

**Leamington School  
Junior Syndicate  
Handbook  
Kawakawa and Kowhai  
Teams**

**2012**



**A reference for parents.**

# Contents in alphabetical order



|                               | Page |                        | Page |
|-------------------------------|------|------------------------|------|
| • Absences                    | 3    | • Reporting to Parents | 7    |
| • Art Shirts                  | 3    | • School Assembly      | 7    |
| • Behaviour                   | 3    | • Stationary           | 7    |
| • Bell Times                  | 3    | • Sunhats              | 7    |
| • Classification of students  | 3    | • Swimming             | 8    |
| • Concerns                    | 3    | • Term Dates           | 8    |
| • Core Goals – COGS           | 4    | • Tissues              | 8    |
| • Head lice                   | 4    | • Uniforms             | 8    |
| • Helpers                     | 4    | • Virtues              | 9    |
| • Homework                    | 4    | • Water Bottles        | 9    |
| • Houses                      | 5    | • Website              | 9    |
| • Independence                | 5    | • Wheels               | 9    |
| • Items not allowed at School | 5    |                        |      |
| • Jewellery                   | 5    |                        |      |
| • Learning at Home            | 6    |                        |      |
| • Library                     | 6    |                        |      |
| • Lunches                     | 6    |                        |      |
| • Lunch Orders                | 7    |                        |      |
| • Parking                     | 7    |                        |      |
| • PTA                         | 7    |                        |      |

## **Syndicate Head**

Tania Morrison

## **Kowhai Team**

Johanna Buckley - Room 10

(Acting Team Leader)

Angela Jenkins - Team Leader - Room 10

Alana Baker - Room 9

Phillippa Ramsay - Room 16

## **Kawakawa Team**

Paula Hale - Team Leader - Room 15

Helen James - Room 14

Pauline Baty - Room 13

Niki Seymour - Room 12

Tonia Fenemor - Room 11

**Absences** : Parents are asked to ring the school office (827 5747) or text 0212899879 or send an absence via the form on the school website if their child is going to be absent. If your child arrives after the bell please take them to the office so the roll can be amended.

**Art Shirts:** All children will need to bring an old large shirt to wear when doing art and other messy activities. Cut down adult shirts are fine. We want to protect our school uniforms as much as possible.



**Behaviour:** Children are given several chances to make appropriate choices in the class. If this is not working, children are sent to a buddy class for timeout. Please see your child's teacher to view the Behaviour Management Plan.

**Bell Times:**

|               |                              |
|---------------|------------------------------|
| 8.55 - 10.00  | First Break - Healthy Snack  |
| 10.15 - 11.20 | Second Break - Healthy Snack |
| 11.35 - 12.40 | Lunch Break - Healthy Lunch  |
| 1.30 - 3.00   | Home Time                    |



Children need to arrive at about 8.40 to prepare themselves for the day and renew friendships. A reminder that the 8.55 bell means all the parents should be gone as it is time to begin the school day. We encourage you to wait out of sight for your children at the end of the day, until the 3.00 bell goes as it disrupts the children when they or their friends see you. The same goes when you go in the morning as it can often upset them to see you still around after you have said goodbye. Thanks for your assistance with this.

**Classification of Students:** When children first start school at Leamington School, those who have a birthday:

*On or before the 31 March are classified as Year 1 children.*

*On or after the 1 April are classified as Year 0 children.*

The following year they will move up numerically. Eg Year 0 children will become Year 1 children and Year 1 children will become Year 2 children.

**Concerns:** We endeavour to work in partnership with parents and are keen to create an approachable atmosphere. If problems do arise they are best dealt with sooner rather than later. If you have any concerns you wish to discuss with your child's teacher that may take more than a few minutes, please arrange for an appointment. If the concerns cannot be resolved then the next step is to see the Team Leader.


**Core Goals — COGs:** These are the most effective skills, identified by our staff, that our children require to become lifelong learners and worthwhile citizens on their journey through life. They are :- Effective Thinkers, Effective Communicators, Active Learners, Technologically Capable and Making a Difference. These are focussed on through our Leamington learners. Please see the classroom display on this.



**Head lice:** Many children during their time at primary school will contract head lice. There are many forms of treatment available at chemists and health shops. If it becomes apparent during the day your child has head lice we will contact you to collect them and begin treatment. Please let your child's teacher know if you discover your child has them so other parents can be advised to check their children's hair. If you need advice we can have the Public Health Nurse contact you.



