



Information

WELCOME FROM THE PRINCIPAL

Dear Parents/Caregivers

Kia ora and welcome to the Broadfield School whanau. We are a proud, rural school with a vibrant, enthusiastic and caring family atmosphere. Our vision is “to Inspire every child to ‘dig deep’ and be their best”.

At Broadfield, we believe in developing the whole child by providing a strong literacy and numeracy programme along with a wide range of rich learning activities and experiences for our tamariki. We also believe in teaching children values and how to be an upstanding citizen. We encourage responsibility and self-reflection, and we set and maintain high expectations for our learners. Our children understand how to ‘dig deep’ to be their best.

The first years at school are vital in setting up a successful future for your child. Instilling self-belief and a ‘can do’ attitude will help your child persevere, even when they find new challenges difficult. We also like to discover the children’s individual strengths and nurture these by providing exciting opportunities and extra-curricular activities.

At Broadfield our children have a true sense of belonging. You can expect to see the senior students interacting and helping the younger students around the school. Your child not only has their teacher as a guide and support to learning, but also all of the staff members pastoral care.

As a school we believe learning is a partnership between the child, parent/caregiver and the teacher. We all want the best for your child and we must work together to achieve this. The best advice I can give you is to get involved in the school. The more you put into the school, the more you will get out of the Broadfield experience.

Enjoy your time with us.

Ka kite ano

Jarrad Welsh

Jarrad Welsh
Principal

ABOUT BROADFIELD PRIMARY SCHOOL

Broadfield School is a small rural primary school of six classrooms and a roll which remains relatively stable between 145-160 pupils. Because Christchurch is reasonably close, the school has the advantage of town-based support services, while still maintaining the country atmosphere.

The school has six full time and 2 half time teachers, two teacher aides, a Principal and a secretary / systems administrator.

Broadfield School has excellent facilities including spacious grounds, shelter trees, pool, basketball/netball court, ICT equipment, a well-stocked library, musical equipment, ample learning resources, PE and sports gear. The hall across the road is a centre for community activities. The school enjoys very close community support. The purpose of this booklet is to provide some general information about our school.

BOARD OF TRUSTEES

The Board governs the school while the Principal's role is to manage the day to day aspects of pupil and staff development, carrying out Board policy, maintaining educational standards, catering for any special needs, upholding curriculum goals, and providing effective communication on school life to the community.

Board elections are held every three years and the monthly meeting (usually the 2nd Monday of the month) is open to the public. The Board also has the power to co-opt members as the need arises.

Broadfield Board of Trustees members are:

Chairperson	Jeremy Thomas
Community Liaison	Caitlyn Kanis
Treasurer	Aaron Kenny
Policy	Prithi Patel
Principal	Jarrad Welsh
Staff Ref	Adele Allport
Meeting Secretary	Kaye Jones

Board of Trustees – Policy

To assist in the day to day running of the school, the Board approves various policies. Policies may be written by members of the community but the Board has final approval. From time to time policies are sent out to the community for suggestions or changes. These can be reviewed at www.schooldocs.co.nz/broadfield, login: broadfield, password: plough

THE BROADFIELD “STORY”

The main symbol for our school is the single-furrow, horse-drawn plough synonymous with the early farming lifestyle of the Broadfield area. The plough represents the need for students to cultivate the mind and sow the seeds for success while growing into life-long learners. The school name in Maori is **Te Kura Papa Horapa** or land spread out as in “Broadfield”.

Classroom Names

At Broadfield each classroom has Māori name and is identified by a special icon we developed in association with Ngati Moki Marae at Taumutu. Each classroom functions as a small whanau within the school.



Te Waihora (Lake Ellesmere) – the local lake we identify with. It means *water spread out*. Te Waihora is well-known for mahinga kai such as: tuna, patiki, awa, manu, harakeke, pingao, raupo and paru.

Waikirikiri (Selwyn River) – the local river we identify with is a braided gravelly (wai = water, kirikiri = gravelly) stream. The lower reaches of the Waikirikiri is one of the principle tributaries that flow into Te Waihora. It is an important source of mahinga kai.



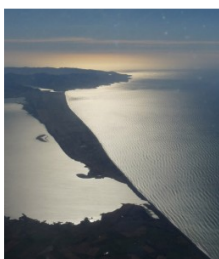
Te Ahu Patiki (Mt Herbert on Banks Peninsula) our “*maunga*” can be seen from our playground. e Ahu Patiki means “shaped like a flounder or *like a stack of flounders*”.

