



Darfield Primary School Te Whenua Kōkōwai

Standing Tall: Reaching our Potential



Information Booklet

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Our Vision:

Standing Tall: Reaching Our Potential

Our Mission Statement:

Through the development of the Darfield High 5 our children will develop the attitudes, skills and knowledge needed to become confident, motivated, self-directed lifelong learners.

Our Core Values and Beliefs Darfield High 5

Team Player / Kia Mahitahi

I belong to and am proud of my team and school
I actively contribute to my team and school
I work collaboratively with others



Caring Citizen / Kia aroha atu

I communicate effectively with others
I am respectful, tolerant and include others
I am caring and kind to others



Power Thinker / Kia wananga

I am curious and want to learn new things
I focus on and complete tasks
I use a range of thinking strategies



Self Manager / Kia mauritau

I make right choices
I set and monitor my own goals
I am organised and look after my belongings



Self Believer / Kia pumau ki a koe ano

I try my best
I have the confidence to try new things
I show determination and persistence



Our School / Our Community

Darfield School is a state primary school situated in the heart of Darfield township. The school complex is made up of two learning spaces and three classrooms, a hall, library learning support unit and administration building. The school has recently upgraded two of its buildings to create flexible learning spaces. The school grounds include two adventure playgrounds, two netball courts, a basketball court, sandpit and school gardens.

The school is staffed with a non-teaching Principal and nine teachers working in three teams led by the Leadership Team which consists of the Principal, Deputy Principal and three Team Leaders. Darfield School has a number of support staff including office administrators, release teachers and teacher aides, all of whom help us make Darfield School a wonderful place to learn.

Darfield Primary School operates a comprehensive Learning Support programme that not only supports the learning of learners/ākonga with special needs but also enhancing the learning of those learners/ākonga that are operating at accelerated achievement standards. This programme is supported by: a Reading Recovery teacher, Teacher Aides and a variety of support agencies. The school also hosts the Resource Teacher of Learning and Resource Teacher of Literacy on site.

At Darfield Primary School we strive to create a positive learning environment where an individual's unique gifts are acknowledged and they are empowered to use their gifts to reach their full potential. The range of programmes provided to learners/ākonga are challenging, success oriented and fulfilling. Our comprehensive learning programme ensures that learners/ākonga are equipped with the knowledge, skills and attitudes to succeed in the future. Darfield School is committed to fostering confident, self-motivated, lifelong learners/ākonga.

Absences

When your child is absent from school, it is very important that you inform the school by 9am on the morning of their absence that he / she is going to be away. This lets us know where your child is and that your child is safe. Contact on each subsequent day that your child is absent is appreciated. You can call the office and leave an absence message on the phone, email the office, send a txt to the school phone or send a message via the etap communication app. It is also necessary to let the office and the teacher know if you are picking your child up early for some reason and to sign them out on the tablet in the office.

Assembly

School assembly is held every second Friday morning. Assemblies are an opportunity to celebrate children's learning, and each teaching team takes it in turn to share what they have been learning.

Parents, caregivers and whānau are most welcome to attend our assembly.

Awards

Awards are presented at assembly based on our School Values. Each fortnight two students from each class receive a Darfield Primary award. Parents are notified via email prior to assembly.

Bicycles and Scooters

Children may cycle to school however, it is recommended by the Police Traffic Branch that parents of children under 9 years of age think carefully before allowing their child to cycle to school.

No bicycles or scooters are to be ridden in the school grounds during school hours and all cyclists **must** wear a helmet.

If bringing a bike or scooter to school children are required to walk from the railway crossing on McMillan Street to the school and vice versa.

Buses

Our school bus service runs in conjunction with the Darfield High School buses. When the high school is open for classes, children who qualify for school bus transport are able to travel to and from school on the buses that service Darfield High School. When the high school is closed, a bus will operate for our students within our enrolment zone.

Board of Trustees

A Board of Trustees of five elected Parent Representatives, an elected Staff Representative and the Principal, is formed every three years.

