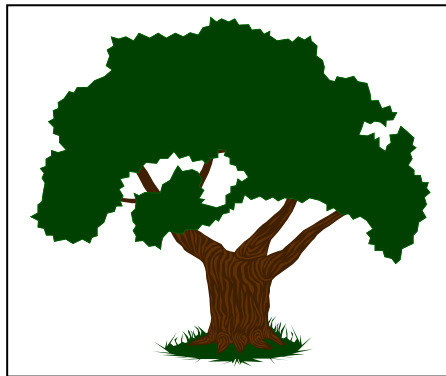


Thames South School



Kia tupu ai enei kakano hei rakau nui

May these tender seedlings grow into mighty trees

2017

Prospectus

CONTENTS

| | |
|---------------------------------|---|
| ERO Summary | Privacy Act |
| Strategic Plan | Promoting Diversity |
| Principal's Letter | Religious Instruction |
| Absences | Road Patrols |
| Accidents / First Aid | School Activity Fees |
| Bell School Hours | School Structure |
| Bicycles | Special Needs Team – Learning Support Programmes |
| Board of Trustees | Smoking |
| Buses | Speech Therapist |
| Clothing | Stationery |
| Code of Conduct | Sunhats |
| Communication | Whakawhanaungatanga |
| Damage to School Property | Visitors |
| Dental Therapist | <u>Appendices</u> |
| Education Outside the Classroom | School Rules |
| Enrolments | Behaviour Plan |
| Hearing & Vision Testing | Term Dates & Contact Details |
| Home Learning | Acceptable Use of Computer |
| Internet Access | Online Publications of Student Images & Work Policy |
| Library | Lunch List |
| Lunch | <u>Return Forms</u> |
| Manual Training | <i>Enrolment Form</i> |
| MMP | <i>Permission Sheet</i> |
| Newsletters | <i>Permission for Online Publication</i> |
| Notices Home | <i>Computer & Internet Use Student Contract</i> |
| Parking | <i>Confidential Medical Form</i> |
| Personal Belongings | <i>Consent for Dental Examination</i> |
| Policies & Procedures | |

THAMES SOUTH SCHOOL – STRATEGIC PLAN

MISSION STATEMENT

Kia tupu ai enei kakano hei rakau nui

May these tender seedlings grow into mighty trees

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SCHOOL VISION AND DIRECTION

Thames South School develops lifelong learners empowered with a sense of identity in a vibrant safe community.

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CORE VALUES

These will focus on AROHA, RESPECT, HONESTY, EXCELLENT, CONFIDENCE, MANAAKITANGA (Care and Respect), CREATIVITY, COOPERATION, SELF DISCIPLINE, SERVICE AND TOLERANCE together with the virtues that are within all of us.

School Goals

1. To develop and enhance a positive self image in all our students.
2. Place emphasis on all students gaining proficiency in numeracy and literacy.
3. Cater for a variety of teaching and learning styles in a range of classroom settings.
4. Develop and encourage skills to embrace change as an opportunity.
5. Promote effective communication and thinking skills.
6. Provide learning experiences that promote an appreciation of the arts, sports, recreation and the outdoors.

Community Goals

1. Encourage everyone to be life long learners.
2. Offer a unique opportunity to become bilingual.
3. Develop an awareness of and a respect for Te Tangata Whenua.
4. Utilise local people and resources to support children's learning.
5. Develop an appreciation of the history of Hauraki.
6. Provide opportunities for exploration of our natural environment in order to develop an appreciation and respect for these resources.
7. Develop knowledge of the services and industries of our urban and rural population, past and present.



Thames South School

GREY STREET, THAMES, NZ

Phone: 07 868 6594

Fax: 07 868 6170

Mobile: 027 2176072

Dear Parent / Caregiver

Welcome to Thames South School. We hope that this information booklet helps in explaining how our school operates. If at any time you have a question, please feel free to ask.

