



School Prospectus 2018

Chelsea Primary School, Onetaunga Road, Birkenhead, Auckland, 0626

Tel 09 418 0082 E: office@chelsea.school.nz Web: www.chelsea.school.nz

Contents

Introduction	2
Chelsea Primary School Staff 2016	3
School Set Up for 2016	4
Goals of the School	5
Chelsea Primary School: School Charter Overview	6
Chelsea School Philosophy and Expectations	9
Parent/School Communication	11
School Medical Facilities	12
Administrative Information	13
Road Safety at the School Gate	14
Board of Trustees	15
PTA	16
School fees/donations	17
Kelly Club - Before and After School Care Programme	18
Useful lessons for parents	23
Pupil absence	24
Chelsea School Uniform	25
Standards	26
Sport	27
Pre-school notes for parents	28
Chelsea Prep	29

Introduction

Welcome to Parents

We hope your association with our school will be a happy one with close co-operation between parents and teachers for the educational benefit of your children.

Mission Statement

“To provide our students with a high quality education, thus laying the foundation for a life-long love of learning”

Vision Statement

“Achieving with confidence, passion and integrity”.

Contained in this document is information which should ease your child’s transition into school. Please take the time to read through it all and do not hesitate to contact the School Office with any questions.

Chelsea Primary School Staff 2018

Principal
Deputy Principal, Pastoral Care/SENCO

Mrs Amanda Douglas
Mrs Janine Cross

Teachers

Mr Peter Anderson
Mrs Sarah Blaney
Mrs Samantha Bottcher
Ms Carole Carkeek
Miss Casey Chamberlain
Mrs Nicola Eka
Miss Rebecca Hedges
Ms Helen Lares
Mrs Jennie Le Sueur
Miss Karlee Mallett
Ms Lenni Miller
Miss Mina Mubarak
Miss Tracey Notely
Miss Deirdre Rush
Mrs Su Saga
Miss Kristen Scott
Ms Sarah Tohill

PA to Principal
School Receptionist

Mrs Sandra Cotcher
Ms Jo Trower

Library and Resource
Manager

Mrs Alison Stothers

ESOL Teachers

Ms Kay Finlay, Ms Kelly Grant

Teacher Aides

Mrs Maggie Ede, Mrs Alison Stothers, Ms Julie Johnson,
Mrs Leah Belshaw, Mrs Jan Norman

Before/After School
Care Programme

Kelly Club, private company operating on school grounds

Caretaker

Mr David Maddock

School Set Up for 2018

PhDs

Sp 1	Miss Mina Mubarak	
Sp 2	Miss Tracey Notley	(Head Teacher)
Sp 3	Mr Peter Anderson	
Sp 4	Mrs Sarah Blaney	

Masters

Sp 5	Mrs Helen Lares	
Sp 6	Mrs Samantha Bottcher	(Head Teacher)
Sp 7	Miss Karlee Mallett	
Sp 8	Ms Sarah Tohill	
Sp 9	Miss Kristen Scott	

Bachelors

Sp 15	Miss Rebecca Hedges	
Sp 16	Miss Casey Chamberlain	
Sp 17	Mrs Carole Carkeek	

Undergrads

Sp 10	Mrs Nicola Eka	(Head Teacher)
Sp 11	Miss Deirdre Rush	
Sp 13	Mrs Su Saga	
Sp 14	Ms Lenni Miller	

Ms Jennie Le Sueur - CRT - Classroom release teacher

Mrs Alison Stothers is the Librarian

Ms Kay Finlay and Ms Kelly Grant are the ESOL and Learning Support Teacher Aides.

Mrs Maggie Ede, Ms Julie Johnson, Mrs Leah Belshaw and Mrs Jan Norman are targeted Teacher Aides.

Mr David Maddock, the Caretaker is the person you need to contact about lost property. He will return all named clothing.

The school office is run by Mrs Sandra Cotcher and Ms Jo Trower. Office hours are 8.30am to 4pm.

Goals of the School

Chelsea Primary School gives pupils a rich and wide ranging programme from which they will acquire knowledge, learn skills and develop attitudes which will help their development now and in the future.

We structure programmes to cater for the needs of each child within the school so that they may develop to their fullest potential.

The aim of Chelsea Primary School is to foster an environment where each pupil is secure, happy, co-operative and industrious, and where we cater for all individual strengths, weaknesses and differences. Every pupil is encouraged to do their best in whatever they undertake.

