



'To provide the best, to achieve the best'

INFORMATION BOOKLET 2009

25A Arun Street

Oamaru

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Introducing Fenwick Primary School

Welcome to Fenwick Primary School.

Fenwick Primary School is a U4 contributing school situated on the South Hill in Oamaru, close to two kindergartens and to the central business and historic areas. We have a sound financial base, are well resourced and have developed a special and caring culture. Our quality teachers and programmes ensure high quality education is delivered in a safe and supportive environment.

The Board of Trustees has developed a Charter, revised policies and procedures as well as forming a strategic plan to lead developments over the next three years.

The socio-economic make-up is mixed with a school decile ranking of 6. Community population numbers are stable and this should continue. Parents are very positive and supportive of programmes and events. The Home & School Association is active both in fundraising and as a vital link between teachers and parents.

Buildings have been upgraded, including classrooms, toilets and a technology room. Landscaping is ongoing. Our new community hall was opened in June 2006. The school environment is attractive both for learning and play.

MISSION STATEMENT

*“To enable all Fenwick Primary School pupils
to achieve their potential
through the best possible
educational opportunities”*

The Principal

Mr Lloyd Bokser

Class Organisation

Room Class

| | |
|------|--------------|
| 12. | New Entrants |
| 11. | Year 1 |
| 1. | Year 2 |
| 2. | Year 2/3 |
| iii. | Year 1/2 |
| 5. | Year 3/4 |
| 6. | Year 3/4 |
| 7. | Year 5/6 |
| 8. | Year 5/6 |
| 9. | Year 4/5 |
| 10. | Year 5/6 |

Teacher

| |
|-------------------------|
| Mrs Tracey Bell |
| Miss Stephanie White |
| Mrs Marion Milmine |
| Mrs Fiona Murdoch |
| Mrs Oona Scanlan |
| Mrs Kelly Roger |
| Mrs Jenny Gawn |
| Miss Tiffany Brown |
| Miss Anneke de Geest |
| Mr Stu Morrison |
| Mrs Charlotte Rawcliffe |
| Mr Rodney McLellan |

Assistant Principal:

Mr Rodney McLellan
(responsible for the Senior Classes)

Assistant Principal:

Mrs Tracey Bell
(responsible for the Junior Classes)

Reading Recovery:

Mrs Kelly Roger

Office Manager:

Mrs Claire Jelgersma

Secretary:

Mrs Anita Wood

Teacher Aide Support:

Mrs Wendy Geary
Mrs Lynn Walker
Ms Naomi Le Roy
Mrs Sheryl Laraman
Miss Lisa Storhannus
Mrs Kim Docherty

Caretaker:

Mr Merv Phillips

Cleaner:

Miss Leanne Wilson

Dental Therapist:

Phone 027 4791732
(or ring the school for further information)

Board of Trustees

The Board of five elected Parent Members, one Staff Representative and the Principal, meet monthly. They receive reports about the curriculum, property management, financial management and staffing development. They also set policies, which both support and guide Teaching Staff. Elections of parent representatives are held every 18 months (2 or 3 vacancies). Positions are for a 3-year term.

Meetings are held on a Monday during the third week of the month at 7.00pm. Visitors and interested persons are welcome to attend.

Board of Trustee Members

| | | |
|---------------------------|-------------------|----------|
| Chairman | Mr Garry Marsh | 434-3191 |
| Treasurer | Mr Gary Woock | 434 8494 |
| | Mr Dave Roberts | 434-5488 |
| | Mrs Meri Gonzales | 434-3232 |
| | Mrs Jude Blair | 434-5305 |
| Staff Rep/curriculum | Mr Stu Morrison | 434-8209 |
| Principal/Privacy Officer | Mr Lloyd Bokser | 434-8209 |

School Uniform

Fenwick Primary School policy states “as from the start of Term 4, 2004, all new entrants must wear the school uniform with the expectation that all other children should also wear the uniform from that date.”

When you enrol your child(ren) at Fenwick, you are indicating your willingness to provide a uniform at your own expense.

The uniform is in the school colours of royal blue, black and gold and has a range of options e.g. skirt/pinafore/skort/shorts, tartan/plain navy, shorts/trousers, royal blue polo fleece, navy polo vest, skivvy, navy woollen v-neck jersey, polo shirts in short and long sleeves bearing the Fenwick School logo.

Dark coloured shoes are to be worn along with either white, or blue socks or blue tights (girls).

Sutherlands Mens & Ladieswear in Thames Street are stockists of new uniform items. The Fenwick Home and School Association has a uniform shop operating from upstairs in our school hall which sells some new and second-hand uniform. It is open every second Friday during assembly.

Our school uniform is durable and attractive—it is important that we show pride in wearing it in a neat and tidy fashion.