**Hearing and Vision Clinic:** This will be visiting our school once a term. Please check school newsletters for dates and times.

**Helpers:**  If you have some time to spare during the day we are always looking for people to assist with simple task such as returning readers, photocopying things, gluing things into books, sharpening pencils etc. We are willing to train you if you feel you would like to help. We also welcome helpers in the room from time to time to assist the children, or listen to them read. If you think this may be you then talk to your child's classroom teacher, or contact the Team Leader. If you don't wish to be in your child's room that is fine, we can utilize you in other rooms, or to do tasks away from the children.

**Homework:** The Junior School are all expected to share a book every night with an adult and be read to by an adult, discussing the pictures and 'what might happen next?' etc. *Year 2 children have spelling and Math to complete in their homework book, Monday—Thursday.* **Can parents please sign the Home Reading Book to show reading has been completed.** *Children must bring their Book Bag to school every day with their reading book and Home Reading book.*



Homework is designed to build independence of children, to carry on work at home to support their learning, building habits for success when older.

**Houses:** The children are put into Houses as they start school. The Houses are determined by their surname. We have four Houses each with the name of a local mountain, and a colour. Children are in these Houses for their whole time at Leamington. They are able wear a shirt in the appropriate colour when we have sports events. Eg swimming, athletics, cross country. The Houses are as follows, with the first letter of their surnames.

**Pirongia - Blue** - Surname beginning with A - D.

**Mangakawa - Red** - Surname beginning with E - K.

**Kekepuku - Yellow** - Surname beginning with L - P.

**Maungatautari - Green** - Surname beginning with Q - Z.



Optional house T shirts can be purchased through the school office.

**Independence:** This is vital for learning. Most children, after the first few days, should be walking into school by themselves, leaving their parents at the gate or car.

Children should be carrying their own bags and preparing themselves for the day independently. (taking their own book bags and water bottles into the room)

*We ask you to wait out of sight of your child's class at the end of the day, until the children are dismissed as it disrupts the children when they or their friends see you. The same goes when you go in the morning as it can often upset them to see you still around after you have said goodbye.*

Parents, you might like to choose one day a week, to come into the room and share your children's work.

Thanks for your assistance with this. If your child arrives after the bell please take them to the office so the roll can be amended.

**Items not allowed at school:** Students are asked not to bring lollies, fizzy drinks, small toys, mobile phones, CD players, i-Pods/mp3, computer/hand-held games etc. to school. Any such item will be kept safe by the classroom teacher and returned either at the end of the day or directly to parents.

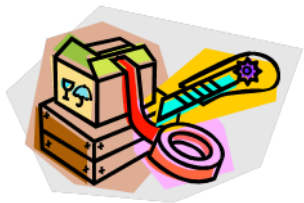
**Jewellery:**



Small stud earring are permitted, for safety reasons we ask that children do not wear dangly earrings. We ask that children do not wear necklaces unless they hold cultural or emotional significance. Please check with your child's teacher if you are unsure.

**Learning at home:** We encourage parents to ask about their children's learning.

- Be specific eg: "Did you write a story today? What about?"
- Include Maths in your daily talk, count cutlery at mealtimes, pair up socks, count windows, put things into groups eg: toys (cars etc) .
- Play cards
- Make a photo book to write captions or speech bubbles for.
- Talk to your child on the way to school on a Monday about their weekend so they are focussed for writing.
- Ask your child questions and prompt to expand on their answers.
- Let them solve problems themselves, guide them to a solution rather than telling them how to do it. (We know it's not always easy!)
- Let your child display their creativity, join them in box construction or role play.



**Library:** The library is open Monday to Thursday from 1.00 to 1.20pm for children to change their own library books. Each teacher will also take their class during the week.

Please check with your teacher which day your child goes to the library.



**Lunches:**



We encourage healthy lunches and suggest that packets of chips, muesli bars etc are best kept for treats at home. Children are often hungry at morning break time so putting sandwiches in several different containers can help children make sure they leave some for lunch. Fruit and vegetable snacks, cheese and crackers, popcorn, nuts etc. are also encouraged.

