



25A Arun Street
Oamaru
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Being Respectful
Being Responsible
Being your Best

INFORMATION BOOK 2020

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MISSION STATEMENT

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

Introducing Fenwick Primary School

Welcome to Fenwick Primary School.

Fenwick Primary School is a U5 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 teachers and programmes ensure high quality education is delivered in a safe and supportive environment.

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

Our school roll of 300 pupils includes 15% Maori and 10% Pasifika pupils. 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 13 classrooms, toilets, library and technology room. Our school and community swimming pool is heated and operates from November to March. Our community hall was opened in June 2006 and includes the OSCAR Before & After School Care Programme, which also operates school holiday programmes. The school environment is attractive both for learning and play and includes a senior adventure playground which is currently being developed.



The Principal

Mr Rodney McLellan

Class Organisation

Room	Class	Teacher
1	New Entrants	Mrs Renee Webster
2	New Entrants	Mrs Megan Beresford
3	Year 2	Mrs Anneke Catto
4	Year 2	Mrs Jenny Gawn
4A	Year 1	Mrs Marion Milmine
5	Year 3/4	Mrs Sarah Caldwell / Mrs Lee-Anne Mavor
6	Year 3/4	Mrs Fiona Murdoch
7	Year 3/4	Mrs Kelly Roger
8	Year 3/4	Mr Stu Morrison
9	Year 5/6	Mrs Shannon Moore
10	Year 5/6	Mrs Rebecca Cartlidge
11	Year 5/6	Miss Tannah Mclay
12	Year 5/6	Mr Chris Ormandy
Deputy Principal		Mrs Tracey Bell (responsible for the junior classes)
Assistant Principal:		Mr Chris Ormandy (responsible for the senior classes)
Middle Syndicate Leader:		Mrs Kelly Roger (responsible for the middle classes)
Secretaries:		Mrs Anita Wood
		Mrs Sandra Olsen
Teacher Aide Support:		Ms Naomi Le Roy
		Mrs Rose Allan
		Mrs Robyn Rayne
		Ms Gillian Lynch
		Mrs Jennifer Bennett
		Mrs Losa Kautai
		Mrs Lynn Walker
		Mrs Stephanie Keen
		Mrs Joanna Hacquoil
		Mrs Pauline Emerson
		Mrs Lynette Holmes
Caretaker:		Miss Leeanne Wilson
Cleaner:		Mrs Diane Kelly

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 Tuesday during the third week of the month at 7.00pm. Visitors and interested persons are welcome to attend.

Board of Trustee Members

Mrs Hineau Mackenzie (BOT Chair)

Mr Jon Coursey

Mr Grant Finn

Mr Ben Stratford

Mrs Katalina Veituna

Staff Rep / Curriculum

Mrs Anneke Catto

Principal/Privacy Officer

Mr Rodney McLellan ph 434 8209

School Uniform

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

The uniform has a range of options e.g. skirt/pinafore/skort/shorts, tartan or plain navy, plain navy shorts/trousers, royal blue polo fleece or navy v-neck woolen jersey, navy polo fleece vest, polo shirts in short and long sleeves bearing the Fenwick School logo. Matching thermals may be worn in winter. Dark coloured shoes are to be worn along with either white, or blue socks or blue tights (girls). A sports uniform is required for some codes with the option to borrow items from the school.

Sutherlands Mens & Ladieswear in Thames Street are stockists of new uniform items, and the Fenwick Home and School Association has a second-hand uniform shop. This is located in the former dental clinic building on the corner of Arun and Greta Streets.

Hair: All children with hair touching their shoulders need to wear it tied up, and should secure it with ties or ribbons in school colours.

Our school uniform is durable and attractive—it is important that it is worn in a neat and tidy fashion.

Fenwick Home & School Uniform Shop

2019 Opening hrs – Wednesdays (term time) from 2.45pm – 3.15pm

Second hand items for sale

Sutherlands Mens & Ladieswear – New Uniform Price List

205 Thames Street, Oamaru Telephone: 434 9194

	\$
Polar fleece.....	42.00
Jersey	90.00
Polo shirt-short sleeve.....	26.50
Polo shirt-long sleeve.....	29.50
Cargo shorts.....	32.00
Cargo longs.....	38.00
Track pant.....	39.90
Skort.....	60.00
Pinafore.....	80.00
Socks—navy knee high.....	12.50

Printed name tags—\$19.00 for 3 dozen

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 for \$10.00.

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

Knitted beanies with the school logo, are also available from the school office for \$5.00. These are optional but are the only winter hat allowed to be worn during school hours.

