

Te Kura o Tiori - Burnham School



Welcome Booklet

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School Mission Statement

Our school is a place for partnership in
learning

Ka tu to tatou kura hei whakahoa te akoranga

Burnham School tamariki will be:

- Literate and Numerate
- Self-directed, collaborative, connected learners
- Active and reflective inquirers
- Prepared for the Future

Respect - Whaikoha

Achievement - Angitu

Responsibility - Takohanga

Confidence - Māia

Welcome to Te Kura o Tiori - Burnham School

*Our School is a place for partnership in learning
Ka tu to tatou kura hei whakahoā te akoranga*



Burnham School, Te Kura o Tiori is situated in the Selwyn District approximately 7 kilometres south of Rolleston [within the takiwā of Te Taumutu Rūnanga](#). We have nine classrooms, a school hall, library, resource room, a whare, administration block, adventure playground, amphitheatre, [BMX track, football, rugby and playing field, tree climbing, a sensory space](#) and a covered sandpit. Burnham School has a close relationship with the military and the [rūnanga](#) and benefits significantly from their support.

We currently operate seven classes from new entrants to Year 8 with one being a Māori Bilingual class. Our roll is approximately 150 students. We are part of the Rolleston Kahui Ako and participate in the Lincoln zone for school sports. We are also part of the Selwyn Sport Trust Cluster. Burnham School does not currently have an enrollment scheme and this allows out of zone children to be considered to attend. [Expressions of interest](#) can be made online. Many of our children travel to school and use the daily public bus service that runs between Rolleston and Burnham as this coincides with the school hours.

Our team consists of our Principal, Pauline Jansen, Deputy Principal - Whaea Hiria, Associate Principal - Mrs Amy Trowbridge, Junior Team Leader - Sharon Vukcevic, Learning Support Coordinator - Laura Walters, class teachers, a reading recovery teacher, Learning Support teacher aides, an office manager, cleaners and maintenance/grounds person. We have many services that we use to support families, students and staff. These include Mana Ake, RTLB, and the Ministry of Education.

Burnham school has a motivated Board of Trustees, a skilled, supportive and fun staff and an active PTA. Our community support is vital. This is a partnership where we value, respect and support each other as we model for our tamariki what we expect from them. We have a strong pastoral care system led by Laura Walters, our full time Learning Support Coordinator. Our staff know all of the children, and we encourage all of our children to respect and look after each other.

Positive relationships are fundamental to learning for both children and adults. Children learn best when there is mutual trust, cooperation and understanding between parents, teachers and students. Our team strives to provide children with the best possible learning experiences that will enable them to thrive and be successful in this ever-changing world. A caring, co-operative culture is present throughout the school where children are encouraged to strive for excellence in all they undertake.

The school is well-resourced with wireless internet access. Each classroom has a large-screen Apple television as well as access to iPads for students to use. We use the Seesaw app to share your child's learning with you. It is important that you sign up to Seesaw to view your child's work. This is an app you put onto your phone and costs \$5 per year for access.

Our School Charter is available online www.burnham.school.nz and at the school office. Please feel free to view these at any time.

Accidents and Sickness

If a child has an accident or is sick at school, we proceed as follows:-

1. The child is made as comfortable as possible and first aid is provided if necessary.
2. If considered necessary, we contact the parents by telephoning the home or the emergency numbers you have given us and arrange for the child to be taken home, or for medical assistance. **It is essential that the school is kept up to date with current contact and medical details.**

If it is not possible to find/contact a parent, and if the illness or accident is serious, we will call an ambulance.

Allergies

We strongly discourage families from bringing peanuts, or food items with peanuts in them, into school. We also discourage children from sharing food or water bottles.

Attendance and Absences

The law requires every school-aged child to attend school whenever it is open. If children are to be absent or late for any reason, we ask parents to inform the office by Skool Loop, telephone or email **BEFORE 9am** each day. Class teachers check their roll daily at 9.05 am and notify the office of any unexplained absences. We then contact the absentee's parents/caregivers or emergency contacts to establish the whereabouts of the child.

Where absences are planned, or children are to be excused from physical activities because of illness, etc., an explanatory note, message on Skool loop or email should be sent to the class teacher and the child should be signed out on the Vistab at the school office.

