



**OAKLANDS
SCHOOL**

learning to learn

PROSPECTUS



VISION

We are lifelong learners who aspire to excellence

VALUES

Community

Active Thinking

Respect

Excellence

Whanaungatanga

Whakaaroaro

Whakaute

Hiranga

OAKLANDS SCHOOL

Cunningham Place, Halswell

Christchurch 8025

(03) 322 8735 or 021 126 3058

Email: admin@oaklands.school.nz

Website: www.oaklands.school.nz



Find us on
Facebook

OAKLANDS PRIMARY SCHOOL

VISION: "We are lifelong learners who aspire to excellence"

**Quality education, in partnership with families,
to meet the individual needs of children**

Oaklands School is a co-educational State U6 full primary school situated in the South-West of Christchurch. The school officially opened in 1964 and caters for children from New Entrants to Year 8. We celebrated our 50th Jubilee in 2014.

Students are drawn mainly from the surrounding suburbs of Oaklands, Aidanfield, Westlake, Longhurst and Halswell. The school has a roll of around 600.

There are three especially designed adventure playgrounds, an astro turf cricket pitch, netball, and basketball courts.

There is an Edible Garden and Food Forest for classrooms. The grounds are available for community use.

The staff includes a Principal, two Deputy Principals, and 24 full time teachers. Part time teachers are responsible for Reading Recovery release, ESOL, Music, and Gifted & Talented programmes.

Music is an integral part of Oaklands School. We have a specialist music teacher, senior and junior choirs, and opportunities to learn instruments here at the school. Our children are talented performers.

Sport is also a strength, with students representing their school (and often zone) in athletics, swimming, soccer, rugby union, rugby league, basketball, and hockey each year.

Our parents have high academic and social expectations for their children. They expect and encourage children to make the most of their opportunities and are prepared to involve their children in a wide variety of extra-curricular activities.

Parents are involved with assistance in sports programmes, resources, in classrooms, at school camps, trips and providers of transport.

Children enter the school from a variety of kindergartens and preschools. The school contributes to a variety of high schools.

Oaklands children are wonderful children demonstrating positive attitudes to learning and behaviour. Our vales programme is based on CARE, which links to the MOE Key Competencies.

Kind regards,

Margaret Trotter
Principal



STRATEGIC PLAN/POLICIES/CHARTER

The Annual Plan, Charter, Targets, National Standards data and Policies are available for viewing via the school website: <http://www.oaklands.school.nz/>. Paper copies are also available in the school office.

The Board of Trustees

Chairperson	Clive Keylard
Deputy Chair	Lizzy Williams
Parent representatives	Michael Laing Jeff Payton Nicky Randall Nicky Hiku
Staff Representative	Isaac Rule
Principal	Margaret Trotter
Minute Secretary	Liz Keenan



The Board of Trustees meets 10 times a year in either the School Staffroom or a classroom and discuss curriculum strategic direction and policy in regards to Governance of the school. All meeting dates are published in the school newsletter and are open to the community to attend.



Policies & Procedures

All of the school's policies and procedures can be viewed online.

1. Visit <http://oaklands.schooldocs.co.nz>.
2. Enter the user (oaklands) and password (acorn).
3. Search for the policy you wish to view in the box at the top left.

ERO Report 2013



Oaklands School was last reviewed by ERO in September 2013, and determined that they would not need to visit us again for 4-5 years. The full report can be viewed on our website. ERO noted the following strengths:

- The school's shared leadership has led to consistent school-wide practices that positively support learning and teaching. Expectations for effective teaching practice are well documented and monitored.
- The senior team and team leaders provide high-quality reports to the board about the curriculum and student achievement, who then use this information to make resourcing decisions that support high quality teaching and learning.
- Trustees have a range of experiences and skills. They have developed clear procedures that effectively guide their planning and actions. They have established positive links with the community and often seek feedback from students, staff, parents and the community prior to making important decisions.

STAFFING 2017

Mrs Margaret Trotter Principal
Mrs Caroline Martin Deputy Principal
Mrs Jan Hall Deputy Principal & SENCO

KĀKANO (Years 0-3)

Team Leaders

Catherine Corcoran
Jo-Ann O'Loughlin

Teachers

Elshke Chadinha
Karen Coom
Jenny-Marie Evans
Emma Frampton
Alicia Hebbend
Casey McPherson
Samantha Nichols
Rachel Pickering
Chantelle Rakich
Mark Sy
Rebecca Pilbrough
Jennifer Bourne

KAURI (Years 4-8)

Team Leaders

Trish Patten
Rae Marsh

Teachers

Tash Baker
Sarah Berquist
Maria Brennan
Bryan Brown
Alex Horn
Grant Forman
Danny Hillary
Steve Ladbrook
Lance Muller
Isaac Rule

PART-TIME TEACHERS

Claire Braithwaite – Release and Maths lead teacher
Paul McAven – Release and Garden programmes
Geoffrey McCallum – Music release
Ali Ward – Reading Recovery/ESOL
Catherine Salins – Social Worker

LEARNING SUPPORT

Kathleen Kingston
Nigel Watkins
Elle White
Kirsty Sullivan
Flora Qu

LIBRARY

Trish Ward
Mary Griffiths

CARETAKER

Ivan Rush

OFFICE

Liz Keenan – Student Support
Karen Mackie – Finance Administrator
Jenny Walker – PA & Payroll Administrator

Hours: The school office is open from 8.30am to 3.30pm, Monday to Friday.

