

Dovedale School Parent Handbook

“Flying Together”



Welcome

The Dovedale School Board of Trustees and Community would like to take this opportunity of welcoming new parents, caregivers and children to Dovedale School. We hope that the following information will answer most of the questions you may have about our school and the way it operates. If there are any further items you would like clarified, please do not hesitate to ask.

Mission Statement: “Flying Together”

Vision Statement:

Working alongside my community to reach my full potential.

Telephone: 03 5433878

Email: office@dovedale.school.nz

Values Statement:

- **Confident** to try new things and learn from my mistakes
- **Respectful** of others and the environment
- **Happy** to be myself and do my best
- **Creative** in my thinking
- **Inspired** to love life to the fullest
- **Strong** in my reading, writing and maths

Dovedale School is a full primacy school located in a rural community in the Tasman Region. The school has a long history and was established in 1869. The school values excellence in all aspects of a child’s development and the board, principal and staff are strongly focused on providing an inclusive culture and positive outcomes for all students.

Dovedale School prides itself that it is the ‘heart’ of the community and we strive to continually foster strong community links. Our students are proud of ‘our place’ and we are committed to working together with our school and local community to be the best that we can be.

We offer:

- An environment where children are noticed and nurtured, increasing their self-esteem.
- Academic achievement for all, whatever their ability, not just in the "three R", but also art, drama, music and sport.
- Children are taught sound work habits. There is an emphasis on quality and taking pride in your work
- Social skills and manners are taught and expected from all i.e. respect for self, others and elders.
- A happy and safe playground environment, with an emphasis on sport, co-operative games and peer support.
- Information technology with a high ration of one computer to every three children.
- Increased responsibility which promotes increased confidence in their own abilities.

If this is what you want for your children, then we would love you to come and have a look at what we have to offer.

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Absences

If your child is ill or absent for any reason, please phone the school before 9am. If no one is available to take your call, please leave a message. These are checked daily. If you do not let us know, we will call at 9:30am to check the whereabouts of your child. This is for your child's safety.

Please remember to call the bus driver, Maureen Papps PH. 5433 894 or emergency bus driver, before 7:30am, to avoid her waiting at your gate unnecessarily.

Accidents at School

Minor accidents are dealt with at school by trained First Aiders. If a more serious accident occurs the parents /caregivers or person listed for emergency calls are contacted. If no one can be contacted, the school will take whatever action is deemed necessary. Children with head wounds will be required to be collected by parents / caregivers. A log book of serious incidents is kept in the school.

Note:

Should there be any change of phone number or home address, please notify the school as soon as possible. This will help keep our records accurate in case of an emergency.

Activity Donation

An annual donation is used to assist with provision of sports gear, library books and other equipment, not provided by the Ministry of Education. It enables many of the extras that contribute to the interest and character of the school, to take place. The amount of the donation is \$55 per pupil or \$90 per family. Fees are payable throughout the year.

Arrival / Bell Times

Children may enter the school grounds after the first bus arrives.

Bus arrives	8.15 am
School begins	9 am
Interval	11 am – 11.20 am
Lunch	12.50 pm – 1.50 pm
School finishes	3 pm

Extra curriculum

We are fortunate to have talented parents and locals in our valley that offer their skills during our winter months for extended programs. All children participate in these activities.

Assemblies

Assemblies are an important part of our school life as it gives the children a chance to show others what they've learned and for all of us to celebrate with them.

Assemblies are usually every second **FRIDAYS at 9am**

Athletics Sports Uniform

The school, through the Parent Teacher Association, supplies school uniforms for the children wear to sports days. The uniform T - shirt is blue with our school logo on it and our shorts our plain blue. Please wash and return the T-shirt to school after a sports event

Behaviour

At Dovedale School, we expect children to show respect for themselves, others and their environment at all times. Children's physical and emotional safety is important to us and we work hard to maintain a positive, challenging and safe playground. We reward children with praise, smiles and house points. The winning house each term goes on a surprise "House Trip". We are fortunate to have few incidents in our playground. Classrooms have rewards for positive behaviour.

We acknowledge children who are demonstrating our school values by giving out value stones at our school assemblies.

Buddy Reading

Buddy reading happens once a week where a younger student is paired with an older student and they both read a story to each other. This fosters reading skills and also important social skills as children get to know each other.