If your child arrives after 9am they must sign-in on the Vistab at the school office to let us know they have arrived prior to going to their classroom. **Regular attendance is essential to good progress. Frequent one-day absences are much more damaging to progress than a lengthy absence of similar duration.**

Bicycles, Scooters, Ripsticks/etc. at School

The police recommend that no child under the **age of ten** should cycle to school unless accompanied by an adult.

- Students cycling to and from school are expected to observe the road rules - hand signals, looking behind, mounting/dismounting, keeping well left, etc.
- Each student must wear a Standards Approved cycle safety helmet and have a roadworthy bicycle.
- Students may not "double" other students to school.
- Students must place their cycles in the cycle stands.
- Students must wear a school safety vest, as per school uniform rules.
- Students may scoot, ripstik or skate on either concrete court during break times. They must walk these items near classrooms, and entranceways before, after or during school. Students may have their scooter/etc. confiscated if found riding at the wrong time in the wrong place. All students must wear a helmet.
- The bike track is open with parental supervision two times a week at lunch-times. You must return a permission slip to allow them to play in this area. See the office if you would like a form.

Bilingual Class - Ngā Manu Tiori a Tū

We have one bilingual class.

“Research shows that being bilingual enables children to think more flexibly and creatively. They have greater opportunities later in life for employment and economic opportunities. They can act as bridge builders between generations of reo speakers and generations without reo and have more in-depth understanding and appreciation of other cultures and languages. With the language comes culture and languages. With the language comes the culture and within the culture comes raised self-esteem and greater security in personal identity.”

<http://ngaitahu.iwi.nz/culture/kotahi-mano-kaika/>

Board of Trustees

Mrs Caroline Leggett	Chairperson
Mrs Pauline Jansen	Principal
Mrs Nicky Spence	Staff Representative
Mr Kent Deverson	Parent representative
Mr Bernie Chow	Parent representative
Miss Kirsty Leslie	Parent representative
Mr Marshall Van Jaarsveld	Parent representative
Ms Tash Donaldson	Parent representative

The role of the Board of Trustees is to be responsible for the broad policy objectives and the efficient and effective governance of the school. The Board is expected to be responsive to the community educational needs and assist in setting programmes to meet them within national guidelines.

Parents are welcome to attend any Board of Trustees meeting. The School Charter and minutes of meetings and Principal's Reports are available online or from the office.

Breakages

Where damage to buildings or equipment, including breaking windows, is caused by children disregarding school rules or through wilful damage, their family is expected to pay for or to contribute to the cost of repairs.

Camps

As part of our Education Outside the Classroom programme, each class in the senior school from Year 4 - 8 goes on a camp. The purpose is to build the class team and develop collaborative/communication/confidence skills. This means that only those children in the Classroom go to the camp. Camps are superb learning experiences and every student is expected to attend as part of their class team.

Celebrations of Learning

We have an Assembly once a fortnight and a Values Hui, alternate weeks. Please check the school calendar on the school website or the Term Calendar for times and dates.

We invite parents and whānau to attend and enjoy these events. Keep an eye on the newsletter for when your child's class is leading these special events.

Our annual Expo of Learning is a hugely popular event where the entire school is on show for our community. Come along and share in our learning. Expo is generally at the end of term 3 or early term 4. Refer to the term planner for the confirmed date.

Communication Guidelines

We encourage an open and trusting environment where effective communication builds positive relationships. This means that discussions about issues should first be handled with the person/people concerned.

If you have an issue, concern or complaint, contact the person involved and discuss the matter first. We encourage feedback. Constructive feedback allows people to grow. It is not appropriate or helpful to discuss issues with others in our community. This includes members of our PTA.

If the matter doesn't involve a particular staff member or is not appropriate to discuss with the person(s) concerned, contact the Deputy Principal or Principal for a confidential conversation. If an informal meeting does not resolve your concern, you may need to make a [formal complaint](#).

Please refer to our school policy and follow this process.

Our relationships are what enable us to develop and enhance the learning of your child and every other child in our care. Our school is a place for partnerships in learning.

Complaints Process

If for whatever reason our communication guidelines (see previous page) haven't worked, then please follow this process:

1. Check the communication guidelines in case you've missed a step.
2. If your approach to the person concerned does not work, make a time to speak to the Principal, who will facilitate this.
3. If you are still not satisfied, follow the [formal complaints process](#) (a copy is in the office) and write to the Board of Trustees outlining your concerns. Address the letter to the chairperson.