With your fullest co-operation and support we will maintain the highest possible standards at all times and work towards achieving the following goals:

1. To develop positive attitudes to learning and a culture of excellence.
2. To develop independence of thought and responsibility.
3. To acknowledge effort and achievement.
4. To increase pupils' interest, concern and appreciation for other people and their environment.
5. To develop a spirit of co-operation between pupils, staff and parents in working towards common objectives.
6. To develop and maintain a school culture where children know they are valued.

Chelsea Primary School: School Charter Overview

SCHOOL GOALS:

Curriculum Delivery

To provide an enjoyable, caring, safe environment for learning which is relevant to the needs, and recognises the abilities of each individual.

Curriculum Content

To provide programmes that whilst giving balanced coverage of the national curricula, place particular emphasis on the essential skills of numeracy, literacy and oracy. A richness of experience will be delivered in the areas of culture, art and physical education.

Student Progress and Achievement

To assess, record, report and follow through on children's achievements using relevant data, and provide ongoing information on their progress.

Personnel

As a good employer to provide a supportive environment to promote a professional climate where effective team work is apparent, and where professional development is encouraged and evidenced through the Performance Management System.

Finance

To monitor and control the school funds with professional practices by allocating funds to reflect the school's priorities, both immediate and long term.

Property

To maintain, manage and develop the school's property and facilities, ensuring they are safe, sanitary and attractive.

Community Involvement

To welcome and value parent support and interest in their children's education and, wherever practical, develop a high level of confidence in the school by way of active and continuing community consultation, regular information by way of newsletters and involvement in appropriate school activities, such as trips, sports days etc.

Cultural Diversity

To recognise the position of Maori culture and language in the school's policies and be sensitive to the multi-cultural diversity of the school's population, catering for all needs as far as resources will allow.

School Self Review

To look at the school's performance, in all areas of our charter to evaluate effectiveness and to determine priorities for future development.

SCHOOL ACTION:

Curriculum Delivery and Content

Each year, the Board, through the Principal and Staff will develop, revise or confirm its school development plan. Specific goals and objectives from the New Zealand Curriculum document will be set out in the curriculum delivery plans.

Student Progress and Achievement

The Board, through the Principal, will ensure that each child's progress and achievement is monitored and reported to parents and that ongoing recording of pupil assessment is maintained.

Personnel

In consultation with Staff, the Board will review policies that will reflect its commitment to Equal Employment Opportunity principles, providing support, guidance and professional development.

Finance

The Board, through the Principal and the Treasurer, will prepare a budget to fund the school's development plan. The Board will monitor, through an accountant, income and expenditure on a monthly basis and ensure the preparation, audit and publication of annual accounts.

Property

The Board will comply with the Property Occupancy Agreement and prepare and implement the annual plan of property maintenance, and monitor such in accordance with current legislation.

Community Consultation, Partnership and Involvement

The Board will develop annual objectives for promoting parental and community support and involvement.

Maori and Other Cultures

The school plans and policies will be implemented in ways that are sensitive to the cultural backgrounds and values of individual children and their families.

School Self Review

The Board will annually review the school's plans and policies as a basis for setting priorities for future school development.

SCHOOL VALUES:

The education of the children is paramount and standards of excellence are supported and encouraged.

- To create an atmosphere that encourages self-worth and confidence, and to develop the skills that are required for the children to become well rounded, responsible adults with a work ethic such as to make a useful contribution to society.
- To cater for each child's learning needs.
- Individual and cultural diversity is respected and nurtured.
- To value and support the Staff of the school.
- To live our motto of "Growing Great Learners", by providing a positive role model.
- To model, encourage and reinforce our four core values of respect, honesty, responsibility and excellence.

NATIONAL EDUCATIONAL GUIDELINES

Our Charter, under Section 61 of the Education Act 1989, will contain the aim of achieving, meeting and following the National Education and Administration guidelines each year and is available on the website; www.chelsea.school.nz

Chelsea School Philosophy and Expectations

“Tomorrow’s schools” work from the premise of a partnership for learning. To this end, the following is seen as the best way to ensure that our constant drive for excellence produces results for the children:

Instruction doesn’t happen perchance, it must be driven by the teachers and supported by the parents.

OUR EXPECTATIONS OF OURSELVES

Principal

I undertake to function as set out below.

