



**Leithfield
School**



Parent Information Book

CONTACTS

Address: 64 Old Main North Road
RD 1 Leithfield
Amberley 7481

Telephone: 314-8024

Emails: principal@leithfield.school.nz
office@leithfield.school.nz
(teacher's first name)@leithfield.school.nz

Website: www.leithfield.school.nz

School Bank: Leithfield School—03-1582-0017113-00

Staff: **Principal** - Rob Cavanagh

Deputy Principal – Marie Stewart

Teaching Staff – Mrs Chris Luck / Mrs Marie Stewart / Ms Nicole Huxtable / Mrs Dale Munro / Mr Andy Scott

Release Teacher - Mrs Jane Egden

Learning Support - Mrs Nicky Buist

School Secretary - Mrs Sarah Marshall

Teacher Aides - Maggi Vipperman, Kim Hassan and Averill Wells

Cleaner/Caretaker - Ms Ange Cumming

MISSION STATEMENT - CHARTER - VALUES

Mission Statement: *Strong Community - Confident Future*

Motto: *Reaching New Heights*

Whakatauki: *Te manu e kai ana i te mātauranga nōna te ao.*
The bird who eats of knowledge the world is his.

Charter: A copy of the School Charter is available for viewing at the School Office. You can also view it on our website—www.leithfield.school.nz

Values: Our school describes our values by the word **R.I.S.E**

R—Respect

I—Involvement

S—Self-management

E—Excellence

These values are taught, encouraged and recognised in many ways around the school.

Learning - A Partnership:

There are so many ways that parents can support their child's time at school.

- Encouragement: Look for the things he/she can do now that could not be done before, rather than mentioning those yet to accomplish.
- Join in school activities: You may even find you enjoy them!
- Inform us: Keep us informed of any changes that may effect the education of your child—health, social, fears

And always feel very free to come along to school and see what has been happening.....everyone loves their efforts being admired.



ABSENCES - APPOINTMENTS - ASSEMBLIES

ATTITUDES - AWARDS

GENERAL INFORMATION

Absences:

If your child is to be absent, please use the Hero app to inform us or phone the School Office 314-8024 before 9.00am.

Appointments:

Our policy is to encourage parents to firstly feel that they may come to school at any time to discuss points which they want clarified. Unless in an emergency situation, class time should be avoided. In smaller rural schools such as Leithfield, it is easier to gain additional information pertaining to children as more contact with a greater percentage of parents is enjoyed. This is often in an informal situation and much valuable information can be shared.

Assemblies:

Assemblies are held on every second Friday at 2.30pm at the School Hall. The School Calendar on our website and via our app has these and other important dates.

Attitudes:

Pupils are given class certificates and merit awards at assembly for class work. There is a conscious effort by all Staff to commend, guide and encourage pupils in all aspects of their schooling and positively reinforce acceptable behaviour. Cups are awarded at the end of each year to senior pupils for Academic Achievement, Most Improved, Citizenship, Sport, Visual Art, Performing Arts and Helping Hand. Other classes receive certificates in the same areas.



BICYCLE - BEHAVIOUR

Bicycles:

Stands are provided for bicycles. No cycling is permitted within the school grounds. Parents/Caregivers must ensure that children are not only proficient cyclists but that they also wear safety helmets to and from school and have an adequate understanding of basic road rules before allowing them to ride to school.

- It is not recommended that children ride bicycles under supervision until at least 10 years of age and then only after careful training.
- A standards approved bicycle safety helmet must be worn at all times when riding a bicycle.
- The school reserves the right to ban cycle riding when children use their cycles in an unsafe way.
- When arriving at school, children must dismount their bikes on the opposite side of the road and walk them to the stands. On leaving school, they must walk their bikes to the correct side of the road, before mounting and riding off.

Behaviour:

The school's behaviour expectations are designed around supporting the R.I.S.E. values. These are taught specifically, recognised and rewarded as often as possible.

RESPECT	Show respect for myself, others and property.
INVOLVEMENT	Participate, cooperate and 'step up' when asked.
SELF-MANAGEMENT	Keep myself and others safe. Make good choices and own my actions.
EXCELLENCE	Do my best in all things.

These expectations are further described along with consequences and restorative processes in the school's Developing Positive Behaviour booklet.



