



PARENT INFORMATION

BOOKLET

PRINCIPAL

Mrs Anne Lye

DEPUTY PRINCIPAL

Mrs Di Patchett

ASSISTANT PRINCIPAL

Junior/Middle School

Mrs Jude Phillips

BOARD OF TRUSTEES:

Chairperson

Mr James Malden

Treasurer

Mrs Lisa Wong

Board Members

Mrs Billie Mudie

Mr Bradley Young

Mrs Kim McKendry

Mrs Di Patchett (Staff Rep.)

Mrs Anne Lye (Principal)

SCHOOL SECRETARY

Mrs Adrienne Hilton

OFFICE ASSISTANT

Ms Charmaine Weir

LIBRARY ASSISTANT

Mrs Hue Ng

CARETAKER/CLEANER

Mr Ken Hyden

SCHOOL CONTACTS:

Phone

04 – 4784282

Fax

04 – 4784283

Email

principal@churtonpark.school.nz

Website

www.churtonpark.school.nz

Absence Line

04-4784282 ext 1 (24 hour service)

SCHOOL HOURS:

School begins

9.00am

Lunch

12.30 – 1.30pm

School finishes

3.00pm

Children may enter school buildings from 8.30am

WELCOME TO Churton Park School. We hope the following information will help you during the year.

There are three main variable teaching space blocks, a library, five relocatables, an administration block and a hall. Two of the main teaching blocks are equivalent in size to four ordinary classrooms and one is equivalent in size to two ordinary classrooms.

MISSION STATEMENT

**OUR SCHOOL PREPARES CHILDREN FOR LIFE THROUGH
LEARNING**



We aim to...

- provide a well balanced programme with emphasis on Reading, Writing and Mathematics.
- recognise the needs of all the children and provide for these needs.
- develop self-esteem, awareness and respect for others.
- develop health and growth of children through physical skills.
- encourage equal opportunity.
- develop a happy, secure environment conducive to learning.
- keep parents informed of their children's progress.

Our main School Philosophy

is to provide a happy, caring learning environment which meets the needs and requirements of all pupils. We strive to provide a quality of education for all, with emphasis on basic skills, the sciences, the creative arts, physical education, health and also in developing a responsible attitude to learning and behaviour.

VARIABLE TEACHING SPACE - What is it? What are the advantages?

Variable teaching space refers to the design of school buildings but does not refer to the type of learning that takes place within these buildings.

In variable teaching space environment routines are often firmly established, more so than a traditional single class situation.

Teaching/learning in a variable space develops children for life by developing:-

- independence
- skills associated with how to learn; where to find; how to use content
- self discipline
- self motivation
- responsibility for own learning
- social skills/interaction with children from a wide age group
- research/study skills

In our variable teaching space environment your child

- has exposure to four Teachers' strengths rather than one, in all curriculum areas
- is grouped for instruction in Mathematics, Reading, Language according to individual needs
- is grouped with children with similar needs for additional tuition
- is monitored closely by three or four teachers who have input into evaluating his/her progress and achievement
- has an individual record kept on his/her progress/achievement through on-going evaluation; running record observations, analysis of written work.

Thus the 'variable teaching space' design refers to the buildings themselves. The teaching and learning that takes place within these buildings is carefully planned by four teachers; routines are firmly established and maintained; children's progress and achievement is closely monitored by four teachers, not one; and the focus is on the pupil with teachers concerned for preparing children for the future.

All this takes place in a happy, caring, family, learning environment which aims to meet the needs and requirements of all pupils.

The term 'variable teaching space' conjures up a number of misconceptions as far as education is concerned, many without foundation.

EDUCATION REVIEW OFFICE

To the Parents and Community of Churton Park School

These are the findings of the Education Review office's latest report on Churton Park School.

Churton Park School is situated in the northern suburbs of Wellington. It is a contributing school catering for students in years 1 to 6. As a result of its continuing roll growth, the Ministry of Education is proposing to relocate the school on a new site. Since the 2005 ERO review additional classroom space has been provided. All learning areas are well resourced, colourful and stimulating with displays of student work.

The Board of Trustees, principal and teachers are committed to fostering high quality education for students. The effect of generous provision for teacher professional learning and development is evident in classrooms and a collegial and supportive culture focused on ongoing improvement is apparent amongst staff.

Since the time of the 2005 ERO review, a consultant was engaged to enhance professional conversations and performance management. In 2006 a school-wide focus on formative assessment practices began which involved external expertise and current professional research. All teachers participated in training to introduce a range of skills and strategies to develop a thinking culture, working alongside other schools in the northern zone in a cluster development.

