

Highfield School Prospectus 2019



Highfield
School



WELCOME TO HIGHFIELD SCHOOL

Dear Parents and Caregivers

Highfield School prides itself on its warm caring atmosphere. In welcoming your children into our school we also welcome you and encourage you to involve yourself with activities in which you may be interested. These include Board of Trustees, Home and School, helping with activities and school outings, in class support when teachers request, coaching sports teams and attending sports events. By doing this you will be of great assistance to the school and it will also give you the opportunity to meet the staff and other parents. Our newsletters, facebook posts and flexibuzz will inform you of school activities and advise when help is required.

Location

Highfield is a well established suburb in the western area of Timaru, a port city serving the surrounding rural farming area of South Canterbury. The school is situated in Rimu Street, which runs parallel to Wai-iti Road and is approximately 3 km from the city centre. The original classroom block was built in 1962 with a second block being added in 1972. A further 2 classrooms were placed on site in 2004 in preparation for recapitation in 2005. The school now caters for children from new entrants to year 8. As well as 12 classrooms, we have a separate hall, staffroom, well equipped library, swimming pool, extensive playing fields, sealed court areas, and two adventure playgrounds.

The special character of our school is further enhanced by an attached two teacher unit established in 1998 for children with severe physical and intellectual disabilities.

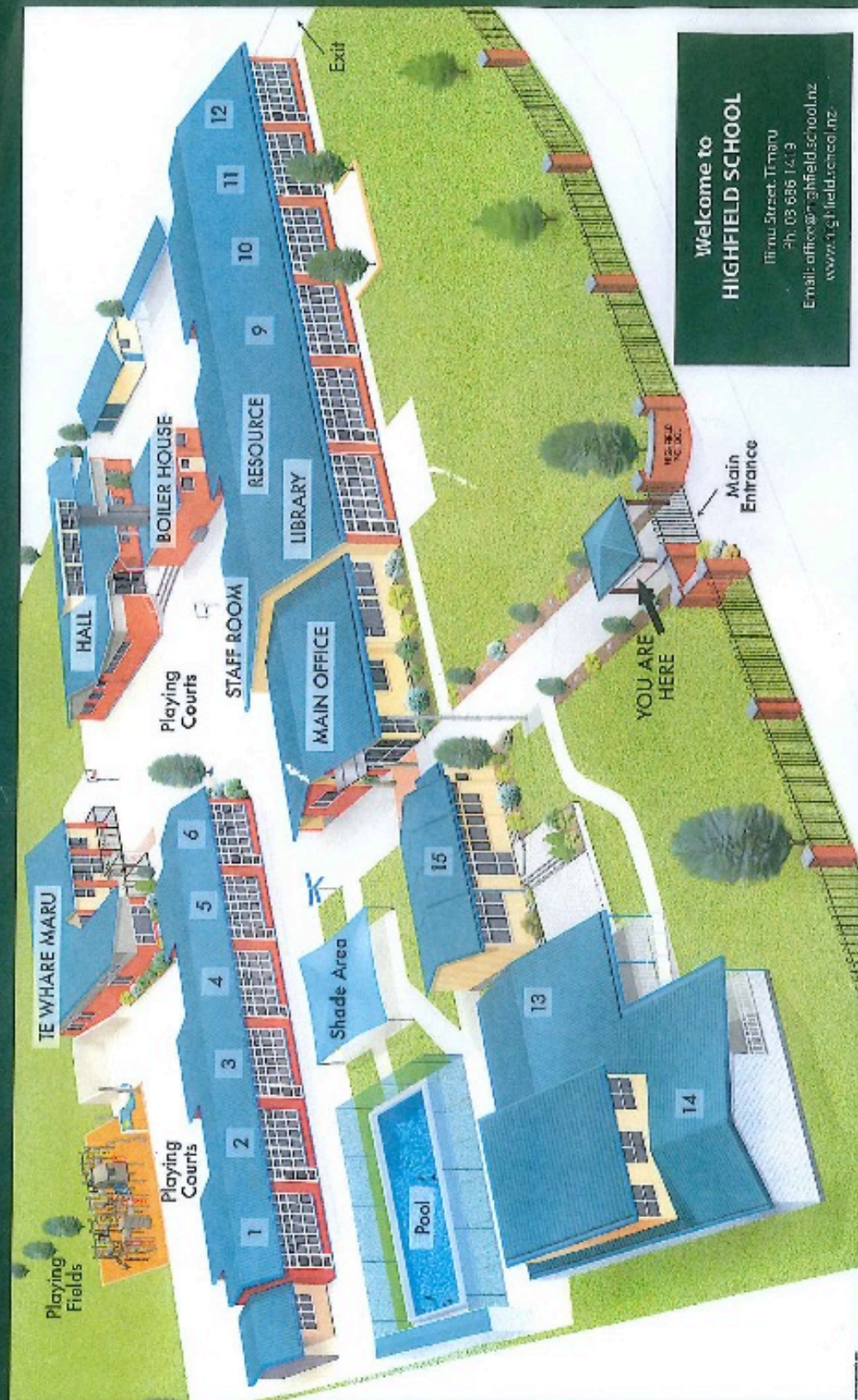
We look forward to welcoming you to our community and to your long term involvement with our school.