At Thames South School we believe partnership is the way ahead and we go to great lengths to work in with families and whanau groups to ensure that each child has the best possible environment to advance their learning. Working together, looking for better ways to communicate with you – and involve you will ensure your child gets the best possible advantage and education.

Our key focus in recent years has been in literacy and numeracy – we run support programmes for special needs and special abilities children, and we offer immersion learning in Te Reo Maori for those parents who are keen to have their children become fluent speakers.

Included is an A-Z directory. Some things may change over time and if they alter in a major way, we will keep you updated via our weekly newsletter, which is sent out every Thursday with the youngest child in the family.

If you are enrolling your child, you will find a tear out section at the end of this booklet. Please fill out the enrolment information and return it to school.

Kim Nikora
PRINCIPAL

Absences

If your child is away from school we need to be contacted by phone or note. The school number is 868 6594 or 027 217 6072 to leave a text message. The school is required to keep a record of attendance and we follow up on unexplained absences through the Thames Truancy Service. These absences are checked after 9.15am.

Accidents / First Aid

On enrolling your child you will have provided information on any health concerns for your child. If there is a change, please contact us so that we can alter our records. We are fortunate to have trained First Aid staff at school who deal with any first aid matters. Contact with the home is made for serious injuries. At Thames South School we may use homeopathic or bach flower remedies (Rescue Remedy) in oral liquids. If you would like more information about these, or do not wish your child to have these treatments, please contact the school office.

Bell Times – School Hours

| | | |
|------------|-------|-----------------------------|
| These are: | 9am | Bell for school to commence |
| | 10.50 | Interval starts |
| | 11.20 | Interval ends |
| | 1.10 | Lunch starts |
| | 2.00 | Bell for lunch break to end |
| | 3.00 | School finishes |

Bicycles

A number of our students bike to and from school. We prefer students to be 10 years and over and it is recommended by the police. At 3pm students are to walk their bikes out of the school grounds and leave by the supervised crossings.

Board of Trustees

This is the elected group of parents responsible for the governance of the school. It sets the direction of the school within guidelines set by the Ministry of Education. The Principal, who is also a member, is responsible for managing the school. There is a representative from the staff who is also on the Board.

Meetings are generally held monthly on the fourth Monday of the month at 7pm, and are advertised through the school newsletter. These are public meetings and you are welcome to attend.

The Board are:

| | |
|-------------------|--|
| Chairperson | Andrea Johnston |
| Parent Reps | Kim Lockley Luke Hale Cindy Dargaville Alex McGowan |
| Staff Rep | Jeannie Apthorp |
| Principal | Kim Nikora |
| Minutes Secretary | Diane Carey |

Buses

There are bus runs for children who live in outlying areas – e.g. Coast, Kauaeranga and the Kopu-Hikuai. If you would like to know more about the bus runs, please contact Murphy's Buses on 07 868 6265

Clothing

Children are expected to be dressed in clean and tidy clothing. We expect common sense to prevail, especially regarding appropriateness. In winter, a change of clothes when playing on the field is a sensible idea. We strongly recommend that clothing is named. Lost property is kept in the hall. Parents and students are encouraged to come and look for lost items. At the end of each term, unclaimed clothing is given to charity.

Code of Conduct – Agreed Expectations

The school has agreed expectations of behaviour, which sets out the expectations the school has. This is displayed for students and reinforced by staff. We believe in dealing quickly with instances of misbehaviour, including contact with the home if appropriate. The Student Management Plan is included at the end of this booklet. We actively encourage a safe, supportive environment and set high standards of behaviour.

Communication

Our school actively supports open and honest dialogue. There will be times when you are unsure of something. If you have a query please contact the school as soon as possible. If you would like to see a teacher, please make an appointment and indicate what you would like to discuss.

Damage to School Property

Students need to be encouraged to take care of school property. If damage is deliberately done to school or anyone else's property, we have a policy of repair or replacement by whoever caused it.

Dental Therapist

The Dental Caravan operates for most of the school year behind the hall. When the clinic is not operating at the school, please phone 0800 825 583.