2017 SCHOOL YEAR

First Term: Monday 30th January to Thursday 13th April
Second Term: Monday 1st May to Friday 7th July
Third Term: Monday 24th July to Friday 29th September
Fourth Term: Monday 16th October to Friday 15th December



Public Holidays:

Waitangi Day (observed)	Monday 6 th February
Good Friday	Friday 14 th April
Easter Monday	Monday 17 th April
Easter Tuesday	Tuesday 18 th April
Anzac Day	Tuesday 25 th April
Queen's Birthday	Monday 5 th June
Labour Day	Monday 23 rd October
Show Day	Friday 17 th November

GETTING TO SCHOOL

Entrances:

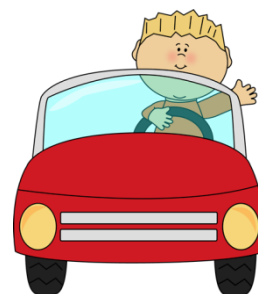
There are 4 entrances to Oaklands School:

- Cunningham Place (main entrance and staff car park)
- Jarrow Place (rear entrance)
- Brenda Place (via footpath)
- Cobra Street (via footpath)

Arriving at school: please do not arrive before 8.30am

All of our entrances can become extremely busy at peak times: please remember to drive and park safely when dropping students off before and after school.

Please also remember that there is to be no parking in the staff car park from 8.00am to 3.30pm.



Bicycle and scooter security:

We have two bicycle/scooter cages, both of which are locked during the school day. Please remember that all scooters and bicycles should also be named and locked individually.

ENROLMENTS

If you are considering Oaklands School for your child, we host several events during the year to which prospective students and their parents are welcome. Some offer greater access to classrooms than others, however all give you an opportunity to see our students' learning or performances.

Advising us of your intent to enrol:

The first step towards enrolling your child is to complete an Intention to Enrol form (if your child lives in-zone), which is available from the school office.

We then contact parents to 6-8 weeks prior to a child's anticipated start date to book an enrolment meeting.



Out of zone ballot places:

Families living outside our school zone can request a place for their child via the termly ballot. For more information about our enrolment zone and ballot dates, please speak to the office staff on 03 322 8735 or visit our website.

SCHOOL DAY

School is open for students from 8.30am. Please note that students are not supervised before 8.30am.



School timetable:

- 9.00 am Learning commences.
- 10.00 am Fruit break: fruit or veg and water.
- 11.00 am Morning tea: read & feed (in class).
- 11.10 am Morning playtime.
- 11.30 am Learning resumes.
- 12.40 pm Lunch: supervised by teacher.
- 12.50 pm Lunch break playtime.
- 1.30 pm Learning resumes.
- 3.00 pm School finishes for the day.

During all breaks, 4 staff members are rostered on duty. They wear a fluoro vest to be easily visible to children.

SCHOOL UNIFORM

UNIFORM STOCKISTS include...

- **Mainland Uniforms**, 511 Wairakei Road, Russley, phone 360 3037. <http://www.mainlanduniforms.co.nz/> (School Jacket available).
- **The Warehouse**, The Hub, 418 Main South Road, Hornby, phone 349 5389.
- **SchoolTex online**: <http://www.schooltex.co.nz/>

Oaklands School has a compulsory wearing of a school uniform as a means of providing a sense of identity and to try and maintain a high standard of personal presentation. Students are expected and encouraged to take a pride in their general appearance.

UNIFORM

All Year 0-8 students must wear the uniform below. Please note that Years 7-8 may also wear a Senior students' t-shirt and jacket available from Mainland Uniforms.

- Red Polo Shirt (with Logo)
- Red Skivvy
- Bottle Green Sweatshirt (with Logo)
- Bottle Green Polar Fleece
- Bottle Green Track Pant
- Bottle Green Knit Shorts
- Bottle Green Rugger Shorts
- Bottle Green Culottes
- Oaklands school jacket yrs0-6 available from Mainland Uniforms

POLYPROPS

Only plain colour polyprops may be worn, and they must be worn under school uniform. Red skivvies are also available from uniform suppliers.

HATS

The following hats Bottle Green Aussie style or bucket hats (only) must be worn by all students in Terms 1 and 4. Students may also wear sunglasses. We also have green beanies available at Mainland Uniforms.

FOOTWEAR

- Black or brown leather school shoes, or sports shoes of any colour.
 - ☒ *Jandals, sandals, slides, shoes with wheels, high heels, canvas (e.g. basketball shoes), plastic (e.g. crocs) and slip-on/ballet style shoes are not suitable school footwear.*
- Socks and tights must be solid white, grey, black, red, or green.

JEWELLERY

- The only jewellery permitted at school is one stud or sleeper in each ear.
- Medical alert jewellery, and necklaces or bracelets of cultural or religious significance may be worn under clothing.

MAKE-UP & NAIL POLISH

- Students may not wear make-up or nail polish.