Yours sincerely

Rema Leitch
(Principal)

Blair Harris
(Chairperson)

MAP



FACILITIES

Dental Clinic

The school's community is advised in advance of the dates and times when the dental van is in attendance at the school. There may be occasions when children with dental problems will need to be treated at the Dental Clinic in town. The phone number of the Dental Clinic is 0800-846-983. Any further enquiries may be made at the School Office.

Information Communication Technology

The school has been updating the devices available for children. Available to classrooms are chromebooks, ipads and desktop computers. Development around the new Digital Literacy curriculum is ongoing.

Library

A modern well stocked computerised library provides a wide range of recreational and research books for children of all ages and abilities.

Te Whare Maru

Te Whare Maru is a modern, purpose-built, special needs facility, catering for children with both physical and intellectual disabilities.

There is a low pupil teacher ratio. Teachers are assisted by experienced teacher aides. All children enrolled in the unit have access to paraprofessional assistance such as Physiotherapist, Special Education Service, Psychologist, Itinerant Teacher of the Deaf, Speech Language Therapist and Occupational Therapist. Advice and assistance can also be obtained from various support agencies, eg Van Asch Resource Centre and Elmwood Visual Resource Centre.

Te Whare Maru provides a safe, spacious environment, with specialised equipment able to cater for each child's individual needs. At the same time children are able to benefit from and enjoy mainstreaming opportunities and interaction within the wider school community.

Atawhai

The establishment of a nurture room (Atawhai) in 2010 to support students with social and emotional needs further reflects the school inclusive culture.

STAFF

Principal	Mrs R Leitch
Senior Management Team	Mrs J Watson Mrs R Cooper Mrs J Straub Mrs R Leitch Mrs H van der Heyden Mrs K Haynes
Teachers	Ms R Wilson Mrs J Straub Mrs D Price Mrs H van der Heyden Miss N Hill Mrs R Cooper Mrs K Haynes Miss E Kirkby Miss A Mulconroy Mrs J Watson Mrs M Johnston Miss S Stewart Mrs S Hutton Mrs A Miller Mrs J Smith Ms D Barratt Mr A Eyles Mrs L Robertson
Teacher Aides	Mrs S Wilson Mrs S Ramsay Mrs H Corry Miss H Corry Miss S Butler Mrs K Hurrell Mrs E Miller Mrs K Kerr Ms T Winter Miss S Talbot Mrs V Hines Mrs J White
Office Administrator	Mrs N Casey-Newton
Property Manager Cleaners	Mr G Gudsell Mrs R Kellett Ms H Blissett

TERM DATES AND PUBLIC HOLIDAYS - 2019

Term Dates	Term 1	30 January - 12 April
	Term 2	29 April - 05 July
	Term 3	22 July - 27 September
	Term 4	14 October - 17 December

Public Holidays	Waitangi Day	06 February
	Good Friday	19 April
	Easter Monday	22 April
	Anzac Day	25 April
	Queen's Birthday	03 June
	SC Anniversary Day	23 September
	Labour Day	28 October

SCHOOL ROUTINES

Absences

When a child is not able to attend or is unavoidably detained at home the school must be advised of the details. Highfield School has voice mail - 686 2763 - and all messages should be recorded before 8.45 am. A daily phone check is made on unexplained absences. A note can also be sent direct to the office via school loop.

Highfield School firmly believes that children should arrive at school at least 15 minutes BEFORE the morning lessons begin at 9.00 am. This gives children the opportunity to prepare both mentally and physically for the school day.

Assemblies

A combined school assembly for Team Rimu and Team Kauri is held every fortnight on a Friday at 2.20pm in the school hall. Team Rata have a hui every Friday morning in Room 14. Once a term there is a whole school assembly.

These school gatherings are times for singing, the sharing of class activities and the presentation of attainment certificates. Outside achievements are also recognised.

Parents are welcome to attend the assemblies, which are organised and presented by classes on a rotational basis.