The school requested, and ERO agreed, that this review would evaluate the quality of strategies for teaching and learning, with particular reference to formative assessment and thinking tools. This report also considers readiness to implement *The New Zealand Curriculum* in 2010 and aspects of compliance, with emphasis on students' emotional and physical well-being.

Effective teaching was observed by ERO. Positive relationships are a feature of the school culture and classrooms are supportive environments. Students' knowledge of routines and the respect shown to their teachers and peers enable a clear focus on learning. The school philosophy for formative assessment is clearly observable in practice. Teachers effectively use a range of strategies, which include high quality, imaginative displays which help students to understand and be involved in formative assessment. There is a strong focus on the teaching and application of thinking skills.

Useful communication strategies are being built within the school community. These include teacher professional development to strengthen communication capability and the introduction of three-way conferencing between students, teachers and parents.

The school community is working collaboratively to maintain a sound foundation for student learning.

This report identifies that the effective use of student achievement data is not fully developed. This includes the construction of specific student achievement targets, the better relationship between formative assessment and school-wide data and their use to support self-review processes.

If you would like a copy of the full report, please contact the school or see the ERO website, <http://www.ero.govt.nz>.

Alan Wynyard
Acting Area Manager
For Chief Review Officer

EXTRACTS FROM SCHOOL POLICIES

All policies and curriculum statements are available for viewing from the school office.

CONSULTATION

Through consultation, positive relationships develop between parents, staff, students and the public, which help create a healthy learning environment for children.

To achieve genuine consultation with the school partners, the following methods will be used....

- Regular School/Block Newsletters
- School Open Days
- Written and Oral Reports to parents or caregivers
- Involve Community in special committees, eg. Fundraising/Policy
- Encourage attendance at monthly Board of Trustees meetings
- School Community/Block meetings
- Regular sporting, social and cultural events throughout the year
- Encourage parental assistance in our school

REPORTING TO PARENTS

We aim to inform parents of their child's progress and achievements throughout the year.

Two Parent/Teacher Conferences will take place each year and will be an honest appraisal of children's progress and achievements.

March/April - all parents will be given an opportunity to see teachers and exchange ideas about their child.

July/August – a written report will be sent home and all parents will be given an opportunity to see teachers re their child's progress and achievements.

All reporting will identify positive attitudes and developments and will couch shortcomings in terms of solutions to be implemented in accordance with National Standards.

Early December - a written report will be sent home and an opportunity for teachers/parents to discuss these if required.



DISCIPLINE - SCHOOL CLIMATE

We aim to provide a secure environment which provides an atmosphere conducive to learning and respect for others, for property and for the environment.

Our policy on discipline emphasises the importance of ...

1. Good role models.
2. Acceptable standards of behaviour in the playground and in the classroom.
3. Positive reinforcement techniques to encourage positive attitudes and self discipline.
4. Acknowledging all children's achievements.
5. Behaviour management techniques to discuss and solve rationally a problem as it exists.
6. Notifying and seeking help from parents and outside agencies when major difficulties occur.
7. Informing parents of their children's behaviour and if children are going to be kept in up to half an hour after school.
8. Children leaving for school ready to learn with suitable nourishment, adequate and appropriate clothing; positive attitude to their school work.
9. A school wide assertive discipline policy is in operation.



PARENTAL ASSISTANCE

We encourage parents to help in our school. Notices will be sent home inviting parents to offer their assistance in a variety of ways for differing periods.

- Sports coaching
- Craft activities
- Road Patrol Supervision
- Camp parents
- Transport
- Library help
- J/M/S School programmes
- Developmental activities

Block leaders will brief parents at the beginning of the year as to expectations/roles in the classroom situation.



GENERAL

BEFORE AND AFTER SCHOOL CARE

The school is operating a Before and After School Care (B/ASC) programme in the library. A qualified and experienced child Care Supervisor has been employed to oversee the programme in liaison with the Principal and Board of Trustees.

It is open to all primary school aged children (NE – Year 6) 7.30 - 8.30am and from 3.00pm to 5.45pm, Monday to Friday during term time, excepting statutory holidays.

The school operates the programme as a service to parents. Pricing is met from the service to fully cover costs so that it is not subsidised by the non-user parent community. It is important that fees are paid when due, for the school to continue to provide the service.