Up to four other trustees may be co-opted for varying periods as the Board requires.

The Board is responsible for the school's managements as set out in the School Trustees Act 1989. From October 1st 1989, the Trustees assumed the following responsibilities:

- (a) The task of overseeing the preparation on the School Charter.
- (b) The establishment of School Policy.
- (c) Approving and monitoring School Finances and overseeing the maintenance of school buildings and grounds.
- (d) To make staff appointments.
- (e) To report regularly on the School's achievements.

The Board meetings are open to the public, and are held on a Tuesday, twice a term. Minutes of the Board meetings are available for parents to read. They are available in the school office.

Care of School Property

When children take school property home such as library or reading books, we ask that every care is taken to maintain this equipment in good condition. Should an item be lost or damaged, parents may be asked to meet the costs of replacement. New entrants are encouraged to use a book bag when they start school, and we would appreciate children continuing to use these as library bags in the Senior School.

Cellphones

There are occasions when a child is required to bring his/her mobile phone to school. Phones must be handed into the school office and can be collected after school. The school does not take any responsibility for lost, broken or stolen phones if they have not been handed in to the school office.

Changes of Routine

The school must be told if a child has your permission to vary the path he or she takes to or from school - to go home with another person or child - to go on or not go on the school bus, or to go from the school grounds at lunch time. Please assist us to help ensure the safety of your

Children Leaving School Grounds

Please do not take your child away from the school for any reason during school hours without ensuring that the class teacher and office is informed. The student must be signed out at the office.

Dental Treatment

The Dental Team operates from a mobile van at our school and from Darfield Hospital. We are notified when the dental service will be at our school.

Emergency Messaging

There are times when we need to contact specific groups or all parents/caregivers in an emergency, such as the closure of our school. The cell phone number of the primary caregiver is kept on the school cell phone and computer to enable us to contact families if necessary via phoning, txt messages or emails. Please ensure we are kept up to date with any changes in contact details.

Enrolment Form

All students attending Darfield Primary School must complete an enrolment form which is accompanied by a copy of their Birth Certificate or Passport, immunisation status and proof of address. Enrolment forms can be obtained from our office.

Enrolment Zone

Our school has an Enrolment Zone in place. All families living inside the zone have an automatic right to attend Darfield Primary School - you may be required to show evidence of your residential address. Families living outside the zone and who wish to attend Darfield Primary School must apply for an 'out of zone' place. Vacancies for 'out of zone' places are advertised in the local paper. If applications exceed vacancies, a ballot will take place. Please contact the Office for a map of Darfield Primary School Enrolment Zone and for any enquiries regarding the scheme. The Board of Trustees decides whether the school is able to offer any out of zone placements twice a year.

Fees

Every year the Board of Trustees sets a voluntary contribution, levied on each family in the school. This contribution is used to provide extra equipment and materials.

An Activity Fee is levied on all students for any extra activities they undertake at school. It covers the cost of school trips and events and families are invoiced.

Footwear

Children are not allowed to leave the school grounds in bare feet for safety reasons. Children require footwear suitable for Physical Education at the school every day. We also encourage children to have indoor and outdoor footwear during the winter months if possible.

Grounds

Children are encouraged to take pride in their school grounds. Sometimes Working Bees are held to attend to grounds maintenance, and to support our caretaker.

Health

The law makes attendance at school compulsory from the age of six, except when your child is ill. **If your child is sick, keep him/her at home** but please contact the office to indicate you are fully aware of the absence and the reason for it. Accidents happen even in the best of regulated institutions. We have teachers on playground duty at all playtimes. If a child has an accident, we look at the seriousness of it and deal with it at school in most cases. If necessary we contact the parents/caregivers we contact the parents/caregiver on the emergency contact number you have provided and the doctor if necessary.

Health Department Visits: Vision and Hearing

Members of the Health Department can visit the school to test the hearing and vision of students. Should parents have particular concerns about their child's sight or hearing at other times, they should see their GP.

