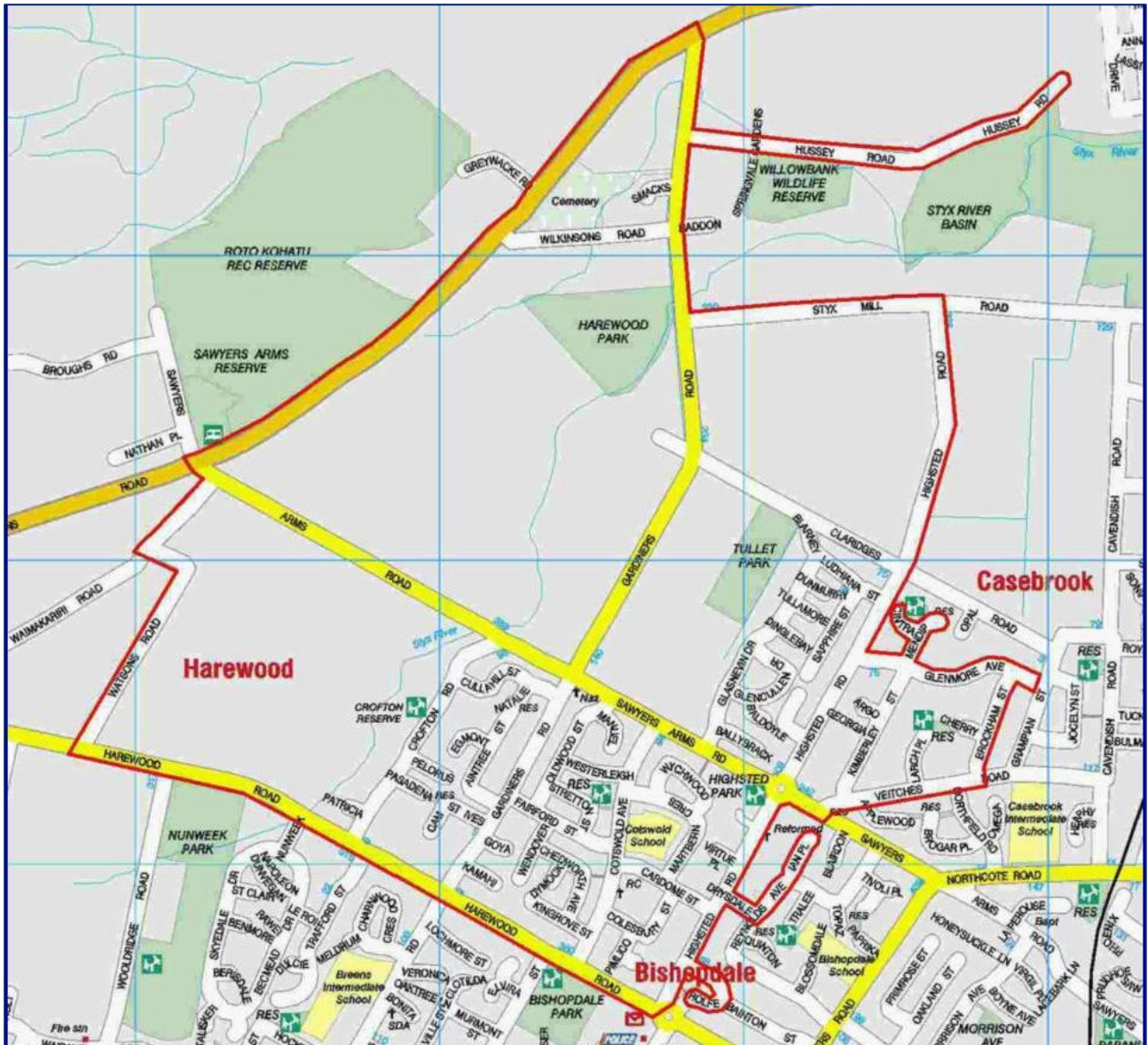
1. Child's full name, address & ethnicity. We also require proof of address – i.e. purchase agreement, rental agreement or rates notice.
2. Parent/Caregivers full name, occupation, address, phone number and email address.
3. Details of significant health problems, allergies, serious illnesses, accidents.
4. Emergency telephone numbers. If parents/caregivers are away from home during the day you will be asked to supply local emergency phone numbers so that we can contact someone who will take responsibility for your child and collect them from school in the event of an emergency.
5. Details of pre-schooling.
6. Name of family doctor.

We are required to sight the original of your child's birth certificate or passport to verify the date of birth.

We also check to see if the child has:

1. Been enrolled at the school dental clinic.
2. All immunisations are up to date. We require a copy of the Immunisation Certificate from your child's Health Book signed off by your doctor. An Immunisation Certificate can also be obtained from your child's Doctor. This is required irrespective of immunisation status.
3. Your child's National Health Number – from Plunket Book or doctor.

COTSWOLD SCHOOL ENROLMENT ZONE



Cotswold School Meet the Teacher 2022 Wednesday 2 February 2022

- Here to Book Your 10 Minute Timeslot Now
- Click Here to Complete The "Getting to Know Your Child" Form



Fruit Break

Our timetable includes a ten-minute nutritional fruit break for all children. Students 're-fuel' with fruit during this break, which helps with performance and concentration as well as health. Children are asked to bring fruit to eat.

Lunch At School

On fine days children eat their lunch outside, under the supervision of teachers. When the weather is not suitable for outside lunch teachers supervise their own classes in classrooms.

Meet The Teacher 2022

Meet the Teacher will be held during the day on **Wednesday 2 February, 2022.**

This year parents can pre-book a ten-minute timeslot with their child's new teacher. We encourage all families to make an appointment.

The booking site is now open – [please click here](#).

The main idea of this day is that students, parents and teachers will have some 1:1 time with their child's new class teacher. We want you to get together, meet, talk and orientate your child for the New Year. We invite parents to complete the "[Getting to Know Your Child](#)" form before meeting with the teacher.

Links:

- **Interview Bookings:**
<https://www.schoolinterviews.co.nz/code/m866m>
- **Getting To Know Your Child Form:**
<https://form.jotform.com/cotswold/know-your-child>

Name Tags

Everything a child brings to school, including their clothing, lunch boxes and scooters should be named. This is most important. Please check regularly to see that name tags have not come off and that the name is still legible.

Newsletter

A school newsletter is usually published on the first Wednesday of each month to keep you informed about school activities, meetings and other functions. You can subscribe to receive our newsletter by email, access it from our school website - <https://hail.to/cotswold-school-nz/publication/gdprL98> or collect a printed copy from the school office. Please see Page 4 for links to our newsletter subscription service and our school website.

