



# DAIRY FLAT SCHOOL

## Strive for Excellence, Care for All

### Mission Statement

**To provide the best possible learning experiences and environment to facilitate students to become lifelong learners who are proud of who they are and where they come from and have the confidence and skills to create opportunities to ensure a positive and successful future for themselves and their communities.**

At Dairy Flat School we aim to:

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

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 needs of the children.

Our logo depicts the original school which was sited on Jeffs Road.

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

- teachers are committed to providing the very best education for our students,
- students who care for each other,
- staff who strive for success,
- spacious grounds with excellent facilities,
- a rural haven close to Auckland,
- and strong support from our Dairy Flat community.

Welcome to Dairy Flat. This is your school and we welcome your input to the direction of your children's learning. Please don't hesitate to phone me or call in. Parent contact and feedback is important and I look forward to meeting you and getting to know you.

Debbie Marshall  
Principal



# STAFF LIST

## Dairy Flat School Staff 2021

**Principal**  
**Deputy Principal/SENCO**

Mrs Debbie Marshall  
Mrs Susan Thompson

**LZ1 (Year 5/6)**

Mrs Penny Jefferson, Mrs Jenny Forlong, Mr Shayne Grice, Miss Kayla Huntingford, Mrs Fiona Sutherland

**LZ2 (Year 3/4/5)**

Mrs Robyn Mowat, Mrs Hayley Campbell, Miss Aimee Coombe, Ms Trina Jennings, Mrs Liz Cotter

**LZ3 (Year 2/3)**

Mrs Fran Earwaker, Ms Marama Waaka, Miss Amy-Lee Gould, Mrs Julie Atkinson

**LZ4 (Year 0/1)**

Mrs Lyndy Committie, Mrs Jody Costello, Mrs Rhonda Blair, Miss Victoria McGowan, Mrs Helen Guise

**ESOL & Quick 60**

Mrs Julie Atkinson

**Office Manager**  
**Finance Officer**

Mrs Suzanne Hayward  
Mrs Paula Lucas

**Library/Support Staff**

Mrs Karen Moss

**Support Staff**

Mrs Debbie Anthony  
Mrs Vickie McMahon  
Mrs Ngaire Greenhill  
Mrs Anthea Reed  
Mrs Sharon Bachir-Brahmi  
Mrs Phillippa Simpson

**Property**

Mr Jim Meacock

**Sport co-ordinator**

Mrs Lyndy Committie/Mr Shayne Grice/Mrs Fran Earwaker

**Choir**

**Piano Tutor**

**Drum and Guitar Tutor**

### **Music Tutors at our School**

Mrs Fran Earwaker;  
Music Education Centre, Raewyn Thomas, Blain Austin  
Mr Nick Morgan



## TERMS AND HOLIDAY DATES FOR 2021

Term 1 Thurs 4 Feb - Fri 16 April (includes Waitangi and Easter)

Term 2 Mon 3 May - Fri 9 July (includes Queen's Birthday)

Term 3 Mon 26 July - Fri 1 Oct

Term 4 Mon 18 Oct - Thurs 16 Dec (includes Labour Day)

### SCHOOL TIMETABLE

|        |   |
|--------|---|
| 8.50am | Children to go to their class to hang up their bag                      |
| 8.55   | Start of the school day – classroom roll                                |
| 9.00   | Learning Time<br>(at approximately 10am brain food break for 5 minutes) |
| 11.00  | Morning Tea   |
| 11.30  | Learning Time   |
| 1.00pm | Lunch   |
| 1.45   | Learning Time   |
| 2.55   | End of school day   |

Students may settle into class from 8.30 am and may not be at school before 8am. This is a safety issue. Staff are in classrooms from 8:30am onwards and children arriving before this cannot be supervised. APlus Out of School Limited provides before school care in the school hall from 7am for those children who need to be dropped off earlier (APlus run before and after school care in our school hall, Monday to Friday. Phone 0800 423 400 or 09 443 5386 or visit [www.aplus.kiwi.nz](http://www.aplus.kiwi.nz) or email [admin@aplus.kiwi.nz](mailto:admin@aplus.kiwi.nz) for further details).

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 (1<sup>st</sup> bell goes at 8.50am – all students must head to class for the morning roll to be taken at the 2<sup>nd</sup> bell at 8.55am).

Children who come late to school are a disruption to the whole class and often miss out on information vital to the day's lesson.