Board of Trustees – Members

Sonia Gianelly	(Principal)	543 3878
Brent Boyce	(Chairperson)	543 3808
Nic Jenkins		526 8115
Toby Scorrar		543 3684
Harley Barrett		543 3711
Tracey Rigby		543 3735

Board of Trustees Meetings

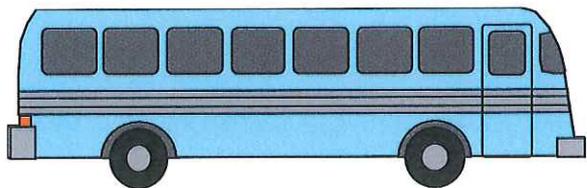
The Board meets at the school once or twice per term. The annual meeting is held in May. All parents / caregivers and community members are welcome to attend these meetings. Minutes are available at the school for your perusal at any time. Items for the agenda should be given to the Chairperson by the Friday before the meeting.

Book Club

The school arranges for pupils to have the opportunity to purchase suitable reading books, through the Ashton Scholastic Book Club, once per term. Brochures are sent home via the children, so that they can choose the books they wish to purchase. Please make cheques payable to Dovedale School.

Bus - Contacting the Driver

Maureen Papps (543 3894) drives the bus. Please contact her by 7.30 a.m. if your child will not be on the bus on any day. Please provide a note for her if your child is to be dropped off at someone else's house.



Bus

We have two school bus runs, Route One to Thorpe, Woodstock and the Baton River and Route Two to the Win and Dovedale Valley, including Cozen's Valley.

Route One:	Arrives School:	8:25am
	Departs School:	3pm
Route Two:	Arrives School:	8:55am
	Departs School:	3:40pm (approx)

The children and parents sign a Bus Contract annually, which reinforces the rules, the consequences and expected behaviour. If you have any issues with your child on the bus, please do not hesitate to contact your child's teacher or the bus driver.

Charter

Our Dovedale School Charter is the document that tells you what we do in this school. If it is in the Charter then we are bound to do it. It includes our Strategic Plan - what we hope to achieve over the next few years, plus an Annual Plan of what we hope to do this year. There is always a copy on the table in the Hallway and you are welcome to take a look. Please, ask us any questions about it - see Board Members.

Cluster Sports

Dovedale School is a part of the Moutere hills Cluster and we meet once a term for sporting activities:

Term 1 - Swimming Sports

Term 2 – Gymnastic, Cross Country

Term 3 - Winter tournament

Term 4 - Athletics

7-Aside Rugby, soccer, netball hockey

Compost

We are a ZERO WASTE School and either recycle or compost waste material. We are happy to compost all organic material from lunch-boxes, paper wrapping from sandwiches. This compost is used on our school garden beds.

Complaints

If you have a complaint about a member of staff at Dovedale School, please approach them directly (in person or writing). If the problem remains unresolved contact the Principal, then the Board of Trustees chairperson. There is a formal complaints procedures available to you, but every effort should be made by all concerned to resolve the matter informally, and the complaints procedure kept as a last resort.

Please see the complaints chart flow diagram at the back of this booklet.

Curriculum

We work hard to provide teaching and learning experiences that are relevant and challenging to the individuals we teach. Our goal is to have children curious about their world and willing to be active in it. Our local community is the cornerstone for our school and the children are encouraged to find ways to improve and enhance it. We celebrate success at Dovedale School and strive to achieve it in everything we do.

Dental Clinic

Children receive a free dental checkup treatment, every six months, from the Dental Nurse, at the Parklands School Clinic. The names of the newly enrolled children are forwarded to the Dental Nurse, who sends out appointment cards. If appointments cannot be met, please advise the Dental Nurse at 03 539 5311.

Enviro School

Dovedale is an Enviro School, supported by the EnviroSchools co-ordinator and involved in developing sustainable, environmentally friendly practices. We have an environment team including adults and students, who are constantly reviewing our practice and suggesting ways to improve. Our environmental team runs events to promote awareness throughout the school and community.

Garden

We have a school garden that the children are responsible for maintaining on a weekly basis. This is a great addition to our school and the children enjoy helping to make it grow. If you have the space and time, it would be wonderful if the children could have their own small plot at home, to reinforce what they learn at school and give them the valuable life-long skills.

Health Nurse

The nurse calls at the school regularly to maintain good contact with staff and students. Parents can arrange to see the nurse in their own homes, if they wish. Teachers will refer children to the nurse for any health reason. The nurse can arrange appointments with the Health Department doctor. Our Health nurse is Tricia Collings 541 9517.

Health Services – other services

If you want to know more about these, or any other service, please contact the Principal:

- Health Camps
- Psychological Service
- Speech Therapist
- Blind Therapist
- Crippled Children Association
- Autism

Healthy Children

Tired children can lead to poor concentration, negative behaviour patterns and slow progress at school. Most children need plenty of sleep. Please monitor children's bedtimes, computer and television use and their diet. Some children may need extra rest or sleep during their first few weeks at school.