Principal's Pen

The Principal writes a weekly article to keep parents informed about coming events and activities. This is emailed to parents who have registered to receive it. It is also copied to our Facebook Page and distributed via the Hero App. We encourage you to read this each week and stay up to date with what is happening in our school learning community.

Parents Association

Our children today face a world where the shape of the future is not clear, a world where values, lifestyles, concepts and attitudes are rapidly changing, therefore it is essential that parents and teachers work together to help our children grow into adults who can cope with the ever-changing world.

Research shows that children do better when families are involved in and understand the schools their children are attending, and when teachers value the views and contributions of parents and whanau. The PA provides a means for parents and teachers to build a successful partnership, based on the best interests of the child. By getting involved in the work of our school PA, parents, teachers and children benefit from the knowledge and insight shared. Through the PA parents have an opportunity also to become involved in the wider decision-making process of the education system.

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.

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 gateway – from the school gateway to the school 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.

Student safety is paramount.

Private Driveways

We receive a number of complaints each term from local residents regarding the behaviour of parents dropping off and picking up students. Residents have been instructed to record registration numbers and pass these to the Police for

prosecution. Section 16 of the New Zealand Road Code includes the following statements:

You must not stop, or park a vehicle:

- Where it will be in the way of other people using the road
- Near a corner, bend, hill, traffic island or intersection if it will stop other people from seeing the road.
- On any footpath
- On, or closer than 6 metres to, an intersection – except where there are parking spaces or a notice telling you that you can park there.
- On or closer than 6 metres to, the approach side of a pedestrian crossing.
- In front of a vehicle entrance – or closer than 1 metre to a vehicle entrance.
- Next to another parked vehicle ('double-parked').
- Where there are yellow "no stopping" lines.

Please ensure you do not block residents driveway access points.

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.

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.

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.

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.

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.

Safety – Entry Points Into School Grounds

Pedestrians

Please use the pedestrian entranceways off Cotswold Avenue or Martbern Crescent. **Do not use the driveway entranceway or staff carpark areas.**

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

Cycles

We would prefer all cyclists to enter our school grounds using the entrance off Martbern Crescent. If this is not practical, then the following procedure should be strictly adhered to:

- Students entering off Cotswold Avenue should get off their cycles before entering the school ground.
- Students should use the main pedestrian entranceway on Cotswold Avenue.
- Cyclists should walk their cycles down the pathway and place them in the bike stands.
- Students entering off Martbern Crescent should get off their cycles before entering the school ground.
- Cyclists should walk their cycles to the bike stands.
- Cycles are not to be ridden in the school grounds at any stage.
- Cyclists are not to use the school driveway or staff carpark area at any stage.
- Bicycle security is the responsibility of parent and child – please ensure you bicycle is locked to the bike stand.

Scooters

- All students using scooters should use the main pedestrian entrances off Cotswold Avenue or Martbern Crescent.
- Children should get off scooters before entering the school grounds.
- Scooters should be carried to the cloakroom area or the scooter stands, adjacent to the child's classroom
- For safety reasons scooters (folded) and rollerblades are to be stored in the child's school bag.

- Recent trial evacuations of students showed scooters left leaning against walls in cloakroom areas and rollerblades left on floor areas created a "tripping" danger to students and staff as they exited the building.
- Scooters/rollerblades are not to be ridden/used in the school grounds at any stage except on the bike track.
- Students/parents on scooters/rollerblades are not to use the school driveway or staff carpark area at any stage.
- Scooter/rollerblade security is the responsibility of parent and child. Please name all personal property.

Student Attendance

The Education Act, 1989, requires that all children six years old and over must attend school. The principal is accountable to the Ministry of Education for the daily attendance of all students listed on the school admission register. To monitor the attendance of students the school must:

Responsibility	Action
School	<ul style="list-style-type: none"> Advise, and regularly remind parents, of the need to contact school when their child is away.
Parent/caregiver	<ul style="list-style-type: none"> Contact the school before 8:55 am to report their child's absence that day. Absences are <u>unjustified</u> unless the child is too sick to attend school, or has suffered a bereavement. Parents must also keep the school advised of any changes to their contact phone numbers.
Teachers	<ul style="list-style-type: none"> Complete the attendance register and use it to manage patterns of absence.

School Carpark

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



Uniform

Cotswold School has a compulsory uniform/dress code that all students must adhere to.

Details are as follows:

Compulsory Items for Girls

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

Compulsory Items for Boys

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

Hats

- Navy bucket or wide brimmed hat compulsory during Term 1 and 4. Please cut off the cords as these can be a choking hazard.

Optional Uniform Items

- Navy Brunner (sports) pants
- (Both boys and girls have the option of wearing the unisex navy brunner sports pants as a warmer option during winter months and/or for sports.
- Geneva Jacket royal blue with navy lining/trim

The Geneva BizTech soft shell jacket is available as an option for extra warmth and can be worn to and from school as well as for sports or school excursions but NOT to be worn in the classroom.

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.
- Slip ons, scuffs, jandals, boots or other unsuitable footwear is not permitted.
- Where possible please choose footwear with non-marking soles.

Grooming

- For safety reasons, students may not wear necklaces (unless for genuine cultural reasons), bracelets, or dangly earrings. Watches, medic alert bracelets and ear studs are permitted.
- Nailpolish, 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.

Uniform items can be purchased from:

Mainland Uniforms
511 Wairakei Road
Christchurch

Telephone: 03 360-3037
 Email: sales@mainlanduniforms.co.nz
 Website: www.mainlanduniforms.co.nz. (Online Orders)

Uniform items will be reviewed periodically to reflect the changing needs and styles available to students.



Suggestions from parents and caregivers are welcomed and will be considered during each uniform policy review.

Your Child Needs To Bring ...

When your child enters Cotswold School when they turn five, they will require:

- A school bag large enough to contain all the belongings that they will carry between home and school.
- Lunch box & drink bottle
- Reading folder and whiteboard – purchased from school office.
- Stationery items – these can be ordered online using the link on our school website.

If your child is transferring from another school to Cotswold School, please bring all their current exercise books to school on the day they start at Cotswold School.