- To see everyone every day
- Put people before paper
- Delegate and check
- Support planning, creativity and innovation that drive instruction
- Establish and maintain rituals and traditions
- Model what I expect and respect
- To be prescriptive in my expectations of teachers and children for core activities. This enables everyone to know exactly what is required
- “To break at least one rule per day” – in other words to encourage and allow innovation
- To oversee portfolios and to analyse all testing, feeding results back to teachers
- Hold regular conferences with individual teachers to see evidence of successful teaching
- Have expectations of self and teachers that are non-negotiable – specific tasks and goals to be achieved within a timeframe, standards of dress and appearance, good role modeling, behaviour etc.

Senior Teachers

The Senior Staff undertake the same as the principal, where it relates on a smaller scale to their syndicate, and/or area of responsibility, and:

- To keep records of measurable results where suitable, in all curriculum areas
- Graph or table progression in easy to interpret formats
- Be accountable for all staff and pupils in their jurisdiction.

Teachers

Teachers will:

- Have high literacy and numeracy standards themselves.
- Nurture and care for children in their area.
- Continue with professional development.
- Negate gender issues.
- Promote “School of Excellence”.
- “Expect” that all children can and will learn.
- Will expect more of children in their care.

- Tell all children how smart they are, and that smart children can do.
- Give continual high praise for effort and success.
- If you set it, you mark it.
- Model high standards, thus raising the status of teachers.

Parents

In order for the children to achieve to their potential, parents should ensure:

- That all children get sufficient sleep. All primary aged children should be in bed by 8pm (Junior children by 7pm), on school nights.
- That the children have breakfast every morning and come to school well rested and well fed.
- That homework is done each school night in a quiet, supportive atmosphere without the distraction of TV.
- That problems with the child or family which may impact on the child's behaviour be communicated to the school.
- That the children have all the correct and necessary equipment at school each day, and that correct uniform is worn and footwear is plain black and is suitable rather than fashionable.
- That parents support the school in their endeavours for their children.

OUR EXPECTATIONS OF STUDENTS

- Learning is a non-negotiable.
- Teachers will give specific skills lessons then apply the skills in contexts that are relevant, authentic and meaningful.
- Teachers will use formative assessment to cater for the needs of all students.
- Competition against self will be encouraged.
- Results will be fed back to children who will be involved in the evaluation of their own work and their next steps in learning.
- "Only your best is acceptable" is the overriding premise for the children.
- High standards of behaviour will be modelled, encouraged and expected.
- Assist the children to set goals for which they take responsibility.
- All children will be encouraged to improve constantly their LPB (last personal best).
- Expected behaviour will be modelled and reinforced at all times to provide a safe and happy environment for all.

Parent/School Communication

Newsletters

Weekly newsletters are sent home each Wednesday by email. They are also available on our website www.chelsea.school.nz. Each term there is a syndicate newsletter updating parents on the forthcoming events and areas of study.

School Website - www.chelsea.school.nz

The school website is a good source of information about school events, staff details, sporting events, photo galleries, links to the maths and spelling sheets and much more.

Parent Interviews/Evenings & Reporting:

A parent interview will be held early in the year to discuss the previous year's National Standards report and another parent interview in Term 3. Written reports are issued twice each year. All children are given both result and effort grades and their progress against the National Standards will be reported.

Incidental Pupil/Parent Interviews

Parents are welcome to discuss concerns with teachers as they arise, by appointment. However, as teachers have commitments before, during and after school, parents are requested to make an appointment by contacting the office.

All teachers are available on email: firstname@chelsea.school.nz

There are some exceptions to this rule where there are teachers with the same first name – If in doubt please contact the school office.

School Medical Facilities

Our sick room facilities are limited. Parents will be contacted if children are injured or unwell. Pupils should be collected personally from the administration area.

Emergency contact phone numbers and parents' work numbers are essential for our records and it would be appreciated if parents could keep the office informed of any changes, just in case that emergency happens!

MEDICATION

The school must be notified if your child requires special or immediate attention, e.g. in the case of stings. Parents should supply the school with special medication if it is likely to be needed. Whilst all staff receive first aid training, staff are only able to treat minor problems (grazes etc) at school. In all other cases our policy is to contact the parent or a neighbour so that they can make the necessary arrangements for the child to go home or seek further medical attention.

The purpose of the Family Doctor's name on the Enrolment Form is to provide a "back up" for staff when an emergency arises and parents cannot be contacted.

Children who are unwell should not be at school, as there is the potential to infect others.

