

# OUTRAM SCHOOL

## INFORMATION BOOK



Te Kura o Maka Kahikātoa

**Outtram  
School**

2026

*From Strong Roots We Grow*



## **Our School Vision**

From strong roots we grow children who love learning, develop their passions and reach their potential.

# School Contacts

Phone number (03) 486 1733

Email [admin@outram.school.nz](mailto:admin@outram.school.nz)

Website [www.outram.school.nz](http://www.outram.school.nz)

Should you have any other questions about our school, please do not hesitate to contact us, either by email or phone.

Principal Kim Allan [principal@outram.school.nz](mailto:principal@outram.school.nz)

Office Carolyn Timoko [admin@outram.school.nz](mailto:admin@outram.school.nz)

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# Outram School

Outram School is a full Year 1 to Year 8, Primary School. We have a roll of approximately 180 children.

The school has a wide catchment across the Taieri Plains. Students come from the Outram Village and beyond. Two bus routes bring students from the Maungatua Rd, Berwick and Woodside areas and the other from the Momona area. Henley is within the school zone but is not served by a bus.

This year, we have eight classes organised into two learning teams, Junior and Senior.

The school is set in pleasant surroundings with well-established trees, gardens and playing areas. The school is well resourced. Facilities include a school pool, the Allen Centre, school hall and workshop, after school care facilities and a mechanics shed.

## **We Provide:**

- A school with vision and direction
- Multi-level class groupings which challenge and extend children's abilities, foster responsibility and develop social skills
- A family atmosphere of caring and sharing
- Opportunities for gifted and talented children through programmes offered
- Support programmes for children having learning difficulties e.g. literacy and communication programmes, phonological awareness
- Up-to-date technology - a range of devices, robotics, etc
- Comprehensive sports and music programmes throughout the school
- Classroom programmes tailored to meet individual student learning styles
- A well-resourced and attractive information centre (Allen Centre)
- Fully resourced science, art and technology centre (The Workshop)
- A covered, heated swimming pool which is available to the community outside of school hours
- Bus services to outlying areas
- High standards and expectations for student learning
- An experienced and multi-talented staff
- A proven record of our children being placed in accelerant classes on entering secondary school
- An OSCAR funded/subsidised after school care programme for working parents



# Te Kura o Maka Kahikātoa Outtram School

*From Strong Roots We Grow*

The tree represents Te Kura o Maka Kahikātoa (red mānuka that the area of Outtram is named for). The river (maka) represents Taieri River that flows through Outtram.

The 3 parts of the tree represent our strategic plan and our commitment to the three Principles of Tiriti o Waitangi

- Trunk represents partnership - community partnership, strength, growing towards the light (responsive), reaching their potential.
- Branches represents participating - love learning, develop passions, responding to strengths, progress and needs of tamariki.
- Leaves represent protection - The canopy of school teaches and protects wellbeing and hauora.

The roots represent our 4 school values - Respect (Whakautē), Kindness (Atawhai), Integrity (Pono), Resilience (Manawaroa).

The connection to our whenua (land) is represented with the outline of the Maungatua (or Maukaatua “Hill of Spirits”) in the background and Taieri River.

The colours of West Taieri link us to our rohe (area).

Our vision is “From Strong Roots We Grow”

# OUTRAM SCHOOL BOARD

## **Governance**

The Board is the governing body of the school. It is their responsibility to ensure that the school complies with the Education and Training Act 2020 and the School's Strategic Plan. Please do not hesitate to contact them if you have any queries.

Board meeting dates and times are advertised in the school newsletter and calendar. Parents are welcome to attend these meetings.

A list of members can be found under the 'Who's Who?' section at the back of this booklet and on our website.

## **Policies**

The Board has in place policies for the effective management of all areas of the school.

All Outram School policies and procedures are done through SchoolDocs. Parents can access these at any time via the SchoolDocs button on our website.

Every term we review several of our policies or procedures. Information about current reviews and how parents can participate in these reviews will be shared via the school newsletter.