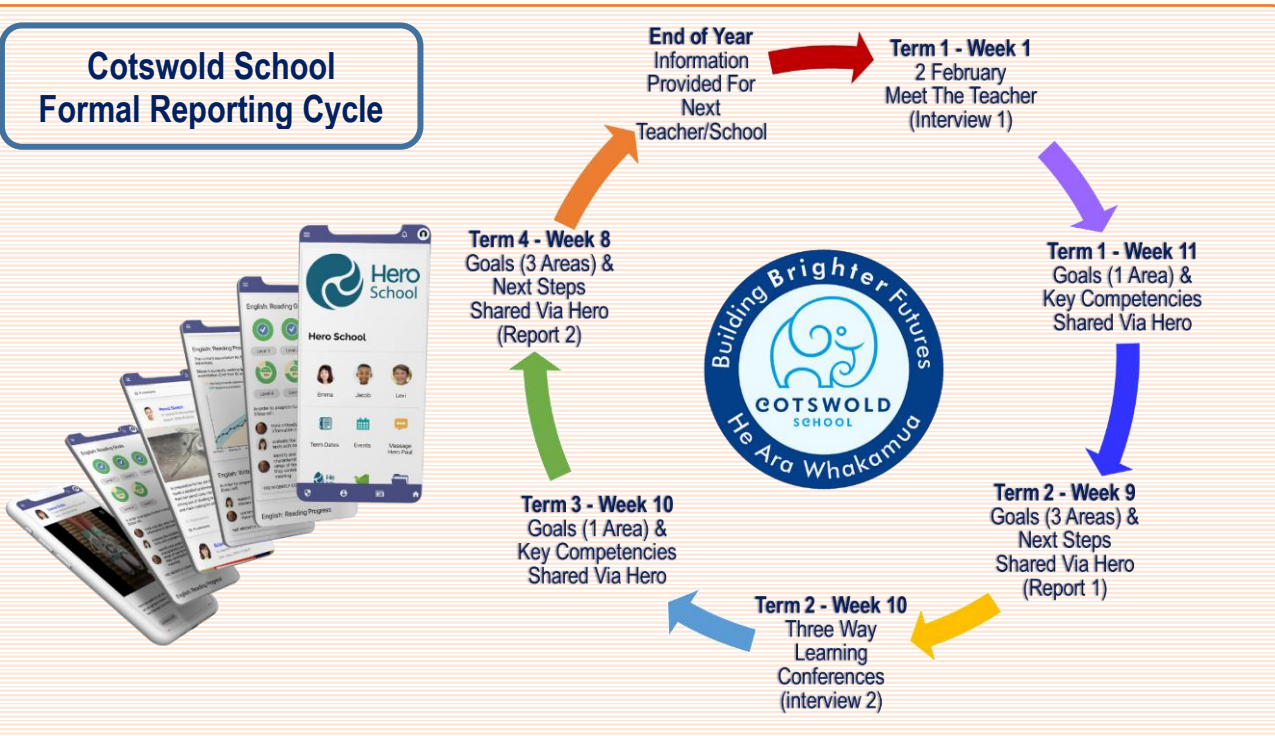
Reporting To Parents

Regular two-way communication between home and school is an essential part of the learning process. The school reports on individual progress to inform parents and promote better learning in the future.

The school reports to parents in a variety of ways including:

- Interviews with the parents/caregivers of new entrants around their sixth week of school
- Meet the Teacher afternoon/evening during the first week of the school year
- Goal setting learning conference for students towards the end of Term 1
- Written reports detailing progress and achievement
- Informal parent interviews
- Contacting parents if unusual or significant issues affecting their child's learning become apparent at school
- Celebrations of learning
- School and class newsletters
- School review documents
- Board annual report

Cotswold School Formal Reporting Cycle



SCHOOL PLAN



Community Conduct Expectations

COMMUNITY CONDUCT EXPECTATIONS

Cotswold School is committed to providing a safe and healthy environment for students, staff, and visitors.

Our Code of Conduct serves as a reminder to all parents, caregivers, and school visitors that their conduct must support everyone's emotional and physical wellbeing, and not harm it in any way. The school's board has set this Code of Conduct as a condition of entry.

The Code Of Conduct Applies:

- To all conduct, speech, and action, and includes emails, texts, phone calls, social media, or other communication
- While on school grounds or at another venue where students and/or staff are assembled for school purposes (such as a camp or sports match).

Standards Of Conduct

Cotswold School expects parents, caregivers, and visitors to:

- Treat everyone with respect
- Work together in partnership with staff for the benefit of students
- Respect and adhere to our school values
- Set a good example for students at all times
- Follow school procedures to handle any complaints
- Adhere to school policies and procedures (such as those listed below), and any legal requirements.

Examples Of Unsuitable Conduct Include:

- Threats, bullying, harassment
- Profanity/offensive language
- Insulting, abusing, or intimidating behaviour
- Discrimination (e.g. based on ethnicity, religion)
- Physical aggression
- Deception/fraud
- Damaging school property
- Smoking, vaping, possessing or using alcohol/drugs/other harmful substances on school premises or at another venue where students and/or staff are assembled for school purposes (except possession or use of alcohol in accordance with school policy)
- Placing unreasonable and excessive expectations on staff time or resources
- Pursuing a complaint or campaign, or making defamatory, offensive, or derogatory comments, regarding the school, its board, or any staff or students on social media or other public forums
- Wearing gang insignia on the school grounds. (This is not allowed under the Prohibition of Gang Insignia legislation, and anyone wearing it will be asked to leave.)

Dealing With Breaches Of The Code Of Conduct

How Cotswold School deals with breaches of our Code of Conduct depends on the nature of the incident and its seriousness, and the process any witness or victim of the behaviour feels most comfortable with.

Examples include:

- Documenting each instance of behaviour, including the date, time, place, who was present, what was said (verbatim if possible), how any witness or victim felt and/or responded
- Holding a meeting with the relevant person, the principal, and/or board chair (or their delegate) or appropriate staff member to discuss the problem and possible resolution
- Issuing a warning letter that outlines the problem and required resolution, and reminds them of the possible outcomes of repeated conduct
- Arranging a meeting, which may include restorative practices, as an alternative or in addition to the processes above.

Outcomes Of Breaching The Code Of Conduct

If a parent, caregiver, or visitor acts or speaks in a way that contravenes the Code of Conduct, possible outcomes may include:

- The school (principal, board member, or staff member) may ask a person to leave the school premises by revoking their permission to be on the school grounds, then asking them to leave under section 3 of the Trespass Act 1980.
- Unacceptable behaviour of a criminal nature may result in the police being informed. For example, under section 139C of the Education Act 1989, it is a criminal offence to assault, abuse, or intimidate a staff member within the presence or hearing of any student while on school premises or in any other

Community Conduct Expectations

place where students are assembled for school purposes. Other instances of criminal offending may occur where drugs are involved, an assault has occurred, or a person persists after being trespassed off school grounds.

- In the case of behaviour amounting to harassment, a restraining order may be sought.
- In some instances, it may be appropriate to refer behaviour to a third party for resolution. For example, a Facebook comment that contravenes this policy may result in a report to Facebook. If unacceptable behaviour occurs at a sports event or sports venue, then it may be appropriate to involve the governing body of that sport, event, or venue.