HEAD LICE

This is a recurring problem in all schools. Parents are strongly advised to carry out regular inspections of children's hair to prevent the spread of this problem. The school cannot help you with this.

MEDICAL CHECKS - Dental, Hearing and Vision etc

With the implementation of the Privacy Act it is now necessary for parents to sign a consent form for their child/children to receive hearing, vision and dental checks.

DENTAL CLINIC

The Dental Nurse contact details can be obtained from the school office. There is no Dental Clinic at Chelsea School. The Dental Van visits each year for check-ups of the children's oral health.

Administrative Information

All students are valued individually, and are encouraged to take pride in themselves and the school and to be the best they can be at all times.

Absences:

Parents should notify the school office by telephone or note (delivered by sibling, neighbour or friend) when a pupil is going to be absent. All pupil absences, by law, must be reported and explained even if the absence is only for part of the day. We also request that all children who have been kept home for illness are not returned too early. This helps lower the risk of infecting others and ensures your child is well and truly recovered so they can concentrate on their learning.

Absence phone line: 418-0082 extension 1

SCHOOL DAY - Bell Times

8.30am	Children may enter grounds/rooms
8.55am	Roll call
11.00am	Morning break
11.20am	School resumes
12.30pm	Lunch
1.25pm	School resumes
3.00pm	School finishes

(NB: We do not have a shortened lunch period on wet days. Any child who goes home for lunch must have written permission).

As children do not come into the school grounds before 8.30am, it is asked that children do not arrive at school before 8.30am. Any children at school prior to that time must wait on the walkways at either end of the school and do not enter the general school grounds or classrooms until the 8.30am bell has rung. If wet, children wait under the walkway outside Space 2. There is a before-school care centre on the grounds if parents need to start work earlier than this time. Enrolment details for this service are available from the school office.

Please ensure your children are delivered to their class between 8.30am and 8.45am to enable the children to settle before commencement of classes at 8.55am. Children are picked up at 3pm from outside the school grounds.

We respectfully ask that parents do not wait outside classrooms as this causes distraction to all classes.

The school grounds are supervised every school day from 8.30am to 3.10pm. Children are to return home promptly after school unless they are enrolled in the After School Care programme.

Road Safety at the School Gate

3.00pm Rush

After school the traffic at both school entrances is congested.

Please:

- a. Park correctly according to the law
- b. We have a 'drop off' and 'pick up' zone in the staff car park. You may drive into the car park, let your child off and drive on. No standing is allowed as this impedes traffic flow.
- c. All children **must** cross the road on the designated crossings. No child may cross anywhere else **with or without an adult**, for their safety and the safety of others.

Both of our entrances have pedestrian crossings:

Onetaunga Road is patrolled from 8.30am – 8.55am and 3pm – 3.15pm.

Chelsea View Drive is patrolled from 3pm – 3.15pm only.

Parents, who are trained by the Police, patrol the crossings. The road rules are strictly applied, and advice of infringement is sent to the Police, who then make the decision as to whether or not tickets are issued.

There is only one reason for this – the safety of your children.

Please refer to your Road Code as to the rules of the road.

Please do not park on yellow lines, across driveways, double-park etc. The fines are considerable, so for the sake of your pocket and for the safety of the children, please abide by the rules of the road.

Bicycles

Year 6 children may ride bicycles to school if they have a "cycle licence". This is obtained by passing the Traffic Education Officer's cycle safety/road code/cycling skills test; and having parental signature on the appropriate school form. Cyclists must wear cycle helmets. Bicycle "licences" will be withdrawn for irresponsible or unsafe cyclist behaviour.

Board of Trustees

The Board of Trustees governs the school. It is their function to set the objectives, goals and policies of the school and to administer the school finances. The Board is composed of parents of children at the school and is elected by parents for a 3 year term. (Additional members may also be co-opted for specific purposes). An elected teacher representative and the Principal are also members of the Board.

There is a roll-over of Trustees every eighteen months with either 2 or 3 places being up for election for a further 3 years. This ensures there is continuity on the Board.

The Board of Trustees holds its meetings in the staffroom commencing at 7pm. Members of our community are welcome to attend.