# Outtram School : Te Kura o Maka Kahikātoa

Strategic Plan 2024 - 2025

## Nō Ngā Pakiaka Kaha Ka Tipu Ake : From Strong Roots We Grow

Strategic Goals	Strategic Initiatives	Success
<p>By <b>participating</b> with whānau/family we identify and respond to strengths, progress &amp; needs of our tamariki/students so they can reach their potential.</p>	<ul style="list-style-type: none"> <li>• Provide quality teaching and learning to encourage high levels of engagement from ākonga/learners and whānau.</li> <li>• Ensure all ākonga/learners and staff have ongoing opportunities to develop and extend key capabilities.</li> <li>• Assessment for Learning to strengthen student voice and whānau participation.</li> </ul>	<p>Ākonga/learners are supported by strong participation between the kura/school and whānau/family to identify their own progress and reach their potential.</p>
<p>To <b>protect</b> the well-being of our tamariki/students, teachers and whānau/family by strengthening their hauora.</p>	<ul style="list-style-type: none"> <li>• Embed Play is the Way within our school and community.</li> <li>• Behaviour management plan reflects school values and behaviour education through Play is the Way.</li> <li>• Ensure systems and structures support staff well-being so we can work collaboratively and be effective educators.</li> </ul>	<p>Our staff and tamariki/students feel supported in their well-being in a school culture that values people.</p>
<p>Our <b>partnership</b> with whānau/family and community delivers inclusive and responsive learning opportunities for all.</p>	<ul style="list-style-type: none"> <li>• Build on our strengths as a year 1-8 school.</li> <li>• Be culturally responsive by using students' cultural knowledge, perspectives and skills as a resource for teaching.</li> <li>• Ensure financial and physical resources support learning programmes.</li> </ul>	<p>Our tamariki/students and whānau/family feel accepted and connected to their school and their learning because of positive partnerships between home and school.</p>

# The Curriculum

The New Zealand Curriculum ensures a broad and balanced education that prepares students for effective participation in New Zealand society.

The curriculum specifies eight essential learning areas:

English	Mathematics
Science	Technology (including Digital Technology)
Health and Physical Wellbeing	Social Sciences (including Aotearoa NZ)
The Arts	Histories Learning Languages

Within these areas, the knowledge, practices and Key Competencies students need to acquire are detailed. The Key Competencies woven through the Refreshed New Zealand Curriculum are:

Thinking	Using Language Symbols and Texts
Managing Self	Participating and Contributing
Relating to Others	



The Refreshed NZ Curriculum is knowledge-rich. It prioritises and explicitly describes what must be taught each year and is deliberately sequenced to enable students to build knowledge, skills, and competencies systematically over time. It supports teachers to design teaching programmes that bring learning to life in the classroom.

The science of learning informs curriculum sequencing and teaching practice. The curriculum builds on scientific understanding to identify five characteristics of how we learn:

- We learn best when we experience a sense of belonging in the learning environment and feel valued and supported.
- A new idea or concept is always interpreted through, and learned in association with, existing knowledge.
- Establishing knowledge in a well-organised way in long-term memory reduces students' cognitive load when building on that knowledge. It also enables them to apply and transfer the knowledge.
- Our social and emotional wellbeing directly impacts on our ability to learn new knowledge.
- Motivation is critical for wellbeing and engagement in learning.

In 2026 we will be working to implement the revised NZ Curriculum for English and Mathematics.



# Outtram School Curriculum

From strong roots we grow children who love learning, develop passions and reach their potential.

## Areas of Core Learning:

- Reading

- Writing

- Mathematics & Statistics

### Enablers

And programmes for spelling, handwriting, oral language and [Te Reo Māori](#).