Related Topics

- [Visitors](#)
- [Parent Involvement](#)
- [Inclusive Education](#)
- [Harassment](#)
- [Complaints](#)
- [Privacy](#)
- [Alcohol/Drugs and Other Harmful Substances](#)
- [Smokefree Schools](#)

Legislation

- [Education and Training Act 2020](#)
- [Trespass Act 1980, section 3](#)
- [Prohibition of Gang Insignia in Government Premises Act 2013](#)

COTSWOLD
Te Kura O Matahau

Cotswold School News & Event Notifications

Cotswold School Website
<https://cotswold.school.nz/>

School App & Parent Portal
<https://go.linc-ed.com/>

SUBSCRIBE NEWSLETTER
School News & News Updates
<http://eepurl.com/dtfvu1>

Cotswold School Facebook Feeds
<https://www.facebook.com/Cotswold-School-233533376663508/>

Cotswold School Twitter Feeds
<https://twitter.com/CotswoldNZ>

Cotswold School YouTube Channel
<https://www.youtube.com/channel/UCVtGTix5Dqw95ddkIM6ERg>

Cotswold School Flickr Site
<https://www.flickr.com/photos/125866060@N02/albums>

COTSWOLD
Te Kura O Matahau



COTSWOLD SCHOOL

Behaviour Management Plan

Trying To Solve A Problem?
Have You Used Your

W.I.T.S?

Walk Away

Go Somewhere Away From The Problem.

Ignore

Don't Give The Person Any Attention.

Talk About It

"I Don't Like It When You..."

Seek Help

Find An Adult Or Teacher To Help You.

A Cotswold Self Managed Learner

Cotswold students use their **WITS** to manage their behaviour against an agreed set of **CARING VALUES**. Where Teacher intervention is required, the **STEPS** below will apply.

COTSWOLD CARERS

Cotswold Carers value a caring school community.



At Cotswold School we:

- Respect ourselves and others
- Take responsibility for our own learning and behaviour
- Positively contribute to the well-being of people and places

As a Cotswold Carer:

- I use my manners.
- I display respect for all people I interact with.
- I take responsibility for my belongings and my immediate environment.
- I take increasing responsibility for my behaviour and the school environment.

In The Classroom

- Verbal Warning

Step 1

- A Second Verbal Warning
- Name On Board

Step 2

- Isolation Within Room

Step 3

- Removal From The Classroom To An Agreed Classroom Where They Will Sit In "Time Out"
- Behaviour Slip Is Generated - Copy To A.P's
- Parents Contacted By Classroom Teacher.
- If Required AP's Will Interview The Child And Suitable Consequences Will Be Applied.

Step 4

In The Playground

- Verbal Warning

- Name On Behaviour Slip
- Further Action Will Depend On What Criteria Is Filled In On Behaviour Slip.

- Removal From The Playground "Timeout"
- Timeout Area Located Outside The School Hall Kitchen Window.
- If Required AP's Will Interview The Child And Suitable Consequences Will Be Applied.

In certain circumstances some steps will be omitted depending on the behaviour at Teacher discretion. Continuous misbehaviour needs to be reported to parents. Any physical behaviour must be reported to the relevant A.P and contact with the parents of both parties will be made by either the classroom Teacher or Associate Principal.

Cotswold School Identification of Minor & Major Behaviours

Minor Behaviours

Student demonstrates a minor behaviour

- Being late to class
- Disruption - calling out and distracting others
- Property misuse - using property inappropriately including technology
- Non-compliance/disobedience - not following instructions
- Being disrespectful - talking back or using a tone that undermines others / attitude
- Touching /moving other people's property including the school's without permission
- Being dishonest - saying things that are untrue
- Physical contact - pushing, rough games or play fighting
- Being mean by excluding others and saying things that will intentionally upset others (name calling, mimicking, not letting others join in)
- Swearing or inappropriate language
- In an area at an inappropriate time
- Incompletion of work

Immediate
Response

Action

Warn & Correct (follow school wide behaviour management)

- 1) Low level behaviour management - Proximity, Non-verbal cues, Praise, Eye contact, Tactical ignoring
- 2) Least Intrusive - pre-correct, redirect, reteaching, provide choice, remind of expectations, Most intrusive - Time out, Communication with parents if necessary

Major Behaviours

Student demonstrates a repeated minor or a major behaviour

- In possession of a dangerous item
- Seriously inappropriate technology use (as defined by user agreement)
- Ongoing disrespect by provoking others or extreme rudeness
- Stealing - taking someone else's property
- Vandalism - intentionally damaging or disfiguring property
- Serious non-compliance by intentionally ignoring instructions or self-exiting the classroom
- Deliberate and repeated actions with the intention of causing physical and emotional harm (bullying) - negative comments and gestures, verbal attacks, intimidation, unwanted physical contact
- Ongoing and sustained disruption - loud yelling or screaming, and sustained out of seat distracting
- Fighting or physical aggression - punching, kicking or hitting with objects
- Directed and intentional abusive or inappropriate language
- Sexual inappropriateness - Student touches others in sexual manner or exposes self to others for own gratification.

Immediate
Response

Action

- 1) Most intrusive - time out, walk with teacher, removal to another class
- 2) Removal DP/Principal - Natural or logical consequence as a result of restorative conversation
- 3) No improvement or escalation of behaviour - behaviour plan developed to support positive behaviour
- 4) Seek support from relevant outside agencies.

Crisis Behaviours

Student demonstrates a crisis behaviour

- Arson Student - plans and/or participates in malicious burning of property.
- Bomb threat / false alarm - Student delivers a message about possible explosive materials being on or near the school grounds and/or about a pending explosion.
- Serious assault - Student participates in an incident involving serious physical violence.
- Use / possession of major combustibles - Student has or uses substances or objects capable of causing major bodily harm and/or property damage (e.g., gasoline).
- Use / possession of weapons - Student has or uses knives or weapons or other objects readily capable of causing bodily harm.
- Extreme flight risk - student leaves or attempts to leave the grounds.