Conveyance Allowance - Transport assistance

What kind of assistance is available?

As we do not have any school buses, you might be able to get an allowance to help pay for your child's transport to school (this is called a conveyance allowance).

Who can get assistance?

Your child must meet **all 3 eligibility criteria** to get help with transport to school.

First criteria

The school must be the **closest** that your child can enroll at, and is either:

- Mainstream state school
- Māori-medium school (Our bilingual classes)

Note: Māori-medium schools must either deliver Te Reo at Level 1, or at Level 2 and 51% or more of the instruction is in Te Reo. Our bilingual classes are delivering a Level 2 programme.

Second criteria

Your child must live **at least 3.2km from the school** (over the shortest public road or pedestrian route from home roadside gate to the school's front gate).

Third criteria

There must be **no suitable public transport** options.

What makes public transport "suitable"?

Public transport must travel within:

- 2.4km of the roadside gate of your home, and
- 2.4km of the closest appropriate school

Your child:

- won't have to be picked up before 7am
- can get to school before it starts
- can be picked up no later than one hour after school finishes
- won't have to change buses more than once on a journey

What if suitable public transport becomes available?

Your school will tell you if there won't be a Ministry-funded service anymore because public transport has become available.

To Apply

Please ask for our office manager or Principal to locate and print the form for you from the MOE website, complete it and hand it to our office. Our Principal will sign the form and scan and email it to the MOE.

Curriculum - what we want for student learning

As part of our consultation to design our own version of the New Zealand curriculum, we have developed four broad goals for what we want our children to become when they leave our kura. These goals include our school values and are part of everything we do.

Burnham School tamariki to be:

- Literate and Numerate.
- Self-directed, collaborative, connected learners.
- Active and reflective inquirers.
- Prepared for the Future.

Our school values have been developed as part of our curriculum consultation and are the top-rated attributes we want for our children at Burnham School. All people in our community are expected to model and uphold our school values, which are:

- Respect - Whaikoha
- Achievement - Angitu
- Responsibility - Takohanga
- Confidence - Māia

Digital Learning Applications

SeeSaw - is an account which is a diary of learning and includes celebrations from the child's learning throughout the year. Parents/caregivers are given access to their child's learning.

- Each student can have up to 10 connected family members.
- Connected parents only have access to their child's portfolio.
- Families receive notifications automatically when there are updates.
- The cost of SeeSaw is \$5 per year per child. This will be charged to your accounts at the beginning of the year.
- **Email** - this is a Gmail account for your child(ren) and is monitored by the school. *Gmail is where private assessments are posted for parents/caregivers to access.*
- **Google Docs/Classroom** - this is the same as Microsoft Word but is an online tool. Students can use this for school work anywhere they have internet access.
- **School Loop** - this is an app on your phone which you can download for free. We will be using it for absentees, interviews, notices, calendar, newsletters and eventually permission slips. If you need help with it please see Trish in the office.

Digital Safety & Publishing Student Photos

We publish examples of children's learning on school websites, newsletters, Seesaw and other publications. This may take the form of photo/video/audio. We publish children's first names only on public sites/publications unless your permission is sought for special publication purposes.

In the situation where children's photos/video/audio is used in promotional material or by trusted outside agencies (e.g. press articles), we will seek permission for this to happen.

We ask that parents indicate if they wish to vary this in any way on the enrollment form.

A *Digital Safety Booklet and Agreement Form* will be sent out.

Donations, Banking & Payments

School Donations are **Tax Deductible** and receipts will be issued for all payments if requested. The Board of Trustees requests the following donations:

\$20.00 per term for first child - \$80.00 per year.

2nd and each additional child \$10.00 per term - \$40.00 per year per child.

Please make all payments via the internet, please put a reference in the format of:

Our new ASB Account Number: **12 3153 0127401 00**

Particulars: *Child Name* and **Reference:** *Donation*

School Donation Discount if paid by end of term 1 = 10% discount, or term 2 = 5% discount.

Please make all payments to school via internet banking. We will no longer accept cash. Please email admin@burnham.school.nz letting Trish know what you've just paid.

Any student may open a bank account with the ASB bank. Banking day will be advised. Instructions and forms are available from the office.