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.

Enrolment Procedure

If you think your child will be attending Fenwick School we appreciate knowing this well in advance. We welcome all enquiries, and please note that this does not obligate you to enroll your child.. Enrolment packs are available from the school office.

Each term, a group visit is arranged for children due to begin school over the following 10 – 12 weeks. This is an initial one hour visit where children spend time in the new entrant classroom and parents/caregivers accompanying them are shown around the school and meet with the Principal, Rodney McLellan. Individual visits for your child are then arranged nearer to their starting date.

The Ministry of Education requires us to have a copy of your **child's birth certificate** or passport, which we are happy to copy for you at the school office. We appreciate this being brought in with the completed enrolment form prior to their starting date.

Enrolment Scheme (Zoning)

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 and/or ballot. Please note, proof of permanent residency for **all** new pupils is required at enrolment e.g. telephone or power account.

Zoned Area

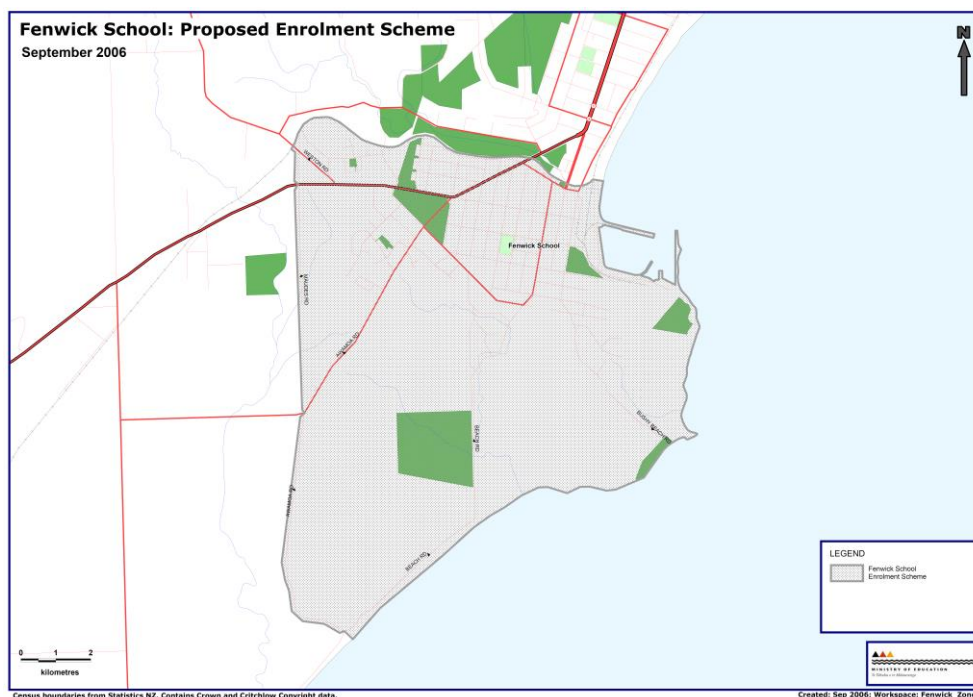
North: The railway line from Humber Street to the overhead bridge at Weston Road.

East: The coastline from Humber Street to Bush Beach Road.

South: The coastline from Bushy Beach Road to Beach Road. The coastline parallel to Beach Road to the intersection of Beach Road and Awamoa Road.

West: Along Awamoa Road to the intersection with Stonewall Road. A straight line to Maudes Road. Along Maudes Road to the intersection with Weston Road. Northwest along Weston Road to the overhead bridge.

Note: Under further direction from the Ministry of Education (as at 16 October 2017), new families living in-zone who then leave the zoned area may not be eligible for subsequent children to attend Fenwick Primary School.



Stationery

We stock a full range of stationery supplies. Items may be purchased at the school office between 8:30am and 9:00am each school day. At the beginning of each year, from mid-January onwards, stationery packs are available for purchase from Paper Plus in Oamaru or online via the school website: www.fenwick.school.nz, or for next day delivery through Officemax: www.myschool.co.nz and follow links. Children know in advance which room they will be in. This ensures children arrive on the first day of term 1 ready to begin work.



School Accounts

Fenwick School does not have EFTPOS available but as well as cash or cheque payments to our office, we welcome payment of accounts by automatic payment or internet banking. Please set up payees as follows:

Fenwick School: BNZ 02-0940-0207677-00

Fenwick Home & School: Westpac 03-0937-0144054-00

Fenwick Uniform Shop: Westpac 03-0937-0144054-02

Please include your child's name and what you are paying for.