If for some reason your child is late to school, please ensure you sign the late book in the school office. Rolls are marked at the start of the school day and your child will be marked absent if not in class. For safety reasons phone calls are made to the homes of children who are marked absent (this may also include students arriving late, so it is important to sign the late book if arriving after the school bell for the start of day).

Please advise the school by 9am if your child is going to be absent – you can complete the absence form through our website, or, phone the school and leave a message, or, email [office@dairyflat.school.nz](mailto:office@dairyflat.school.nz)

### [Dairy Flat School App](#)

To receive weekly newsletter and newsflashes

**Please download the new Dairy Flat App from the App Store or Play Store. Search for Kiwischools Connect. Install and choose Dairy Flat School. When prompted select –  
Subscribe to all**

## BOARD OF TRUSTEES 2021

Dairy Flat School is ably governed by the Board of Trustees. The BOT is keen to see Dairy Flat School continue to develop a quality education for all students. We are eager to receive input from our community and look forward to promoting positive relationships. You are welcome to attend Board of Trustee meetings. These are public meetings, though you do need to request speaking rights prior to the meeting if you wish to speak. Any issues need to be put on the agenda 5 days prior to a meeting. We warmly welcome parents and community members to our meetings which are advertised in the newsletter and on our website.

Members:

Stuart Woolford (Chairperson);

Johan Hojem;

Michael Neufeld;

Naomi Upperton

Fran Earwaker (Staff representative)

Debbie Marshall (Principal)

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 (parent teachers' association) 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 discos, coordinate school lunches and a subcommittee organises Agriculture Day. **Their email is [dairyflatschoolpta@gmail.com](mailto:dairyflatschoolpta@gmail.com)**



# CHARTER

|  |   |   |  |
|--|---|---|--|
| <b>VISION</b><br><br><i>Strive for Excellence</i><br><br><i>Care for All</i> | <b>MISSION STATEMENT</b><br><br>To provide the best possible learning experiences and environment to facilitate students to become lifelong learners who are proud of who they are and where they come from and have the confidence and skills to create opportunities to ensure a positive and successful future for themselves and their communities. | <b>OUR CURRICULUM</b><br><br>High expectations<br>Treaty of Waitangi<br>Cultural diversity<br>Inclusion<br>Learning to learn<br>Community engagement<br>Coherence<br>Future focus | <b>Reflecting New Zealand's multi-cultural diversity</b><br><br>All cultures at our school will be valued and accepted through the active encouragement of a non-racist school culture and ethos. All staff will treat students as individuals with unique differences, talents and cultural values and perspectives that will be respected.<br><br><b>Acknowledging the unique position of the Maori culture</b><br>Dairy Flat School will endeavour to develop an awareness of tikanga Maori and Te Reo Maori and provide the means of fostering better cultural understanding consistent with the Treaty of Waitangi. |
|--|---|---|--|

## Strategic Plan 2021

| Goals  | Outcomes  | BAU Goals  | 2021   |
|--|---|--|--|
| <b>There is consistent, equitable and sustainable excellence in teaching and learning across the school with a focus on accelerating learning:</b> |   |  |  |
| Continue to develop coaching and a professional growth cycle system to ensure agreed pedagogies are practiced across the school.                   | There are common expectations and language clearly understood and practiced by all  | Continue to develop the school wide inquiry process for assessing the effectiveness of teaching and learning programmes and continue to implement the attestation and appraisal processes.   | Develop a professional Growth Cycle to meet Education Council requirements   |
| Update our systems and processes and compile an action plan to address weaknesses  | Strong processes and systems are in place for effective evaluation strong induction process in place for all staff.             |  |  |
| Develop a focus across the school on Equity and excellence   | School values permeate all aspects of school life<br>There is a strong sense of belonging for all DFS learners and their whanau | Work with schools in the COL to lift student achievement through professional learning<br>That Maori and Pacific Island students achieve at or above national standards and feel valued in our school community<br>For students to be achieving at or above the expected curriculum level in Reading, Writing, and Mathematics and all other learning areas. | Review curriculum - localisation and cultural capability as well as equity<br>Set up curriculum teams and establish clear student profiles<br>Work with schools in the COL to lift student achievement through professional learning |
| Build learner capacity through inclusive and creative curriculum design and student agency   | builds learner capacity through inclusive and creative curriculum design and student agency                                     |  | Increase student agency in curriculum  |
| Surveys to measure student and staff health and wellbeing will be held in March and December   | Models, systems and processes for ensuring all learner well-being are embedded  | Provide a safe physical and emotional environment for students and staff   | There are common expectations and language clearly understood and practiced by all   |
|  |   |  |  |