Healthy Snacks

Every class has a scheduled Healthy Snack time each day. The children are encouraged to bring a piece of fruit or vegetable snack to eat at this time.

Helping Children at Home

Every encouragement is given to parents to help children at home. Extra support could be given after discussion and guidance from the teacher. Your aim should be to assist, guide, provide support and security, and not to apply undue pressure or expectations.

Home Learning

The policy of the school is not to set homework just for the sake of the exercise. However, as a general rule, children should be trained to set aside some time each week to do some home assignments. Homework in the senior classes will generally encompass such things as finishing or practising a skill on work taught at school, learning tables, recreational reading, using reference materials to find answers to questions, and sometimes project work. In junior classes homework will often be to share a set book, and for parents to share library books with children, as time permits. Parents are encouraged to show interest in the homework children are doing and to assist wherever they can. There is much to be gained from parents sharing in their children's homework.

Houses

All students belong to one of four Houses. The houses are named after local mountains and are: Algidus (red), Torlesse (green), Craigieburn (blue) and Harper (yellow). There are various house events throughout the year and the children are encouraged to wear their House colour for that activity or event. Points are awarded throughout the year for various activities and competitions and a trophy is awarded to the House with the highest points at the end of the year.

Immunisation Certificate

From the beginning of 2000, schools must keep a register of whether children are immunised or not. This means that parents need to bring their child's immunisation certificate when they enrol their child at school. The certificate is in your child's "Well Child" Health Book. The register means that the school will know which children have had all of their immunisations if there is an outbreak of disease in the community. If that happens the Medical Officer of Health may require all children who are not immunised to stay at home. If you do not have a certificate your doctor or nurse can give you another one.

Learning Support Programme

Learning Support programmes can be provided by teachers or teacher aides when a student requires some extra learning or behaviour support. Your child's teacher or Learning Support Coordinator will contact you if your child will be taking part on any of these extra programmes.

Library

The school has a good library and we are constantly adding books to our stocks. Please encourage your child to take care of their library books and to return them promptly. The library is open at lunchtimes and class groups also visit the library.

Lost Property

Please name clothing, pencils, pens etc. as these can then be easily returned. Lost Property is collected each day, if you are missing anything please contact us as soon as possible.

Lunches

During Terms 2 and 3 every Monday children may bring lunches to school to be heated. Lunches must be wrapped in foil and labelled in vivid with the child's name and classroom. Noodles and soup can have hot water added, and again please label all containers with name and classroom. Please contact the office if you would like to help as a parent volunteer with this initiative. Lunches are able to be ordered online through Kindo and delivered to school on a Wednesday: www.ezlunch.co.nz

Milk

Our school belongs to the 'Milk in Schools' programme whereby all students are offered 180ml carton of milk at morning tea, every school day.

Money

When money is requested for school activities, please send it along in an envelope with your child's name and classroom on it and hand it in to our Office. Money may also be transferred to the school account via internet banking. Please see the office for details. Unfortunately we do not have the facilities to accept EFTPOS or credit card.

Medical Conditions and Allergies

Please let the school know of any medical conditions or allergies - bee stings, hay fever, food allergies, asthma etc. Parents will need to complete forms for medical conditions and any medicines that need to be given at school, these forms are available from the Office. If your child is on any medication at anytime for any reason, please let the school know as this may affect their behaviour or level of energy at school.

New Entrant Stationery Packs

All stationery requirements for a New Entrant are purchased from our Office. The pack contains all stationery items needed for the first year at school, including a reading folder.

New Entrants Pre-visits

A New Entrants evening is held twice yearly for parents/caregivers of children who will be or who have recently started school. These information evenings are also an opportunity to become familiar with school routines, check out our uniform, ask questions and anything else you can think of. Children are offered up to four visits before they start school, these are organised with the New Entrant teacher. As part of these four pre-entry visits each family will meet with the Principal. An enrolment form must be completed before students start school and be accompanied by a copy of their Birth Certificate and Immunisation Certificate. Enrolment forms can be picked up from the Office.