COMPUTER - CONCERNS - CONTACTS

DENTAL CLINIC - DONATION - ENROLMENT

Computer Use:

Our school computers and iPads are used at all levels of the school. These devices are used as a tool to aid learning. Every student is required to complete an Internet Use Agreement. We have a BYOD (Bring Your Own Device Agreement) in place for Y5-8. This is an optional programme.

Concerns:

Any concerns should be addressed in the first instance to the Staff member concerned and then to the Principal. If your concern is about the Principal, the BOT Chairperson is the appropriate person to contact.

Contact Phone Numbers and Addresses:

It is necessary for us to have current contact numbers and email addresses. Please ensure the Office is informed of any changes to your phone/mobile numbers, email or address. Emergency contact people and phone numbers need to be current. We require TWO emergency contacts for your child/ren.

Dental Clinic:

All children from Leithfield School are treated, free of charge, each six months by the Rangiora Community Dental Therapist at the Rangiora Community Dental Clinic. The Therapist can be contacted through the Rangiora Clinic for urgent treatment. The phone number is 0800 846 983.

Enrolment of New Entrants:

No child may be enrolled at any school before turning five, but does not have to legally be enrolled until six. Upon enrolment, the caregiver must produce a birth certificate and is required to fill out an enrolment form and a health card. Immunisation details are also required.

In order to help the child prepare for the transition to school in the smoothest possible way, caregivers are invited to bring their child to school for pre-entry visits prior to their starting date. This is for a period of approximately four weeks before their birthday. This would be discussed with the teacher concerned at the time. This reassures the caregiver and the child and helps foster a good positive relationship with our children.

Transition Visits:

Any child aged four and a half can come along and join the new entrant class as arranged. During this time the children will meet their teacher. The rest of the time may involve a variety of activities including art, language, games and getting to know future class mates. The aim of this programme is to introduce the children to the school environment, including classmates, teaching staff and routines and behaviours appropriate to the classroom. A caregiver must remain on site during the visit.

HEALTH – FIRST AID

Health Curriculum:

The school is required to consult with its community every two years about the Health programmes that are operating in the school. Many of these programmes are run by outside facilitators such as Life Education and a variety of Police Education Programmes.

First Aid:

Our staff may only give children minor first aid treatment. The school ensures that sufficient staff members hold current first aid certificates to provide care in any situation. More serious accidents or sickness requiring medical attention will be handled by phoning parents, or the emergency contact number given on enrolment. If we cannot make contact here, the child will be taken to the Amberley Medical Centre. Please help us keep our emergency records as up to date as possible. **If your child feels ill in the morning, please keep them at home**, as we do not have the facilities or personnel to nurse sick children. Any medication or prescribed drugs that a child is required to take at school must be handed in to the Office and be accompanied by a signed medication form and set of instructions from the parent. These will be kept in the sickbay.

Health Department:

The School has regular monthly visits from the Public Health Nurse. If you would ever like advice from the nurse, contact the school for the current name and number.

Changes in Medical Conditions and Emergency Telephone Numbers:

Please inform the school immediately there is a change in a child's medical condition. Also inform the school if emergency telephone/mobile numbers are changed.



HOME LEARNING - INDEPENDENCE - LIBRARY

Home Learning:

There is no research evidence to support any link between doing homework and academic achievement however there is strong evidence to support the link between a strong partnership between learner, family/whanau and school. To this end, children will be often sent home with things to share with you; reading books, class work, etc. At times students may be asked to work at home on something either because it needed more time than it was given in class or your input is required. It is your involvement and interest in what they are sharing that will make the difference ☺

The important thing is that nothing sent home from school to be done at home should cause undue stress or hardship! If this is occurring please talk to your child's teacher/s...this is definitely not a desired outcome of home learning!

Independence:

We endeavour to assist children develop responsibility for themselves. Your assistance in encouraging your child to be responsible for his/her belongings is appreciated. At times this might mean standing back and letting them experience the consequence of not following through with something!

Library Use:

Every endeavour is being made to use this facility to the utmost. Children are permitted to borrow books for a minimum of two weeks. Please note your child's library day and encourage them to remember to bring books back in time. If a book is lost or damaged you will receive an invoice for the replacement cost. Due to roll growth, from 2018 our school Library is housed in a side room in the Hall.



LOST PROPERTY - MUSIC & DRAMA - NEWSLETTERS - PARENT INVOLVEMENT

Lost Property:

The naming of school clothing is most helpful to both children and staff. At the end of every term many unclaimed garments are disposed of....kindly. Valuable items (special toys, presents etc) should not be brought to school. A child must take full responsibility for any damage to these items.