Immediate
Response

Action

- 1) Removal by management
- 2) Parents contacted
- 3) Relevant outside agencies (i.e. Police / Oranga Tamariki) contacted



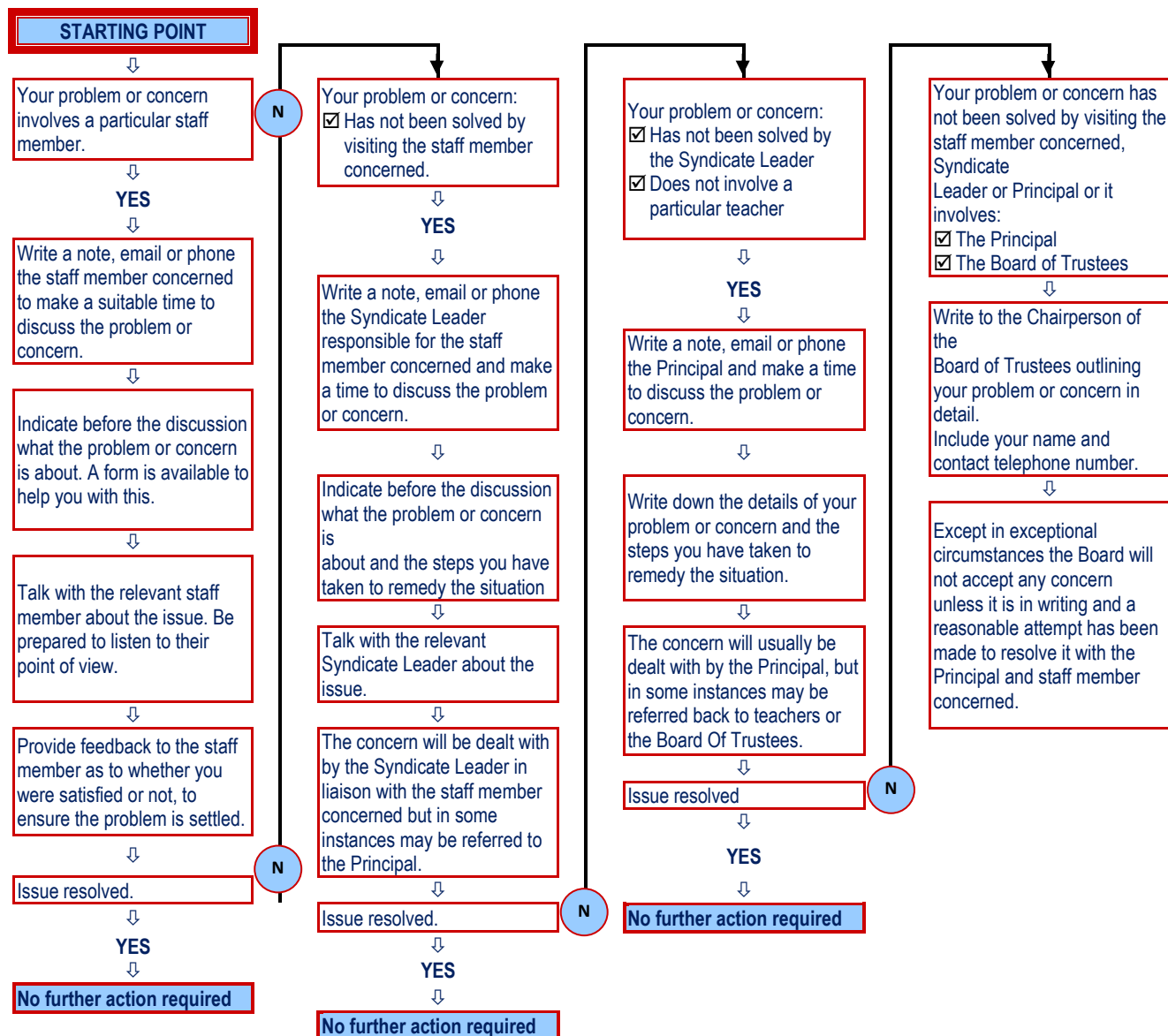
Communicate Concerns About A Student's Welfare or Behaviour to Parents

GUIDELINES TO RESOLVE PARENT CONCERNS

The information below is designed to help parents and guardians understand what to do if they are concerned about some aspect of our school.

Staff and members of the Board of Trustees encourage open communication and prefer that you come to talk through a problem rather than discuss it in the community. It is our job to be fair and to listen to your concerns, but this involves your support as well.

We hope these guidelines are of some use so you feel confident to approach us.



- Approach the teacher with your concern when they are not teaching, about to teach or on duty.
- Problems should not be discussed in front of children - either at school or at home.
- We ask that staff show respect for you and ask that you show respect for them.
- The first person you should see regarding your concern is the person closest to the problem.
- There are usually two sides to a story.
- If you have concerns regarding a child you must approach the school not the child.

WE WILL ONLY KNOW OF YOUR CONCERN IF YOU TELL US

Concerns will be treated in confidence, however in the interests of natural justice, the person about whom the concern is made, must have the opportunity to hear all details about the concern and reply to it.

Cotswold School Calendar - Term 1, 2022

Jan 31 - Feb 6	Jan 31	Feb 1	Feb 2	Feb 3	Feb 4
	School Holidays				
		Teacher Only Day	Teacher Only Day		
			Meet The Teacher Interviews		
Feb 7 - Feb 13	Feb 7	Feb 8	Feb 9	Feb 10	Feb 11
	Waitangi Day (Mondayised)				Start Up Party
Feb 14 - Feb 20	Feb 14	Feb 15	Feb 16	Feb 17	Feb 18
			Year 5 Water Confidence		Junior School Assembly
Feb 21 - Feb 27	Feb 21	Feb 22	Feb 23	Feb 24	Feb 25
		Year 5 & 6 Swimming Sports			CPSSA Summer Sport
					Senior School Assembly
Feb 28 - Mar 6	Feb 28	Mar 1	Mar 2	Mar 3	Mar 4
	Year 4 - 6 Cotswold Duathlon		Year 5 Sailing		CPSSA Summer Sport
Mar 7 - Mar 13	Mar 7	Mar 8	Mar 9	Mar 10	Mar 11
					CPSSA Summer Sport
					Full School Assembly
Mar 14 - Mar 20	Mar 14	Mar 15	Mar 16	Mar 17	Mar 18
			Zone Swimming Sports	CPSSA Triathlon	CPSSA Summer Sport
					Junior Athletics
					Junior School Assembly
Mar 21 - Mar 27	Mar 21	Mar 22	Mar 23	Mar 24	Mar 25
	Year 6 Camp				CPSSA Summer Sport
					Senior School Assembly
					p/p Junior Athletics
Mar 28 - Apr 3	Mar 28	Mar 29	Mar 30	Mar 31	Apr 1
				CPSSA Swimming Sports	CPSSA Summer Sport
Apr 4 - Apr 10	Apr 4	Apr 5	Apr 6	Apr 7	Apr 8
			Zone Ripa Tour (TBC)		Full School Assembly
Apr 11 - Apr 17	Apr 11	Apr 12	Apr 13	Apr 14	Apr 15
			CPSSA Rugby League Tournament	Junior School Assembly	Good Friday
				Reports To Parents	
Apr 18 - Apr 24	Apr 18	Apr 19	Apr 20	Apr 21	Apr 22
	School Holidays				
	Easter Monday	Easter Tuesday			

