



Southbridge
School
Te Kura O Te Whata



Inspire Equip Ignite



**WELCOME TO
SOUTHBRIDGE SCHOOL**

Welcome to Southbridge School

We are committed to working in partnership with parents and caregivers to provide quality education for the children of Southbridge. Our underpinning beliefs and values have been developed following feedback from our community and will help children to become:

- Independent and self-motivated learners
- Effective communicators
- Responsible citizens
- Competent users of modern technologies
- Reflective learners
- Partners in the learning process
- Confident risk takers

We believe that children learn best in an environment where they feel happy and secure, and we work hard at building positive learning communities within our classrooms.

As committed life-long learners ourselves we are always looking for ways to improve the quality of education at our school. Ideas and suggestions are always appreciated.

We believe that your child will enjoy Southbridge School and we are delighted to welcome your family into our community of learners.

Ian Quilter

Principal - Tumuaki

SEEDS OF LEARNING (SOL) PROGRAMME

Our SOL programme was established in 2014 to provide an authentic context through which our students can learn. The aim is to give our students practical opportunities to learn and develop skills while learning about what it means to be a member of a rural community such as Southbridge. Our SOL programme works in with our School Values.

In 2014 our focus was our gardens and in 2015 this moved to hens with each student in the school taking part in designing our hen house. In 2016 we introduced a kunekune pig and in 2017 we planted a school orchard. In 2018 the raised kitchen garden was designed and built behind Community One and in 2019 the BMX track was constructed for our students to enjoy.

Student voice is integral to the programme, with decisions about the direction and maintenance of the programme being made by our senior students. These students must also undertake the various roles required with the support of staff, parents, and local community members. Each week the students take part in 'hands on' learning both in and out of the classroom, this includes daily care of our school animals, maintaining the gardens, orchard, worm farm, composts and more. With the support of Janice McCartin who is our school gardener we are able to plant, harvest and sell produce during the year.

This year the teacher in charge of SOL is Nicole Thornton (Senior Roopu).

GENERAL INFORMATION

Absence, illness, and accidents

If your child is unable to attend school, the school operates a system whereby parents are requested to load an absence for their child through the Hero App, phone 324 2545 and leave a message, email admin@southbridge.school.nz, or text only to 021 02485487 before 9am should a child be absent or late for school.

If your child becomes ill or is injured during the school day and we feel that they are not well enough to be at school, we will contact you, or your additional contacts if we cannot reach you. It makes events like this much easier when we are kept up to date with any changes to your contacts. If your child needs to take medication while they are at school, please contact the school office. All medications need to be prescribed by a doctor and be in the original container.

Behaviour management

We operate a structured and restorative approach to behaviour that is consistently applied. We know from research that it is **consistency** of consequence and not **severity** of consequence that changes behaviour.

Our approach incorporates the belief that for every right that we have, we also have a corresponding responsibility:

I have the **right** to be safe.

I have the **responsibility** to keep others safe.

I have the **right** to be respected.

I have the **responsibility** to show respect to others. I

have the **right** to learn.

I have the **responsibility** to let others learn.

Through our behaviour management programme children are taught and encouraged to use 'I-messages', reflective listening and to make restoration when hurt / damage has been caused. The role of our staff in this process is to support children as they work through any problems encountered.

Children are encouraged to use a range of strategies to deal with an immediate situation, such as ignoring the person, walking away, going to the Safe Seat or using an I-message. If a child does not feel capable of doing this, or the person will not listen to them, then they are taught to get a staff member to support them. Every incident reported to a staff member will be followed up.

We are a PB4L (Positive Behaviour for Learning) School, therefore we focus heavily on positive reinforcement and explicit teaching and rewarding positive choices and behaviours, however we also have a very clear 'steps' process for managing inappropriate behaviours at Southbridge School.

You are very welcome to contact your child's teacher to discuss any concerns you have regarding student behaviour.