## Integrated Inquiry Learning

Learn, Create, Share

Interdependence	Cause & Effect	Sustainability	Enterprise, Innovation & Creativity	Cultural Practices	Tūtagatawāwā – A Place to Stand	Change
Exploring and discovering our world through Inquiry in...	Building our capacity to learn by developing our...	Accessing, sorting, expressing and communicating our learning through...				
<ul style="list-style-type: none"> <li>• Science</li> <li>• ANZ &amp; Social Sciences</li> <li>• Technology</li> </ul>  <p>Scientific Investigation, Social Inquiry and Technological Process through the OUTRAM Model, exploring relevant and real contexts within seven broad concepts.</p>	<p><b>Key Competencies</b></p> <ul style="list-style-type: none"> <li>• Managing Self</li> <li>• Relating to Others</li> <li>• Participating and Contributing</li> <li>• Thinking</li> <li>• Using Language, Symbols and Text</li> </ul> <p><b>Competency with Digital Technology</b></p> <p>Most Inquiry will incorporate most, if not all, of these areas of learning. Teaching and learning programmes may select areas of focus.</p>	<ul style="list-style-type: none"> <li>• English               <ul style="list-style-type: none"> <li>- Reading and Writing</li> <li>- Speaking and Listening</li> <li>- Viewing and Presenting</li> </ul> </li> <li>• Mathematics and Statistics</li> <li>• The Arts               <ul style="list-style-type: none"> <li>- Visual</li> <li>- Dance</li> <li>- Drama</li> <li>- Music</li> </ul> </li> <li>• Languages</li> <li>• Digital Technology</li> </ul> <p>Several, but not all of these, will be represented within each Inquiry. English will be represented in all.</p>				

## Non-Integrated Learning: Physical Education Health Learning Languages

(This may also be connected to, or be provided a context within, the Integrated Learning Programme)

And opportunities for non-integrated teaching and learning to deepen understanding in...

**The Allen Centre - Learning, Innovation, Creativity and Challenge.**

A programme of extension, challenge and engagement, providing opportunities for children to experience things outside their personal square. We acknowledge and celebrate those who experience, dream and think about the world in different ways.

Our aim is to light the spark of imagination and possibility in children, as well as to feed their passion.

Learning Team plans, classroom programmes, and guidance from the Outtram School Curriculum Statements, will ensure balanced coverage of Learning Areas, Strands and Achievement Objectives of the New Zealand Curriculum, at the appropriate curriculum level (Level 1-4), over a two-year learning cycle.

# Guidance & Support

## Pastoral Care

Teachers develop a 'pastoral care' relationship with students to assist with problems that may arise. The school has a strong working relationship with a number of supporting agencies:

- Learning Support Co-ordinator
- Special Education services
- Speech Language Therapist
- Public Health Nurse
- Vision and Hearing testers
- Attendance Services
- Children and Young Persons Service
- Police Youth Aid and Education Officer



## Play is the Way (PITW)

PITW is a programme aimed at teaching social and emotional learning. The objective of PITW is for us to create a safe learning environment in which students learn to be independent, self-regulating, self-motivated learners love learning, reach their potential and get along with each other. We do this through playing interactive games which are then used as teaching moments to discuss using appropriate language and link to one of the 5 concepts.

These concepts are taught within the classroom and have age-appropriate activities that encourage reflection, critical thinking and discussion.

These 5 concepts, or life rafts as they are known to the children, are:

- Treat Others As You Would Like Them To Treat You (Respect, Kindness, Integrity)
- Be Brave - Participate To Progress (Resilience, Respect for self)
- Pursue Your Personal Best No Matter Who You Work With (Kindness, Respect, Integrity)
- Have Reasons For The Things You Say and Do (Integrity, Resilience)
- It Takes Great Strength To Be Sensible (Integrity, Resilience, Respect, Kindness)

So at least twice a week every class stops to learn and play a game.

## Student Discipline

Our students are guided by our school values: Respect (whakaute), Kindness (atawhai), Integrity (pono) and Resilience (manawaroa). We recognise positive behaviour through our Life Raft tickets. A child receives a ticket for displaying life rafts or values in a positive way in or out of the classroom. There is a weekly draw at Monday morning assembly for two students who receive a milkshake made by the Principal.

We depend on and welcome parent support in maintaining a safe and caring environment for all students.

# Health & Welfare

## **Dental Therapist**

Dental therapy services for our school are provided by Community Oral Health Service based at 19 Green Street in Mosgiel. If you require dental services for your child at any time, please phone (489 4225) or 0800 672 543 and the nurses there will assist.

