



Strath Taieri

School

Information Book

2023

 33 Swansea Street, Middlemarch

 (03) 4643 798

 www.middlemarch.school.nz

Staff

Strath Taieri School has a staff of four teachers, (the Principal, three classroom teachers), an office administrator, a cleaner and a grounds person.



Teaching Staff

Principal Mrs Lisa Bankshaw

Team Pīwakawaka Miss Emma Howell

Years 0 - 2

Team Ruru Miss Amelia Hopkins

Years 3 - 4

Team Kārearea Mrs Kirsty Lynch

Years 5 - 8

Additional Support

Learning Support Coordinator Kim Maskill

Teacher Aide Mrs Abby Peddie

Support Staff

Office Administrator Mrs Robyn Todd

Bus Controller Mrs Lisa Bankshaw

Cleaner Mrs Jeanette Taylor

Bus Drivers Mrs Nola Tisdall

Mr Les Poulsen

Mr Mike Geraghty

School Gardens & Lawns Mrs Beryl Marshall

2023 Board of Trustees

The Board of Trustees is an elected body whose primary role is governance of the school. The BoT develops policy while management and policy implementation is the role of the principal. BOT meetings are held twice a term and are advertised in the newsletter. Parents are most welcome to attend Board meetings. The minutes of meetings will be displayed in the administration block and are available on request.

Presiding Member:	Mr Bevan Wilson
Principal:	Mrs Lisa Bankshaw
Parent Representatives:	Mrs Alice Scott
	Mrs Charlotte Dykes
	Ms. Amber Matthews
	Mr William Jones
Staff Representative:	Mrs Kirsty Lynch

Hero app

Our school uses a student management system called Hero to track attendance, academic progress and communicate billing and other information to parents.

<https://hero.linc-ed.com/parents/>

School Roll

The School will start the year with a roll of approximately 43 students and will rise throughout 2023 as we welcome new children. We have 3 classrooms that operate 4 days a week, and we combine the junior and middle classrooms for one day. Class numbers are usually lower in the junior class to give each child greater individual attention. The classes are named after native birds which live in the Strath Taieri area.

2023 Term Dates and Holidays

Term 1	Tuesday 31st January to Thursday 6th April
Term 2	Monday 24th April to Friday 30th June
Term 3	Monday 17th July to Friday 22nd September
Term 4	Monday 9th October to Thursday 15th December

Waitangi Day	Monday 7th February
Otago Anniversary Day	Monday 20th March
Good Friday	Friday 7th April (In school holidays)
Anzac Day Holiday	Tuesday 25th April
Kings Birthday	Monday 5th June
Matariki	Friday 14 July (In school holidays)
Labour Day	Monday 23rd October

School Hours

During term 1 and 4, the Summer terms, the school day will run from 9am until 3pm. During terms 2 and 3, the winter terms, school ends 15 minutes earlier at 2:45pm to compensate for the reduced hours of light.

Office Hours

Robyn's hours are 8.30 till 12.30 each school day. If you need to get information to students / teachers outside these hours please leave a message on the office phone.

Enrolment of Pupils

Miss Howell will make contact with you at least a term in advance of your child attending school so early contact with the school is preferred. We are happy to talk with you about our school, show you our classrooms, facilities and answer any questions you or your child might have. We recommend before school visits to let your child become familiar with the school environment and the classroom. Visits begin in the last 3 weeks before their starting date, and they will have 2x visits each week. Miss Howell co-ordinates this.

When you come to enrol your child, please bring a copy of their birth certificate and immunisation record.

Things your child will need when he or she starts school:

School Bag to hold lunch and personal items

All clothing named, named lunch box and named drink bottle.

For Term 1 – A named towel, togs & swimming bag (goggles optional), long hair tied back for swimming.

Expenses/stationery

The school will supply stationery to your child at the beginning of the year and as required. This is placed on a school account. You may purchase your own stationery if preferred. Please inform the office if you choose this.

All accounts need to be fully finalised before the end of the year. You are welcome to contact the school if you are experiencing difficulty paying your account. As a school we do not charge additional term fees or a donation, rather we ask you to assist with fundraising when possible.