## SCHOOL COSTS

|  | 1 Child                          | 2 Children                       | 3 Children                       | 4 Children                       |
|--|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| Activity (compulsory)  | \$80                             | \$160                            | \$240                            | \$320                            |
| Photocopy cost (compulsory)  | \$10                             | \$20                             | \$30                             | \$40                             |
| Tech Resource cost per child (compulsory) (\$20 LZ1 and LZ2) (\$10 LZ3 & LZ4)      | \$20 or \$10 per child as stated |
| School Donation (Includes Curriculum resources levy and Building and Grounds levy) | \$190                            | \$360                            | \$520                            | \$600                            |
| <b>TOTAL</b>   | <b>\$290/300</b>                 | <b>\$550/560</b>                 | <b>\$800/810</b>                 | <b>\$970/980</b>                 |

**Please note – if your child starts part way through the year, the above costs will differ.**

Statements will be sent home during term 1 and reminders during the year if required.

**Mathletics** is compulsory for most year groups – the yearly cost will be added to the school invoice once the cost has been set.

### Payment Options –

You can pay at the office using cash, cheque, Eftpos or credit card.

You can pay online via the internet – our school account is with ASB:-

Dairy Flat School Board of Trustees

**123046 0199063 00**

Please use your child's name as reference and what you are paying for e.g. J SMITH T4 act fee. It is helpful when you have paid online to email the office outlining what has been paid for and for which child as we can then allocate your payment correctly (a receipt will be sent home) – **please email office@dairyflat.school.nz**

The school donation has been levied by your Board of Trustees at \$190.00 per child, and 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 set up with your bank an amount direct debited from your account – please advise the office of this.

An activity cost of \$80 per student per year covers goods and services such as arts festival, the cost of visiting performers, some school trips and some sports days.

A tech resource cost covers the technical resources we have available for all students.

A photocopy fee covers any paper copies of work sheets, class paperwork, etc.

School trips and camps are on a cost basis.

For camps; this is totally separate to the activity costs - it is common practice at Dairy Flat School to fundraise to help reduce costs to families. Teachers try and give camp fee information as soon as possible.



## ENROLMENT

**Dairy Flat School** has worked with the Ministry of Education and implemented an enrolment zone. Please refer to the enrolment zone on the website for more information.

To enrol your child you need to make an appointment and complete the enrolment form. 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 approximately 4-6 morning sessions in the new entrant room as part of the transition process (these are currently held on Friday mornings, 8:55-11am).

**Birth Certificates:** a copy of your child's New Zealand or Australian birth certificate is legally required on admission. You will be supplied with an enrolment form to be completed prior to your child commencing school.

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

**Immunisation Certificates:** a copy is legally required for all new entrant enrolments.

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

Please also provide the school with any other relevant information/documents (e.g. custody arrangements; special need requirements; health or any other relevant information).

### **FOREIGN STUDENTS**

We welcome students from other countries.

To enrol, student and parent need to make an appointment with our principal.

Please note that students must live with a parent.

**See our principal to discuss further or ask for an International Student prospectus.**

## BUYING STATIONERY

Stationery lists are available from the office, on the school website and are provided to parents at the end of the previous year with the students reports. Purchase from OfficeMax – they also provide the school with a contribution, relative to purchases made. Please note that the school does not sell stationery (except home reader book).

## SCHOOL RECORDS

Up to date contact information is vital should an emergency occur. Any changes in phone numbers, addresses, family circumstances, health problems, custody, or other important information should be recorded to 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 Positive Image, 16b Silverdale Street, Silverdale. Shop hours are Mon – Thur 8.30am-4.30pm & Fri 8.30am-3.30pm. The school only sells school hats.

### CLOTHING

1. Uniform must be worn at all times (sunhats term 1 and 4). Girls can wear the skorts or shorts, and boys wear the shorts.
2. Swimming lessons are provided on most summer days, and all children are expected to participate – please provide named togs, towel and goggles.
3. Clothes need to be named. We often have an excessive amount of lost clothing. This is kept in the ‘Lost Property’ area and disposed of at the end of the term.
4. Sunglasses are an optional uniform item – these are for sale at the school office – only the school supplied blue sunglasses are allowed to be worn (no other brand, style of any other sunglasses are allowed, unless prescription sunglasses).
5. Jewellery creates a safety hazard; rings and earrings should **not** be worn.
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. Dairy Flat sunhats can be purchased from the office.
7. Make-up and nail polish are not allowed & long hair must be tied back.