Terms and Holidays for 2019

Term One:	Monday 3 February – Thursday 9 April
Term Two:	Tuesday 28 April – Friday 3 July
Term Three:	Monday 20 July – Friday 25 September
Term Four:	Monday 12 October – Wednesday 16 December

Other Holidays

Teacher Only Days:	To be advised
Waitangi Day:	Observed Thursday 6 February
Otago Anniversary:	Monday 23 March
Easter:	Friday 10 April, Monday 13 April & Tuesday 14 April
Anzac Day:	Saturday 25 April
Anzac Holiday:	Monday 27 April
Queens Birthday:	Monday 1 June
Labour Day:	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

Parent Helpers

Parents are often asked to indicate areas in which they can be involved in our school. We require help with various school activities, and 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 sciences, 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 also place importance on our school shared values and the key competencies of:

- Thinking in a variety of ways
- Relating to others
- Managing self
- Participating and contributing
- Understanding language, symbols and texts

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 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.

May (Mid Year): Written Report & Parent/Child/Teacher Interview

A written report is sent home a few days before interviews. Ten minute interviews are allocated for each family as close to parent-requested times as possible. This is an opportunity to discuss your child's progress so far and your child's presence at the interview is preferred.

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 produced **each Wednesday** and either emailed (if address provided) or sent home with the eldest child in your family attending our school. Check your emails or the child's 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

We believe homework is an opportunity for pupils to practice and reinforce useful skills and processes. It is also an opportunity for parents to get involved with their child's learning. Each teacher sets a minimum amount of homework of spelling, reading and basic facts work. Other work may be set by individual teachers.

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

Gifted & Talented Programme

At Fenwick School we believe in catering for all learners but there is a unique group of children who have shown that they require extension or enrichment beyond their classroom, with like-minded peers who can challenge and engage them in thinking and learning.

The **Sparx** group was established to meet the needs of these children who have shown that they have particularly strong thinking skills and advanced abilities and/or interests in one or more curriculum areas beyond their aged peers. They meet one morning each week, taking part in a range of different activities. The group has also travelled to Dunedin to work with NZ authors in a writers' workshop, worked with local artists creating visual artworks & competed in spelling and current events quizzes in Timaru, to name a few.

Sparx children enjoy the challenges that the group provides.

Assembly

School Assembly is held each second Friday from 2.15 – 3.00pm with classes taking turns in hosting. Also included are class items, school singing, House Captain awards, Class Teacher awards, Principal's report, School Spirit awards and special items such as Kapahaka and choir performances. Parents and families are welcome to attend.

Dental Therapist

All pupils are entitled to free dental care through the school dental service which is located at Oamaru North School.

The contact phone numbers are 434 6170 or 027 4791733.



Hearing and Vision Testing

A Vision Hearing Technician visits the school each term. If your child has not had a B4 School Check we will send home a consent form for you to sign and he/she will be tested. However, if you have a concern about your child's eyes or ears at any time, please advise the office staff or classroom teacher and we can refer your child to the technician or our visiting health nurse. Vision testing is also carried out as part of our six-year net programme.

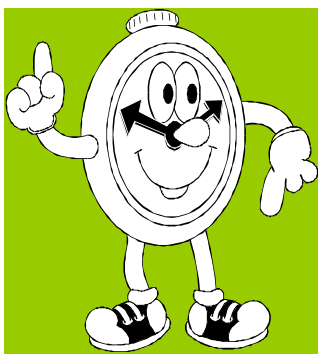
Public Health Nurse

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

Visitors to School

All visitors must check in at the school office by entering their details into the VisTab system on arrival and departure, so we can monitor who is present in the school. It is also requested that parents picking up and returning children, during the school day, must also enter their details into this system.

Absences



The school office requires a note, telephone or text message from parents to inform us if their child will not be at school.

The school's cellphone number is **027 6361243** if you wish to notify us by text. **This is for texts only, please use our landline number: 434 8209 for any calls.**

Please notify us 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 text and/or 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. If at any time a child badly bumps or takes a knock to their head, parents will always be contacted.

Medication

If your child has a medical condition and requires medication to be administered during school hours, please advise the office. A 'request to administer medication' form must be completed and appropriate steps will be taken regarding supply and storage. Pupils with serious/ongoing conditions will have instructions and medication stored in our sick bay e.g. inhalers, epipens.

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 (November – March). A charge is made to cover the running costs and is payable when you request a key for the season. Sensible Pool Rules are displayed in the pool enclosure and a copy of this is given to you with your key. Those who do not abide by the rules will be asked to return their pool key.