Buildings

We are fortunate to have 5 classrooms, Rooms 1, 2 and 3 are located together and Room 4 (Play Group) and Room 5 are located near the administration block. The administration block is central in the school and houses the school library.

We also have a resource room and sports shed where the majority of our curriculum and sports resources are stored.

Grounds

We have seating in shaded areas and redeveloped gardens to allow future shade areas. There is an adventure playground, bike track, sandpit, tennis court and large grass areas for games. We are fortunate to have some large established trees which provide valuable shade areas during the summer.

Families are welcome to use the school grounds during weekends and holidays. The School grounds are a non-smoking area and no dogs are allowed on the grounds.

Bikes

Children are welcome to bring bikes to school. Stands are provided. We encourage children to cycle to school. Bicycles should be roadworthy and It is recommended that children below the age of 10 are supervised when cycling to and from school.

Helmets must be worn for bike riding and should not be shared. The school does not take financial responsibility for broken or stolen bikes but the sports shed is used for locking away bikes which need to be left at school overnight. We also ask that children do not share bikes.

Parent Teacher Association (PTA)

The PTA is an organisation that you automatically become a member of when your child begins school. We meet once a term to discuss fundraising opportunities and events to help subsidise children's activities such as, camps and uniforms etc. Everyone is welcome to attend the meetings. Dates and times are published in the weekly school newsletter and on the school app Hero. Come along and see what we are up to.

President: Amelia Hopkins - amelia_hopkins@hotmail.co.nz

School Curriculum

At Strath Taieri school we are preparing children for the trail ahead by delivering the New Zealand Curriculum with a focus on

direct instruction and relating learning to our rural environment and learners.

Literacy

As the forward to the New Zealand English curriculum states, *“English is the study, use, and enjoyment of the English language and its literature, communicated orally, visually, and in writing, for a range of purposes and audiences and in a variety of text forms. Learning English encompasses learning the language, learning through the language, and learning about the language.”*

At Strath Taieri school we use a structured literacy approach to directly and systematically teach the knowledge and skills to both make and create meaning through reading and writing.

The children are encouraged to read for enjoyment and write as an important life skill and means to express themselves.

Your child's teacher would be happy to discuss how to best support your child at home with their literacy learning.

Mathematics

As the forward to the New Zealand mathematics curriculum states, *“Mathematics is the exploration and use of patterns and relationships in quantities, space, and time. Statistics is the exploration and use of patterns and relationships in data. These two disciplines are related but different ways of thinking and of solving problems. Both equip students with effective means for*

investigating, interpreting, explaining, and making sense of the world in which they live.”

At Strath Taieri school we value direct instruction in mathematics.

We use Numicon as a consistent concrete resource to physically manipulate numbers, patterns and to solve problems.

Appropriate strategies will be taught depending on your child's individual curriculum level.

Children are encouraged to see maths as a language and a set of tools that are useful in the real world through practical maths problems.

Your child's teacher would be happy to discuss how to best support your child at home with their maths learning.

Inquiry/Topic

Social Studies, Science, Technology, Health all integrate ICT to enhance literacy skills. Parents are encouraged to share any expertise or to assist with class activities and/or visits.

Year 7 and 8 Technology

Students at Year 7 and 8 are provided with rich and exciting opportunities through a weekly drive to Taieri College. This is an exciting way for our oldest students to have hard materials (metal and woodwork), soft materials (sewing and fabrics) and cooking lessons. These visits also serve as an opportunity to give a soft transition to a much larger school. The van for technology departs

at 7.40am and departs Mosgiel at 11am. The core curriculum lessons are then taught during the rest of the day.

Digital Technology

Our school is well resourced with digital technologies connected to fibre internet. Internet safety is taught and monitored across the school. Teachers use Class Dojo or Google Classroom to support student learning and parental involvement in their child's learning. Room 3 and 5 students have an individual email address.