Outdoor Education

Year 5 and 6 students attend a school camp each year. This outdoor experience is a wonderful opportunity to experience activities such as rope climbing, kayaking and outdoor living skills and to work as a team with their fellow students.

Newsletters

Our school newsletter is compiled regularly, published and emailed home usually on a Thursday. Please read the newsletter as it is a valuable means of keeping our families informed of school happenings.

Parent Teacher Association (PTA)

The Darfield Primary School PTA is a keen, supportive committee operating many events and fundraising throughout the year. The committee is elected annually and meets regularly. If you are interested in joining this dedicated group of parents, please contact the Office.

Parent Visits and Helpers

The school has an open door policy to all parents. Equally, if helpers are required, the school may approach parents. If parents wish to discuss a child's progress, a suitable appointment should be arranged to meet the teacher.

Reporting to Parents

Reporting to parents takes place during the year in a number of ways. In Term 1 Goal Setting Meetings take place to set goals for the year. Towards the end of Term 2 another conference takes place after the mid year report has been sent home. An end of year written report comes home in December.

Pet Day

Each year in November the students have the opportunity to take part in our Pet Day. Pet Day at Darfield Primary School has four components:

- (1) Bringing of a pet to school to be judged. Community members are invited to judge the children's pets on 'Knowledge, Care and Attention' and 'Leading and Handling'.
- (2) Indoor exhibits. Community members are invited to judge the children's creative works, for example art work, lego or 3D recycled construction, sand saucer, handwriting presentation, flower displays etc.
- (3) Presentation by someone working in the field of animals and/or agriculture.
- (4) Agrikids: Tabloids type team activities for all students with an agricultural theme.

Phone Messages

Absence messages can be left on our phone as well as other messages during the day. We endeavour to check messages regularly.

Religious Instruction

This programme is organised by an authorised coordinator using voluntary instructors, many of whom are local clergy. It is held weekly on a Tuesday morning from 9.00am until 9.30am. Parents who would like their children to participate are asked to sign the permission slip at the start of each school year.

Safety Vests

All students are required to purchase a safety vest which is to be worn at all times to and from school and while on school trips outside the school grounds.

School Bus Transport

Bus transport to and from school is provided as a right to all children under 10 years of age who live at least 3.2km from their nearest school, and to children 10 years of age and older who live at least 4.8km from their nearest school.

As from 1995 the Malvern School's Transport Association has organised and run the bus services to and from Darfield Primary School. New families to the school should consult with the Principal at the time of enrolling their children, should they want to make use of the bus services.

Currently it is possible for students outside our school bus zone to travel to and from school by the bus, subject to there being seats available. The Malvern School's Transport Association also reserves the right to charge ineligible pupils a fee to use the buses, should this prove necessary. Parents of ineligible children should understand that in the case of the bus becoming overloaded, then their children would be the first to have their permission to use the bus withdrawn.

In some cases the use of the bus may not be justified, and in this case a conveyance allowance may be paid by the association, so that the parents may be recompensed for transporting their own children to school or to the end of a bus route. This allowance only applies to pupils who are eligible for school transport.

The school records that names of all children travelling home on the bus. This is for the children's safety. The school must be kept informed of any significant changes in the use of the buses by any family for the same reason.

PLEASE NOTE that non bus children may only use the school bus upon providing a note from their parents which is given to the school office at least 24 hours before the requested travel. This is then passed to the Bus Controller at Darfield High School. A note is required for EACH bus use. Use of the bus by such children is completely at the discretion of the School Principal and/or Bus Controller of Darfield High School, and will depend on such factors as bus loading, pupil safety and operational requirements.

School Closures

The school may be closed in an emergency, e.g. snowfall. If that happens out of school hours we will post this information on our website, as well as endeavouring to email all families.

School hours

A school day is considered as being from 8.30am until after the grounds clear following the bus's departure at approximately 3.15pm.