Cycling to School

The school strongly recommends only children ten years of age or older cycle to school. This is based upon New Zealand Police recommendations. These guidelines also stipulate that a child can only cycle to school if their parents/caregivers are confident that their child is able to do so safely.

Enrolment

Parents/Caregivers who wish to enrol their children can do so by arranging an appointment with the Principal through the office. Our school is zoned. Please check the map on the website for our zone area. Where the child is a new entrant this will need to be done some weeks before their fifth birthday. When making the appointment parents are reminded they must bring their child's birth and immunisation certificates with them.

The enrolment of new pupils is conducted by the Principal and covers such matters as:

- The child's readiness for school socially and emotionally
- Interest and abilities
- Health and medical conditions
- School uniform
- School procedures and organisation, eg classes and bell times
- The importance of pre-entry visits

SCHOOL ROUTINES *contd*

Parents and child are invited to stay to meet the class, renew old acquaintances from pre-school, look around the room, listen to what is being done or join in if wished.

Lunch Orders

Pupils are not permitted out of the school grounds at lunchtime unless arrangements have been made with the school.

School lunches can be ordered from Subway each Monday and a list of Subway options and prices are available from the school office.

Medication

Should your child be required to take medication during school hours the school must be advised and the appropriate consent form completed. Details of all children's medical needs are recorded on the school's pupil files.

Personal Property

All children's clothing should be clearly named. Misplaced property is placed in the 'Lost Property' basket located in the office area. At regular intervals parents are reminded through school newsletters when the unclaimed property will be put out on display. However parents are welcome to view lost property at any time.

Roll Predictions

Each year a list of children likely to attend our school the following year is compiled by the Principal. Contact is made with contributing pre-school organisations, such as Westend Kindergarten, Glenview Kindergarten, Gleniti Playcentre, Craighead Kindergarten and Garden Grove Montessori.

Under the Privacy Act, parent/caregivers must give permission for their child's name to be forwarded to the preferred primary school. From these lists we can gauge our predicted roll numbers of new entrants. These can change during the year as families move in and out of the community.

School Attendances

All children are required to attend school from the age of six, although most children begin at age five. Regular attendance is vital in the interest of children's progress as is punctuality.

School Hours

The school hours are as follows:

Enter School	8.30 am
Five Minute Signal	8.55 am
Lessons Begin	9.00 am
Morning Break	10.15 am
Read and Feed	10.30 am
Lessons Recommence	10.40 am
Lunch Break	12.15 am
Lunch	12.45 pm
Afternoon Lessons Begin	1.00 pm
School Ends	2.50 pm

All children must go home at the end of the day and then return to use the grounds. The exception to this is afterschool sports practices.

School Office

The office administrator is available during the following times:

Monday	8.30 am – 3.00 pm
Tuesday	8.30 am – 3.00 pm
Wednesday	8.30 am – 3.00 pm
Thursday	8.30 am – 3.00 pm
Friday	8.30 am – 3.00 pm

Staff and Syndicate Meeting

These meetings are held weekly on Monday and Tuesday afternoon from 3 pm.

COMMUNICATION

Newsletter

A school newsletter is sent out each Wednesday with the eldest child in each family. It is also available on our school website www.highfield.school.nz. The school also sends notes out via the school facebook page <https://www.facebook.com/highfieldschoolnz/> and school loop, which is an app families can upload.

Parent/Teacher Interviews and Reports

Meet the teacher and goal setting interviews are held early in the first term and interviews are carried out in association with the written term reports happen in early Term 3. It is important that parents feel free to arrange other times to meet their teachers if there is a problem they wish to discuss.

Pre Entry Visits

An open door policy operates at Highfield School where parents are welcome to visit with their child at a time that suits them from Monday to Thursday between 9 am and 12.10pm. There are no set number of visits required, but parents are strongly encouraged to attend the classroom several times before their child formally starts school.

It is important that the child is familiar with the other children, the teacher, the classroom environment, as well as some of the routines and activities that happen in a typical morning.

OUTDOOR EDUCATION

The school has a philosophy of supporting and enhancing learning by regularly extending education beyond the classroom. This may be as simple as a walk within the local environment to a week at an Outdoor Education facility. For trips outside the immediate environment parent permission is obtained, risk assessment undertaken and generally parental help with supervision is requested.

Overnight programmes only occur in the senior part of the school, Years 5 to 8, with the aim of providing a progressive range of experiences and duration of stays. Funding is the individual family's responsibility although fund raising activities such as sausage sizzles and raffles are often used for major trips.

Syndicate or class trips may require some additional cost to cover transport expenses.