HAIR CUTS/STYLES:

- Any students' hair that is longer than below the collar must be tied back.
- Extreme haircuts/styles and hair colouring are not permitted.



School Jacket



Senior top
8



Yr 0-6

ATTENDANCE

We request that parents and caregivers contact the school as soon as they know their children will not be attending, and welcome advance notice of any planned absences (e.g. medical appointments).

Please call the office on 03 322 8735 on each day that your child does not attend, particularly when absent due to illness or injury, as

Parents can also text absentees to the school cell phone 021 126 3058. The school should also be informed of any planned absences in advance.

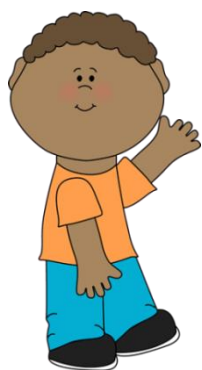


ASSEMBLIES

Whole school and team assemblies are held fortnightly on a Monday afternoon, as well as Welcome Back and Celebration of Learning assemblies at the beginning and end of each term.

Your child's teacher will advise you when their class is due to run an assembly, and any changes to the usual assembly schedule are listed in the school newsletter.

LEAVING SCHOOL GROUNDS DURING THE DAY



It is important we know where children are at all times.

Once students have arrived at school we expect them to stay within the school grounds until dismissed. Students are not allowed to go outside the grounds for any reason unless written permission has been given by a parent or guardian.

Parents should send a note to the class teacher or phone the office, if they need to pick a child up during the school day. An adult must then sign the student out of school at the office.

PARENT HELP

We encourage parents to be involved in classroom programmes, trips and camps. This can take many forms such as supervising children on trips, helping with activity learning programmes, returning reading books to the resource room.

Feel free to contact any staff member to enquire as to any help needed.

COMMUNICATION WITH PARENTS

When a child enrolls at Oaklands School, parents are asked for their email address and cell phone number. These are the tools by which we reach you with newsletters, notices, text messages and so on.

If you move house or change contact details in any other way, please ensure that the school is updated.

Emergency contacts:

Please check that details about your telephone numbers and your current emergency contact person are recorded correctly in the office. Advise us of any changes immediately.

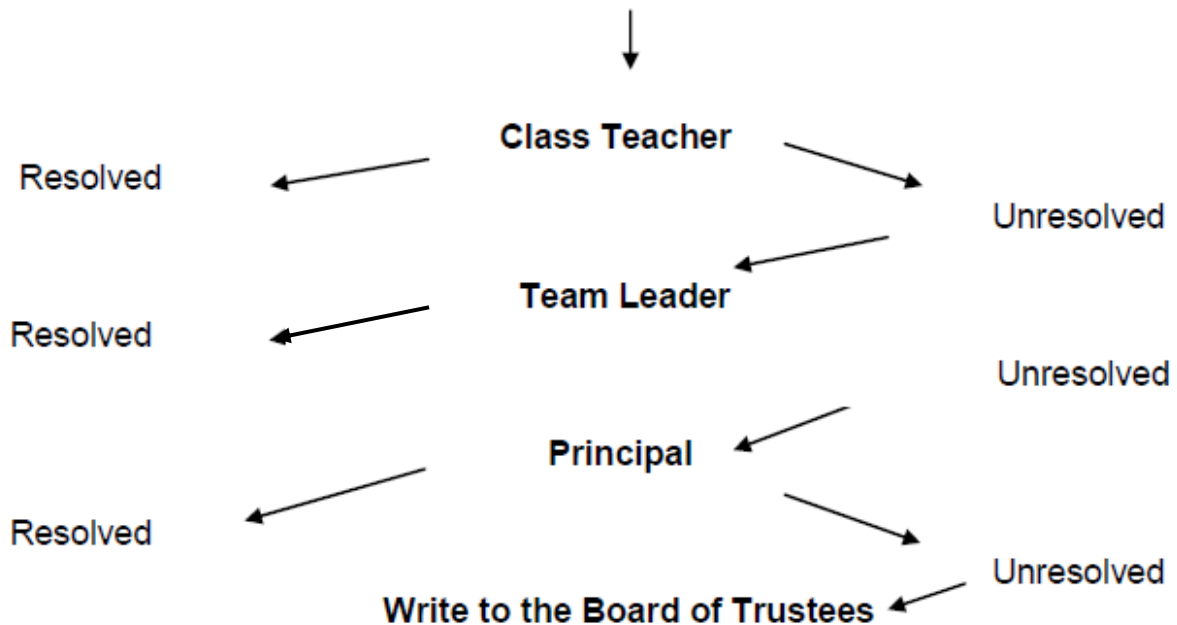
In addition to parents and caregivers, we aim to have at least one other emergency contact listed in your child's record. This is so that if there is an emergency and we are unable to contact you, there is someone else with whom we can get in touch or who has permission to collect your child.



CONCERNS

From time to time parents and caregivers may have concerns. It is important that these issues are resolved quickly.

Flow Chart for Dealing with Issues



To read our complaints policy in full, please visit the policies website at <http://oaklands.schooldocs.co.nz/index.htm?toc.htm?375.htm> (username: oaklands, password: acorn).