Harakeke (NZ Flax). This plant was very important to Maori. It grows around the area. We chose this as it represents strength and determination and resilience, qualities we appreciate in our children. Harakeke has a sense of nurturing – it provided many things for Maori who took care to nurture it well.



Nga Kahu (Australasian Harrier Hawk). We see these birds of prey circling the playground. The bird represents soaring high as in having high expectations for learning.

Te Tiritiri o te Moana – the name of our library/resource/multi-purpose rooms is in recognition of the Southern Alps that we can see in the west. Te Tiritiri o te Moana refers to the likeness of the snow-capped peaks and the swirling cloud around the tops, to the movement of the sea as it hits the shore.



Kaitorete

Kaitorete Spit is a long finger of land which extends along the east coast of Canterbury. It runs south-west from Banks Peninsula for 25 kilometres and separates the shallow waters of Te Waihora/Lake Ellesmere from the Pacific Ocean.

There are four special trees planted at our school. A Scarlet Oak (75th Jubilee), a Blue Cedar (100 years), a Golden Elm planted for the 125th Jubilee in 1993 and a Scarlet Oak planted in 2018 for the 150th Jubilee.

GENERAL INFORMATION

School Address 562 Robisons Roads, RD6, CHRISTCHURCH, 7676
Telephone (03) 325-2440
E-mail office@broadfield.school.nz

SCHOOL HOURS	
School starts	8.55am
Session 1	9.00 - 10.00am
Eat and chat	10.00 - 10.10 am
Session 2	10.00 - 11.10am
Interval	11.10 - 11.35 am
Session 3	11.35 - 12.40 pm
Lunch	12.40 - 1.20 pm
Session 4	1.25 - 3.00 pm

Pupils are encouraged not to arrive at school before 8.30am (unless agreed with the Principal) and no later than 8.55 am.

STAFF

Principal: Mr Jarrad Welsh
Deputy Principal & Junior Leader: Ms Adele Allport
Mrs Anna Kingi
Teacher: Mrs Anita Paul
Teacher: Mrs Rachel Smith
Teacher: Mrs Fran Vakapuna
Middle Leader: Ms Kirsty Anderson
Teacher: Mr Phil LeLievre
Senior Leader Mrs Tracey Janes
Teacher: Mrs Kate Rose
Teacher Mrs Michaela Fraser
Teacher Aide: Mrs Sharon Honeywill
Teacher Aide: Mrs Angela Crocker
Office Administrator: Ms Kaye Jones

ENROLMENT

The Broadfield Board of Trustees has adopted an Enrolment Zone effective from 15 June 2015. Please follow the link below to download the latest Enrolment Zone information. Should you have any enquiries please contact the school office.

<http://nzschools.tki.org.nz/>

When you enrol your child, you will need to complete an enrolment form, Cyber Safety Agreement, In Zone Questionnaire and provide a copy of your child's birth certificate/passport, immunisation certificate and two proof of address (such as power, rates, internet bill)

Our school operates an informal cohort entry policy, which allows new entrants (after they turn five) to start school in cohort groups on the first day of the term, or on the Monday of week six during the term, rather than singularity on each child's 5th birthday.

We feel that cohort entry allows new entrants an easier transition to school and helps them build relationships with their fellow new entrants and other students already in the class. It allows Broadfield school to better plan staffing requirements and minimises disruption for new entrant teachers.

Once a child is formally enrolled at school, they must attend school regularly. Children must be enrolled in school by their 6th birthday.

READINESS FOR SCHOOL

When approaching the age of five, children are encouraged to attend school for a series of pre-school visits to familiarise them (and you) with the school environment and classroom procedures.

To a five year old, attending school is a very important occasion. It helps children greatly and avoids certain stress if they are able to carry out some of the following simple tasks (but please realise that not all children will be able to):

- use a tissue properly
- recognise their name and/or print it (capital for initial letter, then small letters)
- know their address and telephone number
- count up to 10 initially (or beyond)
- can tie shoelaces, do up straps, buttons or zips
- can take themselves to the toilet, etc
- be generally responsible for personal possessions
- can use manners, share and play together
- choose wisely from a lunchbox (e.g. one item for morning tea)

ABSENCE

If a child is to be absent for any reason could you please notify the school before 9am via the Musac EDGE app.

This is very important as it avoids the time consuming task of having to ring if a child does not turn up for school. It also helps the staff to maintain accurate attendance records, which is a legal requirement.