<i>Chairperson</i>	<i>Ms Jill Caldwell</i>
<i>Principal</i>	<i>Mrs Amanda Douglas</i>
<i>Staff Representative</i>	<i>Miss Rebecca Hedges</i>
<i>Members</i>	<i>Mr Simon Raistrick</i>
	<i>Mrs Farah Adam</i>
	<i>Mr Dean Weaver</i>
	<i>Mr Raymond Hayter</i>
<i>Minute Secretary</i>	<i>Mrs Sandra Cotcher</i>

The Board is elected by the community for a three year term. Once ratified, minutes of each meeting are posted on the notice board in the foyer of the administration building and on the school website – www.chelsea.school.nz.

PTA

This is an organisation consisting of interested people whose function is to further the general welfare of the school in the wider community. Its primary focus is social, followed by fund raising for special projects. Meetings are held monthly with additional meetings as required. All parents are welcome to meetings.

The PTA Committee is elected annually at its AGM. This is a vital organisation which supports and complements the Board of Trustees.

The school also welcomes the support parents can give in a variety of ways including supporting classroom visits, sports etc. The PTA also arranges rosters for such services as school lunches and a helpers list is formed for other specific functions.

Lunches

Lunches can be ordered on line from EZ Lunch every day.

Monday, Tuesday, Thursday and Friday go-deli delivers to school.

Wednesday Pita Pit delivers to school.

School fees/donations

Background

All schools are rated on a Decile ranking system (scale of 1 to 10) according to socio-economic area (1 low, 10 high).

Chelsea is a Decile 10 school and as such has a much reduced funding entitlement. We receive an "operational grant" from which we are required to fund functional parts of the school – e.g. heat, light, water, rates, the salaries of all non-teaching staff, all curriculum resources, maintenance, capital purchases and refurbishing. We receive a token grant to fund the academic special needs requirements in the school.

Being a Decile 10 school means we are ineligible for the extra funding which lower Decile schools receive, e.g. were we a Decile 3 or 4 we would receive approximately \$380,000 in extra funding – i.e. \$300 per child.

The Government's reasoning is that in high socio-economic areas the community will support the school, but refuses to give us the means to enforce school fees. Thus we are reliant upon positive support from our parent body. If money gets tight then curriculum resources are the first things to suffer, as the bills still have to be paid. The myth of "Free Education" has been just that for many decades now and education is definitely "user pays".

We are not able to enforce the school fee/donation. The fee/donation for 2015 has been maintained at \$300 per child, and is the mainstay of curriculum resources. This "donation" is much needed and the Board trusts that you will not rely on other families to subsidise your children and will co-operate with the school in paying this annually. In order for your child to keep abreast of educational trends and progress, your monetary support is required. It is certainly not how we would like the system to operate, but it is the reality.

All fees/donations will be levied in February of each year, but are able to be paid by the term if this will assist you. Also levied is Start-up Stationery (\$50.00 - \$65.00 approx).

If children require extra books later in the year, these can be bought as necessary from the school office. Receipts will be issued for above amounts.

Kelly Club - Before and After School Care Programme

Introduction

The Before and After School Care Programme provides on-site before and after school care for children from Chelsea Primary School between the hours of 7.30am and 8.30am and 3.00pm and 6.00pm. Enrolments are essential and the completion of an enrolment form is necessary before a child can enter the programme.

This programme, provided by Kelly Club, is administered independently by them.

Kelly Club aims to provide a professional service to give your child a safe, secure environment and an enjoyable care experience.

Policies

The School's Health and Safety Policies have been adopted.

Programme Information

Beforecare Programme – 7.30am-8.30am (during term time)

Our Beforecare Programme will offer opportunities for children to choose between a range of art and craft activities, games, Lego, books and free play equipment. Staff will lead a variety of small projects each term.

Aftercare Programme – 3.00pm-6.00pm (during term time)

Our Aftercare Programme will be focused around sports, cooking, art and craft activities as well as structured 'free-time' after a busy day at school. These activities will be incorporated into themed subjects each week that give children the opportunity to extend their learning outside of the school classroom. There will be set time for children to complete homework should they (or their parents) want homework completed before they are collected.

All children on our Aftercare programme will be provided with afternoon tea at approximately 3.15pm each day. Afternoon tea will include sandwiches on wholemeal bread, fresh fruit and water. Children who are still on the programme at 4.45pm will be provided with snacks such as muesli bars, crackers, cookies and fresh fruit to keep them going.