Cotswold School Calendar - Term 2, 2022

Apr 1 - Apr 1	Apr 25	Apr 26	Apr 27	Apr 28	Apr 29
	School Holidays				
	ANZAC Day				
May 2 - May 8	May 2	May 3	May 4	May 5	May 6
					Senior School Assembly
May 9 - May 15	May 9	May 10	May 11	May 12	May 13
		Y4 - 6 Cross Country	p/p Y4 - 6 Cross Country	CRFU Rugby Fun Day	
May 16 - May 22	May 16	May 17	May 18	May 19	May 20
					Full School Assembly
May 23 - May 29	May 23	May 24	May 25	May 26	May 27
			Zone Cross Country		Junior Cross Country
					Junior School Assembly
May 30 - Jun 5	May 30	May 31	Jun 1	Jun 2	Jun 3
	p/p Zone Cross Country			Senior School Assembly	Teacher Only Day
				p/p Junior Cross Country	
Jun 6 - Jun 12	Jun 6	Jun 7	Jun 8	Jun 9	Jun 10
	Queens Birthday				CPSSA Winter Sport
					Skipathon (TBC)
Jun 13 - Jun 19	Jun 13	Jun 14	Jun 15	Jun 16	Jun 17
			CPSSA Artistic Gymnastics		CPSSA Winter Sport
					Full School Assembly
Jun 20 - Jun 26	Jun 20	Jun 21	Jun 22	Jun 23	Jun 24
			CPSSA Cross Country	Junior School Assembly	Matariki - Public Holiday
Jun 27 - Jul 3	Jun 27	Jun 28	Jun 29	Jun 30	Jul 1
		CPSSA Rhythmic Gymnastics	CPSSA Boccia		CPSSA Winter Sport
					Reports To Parents
Jul 4 - Jul 10	Jul 4	Jul 5	Jul 6	Jul 7	Jul 8
			3 Way Learning Conferences		
			CPSSA Aerobics Dance Hip Hop		
Jul 11 - Jul 17	Jul 11	Jul 12	Jul 13	Jul 14	Jul 15
	School Holidays				

Cotswold School Calendar - Term 3, 2022

Jul 18 - Jul 24	Jul 18	Jul 19	Jul 20	Jul 21	Jul 22
	School Holidays				
Jul 25 - Jul 31	Jul 25	Jul 26	Jul 27	Jul 28	Jul 29
			Zone Y5 - 6 Basketball Tournament		CPSSA Winter Sport
Aug 1 - Aug 7	Aug 1	Aug 2	Aug 3	Aug 4	Aug 5
			Learning Conferences		CPSSA Winter Sport
Aug 8 - Aug 14	Aug 8	Aug 9	Aug 10	Aug 11	Aug 12
					CPSSA Winter Sport
Aug 15 - Aug 21	Aug 15	Aug 16	Aug 17	Aug 18	Aug 19
					CPSSA Winter Sport
Aug 22 - Aug 28	Aug 22	Aug 23	Aug 24	Aug 25	Aug 26
					Teacher Only Day
Aug 29 - Sep 4	Aug 29	Aug 30	Aug 31	Sep 1	Sep 2
					CPSSA Winter Sport
Sep 5 - Sep 11	Sep 5	Sep 6	Sep 7	Sep 8	Sep 9
					Junior School Assembly
Sep 12 - Sep 18	Sep 12	Sep 13	Sep 14	Sep 15	Sep 16
				CPSSA Winter Tournament	Senior School Assembly
Sep 19 - Sep 25	Sep 19	Sep 20	Sep 21	Sep 22	Sep 23
Sep 26 - Oct 2	Sep 26	Sep 27	Sep 28	Sep 29	Sep 30
	CPSSA Duathlon				Full School Assembly
Oct 3 - Oct 9	Oct 3	Oct 4	Oct 5	Oct 6	Oct 7
	School Holidays				

Cotswold School Calendar - Term 4, 2022

Oct 10 - Oct 16	Oct 10	Oct 11	Oct 12	Oct 13	Oct 14
	School Holidays				
Oct 17 - Oct 23	Oct 17	Oct 18	Oct 19	Oct 20	Oct 21
					Junior School Assembly
Oct 24 - Oct 30	Oct 24	Oct 25	Oct 26	Oct 27	Oct 28
	Labour Day			Cotswold Senior Athletic Sports	Senior School Assembly p/p Cotswold Senior Athletics
Oct 31 - Nov 6	Oct 31	Nov 1	Nov 2	Nov 3	Nov 4
			CPSSA Y5 - 6 Summer Tournament		
Nov 7 - Nov 13	Nov 7	Nov 8	Nov 9	Nov 10	Nov 11
				Full School Assembly	Canterbury Anniversary Day
Nov 14 - Nov 20	Nov 14	Nov 15	Nov 16	Nov 17	Nov 18
			Swim Safe Programme Zone Athletic Sports		Junior School Assembly
Nov 21 - Nov 27	Nov 21	Nov 22	Nov 23	Nov 24	Nov 25
			Swim Safe Programme		Cricket Festival Day (TBC) Senior School Assembly
Nov 28 - Dec 4	Nov 28	Nov 29	Nov 30	Dec 1	Dec 2
	Year 4 Beach Education		CPSSA Athletics		Cricket Finals Day (TBC)
Dec 5 - Dec 11	Dec 5	Dec 6	Dec 7	Dec 8	Dec 9
				Final Assembly & Year 6 Graduation	Junior Duathlon Reports To Parents
Dec 12 - Dec 18	Dec 12	Dec 13	Dec 14	Dec 15	Dec 16
					2022 School Year Ends
Dec 19 - Dec 25	Dec 19	Dec 20	Dec 21	Dec 22	Dec 23
	School Holidays				