Music & Drama:

Every second year the whole school works together for a "Production" involving singing, dance, drama and the skills that go with performing in front of others. Our purpose is to build up the children's confidence and show the community some of the skills that are being developed at Leithfield. The school also supports students to participate in the Leithfield Idol event and bi-annual Music Festivals.

Newsletter:

These are an important form of communication with caregivers and their effectiveness depends on caregivers reading them. A school newsletter is published every two weeks. If you have any information that you would like the community to hear about, please drop your notice into the school or email it to the office.

A copy of the school newsletters is sent via HERO, available from our School Website and hard copies are also available at the School Office on request.

Parent Involvement:

We welcome parent help in many aspects of school life. Parents are often called upon to do odd jobs around the school as well. We certainly appreciate your help here. Some aspects you may be able to help with include, making blown-up books, assisting with RISE Time, weeding and gardening and of course helping out with transport.

Your help is most appreciated and you do not have to wait to be approached, please feel free to offer help at any time.

Physical Education:

Your child requires suitable footwear to enable them to participate fully in the daily Physical Education programme. This is a priority area in our school based curriculum and therefore a note is required for children unable to take part.

PLAYGROUND - POLICIES – R.I.S.E. TIME

Playground:

We have a playground of which we are very proud. During school hours on the days the school is open for instruction the playground is supervised by a staff member. The grounds are available for use out of school hours as we believe they are a community facility. Community members using the school grounds do so at their own risk and we ask that it is respected at all times.

School Policies:

Copies are available from a link on our school website. Hard copies are available on request.

Photocopying:

The school offers the service of photocopying material for the community. We can reduce, enlarge and double side pages for you. Also available, laminating—sizes A3 and A4 sheets of paper and a spiral binder is also available. Please contact the office about our current charges.

RISE Time:

RISE Time is a privilege programme run every second Friday afternoon. This programme recognises and rewards the consistent meeting of our school behaviour expectations. We aim for 100% involvement in the programme each time it runs. Staff and parents run a range of fun activities for the 60 minutes of RISE Time—we are always keen for new volunteers and ideas!!

“Whai Whakaaro” is an outcome from continually not meeting the behaviour expectations or for some anti-social behaviours. This is detailed more in the schools Promoting Positive Behaviour booklet.



REPORTING - SPORTS - OUTDOOR EDUCATION

Reporting to Parents:

Reporting is done by way of a Student led Conference and Mid-Year Report in Term 2, an End-Year Report in Term 4, and Learning Artefacts which capture learning in authentic contexts at regular intervals throughout the year. All written reports and artefacts are shared through the HERO system.

Outdoor Education:

The School is committed to exploring its local environment and making as much use of it as possible. Parent help is essential to the success of this programme.

Overnight camps start in Year 3 and are held annually. Fundraising occurs throughout the year for these and parent contributions are required to support them.

North Canterbury Sports Coaches:

The school participates in the North Canterbury Sports Coaching scheme and each fortnight qualified sports coaches provide an instructional lesson to all students. Teachers follow up this lesson with additional coaching and practice. The lesson plans are provided by the NC coaches to support this. This programme is additional to regular classroom teaching and is funded through the school donations scheme.

Inter-School Sports:

Usually children from Year 4 and above are involved with sporting events with other local schools. The emphasis is always on learning the skills rather than just "winning the game". The range of activities includes team sports, athletics, cross country and swimming sports. Each year there is one inter-school sporting event provided for Year 1-3 children to get together with other schools.

Swimming/Wai Swim Lessons:

The correct clothing is very important for these lessons. If your child is unable to join in the swimming or PE lessons please send a note explaining why. Please support your child to have their togs daily. The school provides 10 Wai Swim Coaching Lessons for every child at the start of each year. This is funded through the school donations scheme. Goggles are a real benefit for students learning to swim. Each year Wai Swim offers goggles at reduced prices.

The School Pool:

During the summer months the pool is available to families and community members outside school hours. A season's key-card is available for \$10 to all families whose school account is cleared prior to the start of the season or alternatively key-cards can be purchased from the Office. A Pool User Agreement must be signed before a key-card can be issued and can only be issued to an adult.

SCHOOL UNIFORM - SCHOOL HOURS - STATIONERY - SUNHATS

School Uniform:

There is a school uniform and all pupils are expected to wear this. Information on uniform is available from the school office. Uniform is stocked at The Warehouse, Rangiora. Jewellery is not permitted at school apart from a watch and studs. Apart from being a nuisance in the classroom, it can cause injury to the wearer and to others during play and/or sport. Our Leithfield School uniform will be worn when students are representing the school, taking part in school trips and on special occasions.