Fees

Beforecare - Daily Fee per child:

Standard Session - \$7
Breakfast - \$2
Casual rate* (standard price) - \$8

Aftercare - Daily Fee per child:

Half Session (before 4.30pm pickup) - \$10
Full Session (after 4.30pm pickup) - \$16
Casual rate* (standard price) - \$18

**Casual rate will only be charged for families that use Kelly Club on infrequent occasions.*

Booking information

There are a couple of easy options to find out more information or to book your child/ren onto our Kelly Club Programmes:

- ~ Email us at chelsea@kellyclub.co.nz
- ~ Call us on 027-923-6999
- ~ Visit the programme during operation hours (7.30am-8.30am and 3pm-6pm weekdays)

A booking form must be completed for each child. Payment is required upon invoice on a fortnightly basis in advance. All accounts are expected to be settled at the conclusion of each term. Our account details for Internet banking are:

Account name: Kelly Club Chelsea

Account number: 03-0285-0317705-000

Please ensure that you reference the surname and first initials of your child/ren whenever a payment is made. Please make cheques payable to '**Kelly Club Chelsea**'.

Fees will not be allowed to be in arrears beyond one month. All accounts must be settled at the conclusion of each term. A late payment fee of \$20 will be charged for each week fees are in arrears beyond one month and for accounts not settled by the end of each term.

Please note GST receipts will not be provided - please retain a copy of invoices for evidence of childcare costs for tax purposes if applicable. If for any reason you are unable to pay on time, please contact Kelly Club in advance.

Clothing

Children are expected to remain in school uniform.

Illness, Accidents and Safety

Every care will be taken to ensure the safety of your child/ren and their property. However, organisers of Kelly Club **accept no liability** for any injury sustained to your child/ren or any loss or damage to his/her property whilst on the programme.

In an **emergency situation** where your child/ren needs medical attention, staff will ensure that every effort possible is made to get hold of the caregivers/emergency contacts. If contact is unsuccessful, the Programme Supervisor will administer any medical treatment deemed necessary by a professional.

Operation hours for our Beforecare programme are 7.30am-8.30am and for our Aftercare programme are 3pm-6pm sharp. If your child/ren is collected after 6pm this will incur a late fee of \$15 per ¼ hour (or any part thereof).

For Aftercare, if your child/ren is booked in for a half session to be collected before 4.30pm, and is collected after this time, a full session rate will be charged for this day.

Parents/caregivers **must inform us** via email, phone, text message or in person if their child/ren will be absent for any reason from the programme. Please note that as long as

we are notified prior to 12noon on the day your child/ren will be away, you will not be charged.

Changes in your child/ren's regular booking may be made with prior notice.

Please note that staff may be required to assist children in applying sunscreen during summer terms.

All accidents will be reported and signed in the attendance book.

Any children missing from the programme will be subject to an immediate and thorough checking procedure.

Sick children will not be accepted as we do not have the facilities to care for them. The normal school premise that a child should be completely well to be at school, will apply.

Discipline/Behavioural Management

A high standard of behaviour is expected. Guidelines for correct behaviour will be discussed with the children so that they clearly understand what they can and cannot do. Inappropriate behaviour will be discussed to ensure the children fully understand why it is not acceptable.

Serious or repeated cases of unacceptable behaviour will be recorded and parents informed. If continued over several days, parents will be asked to meet with the co-ordinator to discuss the child's behaviour. If there is no improvement, the co-ordinator, in consultation with the Board of Trustees, reserves the right to exclude the child from the programme either for a set period or permanently.

Collecting your child

When arriving to collect your child please sign them out in the attendance book and ensure that the Supervisor has been told that you are taking your child.

Custody and Access

Children may only go home with Parents or Guardians who are on the enrolment form. However, should you want your child to be collected by somebody different, please inform the school by a signed note, or email on the day.

Communication between Parents and Staff

If there are any questions concerning the programme please address them initially to the Programme Supervisor. If you remain unsatisfied, address them to the Principal. If still unsatisfied please address your concerns in writing to the Board of Trustees.

The above procedures are in place to ensure the smooth running and long term success of the programme. Failure to comply with the conditions of this programme set out herein may lead to the exclusion of your child from the programme. We hope you will assist us with this process.

Kelly Club is a Child, Youth and Family OSCAR approved programme provider, this means our programme operates to CYF guidelines for best practice. Parents/caregivers who meet the required criteria will be able to access a WINZ subsidy to help cover the cost of our programme.



PRINCIPALS' DIGESTS

30 Palliser Drive • Hamilton • NZ 3210 • Tel 07 855 7101

digests @[xtra.co.nz](mailto:digests@xtra.co.nz) • www.principalsdigests.com

Digests may be copied and distributed in the school community of the subscriber.