STAFF CONTACT DETAILS

DETAIL	NAME	EMAIL
School Office	Sue MacKenzie Marie Bianco Glenda Harrison Karen Bartosh	sue.mackenzie@cotswold.school.nz marie.bianco@cotswold.school.nz glenda.harrison@cotswold.school.nz karen.bartosh@cotswold.school.nz
Principal	Stephen Harrison	stephen.harrison@cotswold.school.nz
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Room 1	Dani Clarke	dani.clarke@cotswold.school.nz
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Room 8	Amy Lineton	amy.lineton@cotswold.school.nz
Room 9	Jackie Moriarty	jackie.moriarty@cotswold.school.nz
Room 10	TBA	
Room 11	Nina Vailu'u	nina.vailuu@cotswold.school.nz
Room 12	David Guthrie	david.guthrie@cotswold.school.nz
Room 13 (Learning Support)	Kathryn Cotter (LSC) Michelle Kinney (SENCO) Greta Carrell (SENCO)	kathryn.cotter@cotswold.school.nz michelle.kinney@cotswold.school.nz greta.carrell@cotswold.school.nz
Room 14 (Learning Support)	Tania Bowkett Karen Dow Kelly Garlick Glenda Harrison Vicky Hermeder Jo Herring Kaye Hills Louise Hipkins Frith Lilburne Debbie Marsh	tania.bowkett@cotswold.school.nz karen.dow@cotswold.school.nz kelly.garlick@cotswold.school.nz glenda.harrison@cotswold.school.nz vicky.hermeder@cotswold.school.nz jo.herring@cotswold.school.nz kaye.hills@cotswold.school.nz louise.hipkins@cotswold.school.nz frith.lilburne@cotswold.school.nz debbie.marsh@cotswold.school.nz
Room 15	TBA	
Room 16	TBA	
Room 17	TBA	
Room 18	Nicola Campbell-Fox	nicola.campbellfox@cotswold.school.nz
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Room 25	Peter Harper Saskia Sandford	peter.harper@cotswold.school.nz saskia.sandford@cotswold.school.nz
Room 26	Ashleigh Macdonald	ashleigh.macdonald@cotswold.school.nz
SENCO	Michelle Kinney Greta Carrell	michelle.kinney@cotswold.school.nz greta.carrell@cotswold.school.nz
Learning Support Coordinator	Kathryn Cotter	kathryn.cotter@cotswold.school.nz
Information Centre - Office	Lynda Collins	library@cotswold.school.nz
Information Centre Meeting Room		
International Students	Stephen Harrison	stephen.harrison@cotswold.school.nz
Junior Assessment	Karren Garriock	karren.garriock@cotswold.school.nz
Property Manager	Geoff Mytton Wayne Major	geoff.mytton@cotswold.school.nz wayne.major@cotswold.school.nz
Reading Recovery Tutor	Michelle Kinney	michelle.kinney@cotswold.school.nz
Sports Coordinator – Senior School	Peter Harper	peter.harper@cotswold.school.nz
Sports Coordinator – Junior School	David Guthrie	david.guthrie@cotswold.school.nz

Cameron Anderson - Teacher & Team Leader

Location: Room 3

Class Level: Year 1

School Email: cameron.anderson@cotswold.school.nz

**Rebecca Anderson - Relief / Release Teacher**

Location: All Room

Class Level: All Levels

School Email: rebecca.anderson@cotswold.school.nz

**Karen Bartosh - Office Support**

Location: Office

Class Level: N/A

School Email: karen.bartosh@cotswold.school.nz

**Michelle Baskerville - Teacher**

Location: Room 21

Class Level: Year 5

School Email: michelle.baskerville@cotswold.school.nz

**Marie Bianco - Principal's PA**

Location: Office

Class Level: N/A

School Email: marie.bianco@cotswold.school.nz

**Tania Bowkett - Learning Assistant**

Location: Learning Support Room

Class Level: All Levels

School Email: tania.bowkett@cotswold.school.nz



Tracey Buchanan - Relief / Release Teacher

Location: All Room

Class Level: All Levels

School Email: tracey.buchanan@cotswold.school.nz

**Samantha Cade - Teacher**

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Class Level: Year 1

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**Jean-Marie Cain - Teacher & Team Leader**

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Class Level: Year 2

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**Jayden Cameron - Teacher**

Location: Room 6

Class Level: Year 2

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**Nicola Campbell-Fox - Teacher & Team Leader**

Location: Room 18

Class Level: Year 4

School Email: nicola.campbellfox@cotswold.school.nz

**Greta Carrell - SENCO, G & T, Intenational Students**

Location: Learning Support Room

Class Level: All Levels

School Email: greta.carrell@cotswold.school.nz



Judith Chilholm - Relief / Release Teacher

Location: All Room

Class Level: All Levels

School Email: office@cotswold.school.nz

**Dani Clarke-Dempsey - Teacher**

Location: Room 1

Class Level: Year 1

School Email: dani.clarke@cotswold.school.nz

**Lynda Collins - Librarian**

Location: Library

Class Level: N/A

School Email: library@cotswold.school.nz

**Kathryn Cotter - Learning Support Coordinator (LSC)**

Location: Learning Support Room

Class Level: All Levels

School Email: kathryn.cotter@cotswold.school.nz

**Margaret Diehl - Relief / Release Teacher**

Location: All Room

Class Level: All Levels

School Email: margaret.diehl@cotswold.school.nz

**Anna Douglas-Bray - Teacher**

Location: Room 19

Class Level: Year 4

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Karen Dow - Learning Assistant

Location: Learning Support Room

Class Level: All Levels

School Email: karen.dow@cotswold.school.nz

**Kristin Dudley - Teacher**

Location: Room 23

Class Level: Year 5

School Email: kristin.dudley@cotswold.school.nz

**Paula Fleming-Connell - Associate Principal**

Location: Office

Class Level: Year 1 - 3

School Email: paula.flemingconnell@cotswold.school.nz

**Kathryn Fortune - Teacher**

Location: All Room

Class Level: All Levels

School Email: kathryn.fortune@cotswold.school.nz

**Nathan Fortune - Teacher & Team Leader**

Location: Room 22

Class Level: Year 5

School Email: nathan.fortune@cotswold.school.nz

**Sarah Fraser - Teacher**

Location: Room 19

Class Level: Year 4

School Email: sarah.fraser@cotswold.school.nz



Kelly Garlick - Learning Assistant**Location:** Learning Support Room**Class Level:** All Levels**School Email:** kelly.garlick@cotswold.school.nz**Karren Garriock - Teacher****Location:** Office**Class Level:** All Levels**School Email:** karren.garriock@cotswold.school.nz**Lynda Gibson - Relief / Release Teacher****Location:** All Room**Class Level:** All Levels**School Email:** office@cotswold.school.nz**Bex Green - Teacher & Team Leader****Location:** Room 24**Class Level:** Year 6**School Email:** bex.green@cotswold.school.nz**David Guthrie - Teacher & Team Leader****Location:** Room 12**Class Level:** Year 3**School Email:** david.guthrie@cotswold.school.nz**Peter Harper - Teacher & Sports Coordinator****Location:** Room 25**Class Level:** Year 6**School Email:** peter.harper@cotswold.school.nz

Glenda Harrison - Learning Assistant & Office Support

Location: Office & Learning Support Room

Class Level: All Levels

School Email: glenda.harrison@cotswold.school.nz

**Stephen Harrison - Principal**

Location: Office

Class Level: All Levels

School Email: stephen.harrison@cotswold.school.nz

**Samantha Heron - Relief / Release Teacher**

Location: All Room

Class Level: All Levels

School Email: samantha.heron@cotswold.school.nz

**Joanna Herring - Learning Assistant**

Location: Learning Support Room

Class Level: All Levels

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**Virginia Herrneder Pinasco - Learning Assistant**