School Hours:

Morning	9.00am—10.20am	10.20am -10.40am Morning Break
	10.40am—12.00pm	12.00pm-12.30pm Lunch Break
Afternoon	12.30pm—1.30pm	1.30pm-2.00pm Afternoon Break
	2.00pm—3.00pm	

Stationery:

A list will be sent home and can also be found on the school website, before the end of the previous school year. Office Max offer an effective and easy order and delivery option. 5 year old New Entrants purchase their first stationery pack directly from the NE Teacher at enrolment time. We attempt to keep stationery costs to a minimum each year.

Sunhats & Sunscreen:

It is a requirement that all children wear sunhats during terms one and four. It is recommended that sun screen is also used. Both the Aussie style stiff-brim and a soft brim hat are suitable. Caps are not. Correct uniform hats are available from The Warehouse. The Amberley Cancer Society kindly donate a sunhat to every 5 year old when they start school.



TRANSPORT

Bus:

Leithfield School have their own special School bus (Betsy) which is often used for class trips although as she is mature in years, she only ventures out for short trips now.

Class Trips:

From time to time trips are organised and parents are asked to help out with transport around our own district. All cars must have current WOFs and drivers must have a full licence. Car seats and seatbelts are compulsory. If you are concerned about children travelling in private cars could you please discuss this with the class teacher. When large numbers of children are travelling we find it more convenient to hire a bus and invite parents to join us.

Road Safety:

Children making their own way to and from school are always a matter of concern, as are the children getting in and out of vehicles. Regular reinforcement of safe road procedures is carried out within the health programme. Please discuss this regularly at home, reminding children of the importance of correct behaviour on the road. We also ask that parents reverse their vehicles into the parking area on the school side of the road when picking up or letting their children out of the cars. All children must be wearing seatbelts at all times. It is suggested that any children using SH1 wear a High-Vis vest. The BOT are continuing to work with Council to develop a 'safe crossing' option at SH1 intersection.



BETSY THE BUS

LEITHFIELD SCHOOL BOARD OF TRUSTEES

BoT Members:

Chairperson

Matt Barber

Anita Copplestone

Liz Smith

Dale Munro

Kelvin Ashworth

Staff Representative

Nicole Huxtable

Principal

Rob Cavanagh

The Board of Trustees meets generally on the 3rd Thursday of each month at 6.00pm at the school. Parents are most welcome to sit in on board meetings however if you wish to speak on any agenda item, you need to discuss this FIRST with the Chairperson prior to the meeting night. Meeting dates are on the school calendar.

Fundraising Committee:

The Leithfield School fundraising Committee has a fantastic history of securing additional funding for our school. They are a group of fun-loving, hard-working parents who are always keen to give things a go and raise money to support the work at the school.



*The outdoor learning area created
with support from Fundraising.*

The Fundraising Committee is dependent on volunteers—please help if you can. Parents are more than welcome to attend their meetings at any time during the year.

Once again, a warm welcome to Leithfield School. We are happy that you have joined us and we look forward to a long association with your family/whanau. Nau mai! Haere mai!

BRIEF HISTORY OF LEITHFIELD SCHOOL

Leithfield School was opened in 1864. A school house was built in 1865 with nine rooms for the Headmaster for his residence but it was sold for removal in 1947.

The number of children who went to Leithfield School is surprising. It had twenty four pupils at the beginning of 1865 and in 1882 there were one hundred and twenty four. In the same year a second classroom was added. It was said that education was not free when the school first opened. If the children did not bring their one shilling each Monday they were excluded from class. It is also said that the men who could not read or write came to school when seasonal work permitted.

The swimming pool was constructed in the 1890's with all voluntary labour. When it was finally finished they had events for the children to enter. A young man thought he could swim well enough to go down the deep end. He jumped in and sank to the bottom. He was hauled out with a pole. Their swimming togs were the neck to knee type. The pool was the first in North Canterbury and was constructed so that a small stream would flow through it to keep the water clean.

The old school was sold for removal in 1953 and is now used as a shed on a nearby farm. Replacing it is the present school which at as at 2016 has 5 classrooms, library, hall, plus the office and amenities—unheard of in the olden days. In 2019 the school received
co



The old original school building

