



'Striving For Excellence While Caring For Others'

At Dairy Flat School we aim to:

- Provide a secure and caring environment for learning,
- Support students to become lifelong learners and productive citizens,
- Be a school which values the partnerships between staff, students, Board of Trustees, parents and the community, where all play an equal role in the success of every child.



Mission Statement

To provide the best possible learning experiences and environment, assisting children to gain the knowledge, skills, attitudes and values necessary to attain their potential and become responsible, confident people.

Welcome

Welcome to Dairy Flat School.

Dairy Flat is a rural haven close to Auckland, where our families can enjoy the freedom of space and feel connected to the country. The school greatly benefits from strong support from our community.

Our school aims to "provide the best possible learning experiences and environment to facilitate students to become lifelong learners who strive for excellence, value diversity, think creatively and care for themselves and others." We believe that 'everyone can become a powerful learner, in a supportive, connected learning environment based on respect for each other and reflective practices.'

Dairy Flat School has a long and proud tradition. The school was established in 1878, and from old accounts of the district, Dairy Flat had a predecessor, Pukeatua School, which had a roll of twenty. The school has certainly progressed from its early beginning and now proudly offers excellent learning and teaching. We are responsive to the community and the needs of the children. Our Vision is predicated on four concepts - Excellence, Caring, Diversity and Creativity.

Research shows that effective teaching is one of the most important influences on student achievement. By gathering and analysing achievement information, teachers are able to focus on the learning needs of their students both in the classroom and for the school as a whole. Teaching becomes more focused on making a difference and achievement rises.

Curriculum delivery at Dairy Flat recognises that each child has their own individual talents, their own dignity, motivation and ways of learning.

Several factors combine to make Dairy Flat a wonderful learning environment:

- We have teachers committed to providing the very best education for our students.
- We have students who care for each other.
- We have staff who strive for success.
- We have spacious grounds with excellent facilities.

We think our students are awesome.

Come and visit!

STAFF LIST 2010

Principal

Debbie Marshall

Deputy Principal

Julie Atkinson

Associate Principal

Susan Thompson

Teachers

Team One

Susan Thompson -Associate Principal	E Room	Year 6-7-8
Lenora Skinner -Classroom Teacher	Room 1	Year 5-6
Mark Van Dam -Classroom Teacher	Room 2	Year 4
Penny Jefferson -Classroom Teacher	Room 8	Years 3

Team Two

Julie Atkinson - Deputy Principal	Room 3	Year 0-1
Jody Rollinson-Classroom Teacher	Room 5	Year 1
Marama Waaka -Classroom Teacher	Room 6	Year 1-2
Robyn Mowat -Classroom Teacher	Room 7	Years 2-3

Part-Time Teachers

Lyndy Committie	E Room Release/Sport
Fran Earwaker	Room 3 Release
Joanna Shotter	Teacher release/CRT
Alan Dabaliz	CRT
Michelle Thomas	Quick 60

Support Staff

Kate Waterworth	Office Manager
Terry Torrington	Librarian
Martin Langwade	Property Manager
Debbie Anthony	Teacher Aide
Suzanne Lasenby	Teacher Aide
Saskia van Dam	Teacher Aide

Tutors

Marilyn Wheeler	Piano Tutor
Glenfield Music Centre	Music Tutors
Nick Morgan	Drum Teacher
Michelle Thomas	SPELD

BOARD OF TRUSTEES 2010 — 2013

Traci Rollitt	Chairperson
Tony Pugh/Martin Bradshaw	Property Chairperson
Jenny Forrester	Finance
Sharlene Jones	PTA liaison
Debbie Marshall	Principal
Julie Atkinson	Staff Representative

The School is governed by a Board of Trustees which is elected every three years. We have five elected parents and one co-opted trustee.

Additional members may still be co-opted by the Board if someone with a specific skill is needed to help with a project.

The Board sets and reviews policies for the school, and thus provides direction to the management and growth of learning in the school. This Board has in place a strategic plan, and welcomes input for future direction. The strategic plan is set annually and specifically states the goals for the current year and beyond.



PARENT TEACHERS' ASSOCIATION

Key positions on the PTA are elected annually. All parents and caregivers are members of the PTA and are very welcome to attend all meetings. This group has a very important role within the school. They fundraise vigorously, which is a huge task. They also organise school disco's, co-ordinate the tuck shop and a sub committee organises Agriculture Day.