We are an Enviro-school and try to have as little waste as possible. We provide separate bins for wrap and food scraps. Putting food into little containers rather than in plastic wrap would be helpful. Discussing what to do with their rubbish would be appreciated. Thanks for your co-operation.

*As teachers we do not encourage yoghurt for Juniors at school as they seldom eat it all and often spill it. It can spread through their whole bags.*

**Lunch orders:** These are available on a Friday. Please place your money in a named envelope or small plastic bag, with the order written clearly in or on it.



**Newsletters:** The school newsletter will go home fortnightly on a Monday. A Syndicate newsletter will go out at the beginning of the year and Team /Teacher newsletters will go home at the beginning of each term.

**Parking:**



Please be aware we have two disabled car parking spaces which must be kept available for those families that actually require them. As parking is difficult at the end of the day it may be an idea to park under the trees by our field. We want to keep children safe as well as encourage independence.



**PTA:** The school has an active PTA. Please contact the office if you wish to be involved.

**Reporting to Parents:** Written reports will go home twice in 2012.

A short report will go home at the start of Term 2, with a full report going home at the start of Term 4. Interview will take place Terms 2 and 4. Parents make appointment times online through a link on the school website.

**School Assemblies:** These will take place in Week 5 and the final week of each term. Parents of children who are receiving a certificate will be notified by the school office before the assembly date. All parents are most welcome to join us at these assemblies.

**Stationery:** This is available from the school office. Covering your child's books is encouraged. Teachers will send home a slip to indicate when your child requires a new book.



**Sunhats:** It is compulsory for the children to wear their sunhat everyday during Terms 1 and 4. If they don't have it then they are not allowed to play off the deck.



**Swimming:** Just a reminder that swimming is compulsory at school so all children must bring their togs everyday. We will make the call if the weather is unsuitable at the time we swim, as it changes quickly. If your child is unable to swim then they must have a note for that particular day. Thank you for your assistance as it is vital that the children gain water confidence as early as possible and it is the Physical Education component of our programme in Term 1.

If you have any concerns please see your child's teacher. If your child has an upset tummy or toileting issues please let your teacher know as soon as possible as it would be best to keep them out of the pool until resolved. Please can you make sure your children bring their togs and towels in a named swimming or plastic bag. Togs and towels need to be named.



### **Term Dates: TERM DATES FOR 2012**

Term One: 31 Jan - 5 April

Term Two: 23 April - 29 June

Term Three: 16 July - 28 September

Term Four: 15 Oct - 13 Dec



### **Tissues:**



We would appreciate if all families could provide 2 boxes of tissues for their child's class to use over the course of the year.

**Uniforms:** This is a compulsory part of our school. We believe that having a school uniform assists the children and community to develop a sense of identity with, and pride for their school. It also assists with the development of the virtues Respect, Self Discipline and Excellence. The uniform is to be worn with pride, and in a clean condition.

- Students may wear black or navy blue thermals underneath their school uniform.
- Black or navy blue tights can be worn under the skort
- Black, white or navy blue socks
- Black or navy blue footwear (shoes should be predominantly one colour i.e. 90% or more of the same colour.)
- Children are able to wear any type of Raincoat to and from school on wet days.
- Beanies are acceptable during the winter terms, as long as they are predominately black or navy blue.

Please make sure all items of clothing are named, especially when it is swimming time and the children are changing, it is easy to get their clothes confused with others.

**Virtues:** Leamington is a virtues school. We have 6 virtues that underpin our virtues programme across the school.

They are *Respect, Honesty, Cooperation, Self-Discipline, Creativity, and Excellence.*

We will be constantly going over these to help to guide the behaviour of our children. Your support in this area is appreciated.

**Water Bottles:** All children need a named water bottle every day as they need to drink plenty of water to keep them alert throughout the day. These are kept in the classroom and can be refilled as needed. Please can you make sure that they do not have juice in their water bottle. If they do have juice, please can it be as food for break time, as an extra to their water bottles.



**Website:** This is an invaluable resource for our school community. It contains a lot of information including any newsletters that come home. Class webpages display goings on in the classroom.

**Wheels:**



We do have a wheels day on a Friday when scooters, skateboards etc. are allowed (not bikes). These are to be ridden ONLY on the court, not decks or concrete areas on the way to the court. All children

playing with wheels must wear covered in shoes. We take no responsibility for any toys that break or go missing.

**Notes**