Education Outside the Classroom

Thames South School promotes experiences outside the classroom to enrich class programmes. For safety, extra adult supervision is necessary. Parental permission is sought for walks in our local area. Some trips are made by private car. Where large numbers or longer distances are involved, local bus companies are used – in which case pupils are asked to cover costs. If private cars are used, our transport policy is followed.

Enrolling Your Child at School

If your child is turning five we welcome regular visits to school as this can make the transition to school life easier. When enrolling children at school there is a form to fill in with relevant details. There are school fees set which we ask you to pay. This voluntary donation is used to buy resources for the children. We ask that a birth certificate be presented, as well as an Immunisation Certificate.

Health

The Waikato District Health Board provides health services to the school to promote and support the health of the students. The school's Public Health Nurse is Jessie McTier-Jones. She makes regular visits to the school. Parents with health concerns about their child can contact Jessie directly (07 8686 550 ext 8886 or 021 341 845).

Hearing and Vision Testing

The Hearing and Vision Technician tests new entrants and Year 7 students. If at any time you feel a student needs to be referred, please contact the school.

Home Learning

At the beginning of each year the class teacher will outline the homework programme for their particular class. Your role as a parent / caregiver is one of support and encouragement.

Internet Access

Most classrooms have email and internet access. Copies of the "Internet & Email Student Rules & Agreement" and "Online Publication of Student Images & Work Policy" are provided in this booklet for your information. The forms "Acceptable Use of the Internet" and "Permission for Online Publication" are enclosed with the enrolment

Library

Our school library is open daily, including lunchtimes. We do ask that books are returned on time so that other students can enjoy that particular book as well. Each student has a computerised card kept at school, which records their issues and makes it easier to keep a track of the books.

Lunchtimes

If your child goes home for lunch, we require a note. This is for obvious safety reasons.

Students are required to sit for 10 minutes to eat their lunch, supervised by classroom teachers. In summer, lunch is eaten in the shade. If wet, lunch will be eaten inside.

Manual Training (Technology)

Thames High School works on a six day timetable. Years 7 & 8 students attend on a class basis. There is a fee of \$15 per term, which is collected directly by the Thames High School. Children are expected to walk directly to and from Tech Training along a set route. They are not permitted to visit shops or wander downtown at this time.

MMP (Mixed Medium Programme for Teaching)

Waikato University runs a three year Teacher Diploma course where adult students work on line and through a school to gain qualifications to teach. Currently Thames South School has sponsored just under 30 of our parents over the last fifteen years, four are on our present staff and we have two more in training. If you would like to know more about MMP ask at the office.



Newsletters

These are handed out on Thursdays. Please check your child's bag each Thursday evening. The youngest or only child in the family will have a copy.

Notices Home

As well as newsletters for the whole school, individual classes/syndicates send notices home from time to time.

Parking

Please use street parking and encourage your child to use the supervised crossings. Please leave the bus parks and main driveway free. Driving into the school driveways during school time is for emergencies only.

Personal Belongings

Leave items that inhibit learning, at home eg. Lollies, gum, knives, electronic devices, cell phones etc. Teachers will confiscate these items and parents will be asked to collect the item from the office.

Policies and Procedures

The school has formulated many policies and procedures which have been approved by the Board of Trustees, and which are kept in the school office.

Privacy Act

We are bound by this act. You are welcome at any time to see all records held at school on your own child. Just contact us and we will happily provide that information. In addition, you should be aware of the following:

Thames South School requires accurate information in order to communicate with parents / caregivers, to determine appropriate educational and pastoral support needs and to complete statistical returns. The Privacy Act 1993 places rules on the collection, use, storage and access of information that is received at enrolment, and from student academic records. All reasonable care is taken in the collection, storage and security of this information. From time to time it needs to be updated. Individuals have the right of access to personal information through the Principal who is our school's Privacy Officer. At the discretion of the Principal, under Section 76 and Section 77 of the Education Act 1989, this information may be shared with the following groups of professionals on a need-to-know basis – school staff, Group Special Education, Public Health Nurse and Doctors, Ministry of Education, Children and Young Persons and their Family Service, Police and other professionals approved by the Principal. If you do not wish personal information to be released, then contact with the Principal should be made.