The Annual General Meeting is held in March.

TERMS AND HOLIDAY DATES FOR 2011

1 Feb - Teachers only day	
2 Feb - Teacher only day	
Term 1	3 February - 15 April
Term 2	2 May - 15 July
Term 3	1 August - 7 October
Term 4	25 October - 16 December

SCHOOL TIME TABLE

8.55	Roll
9.00	Learning Time
11.00	Break
11.30	Learning Time
1.00	Lunch
1.45	Learning Time
2.55	Home



Please ensure that your child is at school by 8.45am. Your child needs time to greet friends, hang up his/her bag and settle in to class before the bell goes. Children who come late to school are a disruption to the whole class and often miss out on information vital to the days lesson. If for some reason your child is late to school they must report to the office before going to class. Rolls are marked at the start of the school day and your child will have been marked absent. For safety reasons phone calls are made to the homes of children who are marked absent.

Before and after school care is available from 7am until 8.30am and 3pm until 6pm, Monday to Friday. The programme is operated by the Holiday Fun Company.

ENROLMENTS

Dairy Flat School does not have an enrolment zone. To enrol your child you need to make an appointment. We would like to give you the opportunity to look around the school and ask any questions you may have.

PRE-ENROLMENTS (new entrants)

We invite you to visit the school prior to your child's enrolment. Your child will be asked to spend part of the day in the new entrant room as part of the transition process. Check at the office for a suitable time.

Birth Certificates: a copy of your child's birth certificate is required on admission. You will also be supplied with an enrolment form to be completed prior to your child commencing school. You also need to supply a record of your child's immunisation.

Please note that your child is unable to commence school till they have reached their fifth birthday.

Passports: a copy of your child's passport or relevant visas information is required if your child is not a New Zealand citizen. In some cases payment as a foreign fee student may apply.

FOREIGN STUDENTS

We welcome student from other countries.

To enrol, students need to provide

- a current student visa (or proof of application)
- a copy of their medical insurance

Please note that students must live with a parent.

E ROOM ENROLMENTS

Dairy Flat School provides the opportunity for students in years 6, 7 and 8 to receive education in our E Class Room. This room provides 15 computers for 30 students. Application to be accepted for this class are sought in November of the previous year. Year 7 and 8 students have priority to be accepted into this class.

FEEES

SCHOOL DONATION

The school donation has been levied by your Board of Trustees at;

\$190 for a family with one child

\$360 for a family with two children

\$450 for a family with three or more children.

5% discount if paid by 31 March.

This is used to supplement Government grants for school equipment, books, facilities, etc. Payment of the donation may be made at any time during the year. You may also pay on a term by term basis, or have an amount direct debited from your bank account. Part payment is requested from those parent enrolling children during the year.

ACTIVITY FEE

A compulsory activity fee of \$80.00 per student covers goods and services such as arts festival, the cost of visiting performers, swimming sports etc. You will not be asked for an additional fee for core activities.

School trips and camps are on a cost basis. For camps it is common practice at Dairy Flat to fundraise to reduce cost for parents.

BUYING STATIONERY AND PAYING THE SCHOOL DONATION

Stationery lists are available from the office and are provided to parents at the end of the previous year with the students reports.

Year 7/8 pupils pay a technology fee which is passed on by Dairy Flat to Wairau Intermediate to pay for technology resources.

SCHOOL RECORDS

Up-to date contact information is vital should an emergency occur.

Any changes in phone numbers, family circumstances, health problems or other important information should be recorded in the school office as soon as possible.

SCHOOL UNIFORM

It is compulsory for all students to wear the complete school uniform. The uniform is available from Postie Plus in Albany.

CLOTHING

1. Uniform is worn at all times, available from Postie Plus.
2. Pupils should be able to actively participate in Physical Education lessons, shorts and a tee-shirt are ideal. Swimming lessons are provided on most summer days, and all children are expected to participate.
3. Clothes need to be named. We often have an excessive amount of lost clothing. The lost property area is by the old administration block.
4. Jewellery creates a safety hazard; rings and earrings should **not** be worn.
5. We like our sports teams to wear a Dairy Flat tee-shirt, to be worn at interschool sport and cultural events.
6. The wearing of sunhats in Term 1 and 4 is compulsory. The school also has a large shade area for children to play in away from the heat of the midday sun. Customised Dairy Flat Sunhats can be purchased from Postie Plus. Caps for students in years 5-8 are available from the office.
7. Make-up and nail polish are not allowed.