## **Emergency Phone Numbers**

Please make sure that you supply at least one emergency phone number for your child - i.e. someone who would be able to come to school and collect your child if they are ill and you are unable to be contacted. If circumstances alter, please inform Carolyn in the Office straight away of any changes to this number.

We conduct emergency drills each term. In the unlikely event of having to evacuate the school grounds, children will be taken to the West Taieri Rugby Grounds. Parents will be contacted through our Edge Mobile App and by text message in such a case.

## **Health Curriculum**

A health programme for the school is compiled every two years to best meet the needs of pupils. Parents are consulted before the programme is implemented. A number of resources are available from a variety of sources, and professionals from outside agencies have a hands-on role within programmes. Some aspects of the programme involve further consultation with and the involvement of parents. Parents are kept informed through notices and newsletters.

## **Public Health Nurse**

Our school has regular visits from the Public Health Nurse assigned to our area. She can advise and assist with health concerns. The nurse can arrange for hearing and vision testing and will liaise with the family doctor if necessary. If you have any concerns that you would like the nurse to look into, please contact the school or phone (03) 476 9800.

## **Sun Smart**

We are a sun smart school. During Terms 1 and 4 children are always required to wear appropriate wide brim hats when outdoors. If they are not wearing a hat they must sit in the shade outside the staffroom. Hats are available for purchase at the school office. Sunscreen is available for children to apply from the office foyer and in classrooms.

# Learning Experiences Outside the Classroom

We provide a variety of activities for students outside the classroom, where students can foster their interests and talents.

## **Class Trips**

School based programmes are enhanced by class trips within the local community and further afield. Such trips take advantage of the human and physical resources available.

## **Outdoor Education**

Activities are designed to develop knowledge, safe practices and skills to enable pupils to fully utilise opportunities for recreational activity. Programmes assist students to develop self-esteem, tolerance, independence and leadership skills.

School camps are held annually for Year 4 – Local Otago Venue (Waiora) and bi-annually for students in Years 5 to 8:

*Years 5 & 6 - Waiholā*

*Years 7 & 8 – Stewart Island*

## **Sports**

School based, inter-school, Taieri, and Otago primary school events are held – fostering participation, teamwork and competition. South Taieri Schools cross-country and athletics are held with six other local schools. Outram School hosts the cross country at the West Taieri Rugby Grounds, and athletics sports are held at Memorial Park, Mosgiel.

## **Swimming**

Junior classes utilise the school pool daily during the swimming season. This is dependent upon weather conditions. Year 4 - 8 classes visit the Te Puna o Whakaehu (Mosgiel Pool) to complete some parts of the programme. Developing recreational and survival skills are very important to us.

## **Music**

We are fortunate to have the services of professional music teachers providing after school, parent paid, music tuition in guitar.

## **Stage Productions**

Our school participates in Kids Sing, Ukulele Jam and Hui Ako.

## Houses

On enrolment, students are placed in one of our 4 House Groups – Pukeko (Blue), Kea (Green), Kiwi (Red), Hoiho (White). Each term a House competition is run e.g. triathlon, tug of war, PCT Challenge. Each week children can collect points within their classrooms that are awarded to their House Group. At Monday morning assembly the weekly winner is announced. At the end of a term the winning House Group enjoy an ice block and at the end of the year a trophy is awarded to the overall winning House Group for that year.

## Pet Day

The school pet day is held every second year on the School Grounds.

## Disco

The student council organise a disco for students, usually held in the second term of each year in the school hall.

## Outram Flower Shows

All children at the school participate in one of these shows conducted in spring and in autumn by the Outram Garden Club.