Newsletter

Volume 15 Number 6

Back-to-School is not just for children

Back-to-School time is prime time for families to get to know the place and the people who will be interacting with their children for the new school year.

Here are some things to keep in mind when taking your children to school for the first year or for another year:

- Visit the school and, if possible, your child's classroom so you know where it is.
- Find the best route to the school from your home and workplace in case of emergency.
- Meet the principal, school staff, and your child's teacher. We are always happy and keen to meet our parents.
- Let the teacher and school staff know about your child's personality and any special needs or issues he or she might have, such as asthma or hearing problems.
- Keep the school calendar handy, and make a note to attend scheduled parent-teacher conferences and other important events.
- We do our best to keep you in touch and always post information on our website in case notices get lost. Let us have your contact details including an email address for quick communication.
- Sign up to volunteer at school. The school office has a list of opportunities for parents to become involved.
- Get to know your children's friends and their families at back-to-school events.
- Most important, join your school's PTA. You will meet other parents and help create a better school.

Useful lessons for parents

LESSON 1

- Have faith that the way you have brought your child up has prepared him or her for this big step.
- Make friends with the teachers so that you can keep tabs on what's really happening in the classroom.
- Know that children are very resilient and can cope with more than you give them credit for.
- If your child finds it hard to make friends, find another child you like the look of and get to know their parent.
- Celebrate this new-found freedom by enjoying children still at home or time to yourself.

Acknowledgment: Dr Pat Spungin, founder of www.raisingkids.co.uk

LESSON 2

- When you're worrying about your child, try to remember that the teachers have seen it all before. Children who are upset are sure to be given lots of cuddles and a watchful eye will be kept.
- If you're feeling anxious and tearful when you say goodbye, don't let it show. You don't want your child to pick up on your anxiety.
- Always present going to school as something positive that your child should be excited about.
- Don't hang around at the school gate any longer than necessary. As soon as your child walks off, so should you. Gate gossip is harmful and can be unpleasant!
- If you have any concerns, don't be afraid to approach the teacher. It's much better if a problem is nipped in the bud.

Acknowledgement: Karen Gubbay, primary school teacher

Pupil absence

Absences

A child may be absent from school **only in case of illness**, and all absences must, by law, be explained.

To make this as simple as possible, the school has an answer phone operating 24 hours a day, seven days a week. The number is the same as the school number. All unexplained absences are followed up by the office staff, so please help avoid this by ringing in all absences **before 9.00am**.

Lateness

If your child is late for school they must come in through the office and report in. This is essential because if not seated on the mat in their classroom at 8.55am, children are marked absent and their name forwarded to the office immediately.

Children SHOULD be at school between 8.30am and 8.45am in order for them to organise bags, reading books, and get set up for the day. Children who arrive at the last minute or late are instantly disadvantaged, as the morning's organisation has already been discussed and the late child often becomes flustered and/or upset.

Chelsea School Uniform

School uniform is compulsory. The following items are available at Yarntons in Birkenhead.

- Short sleeved polo shirt
- Sweatshirt
- Pinafore
- Skort
- Bucket hat
- Turtle necked skivvy

Children also need to wear the following, sourced from an outlet of your choice:

- Navy or white socks
- Black shoes/sandals (no competing colours) and/or sneakers for sports
- Navy or white hair ribbons, ties, accessories

Please name **everything** from the skin out. We could start a shop with the lost property! Named clothing can be returned. Unnamed clothing is never recognised by the children! Shoes are not worn inside the classroom, so footwear that is easy to slip on or off several times a day lessens frustration during the first weeks of school.

Shoes must be worn outside during Terms 2 and 3, but are optional in Terms 1 and 4 but should be worn to and from school. Sun hats are compulsory Terms 1 and 4.

Second Hand Uniform

To enquire about second hand uniform please contact Cass Piggin 027 4719680.

Jewellery

For safety reasons, no jewellery may be worn except a watch, and studs for pierced ears.

Standards

At all times children will be expected to be considerate and display good manners. Most school rules are based on the preservation of personal safety and health, and the protection of property. Parents will always be welcome at school to discuss disciplinary matters.

The school maintains that firm, fair discipline creates a positive environment for progress and this should be obtained with the total support and co-operation of our parents.

Work standards are to be high with neatness and correctness taking a prominent part in presentation so that children can take pride in their achievements.