FINANCIAL INFORMATION

Accounts

The following options are available to pay your child/ren's school donation or activity fee: cash, cheque, EFTPOS, credit card and internet banking. When paying by internet, please advise student's name, room number and what is being paid for in the reference fields. The school's bank account number is 12-3153-0098196-00.

Kindo

This is an online payment system for school activities. This is an alternative system to save you lining up in the school office. When you pay you are also giving consent for your child to attend that specific activity. (www.kindo.co.nz).



Activity fees

Fee sheets are distributed every term, listing planned trips

for each team. Additional costs (e.g. sport or music) will be provided separately to participating children.

Donation

The Oaklands School Board of Trustees has set as a guide a figure of \$140.00 a year for families in 2015, or \$35.00 per term. The donation is committed to additional resources to support children's programmes, such as music resources, new reading materials, additional science or art equipment, and so on.

Lunch orders

Food can be ordered from Lunchonline – <http://www.lunchonline.co.nz> - on Wednesdays and Fridays. Orders must be placed by 8.30am on the day of delivery and food is delivered at 12.30pm. Students are not permitted to leave the grounds to purchase lunch.

Stationery

The school issues lists of correct stationery for children's programmes each year and at enrolment meetings. Stationery packs can be purchased online or via high street stores, however stationery is not available at the school office.

School banking

Deposit envelopes for ASB School Banking are available at the school office. They are collected by a secure courier every Thursday.



LOST / FOUND PROPERTY

Lost property is deposited in the back of room 14. Children who have misplaced articles of clothing should be encouraged to check there.

Parents are welcome to come at any time to check lost property. It is essential that you **name** your child's clothing.

The school **does not** accept responsibility for items such as toys or games. Electronic devices brought to school via the Bring Your Own Device agreement remain the responsibility of the student at all times. If any of these items are confiscated from the child for improper use, they can be reclaimed **only** by the parent from the teacher.



MEDICAL INFORMATION

First aid

During break time, the Restorative duty teacher (wearing an orange vest, rather than yellow) carries a small first aid pack or plasters and ice packs. If they are unable to administer sufficient first aid, students are sent to the sickbay.



Class teachers send students to the sickbay if they are ill or injured during learning time.

If a doctor is needed, or if a student should go home, every effort will be made to contact the family before decisions are made.

Inhalers

Students diagnosed with asthma may keep an inhaler in their bags. This is so that they are easily accessible both during class and break time.

Medication

All medication (other than asthma inhalers) must be left at the office and not be kept in school bags or classrooms. Parents must complete a form at the office if medication is needed during the school day.