Promoting Diversity

Thames South School actively promotes the two main cultures of Aotearoa, New Zealand along with the other heritage cultures of our students. Senior Students are introduced to Spanish, French and with students from Japan, Korea & the Pacific Islands, all languages are valued. We also have Te Kawenga, our total immersion in Te Reo unit, as well as offering all students who wish, opportunities to become fluent in Te Reo.

Religious Instruction

A non-denominational Christian based weekly programme is available for Years 1-4 students, for those parents who request it for their child. Students, who do not attend, continue with their normal classroom programme.

Road Patrols

The school patrol is supervised by an adult, and operated by our senior children who are on duty from 8.30am until 8.55am, and 2.55pm until 3.10pm daily in front of the school. When the signs are up, all traffic **MUST STOP**. Children should always use this crossing if they need to cross Rolleston Street. Grey Street crossing is monitored by volunteers from 2.55pm-3.10pm.

School Activity Fees

The school fees are used to help students learning programmes and are set at \$40 per student per year, with a maximum of \$80 per family. Part of this fee is a donation and we certainly appreciate it, as it helps our children. Payments can be made by cash, cheque or automatic payment. They can be paid weekly, fortnightly, monthly or term by term. The office staff can assist you with this.

School Structure

For 2014 the school is comprised of:

| | |
|--------------------------|---|
| Principal | Resource Teachers of Learning and Behaviour |
| Deputy Principal | Resource Teacher of Literacy |
| Assistant Principal | Trained Teacher Aides |
| 9 classroom teachers | Office Staff |
| Part time teaching staff | Caretaker / Cleaner |

The Staff are:

| | |
|------------------------|---|
| Kim Nikora | <i>Principal</i> |
| Wayne Whitney | <i>on leave</i> |
| Jeannie Apthorp | <i>Deputy Principal</i> |
| Tineka Rhind | <i>Assistant Principal</i> |
| Odette Wilson | <i>Assistant Principal</i> |
| Janna Brewster | <i>Part Time Teacher</i> |
| Rebecca McGarry | <i>Part Time Teacher</i> |
| Angela Nation | <i>on leave</i> |
| Jacky Armstrong | <i>Teacher</i> |
| Lisa Boyce | <i>Teacher</i> |
| Neville Harding | <i>Teacher</i> |
| Miranda Kini | <i>Teacher</i> |
| Kathy Milner | <i>Reading Recovery & Teacher Library Support</i> |
| Sally Masson | <i>Resource Teacher of Learning & Behaviour(RTLB)</i> |
| Vicky Sephton | <i>Resource Teacher of Literacy</i> |
| Lyn Skilling | <i>Teacher Aide</i> |
| Lyn Batters | <i>Teacher Aide</i> |
| Kylie Turoa | <i>Teacher Aide</i> |
| Mel Reidy | <i>Kaiarahi i te Reo</i> |
| Marion Fisher | <i>Teacher Aide</i> |
| Diane Carey | <i>Office Manager</i> |
| Tory Hodge | <i>Admin Support</i> |
| Barry Priest | <i>Caretaker</i> |

The school has 3 syndicates – Junior/Middle & Senior incorporating Dual Language and Te Kawenga. The different syndicates organise activities, share planning and work together as a team. This is why you will find that students sometimes work with different teachers for areas of the curriculum. This is to utilise their strengths and maximise the benefits for students. We offer choices of mainstream, adventure learning, partial immersion and total immersion education.

Smoking

Thames South School is a smoke free area.