Hearing and Vision Tests

Each year, new entrants have vision and hearing tests, and children in Year 7 have another vision test. These are supplied by the Ministry of Health and the nurses come to school. Any defect found is reported to parents immediately, with a request for you to take the matter further with your own GP or specialist. Boys can be screened for colour blindness on request.

Homework

Our school does give homework where applicable and relevant to their students. We try to make it relevant, interactive and fun. Children need to read or be read to for at least ten minutes every evening, and practice tables and basic facts in maths.

Illness

Schools are notorious for spreading germs quickly. We try to minimise infection by promoting hand washing and drying, covering your mouth while coughing and sneezing into your crooked elbow. We appreciate the dilemma of working parents, but please do not send your child to school if you suspect they are unwell, have a temperature or headache, or are coughing badly. If the children are no longer infectious, according to their doctor, but are still taking medication, please send it to school, clearly labelled and phone to inform the child's teacher that this is taking place. If a child is unwell, parents will be contacted and the child sent home.

Internet Safety

The school has a contract with Watchdog, a Ministry of Education approved website screener. They have a bank of over 1500 inappropriate words that if used by children or adults, will be blocked. It is important that we also develop cyber-responsibility in our children and www.netsafe.org.nz has many good ideas for parents and schools. We have a comprehensive Internet Safety Policy and all children and staff sign an internet agreement. Please read this through, discuss it with your child, sign it and return it to school. This is reviewed annually to be in line with the constant changes in cyberspace

Jewellery

Excess jewellery is discouraged at school, mainly for reasons of safety. This includes such items as dangling earrings, multi bangles etc. We prefer that students do not wear these items to school.

Library

Our library is computerised and constantly supplied with new books. Children are encouraged to take library books home regularly. As with textbooks, pupils are responsible for loss or damage of books, on issue to them. Please do not attempt to repair books at home, as we have the correct mending equipment at school.



Lunches

We are working towards being a ZERO WASTE School. We are happy to accept paper and organics waste, but all plastic, Glad wrap, muesli bar wrappers (foil-lined) must be taken home. We encourage families to buy in bulk and use small, washable plastic containers for sandwiches, chippies, yoghurt, cookies etc avoid the need for any wrapping at all. If you have to wrap, please use paper that we can recycle.

Hot Lunches

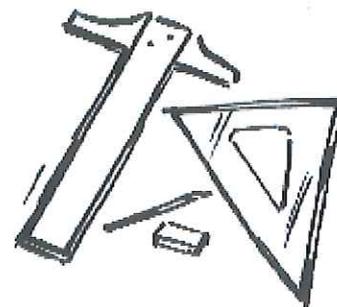
We provide a sausage sizzle, once a week on a Friday. The children make their order on a Tuesday using a named envelope, correct change inside if possible, and the order details written on the front or this can be put on your stationary account.

Materials for Use at School

Parents can provide many useful materials (often discarded as rubbish at home) for children to use in creative work. Also parents through their employment, may have access to useful materials e.g. cardboard, wool, material, wall paper, vinyl off cuts, buttons, ribbons, paper, magazines, boxes etc. Please send to school. We will gratefully accept them.

MoTEC

Year Seven and Eight students travel by school bus, to Parklands School's Technology Centre - (MOTEC), on Monday mornings, for instruction in Technology. The bus leaves at 10 am and returns by 1 pm. Please check with your child each week to ensure they have the necessary equipment and materials. Closed-toe shoes must be worn for Technology classes.



Parent Teacher Association

The school is fortunate to have a supportive and active P.T.A. The P.T.A. meets at school, once a month. It organises fund raising activities, subsidises outdoor education trips and special events. It also provides the school amenities beyond the scope of Ministry funding e.g. A.V. gear, musical instruments, sports equipment etc. This is a great group of parents who welcome new members. Your P.T.A. contact is Kirsten Pickwell 021141247

Phone Calls to the School

Please telephone the school during the breaks, as our office isn't always attended.

Break Times

8 am – 9 am

11 am – 11.30 am

1.00 pm – 1.50 pm

3 pm – 4.35 pm

The answering service is checked every day. If you need to contact us urgently, keep ringing.

Photocopying

We operate a copying service, @ 30 cents per copy, which covers our costs. Please see the office staff or a teacher, so that they may run the machine for you.

Playgroup

Playgroup for all ages meets at the playgroup facility, on the school / domain grounds at the following time:

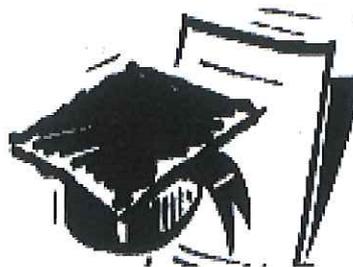
Friday 1pm – 3pm

Contact: Harley Barrett 5433 711

Policies / Procedures and Programmes

School policies / procedures and programmes are available at the school for parents / caregivers to peruse. Community consultation is always part of the development process for the school, and we review our Charter at least every three years

Pre Entry – see Starting School



Reporting to Parents

Our reporting system is unique to our school and has been complimented by ERO. We call it 'Kid's Korero' (Kids talking) as the children are very much involved.