Location: Learning Support Room

Class Level: All Levels

School Email: vicky.herrneder@cotswold.school.nz

**Kaye Hills - Learning Assistant**

Location: Learning Support Room

Class Level: All Levels

School Email: kaye.hills@cotswold.school.nz



Louise Hipkins - Learning Assistant

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Class Level: All Levels

School Email: louise.hipkins@cotswold.school.nz

**Jo Holdem - Teacher**

Location: Room 4

Class Level: Year 1

School Email: jo.holdem@cotswold.school.nz

**Hannah Hughes - Relief / Release Teacher**

Location: All Room

Class Level: All Levels

School Email: office@cotswold.school.nz

**Rebekah Hutchison - Teacher**

Location: All Room

Class Level: All Levels

School Email: rebekah.hutchison@cotswold.school.nz

**Tracey Jourdain - Teacher**

Location: Room 7

Class Level: Year 2

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**Michelle Kinney - SENCO & Reading Recovery**

Location: Learning Support Room

Class Level: All Levels

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Megan Lamberg - Relief / Release Teacher

Location: All Room

Class Level: All Levels

School Email: megan.lamberg@cotswold.school.nz

**Frith Lilburne - Learning Assistant**

Location: Learning Support Room

Class Level: All Levels

School Email: frith.lilburne@cotswold.school.nz

**Amy Lineton - Teacher**

Location: Room 8

Class Level: Year 2

School Email: amy.lineton@cotswold.school.nz

**Ashleigh Macdonald - Teacher**

Location: Room 26

Class Level: Year 6

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**Suzanne MacKenzie - Office Manager**

Location: Office

Class Level: N/A

School Email: suzanne.mackenzie@cotswold.school.nz

**Glenys Mackinnon - Relief / Release Teacher**

Location: All Room

Class Level: All Levels

School Email: office@cotswold.school.nz



Wayne Major - Property Assistant

Location: Office

Class Level: N/A

School Email: wayne.major@cotswold.school.nz



Debbie Marsh - Learning Assistant

Location: Learning Support Room

Class Level: All Levels

School Email: debbie.marsh@cotswold.school.nz



Fiona McNicholl - Relief / Release Teacher

Location: All Room

Class Level: All Levels

School Email: fiona.mcnicholl@cotswold.school.nz



Jacqueline Moriarty - Teacher

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Geoff Mytton - Property Manager

Location: Office

Class Level: N/A

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Saskia Sandford - Teacher

Location: Room 25

Class Level: Year 6

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Andrew Simpson - Associate Principal

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Nina Vailu'u - Teacher

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Class Level: Year 3

School Email: nina.vailuu@cotswold.school.nz



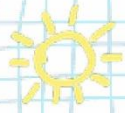
Linda Wroth - Teacher

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Class Level: Year 4/5

School Email: linda.wroth@cotswold.school.nz





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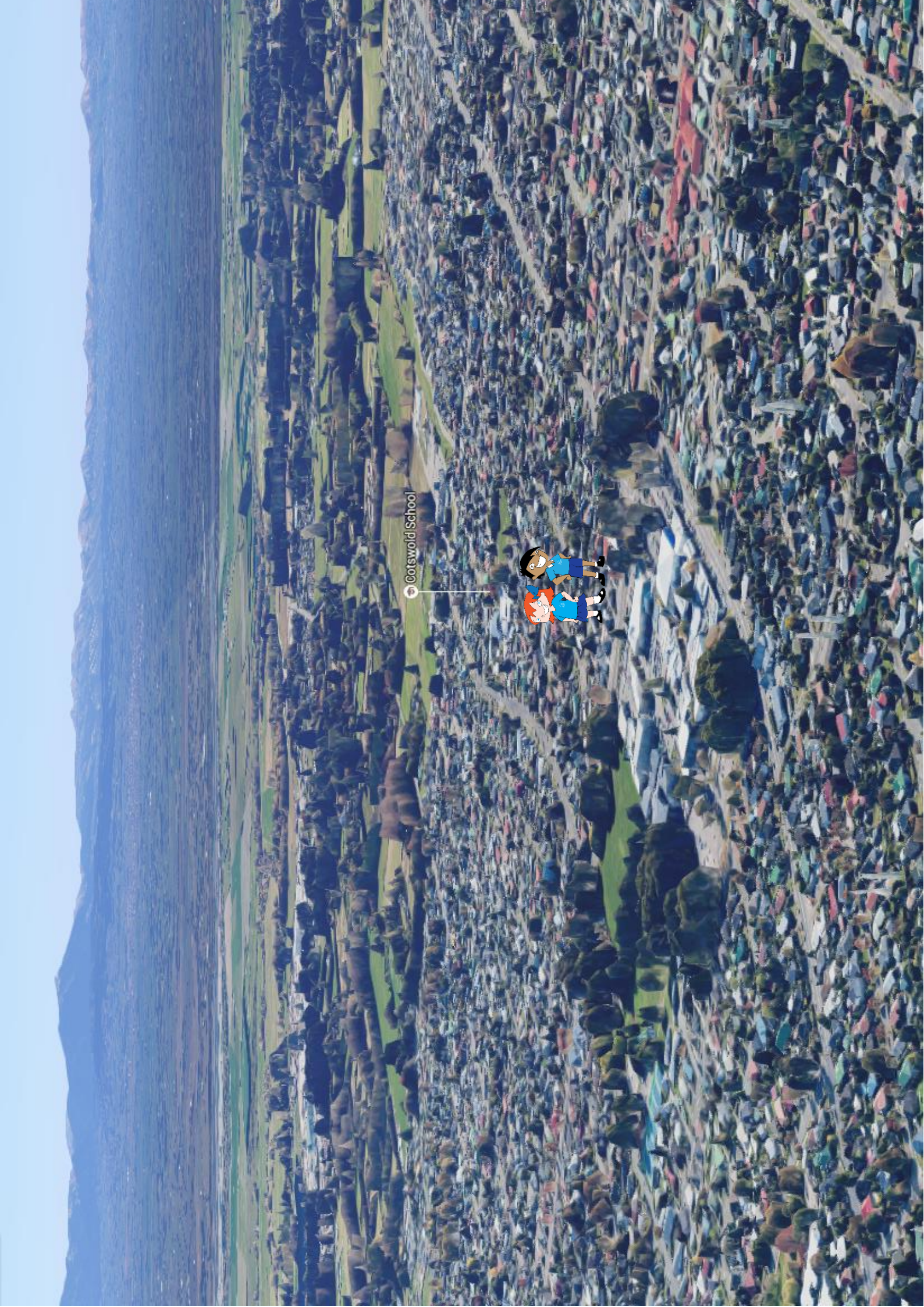
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Gottswold School