Education Outside the Classroom

Activities which support and enrich our teaching and learning programmes include:

- i. short excursions into the school grounds and local community. (Years 1-8)
- ii. half and 1 day field trips to local places of interest such as the local museum, rocky shore, Peel Forest, Pleasant Point Historical Railway, the Scenic. Often these trips are relevant to the Inquiry pupils are investigating. (Years 1-8)
- iii. trips of overnight duration:
 - Y5&6
Camping based Outdoor Education Experience
 - Y7&8
Outdoor Education experience

This cycle is repeated two-yearly in an effort to keep costs manageable. In the intervening years locally based Outdoor Education weeks are arranged.

All trips beyond the school environs are subject to risk assessment and for those of overnight duration BOT approval is required.

SCHOOL GOVERNANCE

Highfield School is a state primary school governed by a Board of Trustees half of which is elected by the school community every eighteen months. The Board is supported by an active Home & School Parents group and a dedicated, highly skilled teaching staff.

Board of Trustees

Blair Harris (Chairperson), Nathan Gardyne, Josh South, Aaron Honiss, Nic Daly, Robyn Cooper (Staff Representative) and Rema Leitch (Principal).

The Board meets on the third Thursday of each month, dates for which are advised in the school's newsletter. The Board consists of 5 community representatives each of whom is a member of a small sub committee with a particular area of responsibility. Current sub committees are: Finance, Property, Personnel, Health and Safety and Liaison. These sub committees meet when and where necessary and currently consist of a number of staff and Board members. Parents and other persons with particular skills are asked to be part of a sub committee when special projects are being undertaken. Trusteeship is the business of ensuring the school runs well for the benefit of the children's education. To accomplish this, the Board needs to ensure that correct and adequate resources are available to the staff to enable them to teach the children to the very best of their ability. These resources include well-maintained property, current learning materials and equipment, and relevant staff development and management processes.

The National Administration Guidelines help the Board meet the Government requirements for the correct operation of the school.

Home & School

Chairperson: Lesley Read, Secretary: Levina Heke, Treasurer: Tania South.

Meeting dates are the second Wednesday of the month and are confirmed in the school's newsletter.

The Home & School Committee's role is to encourage parents to be interested in the welfare of school and pupils, support the Board of Trustees and provide a link between parents and teaching staff.

The Committee is elected at an Annual General Meeting in March and meets on the first Wednesday of each month to organise social and fundraising events throughout the year. The Government has undertaken to provide schools with the basics for learning, however, to give our children all they need for a well rounded education more is required, therefore the Home & School usually undertakes a fundraising venture throughout the year such as sale of goods, raffle etc. Items purchased recently through these activities include chromebook, sports uniforms, and playground equipment.

SCHOOL PROGRAMMES

Homework

Homework can be expected regularly during the week. It is done at home and may take the form of spelling, reading, mathematics or project research work. The difficulties of fixing an exact time are appreciated and arise through children working at different rates and organising themselves differently. After making a genuine effort any pupil who experiences difficulty should put their work aside and seek the teacher's assistance next day. Parents support with homework is valued but please keep in mind the need to encourage independence, personal effort and self correction. Policy guidelines suggest time allocations of 10 to 15 minutes for Years 1 & 2 pupils, 10 to 20 minutes for Years 3 & 4 pupils, 15 to 30 minutes for Years 5 & 6 pupils and 30 to 40 minutes for Years 7 & 8 pupils. *A separate policy statement may be viewed at the office.*

Sports

In addition to the normal Physical Education programme, every opportunity is given to the pupils to participate in sports such as netball, hockey and basketball, whether in school teams or club based teams. We also participate in the South Canterbury Primary Schools events e.g cross country, athletics, gymnastics, swimming, mountain biking and cricket. As well as the above the school also has its own cross country, athletics and swimming sports. All sports now have a strong Kiwi Sport base.

Swimming

The school has a solar heated swimming pool with a roll-on/off cover which helps to keep the water not only clean, but at a good temperature. Depending on weather the season is usually from early December to March. All pupils are expected to be involved in the swimming programme unless there are medical reasons for their exclusion. We also have a 2 week block in the middle of the year at Cbay for more water skill survival lessons with qualified instructors.

SPECIAL PROGRAMMES

Release of Pupils for Private Tuition

The Board of Trustees recognises that a child's educational needs may be enhanced by activities beyond the resources of the school and will, upon the recommendation of the principal, approve the release of children for private tuition during normal school hours. The school's policy on pupil release, a copy of which is available from the office, sets out the guidelines under which release is applied for and approved.