Parents occasionally ask to have their children absent from school for various reasons. While teachers are not legally entitled to authorise this type of absence, it is accepted that there are times when these requests are necessary. Parents are asked to put this in writing to the Principal if it is more than three days.

AGRICULTURAL CLUB

The Boys' and Girls' Agricultural Club started in New Zealand in 1921, to encourage young people to look after an animal or grow a garden. At Broadfield School we have continued this legacy and it has become a well- established part of our Pet's Day. There are many elements including flower shows, gardens, competition animals and project books for which points are awarded. These points can be accumulated to earn certificates, badges and awards at Prize Giving. Information will be sent out throughout the year with more details.

COLLECTING CHILDREN FROM SCHOOL

At 3.00pm each day all parents come onto the school grounds and collect their children from the shelter shed in the courtyard.



EDGE APP

In an effort to streamline and make student information more accessible for both staff and whānau we will be transitioning over to the Edge App and Educa. As part of this, we will be asking ALL whānau who have mobiles, to please download and set up these Apps on their mobile device. We will be setting up the Edge App first.

The Edge App allows whānau to view school information about their child(ren), pay their school account online, send absence notices, view child(ren)'s reports and receive school notices/reminders. Please note the Edge App will replace Facebook and Schoolinks for communicating school notices. Access to the Edge App uses the existing email address that the school has on record, so please make sure that this information is up-to-date at school.

A useful link is below if you would like to know more about setting up, or using the Edge App.

<http://answers.edge.school.nz/edge/knowledge-base/caregiver-view>

<http://answers.edge.school.nz/edge/knowledge-base/caregiver-view/setting-edge-app-caregivers>



EDUCATION REVIEW OFFICE REPORT

Our latest ERO report can be viewed by visiting: www.ero.govt.nz

FRIENDS OF THE SCHOOL - FUNDRAISING

Friends of School is a group of parents working together to help support the needs of our children through a range of fundraising events and social gatherings. Fundraising activities are planned throughout the year with a focus on community. The money raised goes towards many valuable resources for our school including education outside the classroom, learning resources and technology, sports uniforms and equipment.

Being part of the Friends of School is a fun way to get involved in school life and get to know other families. Feel free to come along to a meeting, share ideas, and enjoy a cuppa. We look forward to meeting you.

FACEBOOK

Please join the school Facebook page where we share whole school activities with the community.

HEALTH

Dental: Children of Broadfield are serviced through the Lincoln Dental Clinic, however the technicians there also move to other school clinics in the area. Usually there are twice yearly sessions, one of which can be at Broadfield when the mobile Dental unit comes. Appointments are generally made by phone from the Dental Nurse or you can phone (03) 325-2551. Pre-school children may be enrolled at two years of age.



Health Checks: Canterbury District Health Board provides a referral service and maintains regular visits to the school. We have the services of a Health Nurse and visits from a Hearing and Vision tester. You may also arrange a visit directly with our public health nurse, Wendy Asprey, phone: 325-6218 or 027 433 6526.

Allergies/Special Conditions: Teachers appreciate knowing about any allergies for special medical conditions such as bee stings, hay fever, hearing loss, asthma, etc so that consideration can be given to the child. We do keep a register of reactions for allergies and ***if medication is required we need to know about it.***

Special Advisors: We are able to use the services of various specialist advisers if there is a need. Requests can be made for speech therapy, reading recovery, psychologist, visiting teachers, ESOL teachers, etc..

Accidents or illness at school: Minor accidents will be treated by staff. If it is more serious, we will ring for you to collect your child to take to the doctor or hospital. This is why providing reliable contact phone numbers is important. Sickness at school is dealt with using the same procedure, because sick children can easily pass on what they have contracted. We would appreciate them not being sent to school when they are sick.

Special Needs: With staff consultation, the Board of Trustees endeavours to provide opportunities, when appropriate and as necessary, for children with special educational needs.

HOMEWORK

Homework at Primary School is not designed to burden children with very large amounts of extra school work to be done in what should be family time.

Homework aims to be: meaningful, enjoyable, not so difficult that it cannot be done, not difficult for parents, sometimes self-motivated, tidily presented, done by the child and regular (especially reading, spelling, tables and basic facts learning where applicable).

Any work which causes frustration or is not understood should be left and referred back to the teacher. Each teacher will inform you of the class homework routines and requirements.