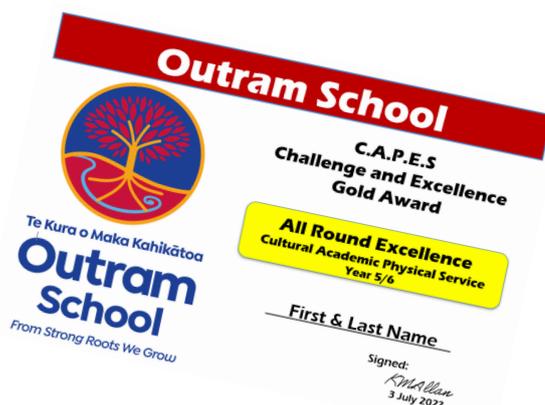
## CAPES Awards Scheme

This is a Year 5 & 6 and a Year 7 & 8 awards scheme. The awards are divided into four areas: Cultural, Academic, Physical, and Enterprise/Service. Students may choose one of two pathways to earn a Bronze, Silver or Gold CAPES award.

Task booklets are available from the classroom teacher, Mr Angus or Miss Allan.

These must be completed within Year 5 & 6 and/or Year 7 & 8. Year 5 & 6 credits do not carry on to the Year 7 and 8 CAPES award scheme. If students achieve Gold in the All-Round Pathway, they will earn a place on the school honours board displayed in the hall.

Adventure Pathway is available for students in Year 7 & 8. Points are awarded for participation in Outdoor Education Challenges each term.



# Parent Information

## **Absences**

Regular attendance is vital to a pupil's progress. Records are kept of student attendance and parents/guardians will be contacted if attendance rates become a concern. Please refer to our Attendance Management Plan and supporting Stepped Attendance Response (STAR) on our school website.

If your child is sick or unable to attend for any reason, please notify us by:

- ringing the school 486 1733 – push 2 for absence line and leave a message
- complete the absence form on Edge Mobile App

Please give the child's name, room no. and the reason for the absence i.e., sick, dentist, appointment etc by 9 a.m. (the office is open from 8.30 a.m. each day) so that teachers can be informed. If no explanation of a child's absence is received by this time, the school will contact you to ascertain their whereabouts.

If children wish to leave the school grounds for any reason, permission must be obtained from the teacher on duty.

## **Enrolments**

Parents should complete a pre-enrolment form as soon as possible so that the school is aware of your intentions to send your child to Outram School.

An appointment will be made with the Principal closer to the time of your child starting school to complete a full enrolment form. At this stage you will be required to present your child's birth certificate and confirmation of your residential address.

Usual practice has new enrolments attending school for four half days in preparation for beginning school. Upon starting school, parents should ensure that pupils have the necessary stationery (a list will be provided upon enrolment), lunch box and school bag.

Younger children need to know their route when walking to school or the bus routine if travelling on the bus. Children become easily agitated if parents are late picking them up from school. Contact the school office if arrangements for travelling home change from the norm.

Parents are encouraged to be active in their children's schooling. Feel free to visit the classroom. Share their nightly home learning and discuss their day at school. It is important to form good habits for the future.

## **Voluntary Donations**

State and state-integrated schools with an EQI of 432 or higher are able to choose to receive a payment of \$154.13 per student, per year if they agree not to ask parents and caregivers for donations, except for overnight camps.

This is designed to alleviate pressure and expectations on households surrounding donation payments. After community consultation, Outram School has opted into the donation scheme. What can a school charge for?

Visit <https://www.education.govt.nz/school/funding-and-financials/fees-charges-and-donations/what-familieswhanau-need-to-know-about-schoolkura-donations/> for more information.

**School camps are exempt** from these rules so we will still ask for payment so that camps can still be offered. At Outram School education outside the classroom is an important part of our learning programmes and enhances the learning that happens in the classroom. Therefore, we will continue to ask for payment towards the running costs of these events. We appreciate payment as we cannot offer these kinds of activities without this financial support. Please contact us if you need financial assistance with camp costs.

Activity fees are also charged for various expenses incurred by pupils and accounts are sent out each month. Please pay promptly. Such expenses are Technology fees (for materials used during these classes at Taieri College) or sports teams.

Options for payment are by Eftpos or internet banking. Payments for several family members and different activities may be put together.

Many parents set up a regular automatic payment with the school and find it an easy way to spread payment of school accounts over the year. Ask at the office for our account details.