Education Outside the Classroom

Class visits and activities within our local community and to Dunedin are an important element of learning. Students are expected to attend trips. Transport is generally provided by pooling cars and parental assistance. Year 5, 6, 7 and 8 attend a week long camp each year. There are generally fundraising activities undertaken to help with costs of camp. Year 3, 4 have an end of year camp for 2 nights. Year 0-2 have a fun day or stay at the end of the year.

School Procedures

Absence from School - We need to know when your child is going to be absent or is absent due to sickness. Please contact the office in the morning if your child is sick. Please send a note

including dates and reason if you know your child is going to be absent due to an appointment earlier in the week. If you need to collect your child during school hours please check in with the class teacher.

Absences can be recorded on Hero.

Our school policy is that all absences from the classroom are recorded at the beginning of the day and checked again after lunch. The whereabouts of a student will be checked if he or she is absent and the school has not already been advised. If we cannot contact you, the police will assist us in locating your child. Please understand it is your child's safety that is our concern.

Reporting to Parents

The school's reporting schedule is detailed by term below.

Term 1

Welcome Back Get Together: Friday February 10 2023

An Open Afternoon where you can meet the teachers and have an informal chat.

Goal Setting Interviews: Wednesday 15 March 2023

Interview with parents, student and teacher (10 minutes).

Purpose to discuss learning, establish next steps and set goals for terms 1 and 2. Previous reports will be used as the baseline along

with new assessments, teacher observations, student voice and parent input to create goals and priorities for terms 1 and 2.

Term 2

Written Reports: All students will have a written report sent home showing achievement and progress made in relation to the NZ Curriculum. Specific levels of achievement will be shared via graphs on Hero. We ask that adults access these and make a conscious choice whether to share them with children.

Term 3

Term 3 Interviews: (Weeks 3-4) Interview with parents, student and teacher (15 minutes).

Purpose: to discuss current achievement, review and reflect on goals from terms 1 and 2. Next step learning and individual learning goals will be set for terms 3 and 4.

Term 4

Written Reports: All students will have a written report sent home showing achievement and progress made in relation to the NZ Curriculum.

Parent / Caregiver Questions or Concerns

Please do not hesitate to contact the school if you have any concerns. Please discuss any queries or problems relating to

class programs with the class teacher in the first instance. If further follow up is required please contact the Principal. If you feel your concerns are still not addressed, the BOT has a complaints procedure.

Newsletter

These will be shared via Hero to families each Monday. A hard copy can be given on request.

School Assemblies

We hold a school assembly twice a term. Students share items of work from their current studies across the curriculum. Awards are presented in recognition of children's achievements. Parents and community members are welcome to support our students. *(Covid guidelines dependent).*

Buses

The majority of our students catch the bus to school. If your child(ren) will not be using the morning bus, it is appreciated if you can telephone the bus driver, either the night before or prior to 7.30am. If your child(ren) is (are) not going home on the bus, please telephone the school office before 1.15pm to ensure staff are informed. Older students can inform the class teacher in the morning.

Mrs Lisa Bankshaw is the Bus Controller and any concerns or questions should be directed to her.

Cancellation or delay of bus services will be notified on Hero and Class Dojo. Parents who don't have access to these services need to notify the office to be placed on the School's phone list.

The school bus is not public transport and all casual users must seek permission (which is usually given) from the bus controller and bus driver.

For safety reasons it is essential that we know who is on each bus.

Bus Drivers contact phone numbers are

Nola Tisdall – 4643-883 or 027 672 7092 and Les Poulsen – 021 0221 5891

School Closure

In the unlikely event of the school being closed, a message will be posted on Hero as well as on Class Dojo. Those who do not use either of the above will be phoned.

If the need arises to close the school during school time the school will contact all parents before children are sent or transported home. If the school is unable to contact the parent of a student then we will contact the emergency contact person and make appropriate arrangements. If we are unable to contact anybody the child will remain under the care of staff.

Book Club

Scholastic Book Club leaflets are distributed throughout the year. You can download the app 'LOOP' book clubs to order online or money and order forms can be returned to the school office in an envelope with the child's name on it or pay into the school bank account (03-1725-0004134-00).

Lunches

Lunches should include a piece of fruit for an in class fruit break, a named water bottle. Sugary drinks are discouraged.