Parents please offer praise for successes. You can help with homework activities by supervising without actually doing the work yourself, and by providing an atmosphere where this work is seen by the child as a positive thing.

INCREDIBLE YEARS PROGRAMME

The Incredible Years parenting programme was developed by Dr Carolyn Webster-Stratton in the USA. Evaluations of the programme show that it significantly improves parent-child interactions. The programme is provided by the Ministry of Education at no cost to the

participant and is facilitated by trained group leaders. If you would like to know more about this programme, please visit : www.incredibleyears.com

LOST PROPERTY – VALUABLES

At Broadfield we encourage children to take responsibility for all belongings. **Things which are CLEARLY NAMED are easily returned to the owner.** Regularly, throughout the year, items in the lost property box are put out for viewing and re-claiming. At the end of each term unclaimed uniforms will be offered for sale and any other items left over will be given to charity.

The school cannot be held responsible for valuables brought to school. It is a good idea for things such as toys, electronic games, jewellery, birthday presents and so on to be left safely at home. Toys should only be brought to school if the teacher has given permission.

LUNCHES

Healthy lunches are encouraged. We expect children to sit quietly at lunch times while they are eating.

Children are strongly encouraged to be responsible for keeping their lunch area free of litter by taking their litter home. When the duty teacher is satisfied that children have finished their lunch, they raise their hand so that the duty teacher can check that they have eaten their lunch, they are then able to play.

FOS (Friends of School) offer hot lunches several times a term. You will be notified a few days before these are available so that you can place your order.

Sushi is available to purchase through lunchonline.co.nz every second Friday.

MONEY AT SCHOOL

From time to time children need to bring sums of money to school and we would ask that you please follow these procedures:

1. Correct amounts and prompt payment are very much appreciated.
2. Money is to be in a sealed envelope or ziplock bag.
3. Write on envelope: reason, amount enclosed and your child's name.
4. When the office is not manned, post envelopes in the drop box in the office foyer.
5. The preferred method of payment is by internet banking.

MUSIC

We have a keen Ukulele group who perform in various music festivals. Private piano, drum, singing and guitar lessons are also available and take place during the day on the school grounds.

NEWSLETTER

These are emailed fortnightly on a Thursday. Please make a point of reading it and let us know if you did not receive a copy. Important information will be sent directly to you via email. Classes use Seesaw to communicate with parents regularly.

PARENT VOLUNTEERS

If you offer to be a parent helper at our school, please read our **Code of Practice for Parent Volunteers** set out below:



This has been put in place to protect pupils, teachers and parent helpers and to avoid any misunderstandings. If you have any questions please don't hesitate to ask.

Purpose

This procedure is to ensure that there is a clear understanding of the role as a parent/other adult helper at school. The aim is to make voluntary helpers feel valued, their skills utilised and their interaction in the school is a positive experience. Learning takes place best in a relaxed classroom. This is true for both the pupils and the teacher.

Code of Practice for Parent Volunteers at school:

All parent or other adult volunteers will:

- Present as good role models in all dealings with pupils.
- Be supportive and non-abusive in their interaction with pupils and staff.
- Use appropriate language that is NOT intimidating, threatening, demeaning, racist, sexually suggestive, swearing or put-downs and so on.
- Avoid physical contact with pupils.
- Avoid being alone with a pupil.
- Keep school incidents, happenings, children's work habits, sensitive issues etc at school and strictly private and confidential (As per the Privacy Act).
- When providing safe transport for pupils, ensure they are licenced drivers in a warranted, registered vehicle (no seatbelt sharing).
- Adhere to the schools Smoke/Drug and Alcohol Free Policies.
- Abide by the teacher's direction/guidance.

Guidelines

The following guidelines will aid in the planning and delivery of successful parental classroom/general school involvement:

Teaching staff are responsible for the pupils in their care.

- Parents involved in school programmes will positively support the teachers and positively support the teacher's decisions, especially in the presence of pupils.
- Teachers will not delegate teaching responsibilities to parent volunteers or ask them to plan/prepare any programmes independently.
- Classroom/school parent help will be for specific times of the day, and for specified numbers of school days, occasions or theme days etc, as decided by the classroom teacher.
- Each teacher has the right to accept or decline parent volunteers.
- Parent volunteers may be asked to undergo Police vetting before being able to provide help in the school, or on camps, etc. This involves completing and submission of documents which can take a couple of weeks to process.
- Be aware of time constraints and demands on a teacher's time when planning and preparing lessons, worksheets etc for students being supported by parent volunteers.