INDEPENDENCE

Allow your child to do things for him/herself, e.g. hang up their own bag, come into school from the gate by him/herself (after the first week or so), tell his/her own news/messages to the teacher, meet you at the gate at 3.00pm etc. Children derive a great sense of achievement from doing these little things unaided, and feel very important.

HOMEWORK

Juniors will bring home reading and/or spelling Monday to Thursday. All work which comes home has been taught at school and just needs practice and reinforcement at home. Find a quiet 10 minutes with no outside distractions e.g. TV, and read with your children **each night**. Be supportive and free with praise for all attempts. They won't always get it right!

As the child progresses through the school, homework will become an independent activity. At this stage please refrain from doing your child's homework for them. The teachers don't want to know what you, the parent, can do, they're interested in the grasp your child has on the work/concepts in question. At all levels in the school, homework is an integral part of the school programme and is intended to develop good work habits. If however, you do not wish your child to have homework, just write a note to the teacher to that effect and that will be fine.

Sport

All students participate in Physical Education, sport and fitness programmes.

Predominantly Years 4, 5 and 6 students represent the school in Interschool sport. Interschool sport is organised by the Birkenhead Cluster Principal's Association.

The events are competitive and we focus on skills. Sportsmanship is important at our school.

SPORTS PROGRAMME/TEAMS

All children participate in a weekly sports programme. The programme includes skills practice and minor games as appropriate for each area.

The school has netball, hockey, soccer and basketball teams which play on week days. For Saturday sports, children participate through local clubs.

SWIMMING

Children have swimming instruction for 6-7 weeks at the beginning of the year and 3 weeks at the end of the year, weather permitting. As this is part of the school Physical Education programme, all children are expected to participate unless they have a letter from home excusing them due to illness.

CULTURAL ACTIVITIES

Students have many opportunities to become involved in a wide range of activities. Some are included in class programmes and Years 5 and 6 students are often invited to participate in special groups.

We have a School Choir which performs at the Auckland Music Festival and we have biennial productions in which all children participate.

We have a Kapa Haka group which performs at Onepoto School in November and at school cultural assemblies.

Pre-school notes for parents

Pre-school visit

A visit is arranged through the office for your preschooler to visit the classroom and participate in class activities. The parent or caregiver stays with the child during that time. Visits are arranged on Thursdays, between 9am and 10am. One or two visits are usually adequate. This enables the child to become familiar with the surroundings, the routine and other children.

A stationery list will be given to you at the time of the visit and once paid for, all stationery will be sent to the classroom, ready for your child's arrival.

First day of school

Bring your child by 8.45am to enable settling in to be as normal as possible. It is best for you to leave the child in a confident and happy state. Be positive as you leave. This is a great day for your child and we aim to make it a happy memory.

Your child will have a 'buddy' and will be looked after at playtime and lunch time, as well as in class.

There are ways you can help your child prepare for school:

- Let them dress themselves
- Cope with shoe laces if they have them; Velcro works best
- Look after their own belongings
- Feed themselves
- Encourage them to enjoy books:
 - read to them
 - take them to the library
 - let them read in bed
- Help them to be selective with TV
- Keep them to routines eg. Regular bedtime — Children should be in bed by 7pm. Tired children don't learn.
- Encourage them to think for themselves and to solve problems
- Allow them to do things for themselves and encourage them to complete a task
- Spend time with them and share experiences
- Encourage
 - Independence
 - Confidence in self
- Leave the classroom before the 8.55am bell rings, so they can settle with all their attention on the teacher rather than being distracted by having one eye on parents.

Give your child a head start!

Come to
Chelsea Prep 2018
at
Chelsea Primary School

Help your child:

- Prepare for school
- Develop early literacy and numeracy skills
- Develop early skills in other curriculum areas

We welcome all children who are 4 ½ who are enrolled at Chelsea Primary School, for a maximum of 2 terms of Prep. Parents are required to remain on the school premises during this time, relaxing over a cup of tea/coffee in the staffroom.

Fees are \$12.00 for one term or \$14.00 for two terms. This includes a book bag and workbook. Prep classes are held at 1.45-2.45pm in Space 10 for the first five Wednesdays of each term.

For further enquiries please phone the school office on 418 0082.

Term 1 – Weeks 2 to 6

Term 2 – Weeks 1 to 5

Term 3 – Weeks 1 to 5

Term 4 – Weeks 1 to 5