Children are asked to take home leftovers/ packaging for parents to know how much has been eaten/ if more or less food is required.

Lunches may be ordered from Maggies (any day). Orders need to be in a sealed envelope with the child's name, order and amount enclosed written clearly on the envelope. Orders are collected first thing in the morning.

The school provides a pie warmer to heat lunches brought from home. This food needs to be wrapped in tinfoil with your child's name written clearly. Children need to bring their own cup, spoon etc. *(Covid guidelines dependent)*.

Leaving School

We have a duty to keep track of students at all times. If your child is to go home at lunchtime the child or parent must notify staff on departure and on return.

Extra-curricular Activities

If you wish your child to attend extra-curricular activities, (e.g. music lessons, sports practises) during school hours, the school office must be advised to minimise disruption of classroom routines.

Money/ school bank account

Any money being sent to school for account settlement, trips, should be sent in a sealed envelope, clearly stating name, purpose of payment and the amount.

The Hero app allows for billing and has information on paying accounts.

Payments can be made directly into the school bank account (03-1725-0004134-00). Please inform the office and use your child's name as reference.

Health Services

Several times a year the school receives a visit from the Public Health Nurse. If you have any concerns, the Health Nurse is an ideal counsel and she has a variety of support services at her disposal.

The mobile dental bus visits us once a year, usually in Term 1, sometimes in Term 4. For major work outside these times children are required to go to Mosgiel. Contact for the Dental Nurse - phone 027 284 9783.

Public Health Nurse

Our health nurse is Marion O’Kane. The Public Health Nurse provides a free and confidential service which includes nursing support, advice, referral and coordination of services for all children. The PHN can listen and talk with parents/caregivers about their child’s health and wellbeing while also providing advice, education and support to schools around child health and development, health promotion, prevention and protection of child health and wellbeing.

Email: Marion.OKane@southerndhb.govt.nz

Emergencies and Health - At enrolment we ask you to provide the school with a second contact phone number if we are unable to contact you.

Minor Incidents - These will be treated by a staff member. If more serious and a parent is contacted it will be recorded on the incident register.

Major Incidents– Primary first aid will be given by staff until medical aid arrives. It is the school’s responsibility to initiate treatment at an appropriate level. Costs associated with the incident will be borne by the parents or care-givers.

Staff are aware of all the children’s individual medical needs. There are always at least 2 staff with current First Aid Certificates.

If a child requires medication for an allergy or ongoing medical condition while at school please notify the school and complete the form - Request for School to Administer Medicine and allergy Action Plan. Both are available from the office and are updated every year.

Parents must inform the principal if their child is suffering any infectious condition.

Travel Uniform

We do not have a school uniform. We do however have a school polo and a merino jersey to wear on school trips and sports

events. These are worn with a school hat and black shorts. The hats are issued at school as part of our Sun Smart policy. The school office can assist you in ordering any items.

Parent Help

Assistance from parents is always appreciated. There are many areas in which you can help. If you would like to help within the school in a voluntary role, please talk with your child's class teacher or the Principal.

School Policies

The Board of Trustees reviews school policies regularly. Parents and caregivers will be consulted during the review of policies where appropriate. A policy folder is available for viewing at the office.

Valuable Items

Valuable items and mobile/digital devices are to be left at home. The school is not responsible for the care of these items if they are brought to school unless specifically asked by a staff member.

Lost Property

Parents are welcome to inspect the lost property box in the Room 2 foyer. Items left outside may find their way to this box.

Unnamed clothing is disposed of at the end of each term. All school clothing should be named.

Community Services

Photocopier - As a community service the school does community photocopying during office hours. The copier is to be operated only by a member of staff.

School Van - We hire out the school van (owned by the Board of Trustees) for a small fee to community groups. Please see Mrs Bankshaw if you would like to hire it.

Strath Taieri Playgroup

The Strath Taieri Playgroup is located on the school grounds and is situated in a spare classroom next to Room 5. Sessions are held on Tuesday mornings. Playgroup provides a good opportunity to meet and mingle with other parents and children.

We welcome you and your whānau as valued members of our school community.