Fenwick Home & School Uniform Shop

Open every second Friday during assembly upstairs in the school hall from 2.15 – 3.15pm

Second hand and new items for sale

Contacts:

| | |
|-------------------------------|--------------------------------|
| Lynda Wilson 434 5098 | Debbie Roberts 434 5488 |
| Lynette Hardy 434 9122 | Shona de Geest 434 0902 |

School Uniform Sun Hat

Fenwick Primary School has a uniform sun hat (royal blue, bucket-style), which must be worn by all pupils in Terms 1 & 4 when outside during school hours.

Sunhats may be purchased from the school office.

Please note '***No Hat No Play***' applies.

Knitted beanies, with the school logo, are also available (although not compulsory) from the school office.

It is very important that all items of clothing are named. Named items are soon returned to their owner. A lost and found box is kept in the hallway behind the office foyer and can be checked at any time.

Stationery

We stock a full range of stationery supplies at prices below normal retail. Items may be purchased at the School Office between 8:30am and 9:00am each school day. A note indicating the stationery needed and the cost, will normally be sent home before the stationery is supplied. All money for stationery should be sent in a named and sealed envelope. At the beginning of the year stationery packs will be available for purchase from Adams Take Note, in town. This ensures that children arrive on the first day ready to begin work.

Terms and Holidays for 2009

| | |
|--------------------|--|
| Term One: | Tuesday 3 February to Thurs 9 April |
| Term Two: | Monday 27 April to Friday 3 July |
| Term Three: | Monday 20 July to Friday 25 Sept |
| Term Four: | Monday 12 October to Wed 16 December (final day subject to change) |

Other Holidays

| | |
|-------------------------------|-----------------------------------|
| Teacher Only Days: | To be advised |
| Waitangi Day: | Friday 6 February |
| Otago Anniversary Day: | Tuesday 23 March |
| Easter Break: | Friday 10 April & Monday 13 April |
| Anzac Day: | Saturday 25 April |
| Queens Birthday: | Monday 1 June |
| Labour Weekend: | Monday 26 October |

School Hours

| | |
|----------------------|---|
| 8:30 am | Children may enter school grounds, supervision available |
| 8:40-8:55am | Arun Street Crossing Patrol operates with Teacher |
| 9:00am | School begins |
| 10:40-11:00am | Morning Interval |
| 12:30-1:30pm | Lunch Hour |
| 3:00pm | School ends |
| 3:00 - 3:15pm | A parent supervises Arun Street crossing |

Enrolment Procedure

If your child attends Edna McCulloch Kindergarten a pre-school morning visit will be arranged by them. In all other cases, please contact the school office in the first instance. You will receive an enrolment pack and a time will be arranged for an initial school visit. The Ministry of Education requires us to have a copy of your child's birth certificate and a copy of your child's immunisation record, which we are happy to do at the school office free of charge.

Enrolment Scheme

Under direction from the Ministry of Education, as from Term 4, 2007 Fenwick Primary School has an enrolment scheme in place. The scheme has a home zone with clearly defined boundaries and students who live in the home zone have an absolute right to enrol at Fenwick. Out of zone pupils can apply for enrolment and will be accepted in a priority order. Details of the scheme and a copy of the home zone are available at the school office. Please note, proof of permanent residency for **all** new pupils is required at enrolment e.g. telephone or power account.

Parent Helpers

At enrolment new parents will be asked to indicate areas in which they can be involved in our school. We often ask for help with various school activities, and we appreciate the help that we receive. Some of these activities include help in classrooms, EOTC (Education Outside The Classroom), sports coaching, swimming instruction, library help and the use of other specialist skills.

Volunteers are also called for to help supervise our road/pedestrian crossing at 3pm.

The Parent and School Relationship

The staff at Fenwick Primary School are keen to work with parents in promoting the all round development of each pupil. We believe that educating children is a partnership, which is why we value regular discussions with parents. Classroom programmes reflect the school's emphasis on literacy and numeracy. This is balanced however, with a commitment in all curriculum areas, e.g. music, social studies, science, art & craft, technology, Maori and physical education. We work hard to ensure that every child experiences as much success as possible and that they will discover the joy of learning.

Classroom teachers place importance on the Life Skills of:

Initiative

Independence

Honesty

Positive Attitude

Parent Teacher Interviews and Reporting to Parents

Teachers are available at any stage of the year for an interview to discuss pupil progress. For such meetings it is helpful to arrange a meeting out of school hours when the Teacher can give you their undivided attention.

During the year the following reporting is given:

February:

Class Meetings

These are to outline the years programme, class routines etc, to help the teacher to get to know your child better and to recognise any special needs your child may have. Parent help may also be organised at this stage. Parent interviews can be arranged if you request them.

Mid Year (June-July): A Concise Interview Report

On progress so far, and in relation to the child's needs. An extra interview will be held if the Teacher or the Parents consider such a meeting will be of benefit to the child. Parents/caregivers will be allotted 15 minutes prior to the interview to view your child's books so please allow at least 30 minutes per child.