Special Needs Team – Learning Support Programmes

This team meets regularly and organises programmes to give extra support to students who need it. These programmes include:

- ABC – to help young students learn the alphabet
- Reading Recovery – for students at six who need help with reading, for half an hour a day with a specially trained teacher
- HPP – an oral language programme for young students
- Tape Assisted Reading Programme(TARP) – a programme for middle and senior school students to improve reading skills
- Support for At Risk Readers (SARR) – a 1 to 1 with a specially trained teacher for 4-8 year olds.
- Resource Teacher of Literacy – works with students and teachers to close the gaps.
- Resource Teacher Learning & Behaviour – works with teacher, students and parents to help students to learn.
- Numeracy Tutor – for students who need help with number skills.
- Extension programmes – for students with abilities, run in conjunction with the Thames Hauraki Gifted and Talented Group.
- Australian School Competitions – tests for students with strengths in Maths, English, Writing, Science, Computers.

Speech Therapist

A Speech Therapist from Group Special Education visits the school from time to time to work with students who require help. If the school or the parent/caregiver has a concern, a referral can be made.

Stationery

Stationery packs are available at the office on Wednesday 18th January, Thursday 19th January & Friday 20th January. Alternatively you can purchase packs at Paper Power or The Warehouse Stationery (they have stationery lists for our school). Please ensure students always have the correct equipment.

Sunhats

Protection from the sun is vital. Students are required to wear sunhats in the sun at playtime, lunchtime and sports time in Terms 1 and 4. The first hat is free when being enrolled, any lost hats are replaceable, purchase at the school office for \$10 each.

Whakawhanaugatanga

Thames South School actively involves parents and whānau to participate with their children in all aspects of the school learning environment especially in the sharing of their talents and crafts with student groups. Many parents offer their time on a regular basis to help students with their reading through the 'Pause, Prompt, Praise Programme' and our Dual Language Classes involve their parents in regular competition evenings all with a view to have parents more involved and tuned in to how they can best help their children in their learning.

Visitors

All visitors are required to sign in at the Office on entering the school grounds (parents, caregivers, siblings, contractors, support services, sales people etc)

2017 TERM DATES

| | | | |
|---------------|----------------------------------|----|---|
| <i>Term 1</i> | Tuesday 31 st January | to | Thursday 13 th April |
| <i>Term 2</i> | Monday 1 st May | to | Friday 7 th July |
| <i>Term 3</i> | Monday 24 th July | to | Friday 29 th September |
| <i>Term 4</i> | Monday 16 th October | to | Tuesday 15 th December (tbc) |

| | |
|------------------|--------------------------|
| Waitangi Day | 6 February |
| Good Friday | 14 th April |
| Easter Monday | 17 th April |
| Easter Tuesday | 18 th April |
| Anzac Day | 25 April |
| Queen's Birthday | 5 th June |
| Labour Day | 23 rd October |

CONTACT DETAILS:

Thames South School

Phone: (07) 868 6594

Fax: (07) 868 6170

Mobile: 027 217 6072

Email office@thamesouth.school.nz

Website: www.thamesouth.school.nz

RTLIT (Vicky Sephton)

Phone (07) 868 6710

RTLB (Sally Masson)

Phone (07) 868 6710

Mobile Dental Clinic

Phone 0800 825 583

**Acceptable use of Computer
INTERNET AND EMAIL STUDENT RULES AND AGREEMENT
YEARS 1 AND 2**

Read this notice carefully. Then keep it so you can check with it again. That way you will not forget what it says.

This notice will be checked each year.

These are the important rules I must follow:

1. The only time I can use the Internet and email at school is when a teacher is supervising me. I must ask the teacher first.

I will take care of our computers:

- I will not damage any equipment or furniture.
- I will not bring software from home to use on a school computer.
- I will not print anything without the permission of the teacher.

I will be considerate of other users:

- I will share with other children.
- If anything offensive comes on the screen I will immediately turn the monitor off and tell a teacher.

I will look after myself sensibly:

- I will not put my address and phone number onto the computer.
- I will tell the teacher if I come across any problem.