### WHEN YOUR CHILD IS SICK OR ABSENT

Please phone, email or complete the absence form through our website by 9.00am to inform us when your child is away. This establishes clearly where your child is. If we haven’t heard from you, we will ring you to find out the reason for the absence. Please save our busy office staff from ringing, by ringing first. We do have an answer phone on our 2 school lines or you can email [office@dairyflat.school.nz](mailto:office@dairyflat.school.nz) or complete the absent section from our school website.

Truancy services will become involved if a history of continuous absence without reason is recorded – please contact the school before this becomes an issue.

Please ensure the school has correct contact information in case of illness or emergency. If your child is unwell during the school day, your child will be attended to in the sick bay and if required, you will be contacted and may be asked to collect your child from school.

### BUS TRANSPORT

**Please keep the school bus bay clear at all times.**

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.

Please meet your child off the bus each day. It is possible that your child may have to be transported 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. Please complete the bus permission form that is in the enrolment pack.

If you have a change to the end of day bus, please contact the office before 2.30pm.

**Unacceptable behaviour on buses will not be tolerated and pupils will lose the privilege of using the buses if behaviour is inappropriate.**

## **DROP OFF/PICKING CHILDREN UP FROM SCHOOL**

The Kiss 'n' Drop Zone is an area outside the office where children can be dropped off in the morning. **Parents are asked not to leave their vehicle in the Kiss 'n' Drop Zone area, and are also asked to please keep the bus area free AT ALL TIMES.**

**Walking to school on the Main Road is not permitted unless supervised by an adult.**

Please note children do not have access to their classroom until 8.30am.

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 hall deck. Your child should be in this area immediately after school if they are not in the bus line (outside LZ1) or at aPlus after school care or a school activity. Children are not to be collected from the car park area. We ask that parents do not wait for their child outside their class as the noise may be distracting for end of day notices and class activities – we appreciate your understanding with this. If you have any changes to end of day bus or pickups, please advise the school.

## **HOMEWORK**

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

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 2 | 10 minutes | 4 nights per week |
| Year 3 to 6 | 20 minutes | 4 nights per week |
| Year 7 to 8 | 30 minutes | 4 nights 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. All classrooms are equipped with interactive whiteboards.

Students have an opportunity to use computers, ipads, scanners and printers.

Students also have access to computers, robotics and DVD/podcast production equipment.

Students may also 'bring your own device' to school if authorised by their parent and teacher (a BYOD permission form must be completed and returned to the teacher).



## BEHAVIOUR

We have introduced a proactive behaviour management programme that teaches the children the values and behaviour we expect to see in our school. We also teach ‘Zones of Regulation’ which is a programme that gives children strategies for staying calm and positive.

| <b>Respect -<br/>Manaakitanga</b>   | <b>Responsibility<br/>Haepapatanga</b>   | <b>Resilience<br/>Manawaroatanga</b>  |
|---|--|---|
| <i>Respect ourselves, others, and our environment</i>   | <i>Make the right choices, be responsible for my actions</i>   | <i>Believe in yourself<br/>Stay positive<br/>Keep trying</i>  |
| <ul style="list-style-type: none"> <li>• <i>Be kind to others- use please and thank you, (<a href="#">golden words</a>)</i></li> <li>• <i>Use kind words, actions, tone of voice without VIOLENCE or put downs</i></li> <li>• <i>Pick up rubbish, stay in play areas out of gardens</i></li> <li>• <i>Use equipment and resources as they are supposed to be used.</i></li> </ul> | <ul style="list-style-type: none"> <li>• <i>Be on time</i></li> <li>• <i>Be prepared with your equipment</i></li> <li>• <i>Be present in the classroom - no one outside the classroom during learning time</i></li> <li>• <i>Be responsible for your own belongings</i></li> <li>• <i>Take responsibility for your own behaviour (own up)</i></li> </ul> | <ul style="list-style-type: none"> <li>• <i>Have a Can do attitude</i></li> <li>• <i>Complete learning tasks</i></li> <li>• <i>Ask for help</i></li> <li>• <i>Learn from mistakes and move on.</i></li> </ul> |

Rewards - Dojos(perhaps linked to a tangible reward), free time in classrooms (not outside unless supervised), ice blocks, class game, robotics, badges, mahi pai, prizes, positives email home(written with the child), parents reward their children, visit to the Principal for special recognition, read/share/play in another classroom with a ‘buddy’. Special mention on BLOG.