Behaviour Management at Southbridge School

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Verbal reminder	Thinking Time	Time Out	Hui / Conference	Leadership Intervention	Stand down, Suspension
<p>1. Teacher identifies the inappropriate behaviour – verbal warning and states expected behaviour</p> <p>2. If the behaviour continues the teacher will repeat 1. but will inform the child that this is their second warning and their name will go on the board until the next break.</p>	<p>1. The student is moved to a quiet space within the classroom to have some thinking time to reflect on their behaviour and to continue working there independently until such time they can return to join the rest of the class</p>	<p>1. The student is removed from their classroom as they have not managed to correct their behaviours at steps 1 and 2</p> <p>2. The student works in another class until the next break or until work is completed</p> <p>3. The student and the teacher who asked them to leave the class meet at the next break to discuss why they were removed, the function of behaviour and to teach or reinforce our expectations</p>	<p>1. Parents are informed and a family conference/hui is held between the teacher, student and parents if required to discuss behaviour issues and establish a behaviour plan if necessary.</p> <p>2. The hui will aim to establish the function behind the behaviours and there will be an opportunity to put things right.</p>	<p>1. The principal meets with parents, child and teacher to discuss behaviour plan if one in place and to teach and/or reinforce expectations</p>	<p>1. The principal or deputy principal make a decision to stand down or suspend a child, following Ministry guidelines, based on the seriousness of their actions</p>
Staff member deals with the behaviour in the context at that time	Staff member deals with the behaviour in the context at that time	Record in Linc-Ed	Record in Linc-Ed	Record in Linc-Ed	Record in Linc-Ed
Disruption, defiance, disrespect, late to class, dishonesty, unfinished work, inappropriate language, unsafe play, running away, out of bounds (MINORS)	(REPEATED MINORS)	(REPEATED/CONTINUOUS MINORS)	Repeated and/or escalating minors Bullying, threatening behaviour, vandalism, stealing, racial/sexual/physical harm or dangerous behaviour (MAJORS)	Bullying, threatening behaviour, vandalism, stealing, racial/sexual/physical harm or dangerous behaviour (MAJORS)	Bullying, threatening behaviour, vandalism, stealing, racial/sexual/physical harm or dangerous behaviour (MAJORS)

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 the 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, basically anything that would be considered illegal or dangerous behaviour as adults, the process may immediately start at either Step 5 or 6.

Classroom helpers

Parents, caregivers, and family members are welcome in the school at all times. Please sign the visitors' book in the school office on arrival and departure. Teachers welcome helpers in the classroom and on school trips and will advise you of suitable times when support is needed. Regular parent helpers are required to sign a volunteer agreement form before beginning their work in the classroom.

Communication

● Linc-Ed Hero

We use Linc-Ed Hero's communication service as a way to keep in touch with our parents via email and/or text in the event of an emergency. This student management system holds all of our student's confidential personal information and formal reporting and posts.

● Facebook

Southbridge School has a Facebook page, which all parents and supporters are encouraged to "like". We use this as another means of communication between school and home.

- **Email**

Teachers' school email addresses are shared with families. Parents are encouraged to use email for regular communication with school.

- **Newsletters**

A newsletter is emailed to all parents every second Thursday via our Linc-ed Hero service and is also available on our school website.

- **Seesaw**

Children share and showcase their day-to-day learning on this platform.

EAST Club

EAST Club is the Ellesmere Science and Technology event where during Term 3 students from three Ellesmere schools meet at Leeston A&P Showgrounds to showcase their Science and Technology projects and to show their pets. This popular and well-attended event is supported by a number of local groups in addition to the schools.

Enrolment procedures

Parents wishing to enrol their child at Southbridge School should contact Sarah Berryman at the school office. A pre-enrolment booklet will be provided, and a time made to meet the principal and have a tour of the school.

Parents of preschoolers can pre-enrol their child at any time. Once we have pre-enrolment details for a child, the new entrant teacher will add them to their information. Approximately six weeks before a child turns five the new entrant teacher will contact families to arrange pre-school visits. Parents are welcome to contact us to discuss their child's specific needs regarding transition. See also the note on Pre-school programme.

Our local early childhood centres supply us with the names of children intending to enrol at Southbridge School.

Head Lice

Every school in the country has this problem and, as a parent there are only two things you can do:

1. Minimise the chance of your child catching head lice by keeping their hair regularly checked and tied back if it is shoulder length.
2. When your child has head lice, treat it with medicated shampoo and **comb the hair to remove ALL eggs**. This needs to be repeated for several weeks.

As a school we play our part by regularly promoting prevention. If a staff member observes head lice on a child, the child is immediately and discretely removed from class and their parents are contacted to pick them up. If your child is having problems with head lice regularly reappearing, we can put you in touch with our school's Public Health Nurse, who will be able to support you on an individual basis.

Hearing and vision tests

Hearing and Vision testers visit our school on a regular schedule. All new entrants are screened and children who may have a hearing or vision problem are monitored regularly. Parents can request the hearing and vision tester to reassess their children at any time. Please speak with your child's class teacher about this.