### **Home Learning**

Home learning is an extension of the school programme and supports, enhances, and consolidates teaching and learning. It provides a positive link between home and school. Outram School endeavours to ensure all students have access to the resources they need to complete home learning.

#### *Teachers:*

- outline expectations, routines, and suggested time requirements for home learning to students and parents at the start of the year and throughout the year, as appropriate
- set home learning that reflects students' needs and changing ages and stages, and reinforces teaching and learning
- set home learning that is consistent with the vision, values, key competencies, essential learning areas and principles as expressed in The New Zealand Curriculum
- ensure students understand their home learning tasks and can work independently, where possible
- communicate home learning concerns to parents.

#### *Students:*

- take responsibility for their own home learning as appropriate to their year level
- understand their home learning tasks and work as independently as possible.

#### *Parents:*

- encourage and support their children
- communicate home learning concerns to the relevant teacher or staff member.

## **Year 7-8 Technology**

Technology is available for children in Years 7 and 8 through the Taieri College. Co-ed groups of Y7 and Y8 work on the following subjects: textiles, hard material (wood, metal) and food technology. Parents are welcome to visit the children while at technology. At present, these children attend technology every Friday, at Taieri College, for the morning. There is a materials fee associated with Technology to cover the consumable items.

## **School Hours**

9:00 am to 10:30 am

10.50 am to 12:30 pm

1:25 pm to 3:00 pm

Children should not arrive at school before 8.30 a.m. Teachers and staff are preparing for the school day prior to 8.30 am and are not available to greet or supervise children.

At Outram School children play before they eat. Some junior classrooms may have a healthy food break in the first learning block before morning tea.

The school grounds are closed after pick up until 4.30pm each school day because after school care uses the grounds at this time.

## **School Photocopier**

The school photocopier is available for private use during school office hours - 8.30 a.m. to 3.30 p.m. The charge is 15 cents per copy for black and white or 70 cents for colour. If you have a large amount to be done, please phone Carolyn first to arrange a suitable time.

## **School Property**

The school expects pupils to use school facilities and resources safely and with care. Pupils will be financially responsible for damage caused wilfully or through reckless behaviour. Parents are asked to ensure that school property is cared for at home and returned promptly.

## **Swimming Pool**

The school swimming pool is open from about Labour Weekend until the end of March each year and is available for use outside school hours by members of the community who have purchased fobs.

Primary school children are not allowed to swim in the pool unless supervised by an adult fob-holder. Fobs are available for purchase from the school each year at a set charge.

## **Cancellation of School Events**

We will notify you about cancellations of school events, and late starts or closure for snow (or other weather events) by:

- Check 'Notices' on our school website [www.outram.school.nz](http://www.outram.school.nz)
- Download the Edge Mobile app on your phone.

## **Assemblies**

These are held in the Hall regularly on a Friday at 2:20 p.m. A class (or classes) will present, and we acknowledge effort and achievement by presenting awards.

Assemblies are run by senior students, providing an additional opportunity to develop communication skills. Assembly dates and presenting class schedule are advertised in the newsletter and on the 'Upcoming Events' section of our school website. Parents are invited to attend assemblies.

## **Reporting to Parents**

### **Confidential Information**

Throughout their school life a variety of information is gathered on each pupil. This information is treated in the strictest confidence and is available to parents and relevant individuals or organisations with the consent of parents. Upon a pupil's departure from the school this information is forwarded, upon request, to their next school in accordance with provisions contained in the Education and Training Act, 2020.

### **Learning Conferences**

Learning Conferences are held twice a year, usually in March and again in July. This is an opportunity for students, parents and teachers to set goals and discuss progress. Teachers are available to meet with parents throughout the year. A meeting may be arranged by contacting the school office or individual teacher at any time.

### **Reports**

Student achievement and progress is reported mid-year and at the end of the year. Copies of these reports are kept at school and are available online through the EDGE parent portal.

Teachers also hold samples of work for each child, which are handed on to the next teacher.

# Pre-Schoolers

## **Playcentre Liaison**

The school has developed a close relationship with Outram Playcentre. Visits to school for preschool children are arranged.