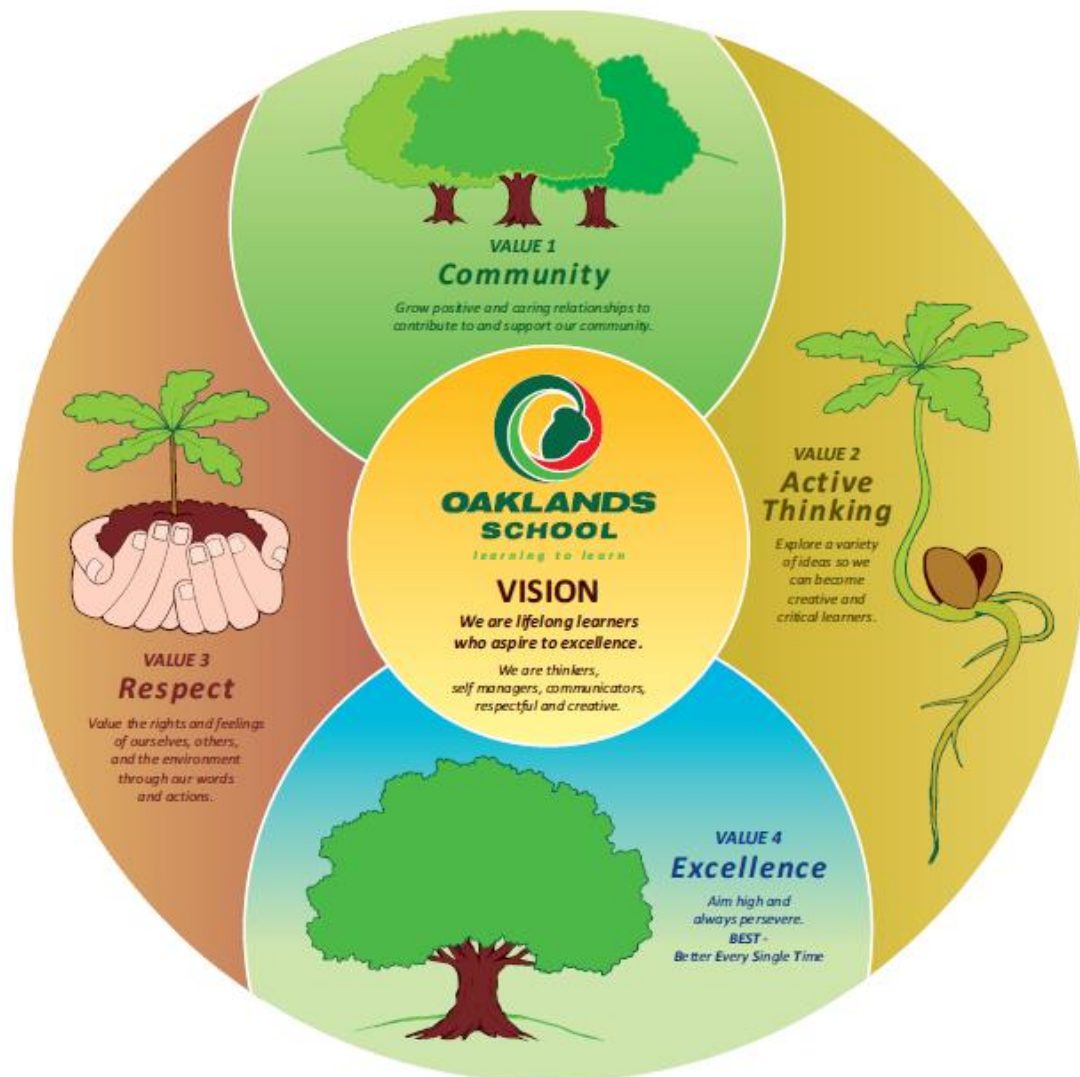
Dental Services

Routine examinations and preventative care will be carried out in a mobile Community Dental Services van at the school once a year. For any dental enquiries please phone 0800 846 983.

Vision and Hearing

A Vision and Hearing tester comes to the school twice a year to test the vision and hearing of New Entrants. This includes examination for glue ear. Retests are also completed when required.

CLASSROOM & LEARNING INFORMATION



Our school values of **Community (Whanaungatanga)**, **Active Thinking (Whakaaroaro)**, **Respect (Whakaute)** and **Excellence (Hiranga)** underpin all learning and social skills programmes in the school. These are the criteria for our actions and thoughts to support and strengthen our Oakland's community.

SCHOOL VALUES

“Values are deeply held beliefs about what is important or desirable. They are expressed through the ways in which people think and act.”

“Values are part of the everyday curriculum – encouraged, modelled, and explored.”

The New Zealand Curriculum, Ministry of Education (2007), p.9-10

Community (Whanaungatanga)

Active Thinking (Whakaaroaro)

Respect (Whakaute)

Excellence (Hiranga)

The job of teachers and schools is to invest in students the skills and attributes necessary to thrive in life. The teaching of values is a vitally important aspect of this task.

As teachers we have a unique opportunity to pass on the importance of values to our students. By integrating and embracing the values into the curriculum, students are able to gain valuable life skills.

CARE AWARDS PROGRAMME

The CARE awards recognize and promote the use of our school values of COMMUNITY, ACTIVE THINKING, RESPECT and EXCELLENCE in all areas of school life.

The aim is to make students feel positive about their learning, behaviour and social interactions and for all teachers to acknowledge in a positive way all students' efforts in these areas.

Progress charts are displayed in all classrooms and students receive a Values certificate at Team assembly when ten ticks have been awarded for each value.

Students receive a Bronze, Silver and finally Gold CARE certificate at Whole School Assembly when all four Value certificates have been achieved.



LEARNING TEAMS

The classes are organised into two teams:

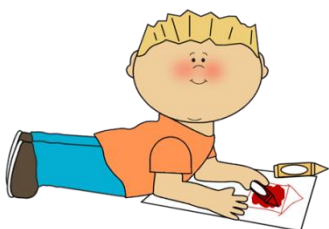
- Kākano: the Year 0-3 students are led by JoAnn O’Loughlin and Catherine Corcoran. The team’s name means “seed”.
- Kauri: the Year 4-8 students are led by Trish Patten and Rae Marsh. The team’s name reflects the strength of the kauri tree.

Our vision is that every child will grow into an individual who has discovered one’s personal strengths and grown tall with pride.



INNOVATIVE/FLEXIBLE LEARNING ENVIRONMENTS- COLLABORATIVE LEARNING

The Christchurch earthquakes have provided an opportunity for greater Christchurch to create some of the best Modern Learning environments anywhere. In 2016 Oaklands School is required to complete its Education Brief. This involves students, staff, parents and the greater community meeting and discussing what they see the future for Oaklands School will be. This involves looking at our teaching and learning programmes and how they will meet the needs of learners for the future. In 2017 an architect will be allocated to the school to put the ideas, thoughts and dreams, into renovated teaching and learning environments that are flexible to meet the changing demands of education. The plan is to have this all completed by the end of 2018. This year our staff and students at Oaklands School will be exploring how staff and student can learn to collaborate more effectively and we will be focusing on developing our Graduate Profile.



Please visit the Ministry of Education site for further information. <http://mle.education.govt.nz/>

HOW AND WHAT WE LEARN

PEDAGOGY: TEACHER ACTIONS

“The evidence tells us that students learn best when teachers:

- create a supportive learning environment
- encourage reflective thought and action
- enhance the relevance of new learning
- facilitate shared learning
- make connections to prior learning and experience
- provide sufficient opportunities to learn
- inquire into the teaching-learning relationship



The New Zealand Curriculum

Ministry of Education (2007), p.34

This evidence is also supported by Adrienne Alton-Lee, in her Best Evidence Synthesis on Quality Teaching for Diverse Students. The synthesis makes evident the central role of teacher creativity and expertise in scaffolding and being responsive to student learning processes.