Home & School Committee

The Home & School committee is a group of dedicated and enthusiastic parents who plan and organise a range of activities to fundraise for the students of Southbridge School. Fundraising ventures range from our monthly sausage sizzles to quiz nights and discos. The committee's goal is to help fund worthwhile projects for the school that benefit the students.

The committee meets once a month during term time and is always looking for new members with great ideas. You don't have to join the committee to be involved. If you have skills that you would like to contribute (e.g., manning a BBQ) you can be involved on an informal basis. If you are interested in the Home & School please contact Chairperson, Nigel Greenwood on hands@southbridge.school.nz

Home learning

Our aim is to equip our students to be inquiring, self-motivated learners. Our policy is not to set compulsory home learning however we strongly encourage daily opportunities to practice reading, writing and mathematics at home. We also encourage you to talk to your child about their learning. We encourage participation in authentic learning opportunities in the wider community, e.g., sports and cultural team activities.

Kapa Haka

The school runs a Kapa Haka group that regularly performs at events such as the Cultural Festival and Ellesmere's Po Whakangahau. The group also sometimes performs at mihi whakatau to welcome guests and new staff and at farewells.

Library

The library is open during the second lunch for children to read, carry out research and exchange books. Additionally, all classes visit the library at least once a week with their teacher. During these lessons children are encouraged to select recreational reading books and are taught information literacy skills.

We have a team of senior students who are trained as librarians and assist with the selection and issuing of books in the library.

Lost property

Please name all items of clothing that your child wears to school!

From time-to-time things go missing. It has been our experience that things that are named are quickly reunited with their owners. There is a lost property box located in the office that is distributed weekly. Any items that are unclaimed from this box are sent to the larger lost property box in the library. Once property has been there for some time, it is sent to the uniform shop for resale.

Lunch orders (Friday only) - currently not available sorry as no available provider.

All ordering and payment is placed online by 9am Friday at the latest, using [lunchonline.co.nz](https://www.lunchonline.co.nz) (no payment or orders are placed directly with the school). To create an account for the first time, go to: <https://www.lunchonline.co.nz/> click on Login / Place an order on the RHS, click on Create Account and follow the steps from there. Lunch orders are collected from near the flagpole at 12pm.

Newsletter

Our school newsletter is published fortnightly using Hail and is distributed digitally via Linc-ed Hero. This is a great tool for parents, with lots of information, and includes celebrations of learning.

Parking at school

In order to keep our students safe at school we ask that all parents **refrain from parking in our staff car park** unless they have a disability card, to ensure the safety of students within the hours of 8.30am - 3.30pm. There is plenty of parking along Hastings Street and the surrounding streets to the school. Please park safely, a reasonable distance from corners, so that children can clearly see if it is safe to cross.

At times where there are a lot of vehicles such as our end of year family picnic, parking will be available on our far field next to the church.

Payments

School payments for activities may be made ideally by internet banking to the school bank account ASB 12-3153-0125430-00, or by cash. Families may set up a regular automatic payment to cover Year 5 & 6 camps and opt in activities such as jump jam, choir and Kapa haka. Other activities, such as swimming and curriculum day trips are covered by the Ministry of Education Donation Scheme, so no payment is required.

Pupil reports and conferences

We use an online reporting system called Linc-Ed Hero to enable engaging, real time reporting to parents. Linc-Ed Hero allows teachers to share learning anytime, anywhere, and this can be viewed on any device. All school reporting is available via this online system and is designed to build year on year so that over time you will have access to comments, assessments, images, video, and helpful resources all in one place that will clearly showcase our students' learning, progress, and achievement.

Three-way learning conferences (parent-teacher-child) are held in January to set learning goals for the first two terms and in July to report on these goals and set new ones. Additional interviews can be arranged at the request of the teacher or parent.

Pre-school programme

In addition to the three regular new entrant transition visits prior to a child starting school, we run a pre-school programme for parents and children in the new entrant classroom. This is designed for children who have turned four and will be attending Southbridge School within the next year. Please contact the school for more information regarding the programme or see our website.

Resource Teachers of Learning and Behaviour

RTLb teachers are teachers who work with a cluster of schools and are trained to support the class teachers of students experiencing learning or behavioural difficulties. All referrals to this service are made with parents' consent and can only occur following an unsuccessful intervention programme at school designed to overcome the problem. If you have a concern about your child's learning, behaviour, or development, please talk to their classroom teacher and we will arrange a referral if appropriate.