EnviroSchools

Burnham School is part of a national programme called EnviroSchools. There are many schools throughout New Zealand who take part in this important programme and the EnviroSchools principles are part of our curriculum.

We are committed to modeling sustainable practices and teaching children to be global citizens who are concerned about, and actively care for, our environment. We have an EnviroGroup which is a group of students who lead various initiatives across the school.

We ask that parents/whanau support us in this important part of our curriculum by:

- Minimising or eliminating plastic wrappers in lunch boxes - i.e. glad wrap.
- Consider using refillable yoghurt containers in lunch boxes (these also save money).
- Using reusable plastic containers for lunches and snacks.
- Supporting us in being 'rubbish free'. This means we expect children to take home their own lunch/snack wrappers. The added advantage this gives is parents knowing their child has eaten his/her food!
- Never walk past a piece of rubbish in our school!
- For more information, please go to: **www.burnham.school.nz/envirogroup**

Facebook

Please join our Burnham School Facebook page.

<https://www.facebook.com/BurnhamSchool/>

Homework

We consider homework to be an activity designed to help children learn well in an atmosphere of home and school cooperation. The purpose of homework is to revise, reinforce and extend class programmes. It also assists children in developing an independent attitude to study routines and the effective organisation of time.

As a guide, we suggest the following time allocations:

Juniors will usually have reading to share at home

Year 3 - up to 10 minutes nightly

Year 4 - up to 15 minutes nightly

Year 5 & 6 - up to 20 minutes nightly

Year 7 & 8 - up to 30 minutes nightly

Kapa Haka

We have a group kapa haka. Our tutor leads and supports us to the Christchurch Schools Cultural Festival each year. We encourage all community members with an interest or passion in kapa haka to join in!

Learning Support Coordinator - Laura Walters

At Burnham School we endeavour to provide learning support to any student who may require it. We support students, their families and teaching staff to identify needs, find a way to meet them and monitor the effectiveness of any supports in place.

We assist students by adapting schooling to meet their needs. This need could be anything; from learning support to social/emotional needs, mental health to behaviour support. We strive to support all students with additional needs to ensure that they are able to achieve success and make school a positive experience.

Learning support can look different for each student. This support could be a 'behind the scenes' plan such as an Individual Education Plan/IEP, for others it is a different classroom programme or tool, whereas some students may receive additional input from our support staff team.

If you feel that your child needs additional support at school, or has had extra help in the past, please let us know so we can ensure we are prepared and can make school positive from the start.

Lost Property

We urge parents to ensure every article of clothing is named. We make every effort to return named clothing to the owners. Unnamed clothing is kept in the Medical Room, and at the end of each term unclaimed clothing is either sold, or given to a local charity after reasonable attempts are made to locate the owner.

Lunch online

You can order lunch for your child/ren via the online system at www.lunchonline.co.nz. You will need to sign yourself up and add some money to it before you order. Just follow the prompts. We have Sushi available every second Wednesday and Subway every second Thursday, alternate weeks.

Medication & Medical Services

If your child requires medication to be administered at school, parents/caregivers are required to complete a form authorising school staff to administer such medication. This form is to be completed when the medication is delivered to the school. [Medicine Authority form](#)

The **Public Health Nurse** visits school on request and can see students and parents by appointment, help identify health needs and provide advice. Contact: angela.harris@cdhb.govt.nz or 03 307 8373.

Hearing Vision testers test preschoolers, new entrants, and Year 7 students (plus colour vision for boys), and testing will also be done on request from parents, or teachers (with parent consent).

Meeting with Staff

We value discussions with parents and whānau. At the start or end of the day is a great time to pass on any valuable information regarding appointments, etc. For any personal discussions that you wish to have with teachers, it is important that you make an appointment with them. The start and end of the day when other parents and children are around is not the appropriate time or place to be having honest and valuable discussions. These discussions need to occur at a time and place where confidentiality is respected and ensured.

Class Teachers, Associate Principals, or the Principal are available to you throughout the year. When requesting a meeting, please inform the staff member of what you wish to meet about. If it is an urgent matter, please contact the office who will ensure that you are put in touch with the right person.