Late November/December: A Comprehensive Written Report.

This will summarise progress during the year and include positive and helpful comments for the future education of your child.

Concerns/Complaints Procedure

Any concern about your child's education/welfare should be directed to the classroom teacher in the first instance. The Principal, Assistant Principals and Board of Trustee Chairperson or individual Board of Trustee members (for governance issues) are also available to ensure any problems are dealt with appropriately.

Newsletters

A Newsletter is sent home each Wednesday with the eldest child in your family attending our school. Check the school-bag each Wednesday. The newsletters are numbered so that you can keep track of them. It is wise to keep a file of newsletters for future reference.

Homework

As this varies from class to class please ask your child's teacher if you are not sure what is expected.

Remember

*homework can be a shared experience,
but is for your child to complete.*

Dental Therapist

All pupils are treated regularly at our clinic although we do not have a full time therapist. The contact phone number is 027 4791732.

Hearing and Vision testing

The visiting Health Nurse carries this out once your child begins school. However if you have a concern about your child's eyes or ears, please advise the classroom teacher and this request will be attended to. Vision testing is also carried out as part of our six year net programme.

Public Health Nurse

The public health nurse visits school each fortnight and can be contacted via school to help with any health issues your child may have.

Religious Instruction

A programme of Religious Instruction operates from March to November each year. This programme is held in all classes for a half an hour on Wednesdays. Parents may request that their child/ren is/are exempted from this programme by sending a note to the Principal, at the start of the year, to that effect. Children not taking part in the programme are supervised in the school library.

Visitors to School

All visitors to school must check in at the office and sign our visitor's book on arrival and departure, so we can monitor who is present in the school. It is also requested that parents delivering pupils to and from school outside normal times should report to the office.

Absences

We appreciate a note or telephone message from parents to inform us that their child will be away. The school's cellphone number is **027 636 1243** if you wish to notify us by text. Please phone by 9:15am on the day your child is absent. We have a 24 hour answering machine so you can call at any time. If an absence is unexplained, we will ring you.

Accidents / Sick Children

If a child has an accident or is sick at school, parents will be notified so that the child can be collected. If parents are unavailable, the emergency contact person will be contacted. Where no one can be contacted, the school will take all responsible care of the child at the School Medical Room and contact a doctor if necessary. In the event of a head injury parents will always be contacted.

Physical Education

As Physical Education is part of our syllabus and programme, all of our pupils will take part unless there is a sound medical reason for non-participation. In this case contact from parents will be required.

Swimming

During the swimming season all classes have regular swimming lessons in our heated school pool. Senior pupils also swim at the Waitaki Aquatic Centre. All pupils are expected to participate and parents are asked to send along a note to the class teacher if they wish to have their child excused from swimming for health reasons.

School Swimming Pool

The School Swimming Pool is available to school families outside school hours during the swimming season. A charge is made to cover the running costs plus a deposit for the key. The person requesting a key signs a list of responsibilities. Sensible Pool Rules are displayed in the pool enclosure. Those who do not abide by the rules will be asked to return their pool key.

Head Lice Procedure

- When a case of head lice is reported to the school, a letter is sent home with each child in the class of the infected child. The letter requests that a parent/caregiver check their children's head, then sign and return it to their teacher the next day.
- Pupils, whose letter is **NOT** signed and returned the next morning, are checked in the presence of two staff members.
- If headlice is found, infected children are withdrawn from class. Parents will be notified to collect and treat their child and return them when treatment completed.
- A check of all family members is recommended.
- If there is a recurring incidence in the class within a fortnight **ALL CHILDREN** in the class will have their heads checked. Notification will be sent home and parents/caregivers are welcome to be present. Parents of infected child(ren) will be contacted to discuss treatment.
- Whole school checks are carried out if headlice is widespread in many classes
- The Health Nurse will be contacted if treatment isn't carried out by parents/caregivers.
- Some assistance may be available to purchase shampoo, and the Robi comb is available from the Health Nurse.

Playground Awards

Each day the duty teachers observe and record playground behaviour and promote positive play and relationships. The duty teacher also distributes tokens to children for 'caught being good'. Five individual tokens earn a principal's treat and also contributes towards class rewards.

School Lunches

All children are supervised during the eating of lunch. They are encouraged to eat all that you have given them. In cases of uneaten items your child will be asked to take the uneaten part home so that you are aware of the situation. Bought lunches are available on Mondays and Fridays. Details of items available and costs are sent home at the beginning of the year and are available on request at the school office. Money for bought lunches should be sent along in a sealed envelope with the child's name, room number and the order written clearly on the outside. Please deliver to the school office between 8:30am and 9:00am. Please try to provide the correct money (no cheques) as giving change is time consuming and our supply is limited. On wet days the children eat their lunch in their classroom. Children remain seated for the 15 minute lunchtime after which the duty teacher will dismiss them.