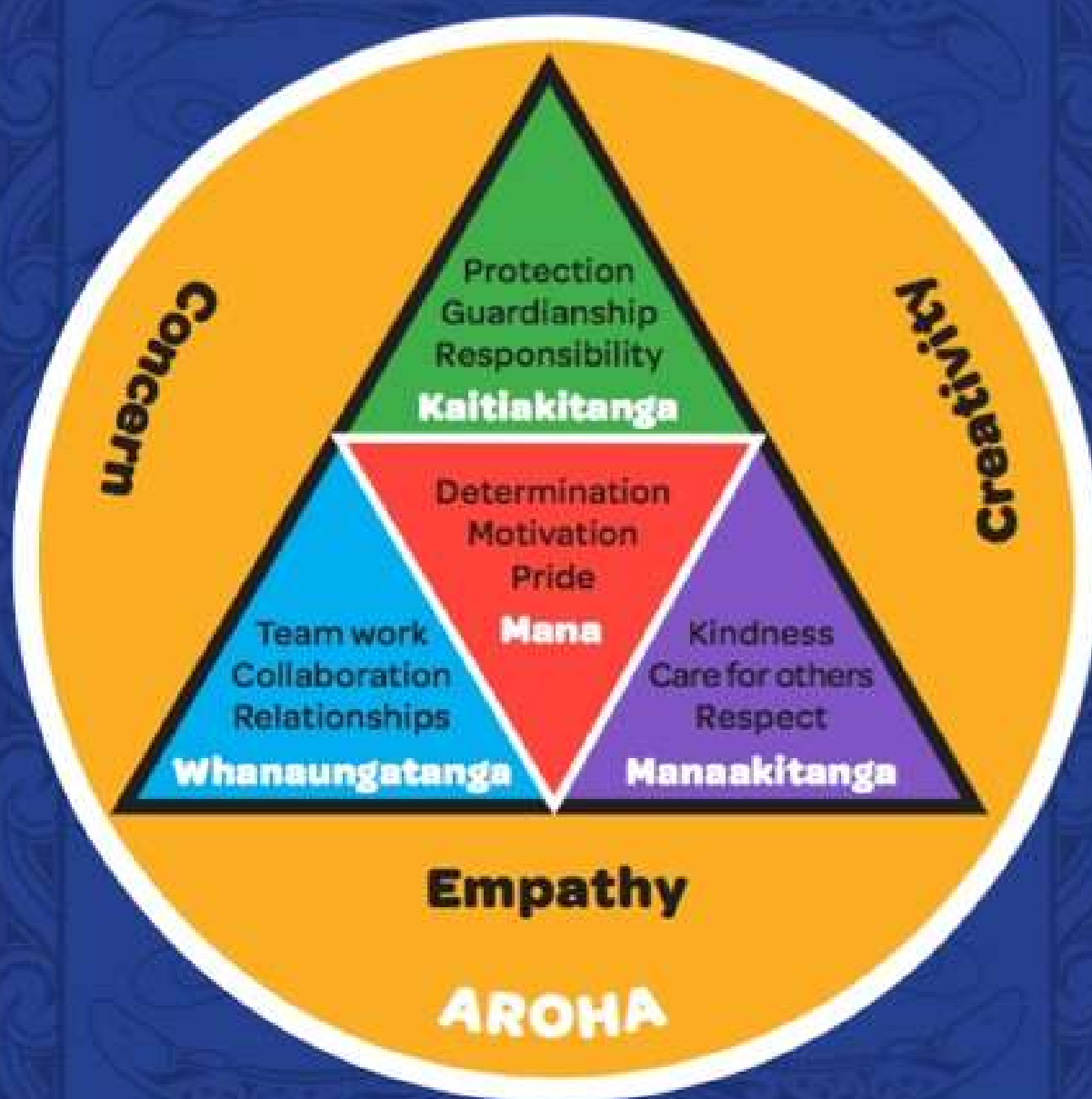
School hours

School hours are officially 9.00am - 3.00pm. Outside of these hours the safety of children is the responsibility of parents. We encourage students to arrive by 8.45am so they can put their bags away, be organised for the day and touch base with their classmates. The earliest that they may arrive at school is 8.30am.