8.30am - Students are allowed to arrive at school

8.55am - Pre-bell to allow children time to get to class

9.00am - School begins

11.10am - Morning Tea Break

11.30am - School recommences

12.30pm - Lunch Break

12.45pm - Children are free to play

1.25pm - Pre-bell to allow children time to get to the toilet and class

1.30pm - School recommences

3.00pm - School finishes

3.10pm - Bus loading

3.15pm - School grounds cleared of children

PLEASE NOTE: It is school policy that all children stay at school until 3.00pm. Should new entrant children suffer from fatigue it is recommended that parents discuss the length of the school day with the New Entrant teacher.

School Road Patrol

The kea crossing of State Highway 73 is patrolled daily by Year 6 pupils especially trained for the task at the end of Year 5. A teacher will also supervise the use of the crossing each morning and afternoon. Children are then supervised as they WALK to and from the crossing to school.

School Trips

Where large groups of children are travelling, school policy is to use buses with sufficient seating for all children so that no child is required to stand. Where single class groups undertake trips, a bus may be uneconomic and cars may be used after consultation with the Principal. In this case every child must have a seatbelt and car seat if applicable, the vehicle must have a current WOF and registration, and all drivers must have a current licence.

Scholastic Books

These are sold through the school twice a term. The children's orders are co-ordinated and sent away together by the office or alternatively you may place your order online.

School Ski Programme

All Year 3 & 4 students are offered the opportunity to take part in a day trip to the ski field. Children travel by bus, accompanied by staff and parents.

Year 5 & 6 students may take part in our ski programme which takes place over 5 weeks in Term 3. For 5 consecutive Mondays we travel by bus to Porters Ski Field where the students have a lesson and then time to practise their skills on the slopes.

Both of these programmes are optional and all participants are expected to follow the instructions of either school staff or ski field staff.

Stationery Purchases

Stationery requirements for the beginning of the year are available at www.myschool.co.nz. Class lists can be downloaded and items purchased through MySchool or any stationery outlet. During the year top-ups of stationery may be made at the school office.

Stranger Danger

It is always wise for children to walk to school in groups. Children should stick to main routes when walking to and from school, and avoid loitering in areas such as trees.

Uniform

Our uniform was designed to look smart, be adaptable for the variety of school activities as well as being cost effective for families.

All items are available from The Warehouse, Rolleston except for the merino jersey which is ordered through the school office. **Note:** navy socks or ankle sports socks.

Girls

Navy culottes or skirt
Navy trackpants
Navy, red, white polo shirt with embroidery
Navy polar fleece
Navy merino jersey
Navy sun hat
Safety Vest

Boys

Navy shorts
Navy trackpants
Navy, red, white polo shirt with embroidery
Navy polar fleece
Navy merino jersey
Navy sun hat
Safety Vest

Wet Days

The children are supervised in their classrooms by two senior pupils where necessary and the duty teachers .

Whanau Groups

Darfield Primary School is divided into three whānau groups:

Pikopiko - Years 0-2

Kowhai - Years 3-4

Rimu - Years 5-6

The children and teachers within each of these whānau groups work closely together on a daily basis.

2021 Staff

Meredith Devonald

Principal

Pikopiko

Barb Kennedy

Deputy Principal, teacher

Mark Robb

Team Leader, teacher

Tracy Nicholson

Teacher

Jane Logan

Teacher

Greer Sutton

Teacher

Kowhai

Andrew Daniels

Team Leader, teacher

Katie Gilbertson

Teacher

Vanessa Bullion

Teacher

Rimu

Kiri Conrad

Team Leader, teacher

Lynley Cooper

Teacher

Jackie Calcott

Teacher

Hannah Cullen

Teacher

Dianne Woodward

Reading Recovery Teacher

Support Staff

Kate Brunner

Executive Officer

Beth Sharpe

Receptionist

Alida Pickard

Teacher Aide

Rebecca Gibson

Teacher Aide

Shona McSoriley

Teacher Aide

Geraldine McMillan

Teacher Aide

Les Mintrom

Caretaker

Nicole Anthony

Cleaner