## **Readiness for School Checklist**

The following checklist is a guide to parents. We acknowledge Dr John Irvine's book, 'Coping with School' for this list.

### Developmental:

- Can draw people with three or four recognisable features
- Has some control when colouring in
- Can write own first name
- Can talk in sentences, not just in two or three words
- Speech is understandable, doesn't have to be perfect
- Can remember parts of favourite books
- Is able to identify some initial sounds
- Can repeat some nursery rhymes
- Enjoys looking at pictures or listening to stories
- Can count on own fingers
- Knows basic colours and shapes
- Can follow two simple instructions given together
- Wants to learn. E.g., "Why?" Or "How do you write?"

### Social

- Mixes happily with friends at preschool
- Has begun having friends over to play
- Can go to preschool or parties without parents
- Can stay within boundaries
- Can share and take turns
- Has friends and can talk about them in conversation
- Can talk to adults other than parents and family

### Self Help

- Is toilet trained
- Can dress themselves including buttons
- Can cut and paste with ease
- Can open food packets and unwrap lunches
- Recognises and looks after personal belongings

Children develop at different rates; our new entrants will be at varying stages at enrolment.

# Student Services

## After School Care

An after school care programme is operated by Kidz Active. It runs each weekday from 3 pm to 6:00 pm. They offer a structured after school programme based around sport, active games and art & crafts. The programme is based in the Workshop.

The operating hours and costs are:

- 3- 4 pm - \$12.50
- 3- 4.30 pm - \$15
- 3 - 5 pm - \$18.50
- 3 - 5.30 pm - \$22
- 3 - 6 pm - \$24

To enrol visit us at: [www.kidzactive.co.nz/afterschool-care](http://www.kidzactive.co.nz/afterschool-care)

If you have any problems, please contact:

Website: [KidzActive.co.nz](http://KidzActive.co.nz)

Mobile: 027 554 8859

Email: [admin@kidzactive.co.nz](mailto:admin@kidzactive.co.nz)

The OSCAR subsidy is available for those families eligible for this. If anyone requires any help applying for the OSCAR subsidy, you can contact Kidz Active and they will help you with the process. For families with multiple children and not OSCAR eligible we can offer a discount of the rates above. Discounts for siblings onsite together: 2nd sibling onsite 10%; 3rd sibling onsite 15%

## Book Club

Scholastic New Zealand Ltd sends brochures to the school once a term for families to purchase books at reduced prices. If parents wish to purchase any books, the order form and money should be sealed in an envelope and returned to the school office or orders can be made online. To order online go to Scholastic New Zealand LOOP website or app and order and pay online. The books will be delivered to your child's classroom. The school receives bonus points to order free books for the school library and we are very grateful for this form of revenue.

## Library (Allen Centre)

The school has a well-stocked library which is available to the children in class time. Limits are put on the number of books children can borrow at one time and parents are asked to maintain a check for school books left at home or in school bags for lengthy periods. The school library is computerised, and accounts are issued for the replacement cost of lost or damaged books. All books are returned to the library at the start of Term 4 for stock taking.

## **Lost Property**

It is a very sensible precaution to have children's garments and property named. The lost property is situated outside the office, children can examine this and claim any items belonging to them. Parents are encouraged to make regular checks also. Unclaimed items at the end of each term are donated to charity.

## **Lunches**

These may be ordered and paid for by parents directly at Four Square Outram. They deliver the lunches to the school at 1:10 pm.

Children may bring lunches (wrapped in tin foil – no glass containers or plates) to heat in the school pie warmer. Please include name and room number so we can heat appropriately and get to the correct person. Please don't send frozen food.

Every Wednesday, children may purchase sausages and bread (check with office for price) prepared by Outram School members. You can do a term order at the beginning of each term, or orders can be handed to the school office before school on Wednesday morning.

Every Tuesday you can order Subway and every Thursday you can order sushi from the Sushi Shop Mosgiel through Ezlunch. This needs to be ordered by 9am. These will be delivered to school.