9:00am	School begins
10:30am	Morning tea
10:50am	Class time
11:50am	First lunch – play for 10 minutes then eat for 20 minutes
12:20pm	Class time
1:20pm	Second lunch – play
1:50pm	Class time
3:00pm	School ends



Southbridge School
Te Kura o Te Whare



<p>Kaitiakitanga</p> <p>Be Responsible</p>	<p>Show care for our belongings</p> <p>Show care for our classroom resources</p> <p>Make good choices</p>
<p>Whanaungatanga</p> <p>Be a good team member</p>	<p>Listen carefully</p> <p>Participate and contribute</p> <p>Be willing to work with others</p>
<p>Manaakitanga</p> <p>Show respect</p>	<p>Greet and welcome others</p> <p>Be polite and well mannered</p> <p>Be sure to look after each other and ourselves</p>
<p>Aroha</p> <p>Have kind thoughts, words, and actions</p>	<p>Use kind words</p> <p>Look after each other</p> <p>Be caring and friendly</p>
<p>Mana</p> <p>Show pride and determination</p>	<p>Be proud of yourself and our school</p> <p>Have a positive attitude</p> <p>Be resilient</p>

Staff 2025

Principal	Ian Quilter	principal@southbridge.school.nz
Deputy Principal	Nicole Thornton	nicole@southbridge.school.nz

Teachers

Nicole Thornton	nicole@southbridge.school.nz
Nikki McCartin	nikki@southbridge.school.nz
Philippa Johnson	philippa@southbridge.school.nz
Simon Dakers	simon@southbridge.school
Amelia McMaster	amelia@southbridge.school.nz
Ashleigh Tibbotts	ashleigh@southbridge.school.nz
Stephanie Quilter	stephanie@southbridge.school.nz

Release teacher	Vicky Harvey	vicky@southbridge.school.nz
Release teacher	Vikki Buston	vikki@southbridge.school.nz
LS Coordinator	Mel Stenhouse	lscwaihora@leeston.school.nz
LS teacher	Lesley Stoliker	lesley@southbridge.school.nz

Teacher Aides	Carol Twiss
	Carrie Jones-Dakers
	Annie Reriti
	Carol Roberts
	Rowan Clibborn

Executive Officer	Sarah Berryman	admin@southbridge.school.nz
Office Assistant	Carrie Jones-Dakers	

Cleaners	Heather Rudolph
	Ava Dakers and Gemma Johnson

Relief Cleaners	Reuben Quilter
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Caretaker	Neville Carter
Gardener	Janice McCartin

Sport

Southbridge School competes in a number of sporting events and fixtures throughout the year and our teams achieve excellent results. The Ellesmere Zone Athletics competition is held at our school annually, making use of our extensive grounds.

Student buddies

Every year junior children are paired with an older 'buddy'. Buddy classes do activities together and buddies sit together at assembly. We also have buddy lunches where buddies sit together and events such as Book Week and Jump Rope for Heart also see senior students supporting their buddy on the day.

Support Services

- The CDHB Dental van visits our school once a year, further information is sent out close to the time of their visit. If you require their assistance at any other time, phone 0800 846 983.
- Our Public Health Nurse for the area can be contacted directly by parents on (03) 383 6877. She is available to give help with any health problem your child may be experiencing.
- Mana Ake provides support to children in Canterbury, in years 1-8 at school, promoting wellbeing and positive mental health. They can support children at school and at home and provide advice, guidance, and workshops for parents, whānau and teachers. See <https://manaake.health.nz/guidance-and-advice-request/>
- Te Whata Ora Health NZ - Healthline and Kids Health <https://www.kidshealth.org.nz/> or 0800 611 116

Uniform Guidelines - School uniform should be worn with pride and should be clean, tidy, and free of rips.

- Sky blue short or long-sleeved polo shirts
- Plain black or navy thermal tops can be worn under polo shirts
- Navy shorts, skorts, leggings, pants - small logos acceptable
- Navy polar fleece with school logo
- Royal blue sweatshirt with school logo
- Plain white, navy, or black socks or navy footed tights
- Sports shoes or sandals that fasten securely. Ballet-style shoes, shoes with heels, shoes with a rolling component, jandals, crocs, and slides are not permitted.
- For safety reasons, earrings should be studs and no other jewellery should be worn.
- Taonga such as greenstone and bone carvings are permitted, including pendants of religious or cultural significance; for additional information please contact the school principal.
- Hair should be worn in a practical style appropriate for school.
- Wide-brim navy hats are to be worn in terms 1 & 4.
- Safety vests are to be worn to and from school.

Uniform can be purchased from the Home & School Committee Uniform Shop, open during term time on Wednesday mornings from 8.30 - 9.00am or by appointment on a Tuesday morning during school visits. Internet banking to 02-0860-0074480-00 or cash payments accepted.

Website

Up-to-date information about our school is available through our website. The URL is www.southbridge.school.nz We encourage you to check our school Facebook page, your email or the website for latest updates if you're unsure whether or not school is open during snow or bad weather.