Term 1 - Week 4 or 5 Goal setting home meeting with your child. Then with your child and their teacher at school.

Term 2 - A written report in plain language is sent home during a focus week and rostered 10 minute interview to review report.

Children's progress is reported to parents against the National Standards.

Term 3/4 - A second report is sent home on focus week.

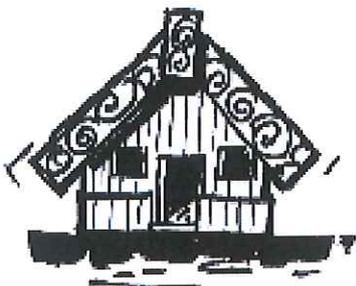
A second 10 minute interview if requested.

The children are present at all interviews.

Parents are encouraged to contact their child's teacher at any time throughout the year with a specific concern or celebration. We encourage parents to come into the classrooms and allow the children to show you around, look at their books or just listen to them talk about things they are proud of. This support is invaluable to their learning.

School and Community Newsletters

We publish a school newsletter every second week. If you have any news or requests, we'd be happy to include it if appropriate. We also contribute to the Doveddale News monthly.



School Trips and Visits

One of the Charter goals set by parents is for the children to get many outside experiences, as possible including involvement in sporting and cultural activities. A notice will be put in the school newsletter, letting you know details of each excursion or activity. A blanket permission slip for one year is signed and returned to the school. Transport will be by parent / caregivers cars. Seatbelts must be provided for all passengers, cars must have a current warrant of fitness, registration and drivers must

have a current license.

Pre-schoolers are usually welcome to attend excursions, away from the school or activities at the school, the exception being outdoor experiences, that involve an element of risk e.g. skiing and camps. We ask that pre-schoolers be supervised at all times.



Pet Day

Our Pet Day is held in October / November and includes indoor displays in the afternoon / evening, with judging of a range of the students activities etc. This is a twilight event to include the community. We also involve the community in an Adults Cake competition. This is a big community event organised by staff, children and the PTA. All are welcome.

School Camp The senior students Years 5 – 8 participate in a residential school camp every second year.

Skiing

Our outdoor education programme includes this pursuit. We go every second year, when the Rainbow ski field is operational. This event is subsidised by the school to keep costs low.



Smoke Free School

Dovedale School is Smoke Free, which means that there is no smoking by anyone, on the school grounds, at any time. Thank you for your co-operation.

Staff

Sonia Gianelly	Principal
Nic Jenkins	Teacher
Paula Finch	Teacher
Brenda Walker	Teacher Aide/Secretary
Sue Rewcastle	Secretary
Tracey Woods	Teacher Aide

Starting School – Skills

Remember skills are not as important as attitude. When they start school children could:

- ◆ Know their name, address and phone number.
- ◆ Know colours and have some counting skills.
- ◆ Know how and when to use a handkerchief or tissue.
- ◆ Be able to identify their own property.
- ◆ Be able to undress, dry and dress themselves for swimming.
- ◆ Have toileting skills - flushing, washing and drying hands.
- ◆ Be able to recognise their own name, although it is not essential that they know how to write it.
- ◆ Be able to use scissors, crayons, pencils etc.



Starting School

When children start school, they should bring:

- ◆ Enthusiasm
- ◆ Labelled clothing
- ◆ Play lunch and lunch, wrapped separately
- ◆ Painting shirt
- ◆ Big school bag that can be hung on a hook

Parental Involvement

Parents can help by:

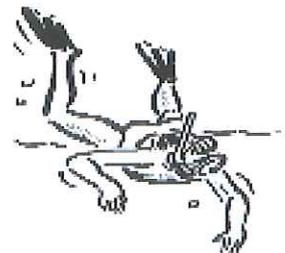
- ◆ Providing classroom help / support.
- ◆ Supplying resources.
- ◆ Providing transport.

Stationery

A full range of exercise books and general stationery is stocked at the school. Request to parents for stationery requirements are made by invoice. Every term there is a charge to cover photocopying also. Please send stationery money in a sealed, named envelope.

Swimming

During the summer swimming is a **COMPULSORY** part of the programme. Please ensure your children bring their togs and towel every day, even when the weather appears unsatisfactory, as it can change dramatically during the day. If your child is unwell, please have them bring a note. A key is available for the pool over the summer holidays.



Tikanga Maori & Te Reo

We include this as part of our rich school curriculum and engage with specialist help where applicable.