Home learning (homework)

It is expected that each student completes home learning to support the classroom learning programme.

- **Kākano:** It is important your child reads to you daily and there are opportunities for you to read to them and to share the reading by taking turns and discussing the story together. Years 0-2 will also have a Mathematics Home Learning card, linking maths activities to the real world, as well as the opportunity to learn the basic addition and subtraction facts. Year 3 maths home learning will be done via Mathletics, as with Years 4-8.
- **Kauri:** This team will be focusing on reading and mathematics as well. The more you read the better you are and students will have a reading log to track their reading. Mathematics this year will be using the Mathletics web site. This programme will be used in the classroom and at home to support the learning. For students who do not have a computer at home the classroom teacher will have a computer available before school to use.



Information Centre & Library

Our information centre includes our library and technical devices to access learning through books and the internet. The school has an excellent library with a wide range of titles for the benefit of all children in the school. If you would like to help in the library, please contact Mrs Ward at school or email librarian@oaklands.school.nz.

Information & Communication Technology

All children from New Entrants to Year 8 have opportunities to experience computer activities, and grow in their awareness of this technology.



The school is fully networked and every classroom has at least one computer, digital camera and iPod, as well as a TV and Apple TV.

In addition, class teachers are able to book a “pod” of several Macbooks and iPods for students’ use.

- **Cybersafety:** All parents are asked to read and sign a cybersafety agreement. Students in Years 5-8 are also asked to acknowledge that they understand their responsibilities by reading and signing the agreement.
- **Bring Your Own Device:** Students in Year 5-8 must attain a “BYOD licence” before bringing any devices to school.

Learning Plan

Each year, the first two weeks of Term 1 are dedicated to “learning how to learn.” This programme has been developed to enable all classes to begin the year focusing on student learning. It also provides for a consistent approach across the school and gives our community a clear outline of our Learning Commitment. At the end of the process every class will have completed a booklet. This will be sent home for parents to keep.

EOTC (Education Outside The Classroom)

All classes go on a number of trips linked to the school curriculum each year, as well as competitive sports and music performances. Fees for these activities are sent home with children at the end of the previous term, and any others are sent to participating students when selected.

Newsletters & Blogs:

A school-wide newsletter is sent home by email and uploaded to the school website every week.

Every Friday parents are sent a link to their hub blog, which has information over the learning program and relevant news.



Performing Arts and Music

The school has a Music Room containing a wide variety of instruments, which can be used by classes as well as music groups.

We have choir, dance and kapahaka groups in both the Kākano and Kauri areas of the school. They practise regularly and perform at local venues as well as music festivals. Itinerant music teachers visit the school to provide tuition in guitar, keyboard and drums. Music tuition takes place during school hours and incurs a fee.

Religious Education

The school offers the Bible in Schools programme for Year 3 students, run by accredited volunteers. Opt-out forms are sent home with students before these sessions are scheduled, should parents wish their children to attend an alternative programme. A copy of the curriculum can be viewed in the school office.

Sports, physical education, fitness & swimming



These are a compulsory part of the New Zealand Curriculum, and as such all classes participate in these programmes. Parents should advise the teacher with a note requesting exemption if children are not well enough to participate.

Swimming pool

The school swimming pool reopened in Term 4, 2013. It is heated, but uncovered. A schedule for lessons will operate in Terms 1 and 4 each year, weather dependent.

The swimming pool is not available for community use outside school hours.

Technology

Our Year 7 and 8 students undertake Technology Class Programmes at Lincoln Primary School.

Student Led Conferences

The purpose of student led conferences is to put the student in the driving seat to share their learning with their parents or caregivers. Teachers are encouraging students to take more ownership over their learning, knowing they will be sharing their progress and learning with their parents.

Teachers will be present to support and prompt if necessary. Student led Conferences are a celebration of learning.

Graduate Profile (Our Learner Qualities)

Oaklands School C.A.R.E values - Community, Active Thinking, Respect, Excellence

Learners graduating from Oaklands School will have developed the skills, knowledge, and attitudes that they will need to be successful life-long learners.

The C.A.R.E values are the learner qualities our students need to develop, through a range of learning contexts, to become numerate and literate citizens.

Community (Whanaungatanga)

As learners we are growing and maintaining positive, caring relationships.

- **Belong**

To connect to the land and environment and be a member of a community. Embrace cultural diversity.

- **Collaborate**

To learn with and from each other.

Learning Profiles will include ongoing information to show progress.

Examples are:

- Student Reports.
- Student Led Conferences.
- Student E-portfolios (blogs).
- CARE Programme.
- Home Communication Book.
- SOLO rubrics.
- Student voice

Active Thinking (Whakaaroaro)

As learners we explore, we create, we are critical thinkers.

- **Question**

We are curious and open to new learning. We inquire, challenge, dispute, reflect. We ask questions of ourselves and others.

- **Connect**

Linking knowledge and ideas together to create new understandings.

Respect (Whakaute)

As learners we value ourselves, each other and the environment.

- **Emphasise**

Understand the feelings of others and contribute to others experiences.

- **Communicate**

Share and exchange information, thoughts and feelings; Use communication tools - ICT.