School Banking

Westpac Bank offer a school banking service through Fenwick Primary School. A bank deposit box is located in the school office foyer and is cleared at the end of each week. Accounts need to be opened at Westpac Bank, Thames Street and from then on children can use the service.

Drive & Drop Zone

There are two areas to drop off, or pick your children up, when driving them to and from school – Greta Street travelling south and Hull Street travelling north.

The zone operates Monday to Friday 8am – 4pm, except school holidays and public holidays.

Parents can't leave their cars unattended, turn the motor off or get out of their vehicles. When dropping off, let your children out, say goodbye and drive off. When picking up, say hi, wait until children are in with seatbelts on and drive off.

These zones have been developed so that drop off and pick up is quick and safe.

Leaving the School Grounds

Because the school is responsible for your child during school hours, pupils are not permitted to leave the school grounds, unless going home for lunch on a regular basis. If your child has to leave the grounds for a particular reason, then please send a note of explanation, or contact the office.

Going Home After School

Please remind your child regularly against loitering on the way home, visiting friends after school without permission or going anywhere with strangers.

The SCHOOL RULE is:

ALL CHILDREN

MUST REPORT IN AT HOME BEFORE

playing with friends or

returning to school to play in the school grounds.

OSCAR – Out of School Care and Recreation

After school care is available at the Fenwick Primary School Hall each school day from 3.00 – 6.00pm. An information brochure is available at the school office or by contacting:

Jenny McCulloch 434 8797 or 021 156 5871

School Grounds

Pupils are permitted to use the school grounds outside school hours provided they have been home first, have parent permission to be there and that they follow the guidelines set out below. The Fenwick Primary School Board of Trustees has the following rules concerning the use of the school grounds.

These rules are displayed on large signboards on all boundaries:

- The grounds are available as a neighbourhood park at all non-school times **during daylight hours**
- Waitaki District Council Parks & Reserves Bylaws apply.
- No dogs within the school boundaries.
- Cycling is prohibited around buildings
- All buildings are out of bounds.
- Skateboards: This activity is permitted only on asphalt surfaces and away from all steps and buildings.

We appreciate that the great majority obey the rules, and care for our facilities.

Emergency Drill for Fire and Earthquakes

Evacuation drill for all students is held once per school term. In the event of a fire, earthquake or other emergency, at school during school hours, all children will be evacuated from the school buildings and will assemble inside the Hull Street/ Arun Street fence or outside our caretaker's garage. Once assembled, the children will remain under school supervision until a parent/caregiver officially collects them. The class teacher must be notified at the time of collecting your child and signed for in the class register against the child's name. If conditions are unsuitable for children to make their own way home after 3:00pm they will be supervised until a parent/caregiver collects

them. Fenwick School hall is also a community Civil Defence base during an emergency.

Cycles

The school has a policy, which recommends those children who are 10 years of age may cycle to school. It is compulsory for those children riding to school to wear a cycle helmet.

Bicycles should be placed in the bike stands. All senior pupils will take part in the Safe Cycling Programme before they leave Fenwick Primary School.

Skateboards and Scooters

Riding of skateboards and scooters is not permitted in the school grounds during the school day. Riding of skateboards and scooters to and from school is not recommended.

Toys and Valuables at School

Teachers do not encourage the bringing to school of toys and valuable items. At times it is appropriate to have these things at school for a Morning Talk or a Class Study of some sort. In this instance the item must be returned home as soon as it has been displayed. Teachers cannot be held responsible for the safekeeping of such items.

Sweets at School

No sweets are to be brought to school, including chewing gum.

Money at school

From time to time money is required at school. If possible we will inform you through a newsletter or note the reason for the money and the cost. All money sent to school is best sent in a clearly named envelope and should be handed to the office or classroom teacher for safekeeping.

Jewellery at School

The wearing of jewellery and makeup is discouraged. The school will not accept liability for lost items.

Children are requested to only wear keepers or studs earrings as the dangly earrings can be dangerous.

Scholastic Book Club

Several times during the year, children will receive a pamphlet, outlining a variety of current reading material plus an order form. If you wish to order please send along your money and order in a sealed envelope. Please write cheques to *Scholastic NZ Ltd.*

Home and School Association

The Home & School has a membership of Fenwick Primary School parents and staff. A committee of about 15 members is very active and welcomes all interested parents. They have an evening meeting once a month at the School and anyone interested is welcome to attend. Activities include: Informative meetings about school programmes, fund-raising projects, visiting speakers, family trips and providing a forum to share thoughts and ideas about the school.

Chairperson: Mrs Lynda Wilson
Secretary: Mrs Lynette Hardy
Treasurer: Mrs Nicola McBride