Consequences - White square, make up time in classroom during breaks, loss of privilege, detention (in class), detention (with DP/Principal), Sheet to be complete with student identifying what school values were disregarded and what better choices could have been made/ sent home for parents/caregivers to sign, Communications book.

## REPORTING TO PARENTS

There are several occasions when teachers report student progress to parents. These are at the end of term 1; Goal Setting Meetings, Midyear, Progress Meetings and the end of the year report. 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 parent -teacher interviews are held. At the end of term 2 a sharing the learning conference is held to discuss progress. A School Report is sent home in December.

## COMMUNICATIONS

The school newsletter is emailed to parents and is available on the website. It is published every Thursday. The newsletter contains general news from the school, forthcoming events and other information. The school website is [www.dairyflat.school.nz](http://www.dairyflat.school.nz) and contains information on school events, stationery, policies and other important school information. Newsflash items may be emailed out as reminders to coming events, important details, etc.

## 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 Scholastic Books. This provides an opportunity for parents to purchase reasonably priced books for their children about six to 8 times each year. In return, the library receives certain points from each school order with Scholastic to add book resources to the school library.

## **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 outside the staffroom. At the end of each term all found articles are displayed for claiming. Any unclaimed items remaining are placed in a charity clothing bin.

## **ENVIRONMENT**

The school prides itself on being "Enviro Friendly" and has won The Rodney Country Council grounds prize and the Yates "Cool Kids Gardens" prize in recent years. All students are expected to do their part in the continual caring for the school grounds.

## **ASSEMBLIES**

Usually on two Fridays a month at 9am, the school will gather to celebrate the events, enjoy songs and receive notices, certificates, have visiting guests, etc. Parents/Caregivers and friends of the school are invited to attend when appropriate (check the newsletter or website for assembly days and times as these do change). Each room will be responsible for preparing and running one assembly each term.

General format of assemblies:

1. Class sharing items
2. Teacher's certificates
3. Principal
4. Environment and surrounds awards

## **SAUSAGE SIZZLE**

Sausage Sizzles are run by each team on Wednesday lunchtimes for \$2.00. Children are asked to take their money to their class first thing in the morning. 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 where students, teachers, parents, caregivers, and family friends all come together in a relaxed, fun atmosphere.

There are activities and events throughout the day where the students take part in their house groups – on enrolment, each child/family are placed in 1 of four house groups (their teacher will advise them which group they are in – events through the year students are asked to wear a t/shirt of their house colour).

## **SPORTS**

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

We are able to offer Touch, Netball, Hockey, Rippa, Basketball and Soccer. You will be advised of any upcoming events/registration via the Newsletter and of any new sport activities. Mrs Lyndy Committie and Mr Shayne Grice are our school sports co-ordinator.

You can email them at [committie@dairyflat.school.nz](mailto:committie@dairyflat.school.nz) [sgrice@dairyflat.school.nz](mailto:sgrice@dairyflat.school.nz)

## **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.

“Ag Day” is held in mid-October (usually the first Saturday of term 4) 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 we encourage everyone to attend.

We recommend that you encourage your child to learn to hand-rear and be responsible for a lamb, a calf, chicken 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.



## 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** brings a healthy lunch and snacks to school,
- 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 (and children are present for the start of school),
- Inform us of sickness or absent due to family/travel arrangements,
- If possible assist with transport and supervision on class trips, choir and sporting occasions.

Our staff all have email addresses – please feel free to ask your child’s teacher for it as our school uses email contact for most of our notices and communications, but, you are also very welcome to phone the office to make an appointment if required.

## 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 most 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 to the principal and the parent may choose to put their concern 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.

**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.**

## **MEDICAL SERVICES**

Every care is taken to minimise the possibility of accidents occurring during the children's time at school. We have first aid qualified staff on site. Minor injuries are treated in the sick bay, but where the injury is thought to be serious, you will be contacted immediately. Please ensure your contact details are up to date.

If your child is required to take medicine during the school day, please come to the office to complete a medical slip.

All medication will be placed in our locked cupboard in the sick bay, and not in child's bag please.

## **HEALTH PROFESSIONALS**

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. Other helpful services are provided where needed.

## **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. Any treatment is undertaken at Silverdale.

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