Excellence (Hiranga)

As learners we are better every single time (BEST) and have the skills to lead.

- **Be resilient**

Develop the ability to react positively to challenges.

- **Be Self Aware**

Know ourselves as learners.

The links between the C.A.R.E. values and the key competencies from NZ Curriculum



KIVA

What is Kiva

KiVa is an evidence-based programme to prevent and reduce bullying. It was developed in Finland. Our school staff has received KiVa teaching material and training to implement the programme. We have a team of teachers who interview students and develop a plan of action to support both sides to change behavior

How does KiVA work?

All classes are taught anti-bullying lessons every two weeks to support our values lesson. There are online games for students to play to help them support each other. Anyone can make a referral to the KiVa Team. (teacher, staff , parent student) email is kiva.team@oaklands.school.nz

The KiVa Team is a group of teachers who investigate all referrals.

Investigation: Interview everyone identified in the referral.

Put a plan in place. Ongoing monitoring of the victim.

PB4L

Oaklands School is a Restorative School and part of the PB4L (Positive Behaviour for Learning) programme.

Positive Behaviour for Learning (PB4L) Restorative Practice is a consistent, school wide system of support which promote positive, respectful relationships across school and community.

We are currently in our 3rd year of PB4L and I am confident that the programme is having a positive impact on students' learning and behaviour. Our values are taught consistently across the school, and our staff and students know our CARE values and expectations well.

We received 100% on our latest SET (Term 1 2017). The SET is a tool used by our ministry representative to assess how well our students know the values, routines and procedures of Oaklands School. We are very pleased with how embedded our CARE values are across the school.

The PB4L system is only successful when it is embraced by all students, staff and families so we look forward to your contribution and feedback as our journey with Positive Behaviour for learning continues.

A RESTORATIVE APPROACH

WHAT IS A RESTORATIVE SCHOOL?

- A restorative school takes a new look at traditional processes of educating.
- Appreciation, alternative possibilities and hope take central ground, displacing judgement, deficit and failure.
- The school addresses issues rather than punishing students.
- Teachers see themselves as relating with students, not as authorities over them.
- When discipline offences occur, the focus is on restoring order through restoring relationships rather than through authority.
- The mana of the individual students is maintained and nurtured.
- People speak respectfully of one another, including of students and their families, recognising that all families want success for their children.
- Teachers and students look forward to the challenges they meet at school.
- The voice of every student is heard rather than being drowned out by the noise of the loudest or weightiest.
- A restorative school seeks excellence in respectful relationships by valuing everyone in the school community.
- A restorative school has hospitable practices because the communities of care around the school and its students become very visible.
- Students learn that living in a complex community is more than possible-it can be enjoyable.
- There are fewer referrals of bad behaviour.

When dealing with an issue the following questions are asked:

- What happened?
- What were you thinking about when you?
- What have you thought about since?
- Did you make a good choice or a bad choice?
- Who's been affected by your behaviour?
- What do you need to do to fix things up?

The Restorative approach models a community building process that works to preserve the mana of all participants, including the wrongdoer. It models a “working with” rather than a “being done to” approach. Students develop social skills and become more community focused and are therefore less likely to be bullied or to bully others.

If you have any questions or would like further information, please do not hesitate to contact the school on 03 322 8735 or email admin@oaklands.school.nz.

POSITIVE BEHAVIOUR PROGRAMMES

Playground Modelling Books

Each classroom has a playground modelling book. This book has maps of safe/unsafe areas to play, ideas for good games to play, information about people who can help us with issues etc. This book is shared with students regularly so that they go out to play with the information they need to make good choices. It is also used as part of weekly Circle time discussions.

Peer Mediators & Playground Activity Leaders

Our more senior students are able to choose from a range of leadership programmes including Peer Mediators (Year 7-8) & PAL (Year 5-6).



Full training is given to students and Cool Schools facilitators are involved in training students and staff in the Peer Mediation process, including Restorative methods.

Playground Duties

Each day staff monitor the following areas to keep students safe:

- Before and after school gate duties.
- 4 duty teachers covering morning tea and lunch breaks.
- Lunch activity duties – these may include activities such as sports practices, organised games, chalk drawing.

While on duty teachers wear fluoro vests to ensure they are easily visible.



Circle Time

Circle Time is used at least once a week in each class at Oaklands School. Quality Circle Time allows the opportunity for the teacher and class to communicate with each other about issues that promote self-esteem and positive behaviour.

Reflection Time

Reflection time is held through the school from 2:50pm–3.00pm each Friday. Parents are welcome to attend to listen to students reflect on their learning. All students take turns to talk about what is going well in their learning and what their next steps are.



Pozi Awards & House Points

Duty teachers hand out POZI awards to students who are demonstrating the CARE values, which are each worth 3 house points. House points are also awarded for excellent behaviour, academic excellence, and sporting achievements.



House points are totalled fortnightly and the leading house is acknowledged in Whole School Assembly. The winning house is awarded a fun day at the swimming pool at the end of Term 4.

USE OF SCHOOL GROUNDS

The Board of Trustees has given approval for students and people in the community to use the school grounds outside school time. Children are expected to go home first before returning to play.