Mobile Phones

Children who need to bring a mobile phone to school for before and after school communication with family can do so. All phones must be handed into the designated 'class phone box' which will be kept in the school office during the school day. Phones will be distributed by the class teacher at the end of the school day upon collection from the office. Phones are not to be used on school grounds between the hours of 8:30 am and 3:00 pm, this includes at sporting events or activities outside of the school.

Money

Children should not bring money to school without a valid reason.

Music - Itinerant Programme

We run a highly successful itinerant music programme at Burnham School. This is a user-pays system and adds to the diverse offerings of learning for students. On offer is guitar, vocals, drums/percussion and piano. In addition to this, any child can take part in our choir for free! For more information please see the school office.

New Entrant Enrolment

Children are welcome at school on their fifth birthday.

When you enrol your child you will be asked to fill in the following forms:-

1. Enrollment form for school records - details such as the child's full name, parents' names, child's date of birth, address, phone number, two emergency contacts, etc.
2. The school is required to see a copy of the child's **birth certificate** to verify the date of birth, and also the **immunisation certificate**. These are returned to parents during the enrollment visit.
3. Digital Safety agreements.

We welcome parents/caregivers of the new entrant into the classroom for visits prior to starting school. Please phone the school to arrange a mutually convenient time for this visit. Pre -entry visits are usually held on Tuesday and Thursday mornings from 8.55 – 11.00 a.m.

A parent or caregiver is to remain at school during each visit.

Enrollment procedures can be completed during one of these visits, or on the day of starting school.

We work closely with our local Pre-School and Kindergarten to ensure that every child has the best transition to school possible. Prior to new entrant children starting school, we ask all children to spend three morning sessions at school 8.55 -11.30 to get used to school. Some children require more time and some require less, our staff will advise you.

Please contact the office to arrange a time to chat if you would like to discuss how we can ensure your child has the best transition possible.

Newsletters & Email

A newsletter is emailed home fortnightly. Please ensure we have your current email address. They are also available to view on our the school website and through Skool Loop.

Other Local Organisations

We work closely with the following local organisations:

Burnham Preschool - Cilla MacDonald - bnpreschool@xtra.co.nz or 3476874

Burnham Kidsfirst Kindergarten - Birgit Bracewell - birgitb@kidsfirst.org.nz or 3476 707

Burnham PlayGroup Burnham_playgroup@yahoo.co.nz

Community Services Officer - Kathryn Hodgkinson Kathryn.Hodgkinson@nzdf.mil.nz or 3630322

Dental Therapist - our school is now serviced by a Mobile clinic once a year. The telephone number is 0800 846 983. For treatment or information when the clinic is closed, phone the clinic number, and you will be able to make an appointment with the Lincoln Community Dental Clinic, 35 James Street, Lincoln.

Parent Help

We encourage and welcome all parents/caregivers/whānau to become involved in our school. There are many ways you can help and it really makes a difference. Please consider how you can contribute to the learning of our community and offer to support us. Here are some ideas:

- Offer to help the PTA out.
- Ask your class teacher if you can help out.
- Ask the office manager, maintenance/groundsman or Principal if there are jobs you could help with.

If invited to help at school or at an educational activity/event whether at school or off-site volunteers must maintain confidentiality regarding other students, and should be aware of not being alone with students. It is essential that you report to the school office to sign in on arrival. You are also required to sign out when you leave the school grounds.

Parent Teacher Association

'Making a Difference for Burnham School and our Children'

Our purpose is to ensure that this is a partnership that is fostered through:

- Parents being fully involved with the school and their child's education.
- Supporting our school community in a variety of positive ways.
- Enhancing goodwill and pride by positive role modelling within and outside our school.

The PTA holds a 'new parents morning tea' for new whānau to get to know each other and existing families. This follows our Mihi Whakatau at 9.15 am on the 1st day of each term. We welcome all families to become involved in the school and the learning of their children in some way.

Please do not approach PTA members with concerns or issues as this is not their role in the school. Refer to our communication guidelines for the approach to take.

Policies & Procedures

Our system for managing school policies and procedures is called 'SchoolDocs'. These can be viewed on the web and we ask that all caregivers provide feedback on these as part of our ongoing review of the school. Please ensure you understand the policy for making complaints - which guides us to ensure our communication builds and maintains effective and positive relationships.