BUS TRANSPORT

The Ministry of Education provides free bus transport on defined bus routes for children aged 5–9 years living at least 3.2 kms from school and for children aged 10 plus years living at least 4.8 kms from school. It is possible that your child may have to walk up to 1.6 kms to the nearest school bus stop. Please check your eligibility at the school office.

Responsible older pupils are asked to be bus wardens.

Walking to school on the Main Road is not permitted unless supervised by an adult. Unacceptable behaviour on buses will not be tolerated and pupils will lose the privilege of using the buses if behaviour is inappropriate.

PICKING CHILDREN UP FROM SCHOOL

When picking your child up from school it is essential that you park your vehicle in the school car park, and collect your child from the shade area. Your child should be in this area immediately after school. When wet after school, your child will be in a classroom. The Kiss 'n' Drop Zone is an area outside the office where children can be dropped off. Parents are not expected to leave their vehicle.

WHEN YOUR CHILD IS ILL

Please phone or email the school office by 9.00am to inform us when your child is away. This establishes clearly where your child is. If we haven't heard we will ring you to find out the reason for the absence. Please save our busy office staff from ringing, by ringing first.

HOMEWORK

The school believes that homework assists in developing independent work habits and consolidates class work.

A copy of the school's homework policy is available from the school office. Please help us by encouraging your child to complete the work which has been set.

Junior children take home a reading book each day.

Children in the middle school take home a reading book, revise work on basic facts, and are asked to do simple research such as a current event.

Senior students may be asked to read, revise maths, locate data and complete assignments.

Homework Guidelines:

Year 1 to 3 10 minutes 4 nights per week

Year 4 to 6 20 minutes 4 nights per week

Year 7 to 8 30 minutes 4 night per week

INFORMATION COMMUNICATION TECHNOLOGY

Dairy Flat School has made a commitment to moving ahead with the changes and development in technology. The school is fully networked. Each classroom is connected to the internet and email.

Students have an opportunity to use computers, digital cameras, video, scanners and printers. We have an 'e' class for year 7/8 students whose parents elect to pay for this option.

All students have access to which Technology which includes computers, robotics and DVD/podcast production and interactive whiteboards.

BEHAVIOUR

We have introduced a proactive behaviour management programme that teaches the children the values and behaviour we expect to see in our school, such as, courtesy, respect, consideration for others and having a 'can do' attitude. Alongside this there is a set of clearly understood consequences for uncaring actions. This has worked really well and children feel safe and happy at school. This is vital for good learning to happen.

REPORTING CHILDREN'S PROGRESS

There are two formal occasions when teachers report student progress to parents, These are at the end of term 1 and the end of the year. At the 'Meet the Teacher' evening at the beginning of the year classroom expectations (such as homework) are outlined. At the end of term 1 the school holds parent/student/teacher goal setting conferences in which children's achievement is discussed and goals set for the rest of the year. A progress meeting is held at the end of term 2 and a School Report is sent home in December.

COMMUNICATIONS

Every Thursday, we send our weekly newsletter via the website. The newsletter contains general news from the school, forthcoming events and other information. The school website www.dairyflat.school.nz also has the newsletter and other school information.

RELIGIOUS INSTRUCTION

The Board of Trustees decides annually on the provision of religious instruction in the school. Lessons are Christian based non-denominational and follow a set syllabus. Parents are asked to indicate their approval or otherwise at enrolment.

LIBRARY

All children are encouraged to use the library, and all classes have regular library periods in which children may choose and withdraw books.

Please assist your child to care for books on loan and to return them by the due date. Book bags are essential to keep library books in good condition.

BOOK CLUB

A Book Club is operated at the school through Ashton Scholastic Books. This provides an opportunity for parents to purchase reasonably priced paperbacks for their children about six times each year. Cheques are to be made out to Scholastic.

LOST PROPERTY

It is essential that each item of your child's clothing and property is clearly named. Lost property can be found in the lost property box. At the end of each term all found articles are displayed for claiming. Any unclaimed items remaining at the end of term are placed in the charity clothing bin at the front of the school.