## **School Buses**

If you live more than 3.2kms (children under 10) or 4.8kms (10yrs and over) from school and live inside the school's transport zone which is determined by the Ministry of Education, your child is eligible for bus transportation to and from school.

The school buses leave from the Beaumaris Street entrance at 3.10 p.m. daily. Bus children who are not travelling home by bus must inform the teacher when the roll is marked in the morning. School rules regarding behaviour on the bus are enforced.

If you live more than 2.4 kms from the nearest school bus stop, please tell us in the school office. You may be eligible for a conveyance allowance.

## **Stationery**

For the start of each school year class stationery packs will be available from Paper Plus Mosgiel.

All replacement stationery and books required during the year by your child may be purchased from the school stationery shop and will be charged to your account.

## **Uniform Sales**

We stock the following all items for our school sports uniform. Approximate costs are:

- Outram School Top - \$60
- Bucket sunhats - \$10
- Slouch sunhats - \$10

# Who's Who?

## Outram School Board

The following people are currently serving on our school's Board:

Kate Woodhouse	Presiding Member	021 075 5546
Gus Martin	Finance	
Todd Ford	Property	
Kevin Marsh	Health and Safety	
Charlene Hunter-Deans	Personnel	
Kim Allan	Principal	
	Staff Representative	
Carolyn Timoko	Minute Secretary	

## Friends of Outram School

This committee acts as the School's PTA. Funds raised annually are used to extend current programmes and support new initiatives.

To get up to date contacts for FOS please call at the school office. Find us on Facebook 'Friends of Outram School'

# Staff

<b>Principal</b>	Kim Allan	
<b>Deputy Principal</b>	Carlie Sinclair	
<b>Junior School</b>	Carlie Sinclair (Team Leader)	
	Lynda Bayne	Room 2
	Lucy Meehan	Room 10
	Stacy Buschl / Philippa Lord	Room 3
	Holly Mason	Room 4
<b>Senior School</b>	Cam Angus (Team Leader)	
	Cam Angus / Kayla Mitchell-Curd	Room 5
	Andrew Mitchell	Room 6
	Emma Howell/ Philippa Lord	Room 7
	Angie Carter / Kayla Mitchell-Curd	Room 8
<b>Learning Support Co-ordinator (LSC)</b>	Anna Bartlett	
<b>Literacy Intervention</b>	Carlie Sinclair	
<b>Maths Intervention</b>	Year 3-6 - Amelia Hopkins Year 7-8 - Cam Angus	
<b>Allen Centre Educator</b>	Megan Bremner	
<b>Support Staff</b>	Carolyn Timoko Rebecca Hunter Rebecca McSkimming Kerry Kakahi Kirsty Stanley	Office Administrator Teacher Aide / Library Assistant Teacher Aide Teacher Aide Teacher Aide
<b>Caretaker</b>	Phil Young	
<b>Cleaner</b>	Maree Alexander	

# Keeping Up To Date

## **School Newsletter**

The school newsletter is published every Thursday. It is emailed to all parents/caregivers addresses, sent through Edge App and is available on our school website. Anyone can subscribe to the newsletter by going to our website and subscribing.

The newsletter focuses on student achievement, programmes of work and school events. Parents and community members/organisations are welcome to submit notices for publication. These must be at the school office by lunch time each Wednesday.

Past newsletters are also available for viewing on the school website – [www.outram.school.nz](http://www.outram.school.nz)

## **Edge Caregiver Portal and Mobile App**



This app sends alerts, notices and newsletter to an app on your phone, tablet or other mobile device.

The app is free and can be loaded via the 'Apple App Store' or 'Google Play', on any Apple or android device.

Full instructions to download the app and get started can be found on our school website, under the 'Introducing Outram' link.

If you strike a problem, please do not hesitate to email, or call the office.

Extended family and friends can also download the app so they can see what the children are up to at school.

## **Outram Facebook Page**

Search for Outram School on Facebook and like our page.

## **Upcoming Events**

Dates for upcoming events are on our website calendar. Specific details will be either in newsletters or be sent home in a separate notice as each event comes up.

# OUTRAM SCHOOL MAP