Please visit: <http://burnham.schooldocs.co.nz>

Username: burnham

Password: c4mp

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Positive Behaviour Management

In 2017 we began our PB4L journey. This is a 3 tiered programme designed to be preventative at Tier 1 (80% of students), have small group interventions in Tier 2 (10-15% of students) and individualised interventions at Tier 3 (5% of students). Managing behaviour relies on consistently applying positive strategies to promote positive student behaviour. In some cases a student may have an individual behaviour support plan to target specific behaviours. We use a Restorative Practice approach and ensure that students are supported to make consistently positive behaviour choices.

The school values of **Respect/Whaikoha, Achievement/Angitu, Responsibility/Takohanga and Confidence/Māia** are the basis for our approach to positive behaviour management. We expect all people - students, staff and parents - to uphold these values at all times. Each class develops its own class norms at the start of each year and this is revisited throughout the year as necessary. These norms guide staff and students to know what to expect from each other.

If a student struggles to uphold class treaty expectations and school values, then our formal behaviour process applies as supported. If required, our Learning Support Coordinator can support individual students and contact outside support agencies, such as RTLB, Public Health Nurse or Mana Ake. Repetition of behaviour or serious risk behaviour may lead to a student having a Stand-down, suspension or exclusion.

The below flowchart has been created to support staff in responding to behaviours. The aim is that at each step the student has the opportunity to understand what the inappropriate behaviours are that they have been displaying and modify their behaviour accordingly. If they continue to display inappropriate behaviours, they progress to the next step. It is important to note that in the event that the behaviour was of a more serious nature, anything that would be considered illegal or dangerous behaviour as adults, the process may immediately start at either Step 5 or 6.

Behaviour Response Steps

Everyone starts with a clean slate everyday.

Minor behaviours - Disruption, defiance, disrespect, late to class, dishonesty, unfinished work, inappropriate language, unsafe play, running away, out of bounds	STEP 1	Remember we do this in our class. I can see that Amy is showing five.	IYT positive behaviour strategies, e.g. positive praise, positive outlook for the day, prompt.	Staff member deals with the behaviour in the context at that time.
	STEP 2	This is your reminder. Remember that we ... The next step will be	The staff member identifies the inappropriate behaviour. Redirect/ reteach the student what the expected behaviour is, as appropriate to the child.	
	STEP 3	You have been reminded about this behaviour and it has not changed. Your consequence is ...	The student is given a formal reminder. Encourage them to modify their behaviour and get back on track. Give the student an opportunity to correct their behaviour and/ or unpack why the behaviour is occurring. Ask What do you need me to do to help you?	Staff member deals with the behaviour in the context at that time.
Major behaviours - Repeated and/or escalating minor behaviours, bullying, threatening behaviour, vandalism, stealing, racial/sexual /physical harm or dangerous behaviour	STEP 4	Student asked to leave the classroom: I can see that you are XX, so I think you should XX How can we fix this together?	<p>The student is asked to leave/remove their classroom if their behaviour escalates to a major behaviour (students/students are in danger).</p> <p>The student is to be sent with PB4L Behaviour Response form and work to complete in another class.</p> <p>When the student returns to class, a restorative conversation (reinforce the expected behaviour) needs to happen between all involved.</p> <p>If the student refuses to leave, ensure that other children are safe (evacuate class if necessary) and send for assistance. Monitor student. Intervene physically only if any student's safety is compromised.</p>	<p>COMPLETE BEHAVIOUR FORM</p> <p>Send to team leader/ LSC.</p>
	STEP 5	Parents/ Caregivers Informed	Inform parents - if the situation is resolved satisfactorily, or first time behaviour has occurred - phone call first and follow up with an email. If further support is required from home, arrange a face to face meeting.	COMPLETE 'CAREGIVER MEETING' in ETAP
	STEP 6	Family Conference	A family conference is held between the teacher, student and parents to discuss the behaviour issues and establish a behaviour plan.	COMPLETE 'CAREGIVER MEETING' in ETAP
	STEP 7	Leadership Intervention / Conference	The principal or AP/DP meets with parents, child and teacher to discuss or modify the behaviour plan and to teach and/ or reinforce expectations.	COMPLETE 'CAREGIVER MEETING' in ETAP
	STEP 8	Stand Down, Suspension	The principal or AP makes a decision to <u>stand down or suspend</u> a child, following Ministry guidelines, based on the seriousness of their actions.	COMPLETE 'CAREGIVER MEETING' in ETAP

Reporting - Reports and Interviews

Term 1 Learning Conference meetings provide an opportunity for whanau to sit down with teachers to discuss goals for your child(ren) at the start of the year. This is a chance to let your class teacher(s) know what your wishes for your child's learning are for the year. We expect your child to attend this meeting with you and to take part in leading some or all of the conference.