ENVIRONMENT

The school prides itself on being "Enviro Friendly" and all students are expected to do their part in the continual caring for the school grounds.

AGRICULTURE DAY

"Ag Day" is an institution, a local celebration of the unique and rural nature of Dairy Flat School. The whole community enjoys the efforts our children have made in rearing and grooming lambs, calves or goats, and in producing handcrafts and art works. This special day is shared by newcomers to the district and old identities alike. Uniforms are not required on this date.

"Ag Day" is held in mid October and is the culmination of months of planning and work by the Agriculture Day Committee, the staff and the children. "Ag Day" takes place on a Saturday and is a compulsory school day.

We recommend that you encourage your child to learn to hand-rear and be responsible for a lamb, a calf or a goat. They can then enter their pets on the

day and demonstrate their commitment to their pet.

Details are available from the school, and explanatory newsletters are sent home closer to the event.

This is the PTA's major fundraising event of the year and your support is requested.

Each class have an area of responsibility on the day and parent/caregivers will be contacted prior to Ag Day. This is not a big commitment when shared between all families.



ASSEMBLIES

Every second Friday at 12.30 the school will gather to celebrate the events, enjoy songs and receive notices, guests, etc. Parents / Caregivers and friends of the school are invited to attend when appropriate. Each room will be responsible for preparing and running one assembly each term.

Format:

1. Class sharing items
2. Teacher's certificates
3. Principal
4. Environment and surrounds awards
5. Gold Cards—Playground award

SAUSAGE SIZZLES

Sausage Sizzles are run by each team on Wednesday lunchtimes. The money raised by each team is used for class activities, trips and/or resources.

SCHOOL PICNIC

The school picnic is held in February each year. This has been a Dairy Flat tradition since 1878.

This is a great day for the school's students, teachers and parents to come together in a relaxed atmosphere.

There are activities and events throughout the day where the students take part in their house groups.

SPORTS

Sports teams are organised at school for after school and weekend games.

We are able to offer Touch, Netball, Hockey and Soccer. You will be advised of upcoming events/registration via the Newsletter.

Sports uniforms are available for most codes.

HOW PARENT/CAREGIVERS CAN HELP

- *Get involved!*
- Work as a parent help when your child is in the junior area,
- Provide a suitable place at home where homework can be done,
- Ensure your child has breakfast **and** lunch provided,
- Take an interest in what your child is doing,
- Read our regular newsletters and notices,
- Make sure your child has the correct gear/equipment,
- Make sure of regular attendance,
- Inform us of sickness or travel, any changes to your contact details,
- and if possible assist with transport and supervision on class trips, choir and sporting occasions.

Most Importantly:

Contact us if you are unhappy, concerned or worried about your child at home or at school. There will always be someone available to talk to you.

COMPLAINTS / CONCERNS

From time to time things don't go the way we think they should. The Board has formulated a complaints / concerns policy which parents need to be aware of.

The procedure is

1. Parents should make the first approach to the class teacher, who, in 90% of cases will be able to resolve the concern.
2. If not resolved the matter should be referred to the team leader who is the senior member of staff for that area of the school.
3. If still not resolved the parent will be referred too the principal and the parent may choose to put their thoughts in writing.
4. If no resolution is gained the parent is to be advised to put the complaint in writing to the Board of Trustees. It is normal practice to give a copy of a complaint to the principal at the same time.

MEDICAL SERVICES

Every care is taken to minimise the possibility of accidents occurring during the children's time at school. Minor injuries are treated in the Medical Room, but where the injury is thought to be serious, you will be contacted immediately. Please ensure your contact numbers are up to date. It is the parents responsibility to ensure any medication held at the school is within the expiry date.

HEALTH PROFESSIONS

The school works with the Public Health Nurse, who focuses on children with known health problems, assessing new entrants, checking on immunisation and working with teachers on health programmes. Should you wish to have your child examined by the Public Health Nurse for any reason, you are invited to arrange this through the school office.

The school is also visited by a Vision and Hearing Team and a Speech Language Therapist.

DENTAL CLINIC

The Dental Therapist is at the school for part of the year only as her time is shared by other schools. All children are seen in class time by the Dental Therapist. The Dental Therapist will ask parents/caregivers for consent before treating pupils.

You will be advised through the school newsletter when she is to be in attendance at the school, or where she may be contacted in case of a dental emergency.