Special Needs and Abilities

Highfield School has a policy to ensure that all children's needs are addressed in academic, social and physical areas.

Support Services

A number of outside agencies support the work of the school, eg Group Special Education, Public Health Nurse, Resource Teacher Literacy and Resource Teachers Learning and Behaviour. The Principal welcomes enquiries from parents about the work of the agencies.

Visiting Artists

When the opportunity arises, the school welcomes approaches from visiting groups as an opportunity to enrich the children culturally. Some examples are visiting bands, orchestras and drama groups. Payment for these is shared, where possible, between the Board of Trustees and parents.

STUDENT LEADERSHIP & RECOGNITION

Opportunity is provided for the pupils to take on leadership roles within the school in a variety of ways:

School Council	-	Years 7 & 8
Road Patrollers	-	Years 6 to 8
Librarians	-	Years 5 to 8
Play Equipment Shed Monitors	-	Years 5 to 8
PAL (Physical Activity Leaders)		Years 5 to 8
Peer Mediators		Years 5 to 8
WAVE Team		Years 3 to 8

Road Patrol

The crossing on Wai-iti Road near Glenwood shops is patrolled each morning before school for 20 minutes from 8.20 am to 8.40 am and after school for 15 minutes from 2.50 pm to 3.05 pm. This supervision is by a teacher. At the Rimu Street crossing Years 6 to 8 pupils are trained by the Traffic Safety Service Officers for this duty.

UNIFORM

The wearing of the Highfield School uniform is compulsory. Below are the requirements & options approved by the BOT. The only applicable logo is the Highfield School logo.

Unisex

- Bottle crew tunic sweatshirt with transfer logo
- Bottle zip tunic sweatshirt with transfer logo
- Bottle polar fleece top
- Bottle polar fleece vest
- Bottle/Navy s/s custom polo shirt with embroidery
- Bottle/Navy l/s custom polo shirt with embroidery

- Navy double knee track pant
- Navy fleece track pant
- Navy straight leg tason track pant
- Navy knit short

- Bottle beanie
- Bottle bucket hat
- Bottle aussie drill hat

- Bottle short sleeve polo shirt – PE wear

- Socks - white/blue/black sports socks

Boys

- Bottle/Navy polar fleece

Girls

- Bottle/Navy polar fleece
- Navy culotte
- Navy two pleat skirt
- Navy skort
- Socks – navy knee-highs or navy tights

Jewellery / Make Up

- Wearing of jewellery can present safety issues. The Board only allows the wearing of one stud in each ear. Jewellery of a cultural, religious or special family significance such as a christening bracelet may be worn after consultation with the principal.
- Students are not permitted to wear make up or nail polish.
- Head Wear should reflect school colours (green, blue, black and white is also acceptable).

SCHOOL PAYMENTS

1. Parent Contribution / Donation

These are in effect, a "part charge" and intended to increase the options available to the school for general expenditure on teaching materials such as library books, class sets of reading and mathematical resources and ICT support. These are treated by the IRD as a donation and are tax deductible. The donation for 2019 is \$50 for each child.

2. Technology (TEEC) Component

Year 7 and 8 pupils have a Technology take-home component, which is set by Bluestone School Board of Trustees at \$61 per child and is a recharge from them. This is a compulsory charge, for which Highfield has the right to pursue payment.

3. Activity Fees

These are to cover items such as field trips, bus trips, visiting entertainers and curriculum consumables. It does not cover school camps. For 2019, we would like to invoice these in advance, being \$30 per child. Payment of this fee will ensure the inclusion of your child in the particular activity.

Payment Options

- The full payment can be made by the **last day of term 1 (Friday 12 April)**, or the Activity Fee will be invoiced each term.
- **A discount of \$5** per child if the Parent contribution is fully paid by 31 March 2019.
- **Remember** receipts dated prior to 31 March qualify for tax rebates in the 31 March 2018/19 tax year. We will have supplies of the necessary IRD forms available at reception.
- **Installment payments** through the office are welcome, as are automatic payments from your bank account. If you would like to set up either option, please contact the school office.
- **Internet banking** is available by depositing into account 03 0855 0334487 000, please enter your name so that a receipt can be issued.
- **EFTPOS** facilities are available at the school office.
- If for any reason you have concerns with the payment of this account, please feel free to contact the Principal, Rema Leitch, on 686 1419 extn 1 or email principal@highfield.school.nz to discuss the matter in total confidence.

Stationery

Only a small amount of specialised stationery such as Maths Books and printing books are held for sale to pupils. All other requirements are bought by parents from retailers in Timaru City. A stationery list will be provided to parents.