Term 2 In both junior and senior year levels, a mid-year report is issued to keep parents informed of progress. New entrant children receive a report at 6 weeks as well.

Term 3 Learning conferences inform parents of their child's progress to date.

Term 4 End of year reports give you an overview of progress throughout the year as well as indications for next steps. We hope you treasure the learning your child has had throughout the year. There should be no surprises in the end of year report, however if ever you have questions or concerns, please make an appointment to discuss these with your class teacher.

School Hours

The school day begins at 8.55am and finishes at 3pm. Children are expected to be in their classrooms ready to learn. Morning tea is from 11am - 11.20am, lunch play is from 12.30-1.00pm and eating is from 1pm - 1.15pm.

Children are not permitted in school buildings before 8.30am without special permission. This is important teacher preparation time. Staff are on duty in the classrooms and grounds from 8.30am, and no responsibility can be taken for children who arrive before that time.

School Logo - The Tree of Knowledge - Te Rakau O Mohiotanga

The Tree of Knowledge is our school logo. It is rich in metaphor and symbolism. There are many stories relating to this logo and part of our curriculum development involves unpacking and understanding what these mean.

Our school website has a movie on it with Joe Murray, a past kapa haka tutor, explaining some of the meaning behind this most important image.



School Loop

School loop is our new school information App. It is simple and free to download in google play and App Store by searching 'Skool Loop' and choosing our school once installed. It will include our notices, newsletter, permission slips, absentees, emergency notifications as well as the School Calendar and Parent/Teacher Achievement Meetings.

Sport

Our students have opportunities to be involved in a wide variety of sports - rugby, touch, netball, Canterbury Zones, swimming, triathlon and more. During this time they are introduced to a wide variety of new sports experiences.

Staff

All staff email addresses are in the format of firstnamelastname@burnham.school.nz

All teachers share in the planning of programmes of work

Principal	Pauline Jansen
Deputy Principal	Hiria Tibble
Assistant Principal	Amy Trowbridge
Office Manager	Trish Howe
Teachers	Rm 1 & 2 - Mrs Sharon Vukcevic (Team Leader) & Ms Fi Laird Rm 3 - Mrs Nicky Spence Rm 4 - Whaea Hiria Rm 6 - Mr Jason Marsden(Mrs Kate Ebrahim- Maternity Leave) Rm 7 & 8 - Mrs Amy Trowbridge (Team Leader) & Whaea Jen
Learning Support Coordinator	Laura Walters
Learning support	Liz Baker Bridget Fleck Debbie Hoey Chris Hall Alice Holland
Caretaker	Allan Bodger

Stationery & Activity Fees

Families are able to buy all their stationery requirements through www.myschool.co.nz or other stores that provide stationery. Please get in touch if paying donations or fees puts you or family under hardship. At the end of the school year, your child will bring home a stationery list of items required. New whanau get this when they enrol. A number of parents choose to make a regular payment e.g. \$5 per week via automatic payment. This adds up very quickly and you will be surprised at what this will cover.

If stationery from the previous year was not used, please check with your class teacher as it may be possible to re-use it the next year.

When new stationery is required, the class teacher will let you know the requirements.

Strategic Goals 2018 - 2020

Our mission for the next three years is:

Quality education in a fun, safe and friendly environment, promoting opportunities and challenges for children while preparing them for the future.

Our strategic vision for the next three years is:

Burnham School tamariki will be:

- ***Literate and Numerate.***
- ***Self-directed, collaborative, connected learners***
- ***Active and reactive inquirers.***
- ***Prepared for the Future.***

To achieve this, our Board of Trustees has set the following broad goals for the next three years for our school:

- ***To provide quality education to ensure all our children are prepared for the future.***

- *To provide a fun, safe and friendly learning environment.*
- *To provide challenges and opportunities to enable all children to be the best they can be.*

We encourage you to become involved in our school to support these.