Please note: Any unsupervised access to children requires the school to police vet the parent/s involved. This can take 6 – 8 weeks to process.

PHOTOCOPIER

The photo-copier can be used by members of the public upon request. The cost is 10c per black and white copy and 20c per colour copy.

REPORTING TO PARENTS

At Broadfield we have an “open door” policy where the informal communications and information flow between parent and school are valued. New entrants will receive a mini report after they have been at school for 6 weeks. Through the year there will be formal reporting sessions:

1. February - Goal Setting Interview
2. End of term 2 - Progress Report sent home
3. Mid Year - Progress and Goal Setting Interview
4. December - A formal report will be sent home near the end of the year.
5. Y1 Progress Reports are completed on the anniversary of 20 and 40 weeks.

Throughout the year, data is collected to aid the assessment of the child’s development. This is why teachers prefer you to make an appointment to see them, rather than you expecting an “on the spot” appraisal, which doesn’t lend itself to a reasoned, factual analysis.

STATIONERY

Back to school stationery will be available online through our FOS parents group. Stationery lists are available at the school office. Throughout the term, stationery may be issued to children as required, and added to your child’s account.



SCHOLASTIC BOOK CLUB

Scholastic Book Club collections (Lucky, Arrow, Star) are available twice per term. There is no obligation to purchase. If you do place an order, we ask that the order form (NAMED) and money be returned by a specified date. Scholastic awards points for free books are based on the number of books being ordered and this benefits our library. Payments by cheque should be made out to “Scholastic New Zealand Ltd”.

SCHOOL DONATION

Each year the Board of Trustees sets the level of the voluntary school donation. You can pay all, part or none. This money is a valuable source of revenue that contributes towards the purchase of school resources, thus directly benefiting the children. Our annual school donation is \$100 per child, or a maximum of \$200 per family.

SWIMMING, PE AND SPORTS

Swimming at school usually takes place between November and April, weather conditions permitting. Pool rules must be observed at all times. Participation in swimming, physical education lessons and sports are strongly encouraged as an essential part of the curriculum. Any reason for non-participation should be explained in a note or with a phone call. Sports gear, togs and towels should be clearly named and preferably contained in a suitable bag.

SPORTS UNIFORM

From time to time children are involved in various sporting activities both at school and away. The school will provide representatives with their uniforms for the games. Please wash and return uniforms promptly after use in a named plastic bag to the office.



SCHOOL GROUNDS

Broadfield School is a totally Smoke Free school and smoking is not permitted at any time on the premises. The use of our grounds is encouraged, but we would ask that people respect school property and equipment.

We ask that you DO NOT bring motor vehicles, motor-cycles and animals onto school property except on special occasions such as Pet Day.

The school cannot be held responsible for accidents on the school premises which happen outside school hours.

SCHOOL TRANSPORT ASSISTANCE

You may be eligible for school transport assistance if due to distance, or lack of public transport, you do not have ready access to your nearest school. Please visit <http://parents.education.govt.nz/> to find out more.

TRAVELLING TO SCHOOL

If pupils are to bike to and from school they need to be competent cyclists who have an excellent road sense. High visibility safety vests are available from school and are to be worn at all times. We would suggest that younger cyclists are accompanied by an adult. Cycles may be put in the stands and preferably locked. Cycle safety helmets are required by Law. High visibility safety vests are also available for children who walk to and from school.

UNIFORM

At Broadfield School, through the compulsory wearing of school uniform, we will instill a strong feeling of identity and pride in the community. Uniform is available from The Warehouse, Rolleston. Details and prices can be found on our school website: www.broadfield.school.nz or at The Warehouse.

Embroidered Merino Jerseys are also available and can be either purchased directly from a company called True Fleece, or through the office at school. Please note that these are a choice, and not compulsory.

In the winter, it is a good idea for the children to have light shoes or slippers so that they can leave gumboots or wet shoes outside the classrooms.

We would ask that each item of school wear including lunch boxes are CLEARLY NAMED.

VOICING CONCERNS

If at any time you are concerned with things at school, we would appreciate knowing about it directly. To aid this procedure please follow our school policy:

1. Make an appointment to see the staff member concerned. State what the concern is.
2. If the problem is not then resolved, make an appointment to discuss the matter with the Principal.
3. If you still do not receive satisfaction, state your concern in writing to the Board of Trustees.

Teachers also value feedback when things are going well 😊