Visitors during the school day

At various times the school may have parents, tradespeople, and staff from support agencies visiting the school. All visitors to the site must initially report to the school office, including **non-custodial parents**. If you wish to meet with the teacher, please contact them by phone or email to set a suitable time.

Use of Playgrounds after school

We recommend that children, particularly younger students, do not to play on the playground equipment outside school hours unless under parent supervision.



Dogs on school grounds

Dogs and children do not mix in a school setting. Parents are asked not to bring dogs into school grounds between 8.30am and 3.30pm Monday to Friday, including dogs on a leash.

AFTER SCHOOL CARE AND ACTIVITIES

Before and After School Care & Holiday Programme

On-site care is provided by OSCAR AT OAKLANDS INC, which is managed by a committee of volunteer parents. This group is independent of Oaklands School. They can be contacted on 03 322 4396 or email oscar.oaklands@xtra.co.nz.

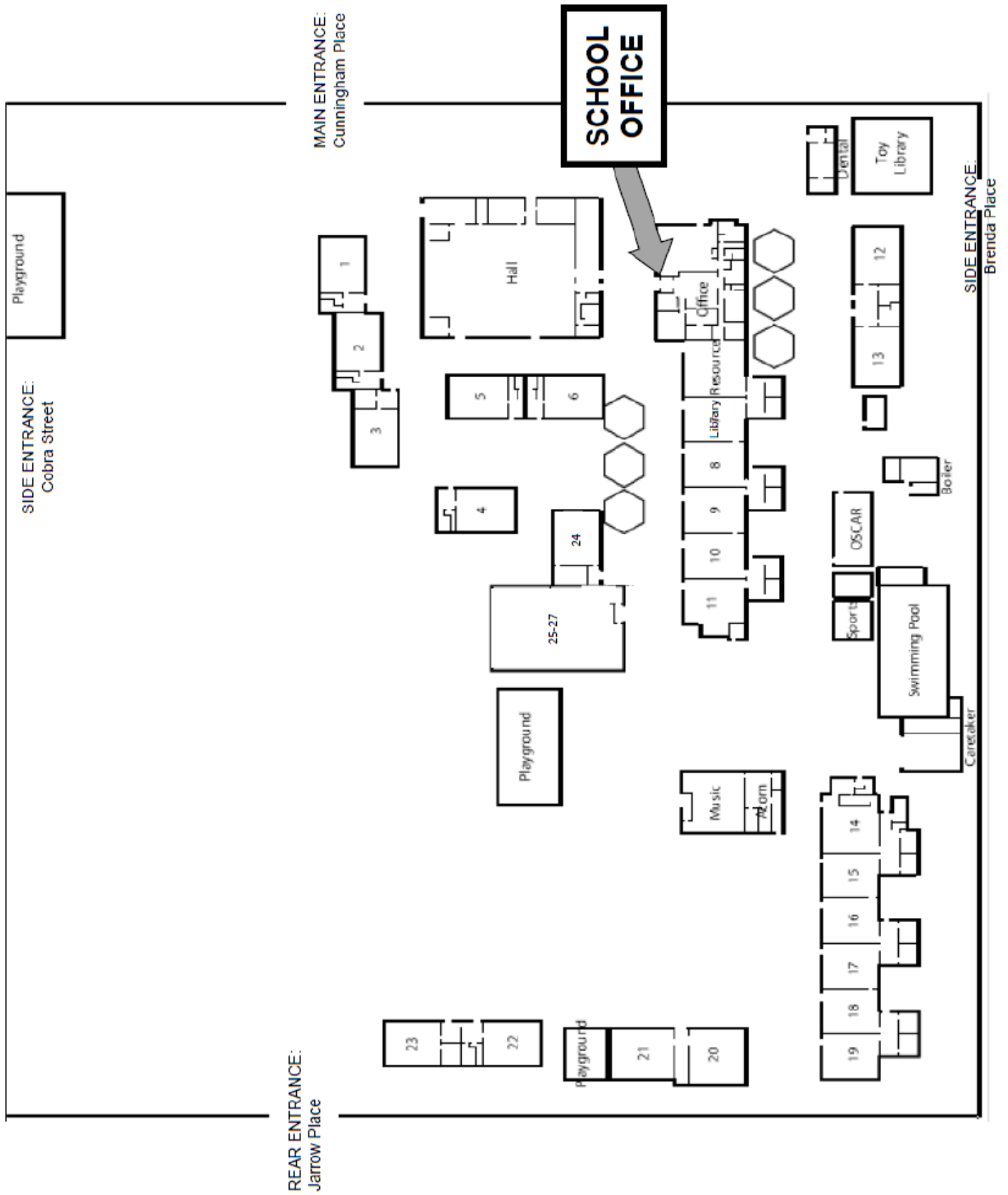
After school activities

The school hall is hired by a number of organisations outside school hours, many of which run programmes suitable for primary-aged children.

- Anna Lee Dance: 0274 836 265
- Go Kan Ryu (GKR) Karate: 021 030 8376
- Halswell Girl Guides: 027 777 1039
- Helen O'Grady Drama: 0800 161 131
- Kelly Sports: 021 0255 8263
- White Dragon Kung Fu: 0274 913 294



SCHOOL MAP



Version date: 12.09.2017

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