Student Leadership Opportunities

We develop leadership in all students at our school and have a number of strategies to make this happen:

- **Physical Activity Leaders (PALs)** - this is for our Year 5/6 students who are trained at facilitating sport activities at lunch times for other students.
- **Tuakana Teina** - this is where older students are encouraged to support younger students and is part of our curriculum. Examples of this include buddy classes, senior students supporting new entrants and on field trips (e.g. Coes Ford).
- **Student Leadership Council** - this is a team of students whose job it is to help develop our school and make it a better place. The Student Leadership Council meets each fortnight and undertakes a range of exciting and important activities that make a difference for our school.

Sweets, Toys and Valuables

Children are not permitted to bring sweets, fizzy drinks or chewing gum to school. Please do not include such items in children's lunches. We strongly discourage children from bringing toys and other valuables to school so as to eliminate squabbles, fights, and loss. This school will not accept responsibility for any such items brought to school, this includes mobile phones - please see below.

Technology Education Year 7/8

Year 7 and 8 students attend Lincoln Technicraft Centre at Lincoln Primary School every week travelling by bus, leaving Burnham 8.40 am and returning at 12.40 pm.

Every student has lessons in Food Technology, Clothing, and Workshop Craft (Woodwork, LEGOtechnics, Computer Design). A charge of \$48.30 is made per year for materials used in projects.

Uniform and Dress Code

All students must wear the correct school uniform, which enhances school identity, provides good quality economical clothing, and eliminates issues of clothing competitiveness.

- Make-up, including nail polish, is not permitted. Ear studs and watches are the only jewellery permitted.
- Tāonga such as greenstone, bone carvings and pendants are permitted on cultural or religious grounds but must be removed during sports and technology lessons for safety reasons.
- We ask parents to inform the class teacher in writing with permission to wear these
- Parents may provide children with an art shirt that can be left in the classroom for the school year.

All students must wear fluorescent safety vests to and from school. These have been donated by Fulton Hogan and can be issued at the school office. The school polar fleece can be purchased from the school office. All other uniform items can be purchased from The Warehouse, Rolleston.

Boys' Uniform

- School sweatshirt with school monogram
- Red polo shirt with school monogram
- Schooltex navy blue drill shorts – Terms 1 & 4
- Biz Collection navy blue track pants – Terms 2 & 3
- Sensible footwear (no fluorescent colours)
- Navy wide-brimmed hat - Terms 1 & 4

- School polar fleece (optional)
- Safety Vest (compulsory for all students)

Girls' Uniform

- School sweatshirt with school monogram
- Red polo shirt with school monogram
- Schooltex shorts – Terms 1 & 4
- Biz Collection navy blue track pants – Terms 2 & 3
- Sensible footwear (no fluorescent colours)
- Navy wide-brimmed hat - Terms 1 & 4
- School polar fleece (optional)
- Safety Vest (compulsory for all students)
- Include Year 8 Senior Jersey

Hair should be in natural colours, and no hats are to be worn inside. Footwear must be suitable for school, i.e., no jandals, scuffs, slip-ons, jellies, platforms, pulps, street or skate shoes. Suitable footwear includes navy blue crocs to only be worn in Terms 1 and 4, **neutral coloured cross-trainers or sandals, and/or black shoes**. Black, white or navy **ankle** socks are acceptable to wear with shoes. Girls can wear red or navy blue tights.

Staff will advise students of the appropriate uniform required for school outings. No variations on school uniform items are accepted. Consequences for not following our dress code are at the discretion of the Leadership Team. Children are encouraged to take responsibility for their belongings, and your classroom teacher may need to support your child. Please ensure each item of clothing is named

If an item remains lost it must be replaced within four weeks.

Ways to keep in contact:

We work really hard to keep all whānau informed of the great things that happen throughout our school.

All classes regularly update seesaw and we encourage you to subscribe to this.

In addition, other parts of our website enables you to stay informed of what is happening - particularly the school calendar.

Withdrawal of Students - haere rā

When it is known that a family is leaving Burnham School to transfer to another school, the following procedure is required.

1. Let the office and class teacher know the last day of attendance.
2. Make sure all library books, payments are made and any school property is returned.
3. We also put records into the Ministry of Education system for managing movement of students throughout NZ schools.

Zone - we have no school zone

Burnham School does not have a zone. This means that we are not limited with who can enrol at the school. We welcome everyone into our learning community!