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 contribute towards class rewards.

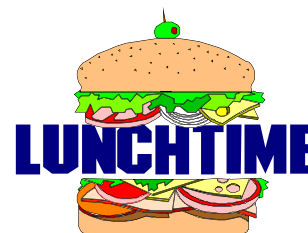
Head Lice Procedure

- 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 child’s name remains confidential so please do not hesitate to contact us, either the office or the teacher please). 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 is 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. **There are also free chemical-free kits available through Home & School. Please ask the school office about these.**



School Lunches

All children are supervised during lunchtime. They are encouraged to eat all that you have given them. In cases of uneaten items your child will be asked to take it home so that you are aware of the situation. Bought lunches are available on Wednesday and Friday each week. Details of items available and costs are printed at the end of this book and are also 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. (One envelope per family is fine). Please deliver to the school office between 8:30am and 9:00am. Please provide the correct cash (no cheques) as giving change is time consuming and our supply is limited. On wet days the children eat lunch in their classroom. Children remain seated for the first 15 minutes of lunchtime.



Drink Bottles

Filtered water is provided from our drink fountains, which also have bottle-filling attachments. Pupils are encouraged to bring only water to school. Drink bottles are stored in classrooms.

Milk/Fruit in School

All children are given milk 3 times a week, provided by Fonterra as part of the Milk in Schools programme. Milk is refrigerated and drunk at a time that suits individual teachers. If you do not wish your child to have milk, please inform their teacher. Each Friday is ‘**Fruity Friday**’ where children are provided with a variety of fruit to taste as part of our healthy eating programme.

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 make cheques payable to *Scholastic NZ Ltd.*

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 cannot 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.



Emergency Drill for Fire and Earthquakes

Evacuation drill for all students is held once each school term. In the event of a fire, earthquake or other emergency during school hours, all children will be evacuated from the school buildings and assembled 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 Civil Defence base during an emergency.

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.



School Grounds

Pupils are permitted to use the school grounds outside school hours provided they have been home first, have parent supervision 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.

OSCAR – Out of School Care and Recreation

Before and after school care is available at the Fenwick Primary School Hall each school day, 7.45 - 8.45am and 3.00 – 6.00pm. An information brochure is available at the school office or by contacting: **Jenny McCulloch 434 8797 or 021 156 5871**

Cycles

The school has a policy which recommends those children who are 10 years of age and over, 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 provided and locking them is recommended. 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, but riding to and from school is permitted. A scooter parking area is provided but at the owner's own risk. Please name them.



Toys and Valuables at School

Teachers do not encourage bringing toys and valuable items to school. At times it is appropriate to have these things at school for a Morning Talk or a Class Study. 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 and you will be informed via our newsletter or a note.. It should be sent in a clearly named envelope and handed to the office or classroom teacher, depending on the instructions given.

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 stud earrings as dangly earrings can be dangerous.



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.

President:	Petra Burns
Secretary:	Shannon Moore
Treasurer:	Melissa Edge

FENWICK PRIMARY SCHOOL
WEDNESDAY SUBWAY ORDERS
Orders by 9.00am to the school office
in a named envelope with correct money



ALL LUNCH ORDERS ARE \$6.00

Each lunch order has a 6" sub, a cookie and a piece of fresh fruit.

Each 6" sub is made with freshly baked bread, a cold meat selection, cheese, lettuce, tomato, cucumber and mayonnaise.

The cold meat selection consists of ham, turkey, salami, tuna, roast beef. Or vegetarian is available.

Please write the following on the outside of an envelope:

Name

White or Wheat bread

Choice of fillings

Any other requests

and **enclose correct payment**. If change is required, subway will send this back to school the following Monday.

FENWICK PRIMARY SCHOOL
FRIDAY LUNCH ORDERS
Orders by 9.00am to the school office
in a named envelope with correct money

Please choose one item from each section: ALL LUNCH ORDERS \$6.00

NB: Flavoured milk is an optional extra

SECTION A

Ham or chicken bun

Ham or chicken wrap

Mousetrap

Mince pie

2 Savouries (mince or bacon & egg)

Sausage roll (large)



SECTION B

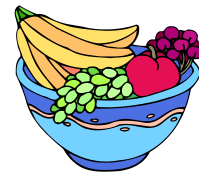
Boston bun

Slice

Muffin

Banana Bread

Scone (cheese)



SECTION C

Fruit of the day

Friday lunches supplied by **Delectables Bakery**, North End, Oamaru