Charges:

Before School Care	\$ 8	per child per morning
After School Care	\$ 9	per child from 3.00 - 4.15pm, after 4.15pm full session rates apply
	\$ 16	per session for the first child in the family - full session is 3.00-5.45pm
	\$ 14	per session for second and subsequent children in family

Family pricing is applied day to day depending on the number attending on the day

Please note:

A late pick-up fee of \$5 per 5 Minutes per child applies after 5.45pm

GENERAL:

ATTENDANCE

A note or phone call is expected following an absence, but for safety reasons a phone call on the morning (before 9.15am) of the child's absence is preferred.

BICYCLES

All children who ride bikes to school must wear their cycle helmet, and walk their bicycle in the school grounds before and after school.

ENROLMENTS

Enrolment at Churton Park School is currently governed by an Enrolment Scheme with a defined "Home Zone". Details are available from the school office.

We invite all prospective New Enrolment parents to view our school in action. Please ring the school office to make an appointment to visit our school. The Principal will also be available to answer any questions you might have.

Enrolment forms may be collected and filled out at home prior to your child starting school. These should be brought with you, together with a copy of your child's Birth Certificate and Immunisation Certificate.

HOME & SCHOOL ASSOCIATION

The Home and School Association (H&SA) carries out an important role in our school culture; - enhancing the communication and social interaction between the school and the community. The H&SA operates an open Parents Afternoon Tea time in the staffroom on a Wednesday of each term (2.15pm) and many social/community and fundraising functions throughout the year. Contact details are available from the school office.

HOMEWORK

The setting of homework is decided by each Block and is an extension of their daily learning programme, aimed at reinforcing skills already taught.

We hope children will....

- Read for at least 15 minutes daily (Juniors will have home reading books).
- Learn spelling and tables (expectations for S1, addition and subtraction facts to 30; S2 X tables to 5; S3 and S4 up to 10X and beyond if capable).
- Do research associated with current units of work.

LOST PROPERTY

It is essential that all belongings are named. No valuable or personal possessions should be brought to school, and money should be given to the teacher for safekeeping.

LUNCHES

Children are able to purchase lunches from the school on Wednesdays and Fridays. Price lists are available from the school office.

MEDICAL ROOM

A pupil will be taken to the Medical Room if he/she becomes ill or has an accident. If necessary, parents will be contacted to collect their child. Please ensure that the school has up to date records of any medical condition that may affect your child.

NOTICES

Newsletters will be sent home weekly keeping parents informed of school events. At times other notices will be sent home from NE, J, M, or S Block about trips, visits, and other activities relating to specific events.

PARENT CONCERNS

Parents are welcome at all times to contact the school to arrange an appointment to discuss any matters of concern. In most cases discussion with your child's teacher is all that is required. If you are still concerned, the Block leader, then the Principal, will discuss your concerns with you.

PHONE NUMBERS AND PARENT CONTACTS

Please advise the school of any changes of address, phone number or parent contact. It is vital that we have up to date records in case of an emergency.

PHYSICAL EDUCATION

We encourage all children to take part in physical education/swimming/sports activities. Notes are required if children are unable to participate.

SCHOLASTIC BOOK CLUB

Paper back books can be purchased through the school at reduced prices, during the year. Order lists are sent home for parent and child selection.

SCHOOL DONATION

The Board of Trustees sets the level of voluntary student levies and will provide a statement early in the school year detailing how the money collected is to be applied. All receipts issued will be written as “School Donation” as these can be used for tax purposes, if applicable.

SCHOOL STATIONERY

The school has a full range of stationery available at very reasonable prices. Your child will receive an itemised booklist on arrival at school. Throughout the year any request for stationery money will always go home in writing from the class teacher.

SUNCARE

Please note that children are required to have hats at school to wear for outside activities during the first and last terms of each year.

TRAFFIC PATROL

We appreciate parental assistance in supervising our Road Patrol. If you can assist on a regular basis, please advise the school office.

Times involved: 8.40 - 9.00 am or 2.55 - 3.15pm once a week.

Please encourage your children to cross at our school patrol.

When dropping off children please stay clear of entrance and yellow lines.

SCHOOL TERMS AND HOLIDAYS – 2011

TERM 1 – Wednesday 2nd February – Friday 15th April

TERM 2 - Monday 2nd May - Friday 15th July

TERM 3 - Monday 1st August – Friday 7th October

TERM 4 – Tuesday 25th October – Friday 16th December

ADDITIONAL HOLIDAYS – 2011

Waitangi Day		Sunday 6 February
Easter	Good Friday	22 nd April
	Easter Monday	25 th April
	Easter Tuesday	26 th April
ANZAC Day		Monday 25 th April
Queens Birthday		Monday 6 th June
Labour Day		Monday 24 th October

CHURTON PARK SCHOOL