I understand that if I break this agreement in any way I may lose the right to use computers at school. The school may also take disciplinary Thames South School

Acceptable Use of Computer INTERNET AND EMAIL STUDENT RULES AND AGREEMENT YEARS 3 TO 8

Read this notice carefully. Then keep it so you can check with it again. That way you will not forget what it says.

These are the important rules I must follow:

1. School computers are to help me with classroom learning. They are not for play.
2. It is important to keep safe while using the Internet and email. This means I must follow the school's safety rules.
3. The only time I can use the Internet and email at school is when a teacher is supervising me.
4. I am not allowed to try and look up things on the Internet, which I know are not for children. This might be pornography, or information which is dangerous. Some of it is against the law. (Your teacher will explain this to you).
5. I must be sensible when using email. I know that I must not send messages which I would not want my parents or teacher to read, even as a joke. I agree that:

I will take care of our computers:

- I will not damage any equipment or furniture.
- I will not copy any software.
- I will not bring software from home to use on a school computer.
- I will not print anything without the permission of the teacher.
- I will use school approved software only.

I will be considerate of other users:

- I will not monopolise equipment – I will share.
- I will not deliberately disrupt the computer or the school's network.
- I will not be involved in electronic vandalism, like viruses.
- If I accidentally come across offensive, dangerous or illegal material I will immediately turn off the monitor and tell the teacher, without showing any other students.

I will look after myself sensibly:

- I will not give anyone on the Internet information about myself or others – this includes addresses and phone numbers.
- I will tell the teacher if I come across any problem.

I understand that if I break this agreement in any way I may lose the right to use computers at school. The school may also take disciplinary action against me.

ONLINE PUBLICATION OF STUDENT IMAGES AND WORK POLICY

Purpose:

Thames South School uses a range of learning technologies to enhance student learning. These include electronic mail (email) and the Internet. From time to time, we publish on the school's Internet website (www.thamessouth.school.co.nz) material

- For educational purposes in accordance with the national curriculum, including on the role and use of technology in society
- To share the results of learning within the school community
- To promote the school within the wider community

This may include examples of students' schoolwork and images of students and groups of students in activities at or out of school, which may include scanned, digital, or video images.

Guidelines:

1. Thames South School will publish the material only on its own website and/or any New Zealand based websites endorsed by the Ministry of Education e.g. Te Kete Ipurangi ("The Learning Basket")
2. Thames South School publishes student material online for the following three purposes:
 - To educate the student in accordance with the national curriculum, including the role and use of technology in society
 - To encourage the student to be part of and participate in the school community
 - To promote the school in the wider community
3. Thames South School acknowledges that it cannot control who accesses the websites on which students' images or material is published or the copying, by visitors to these websites, of images of the students and their work.
4. Thames South School will identify students on the websites only by their first name and year at school. Students' surnames, home addresses, and telephone numbers will not be available on the websites.
5. Thames South School will not publish a student's image or work without written authorization from the student's legal guardians. The school will remove all material relating to a student from its website if requested by a legal guardian of the student and, in any event, once the student leaves the school permanently.
6. Thames South School will not publish material online that may defame anyone, be objectionable from a human rights point of view, be obscene, or infringe the copyright of third parties. All the students material published online will be subject to an editing process, which will include the correction of spelling and grammatical errors.

Conclusion:

By following the six guidelines as outlined above Thames South School will have taken steps to safeguard the privacy of the students and comply with the Privacy Act 1993.

SCHOOL RULES

School Vision

Thames South School develops life long learners empowered with a sense of identity in a vibrant safe community

We focus on, AROHA, RESPECT, HONESTY, EXCELLENCE, CONFIDENCE, MANAAKITANGA, CREATIVITY, CO-OPERATION, SELF-DISCIPLINE, SERVICE and TOLERANCE together with the virtues that are within us.

Therefore, it is expected that everyone will:

- respect the rights and feelings of others, by treating them with kindness and respect, using good manners at all times.
- care for our school grounds, school property and school equipment.
- keep within the school grounds, unless written permission is given by parents, and/or teacher notified.
- leave items that inhibit learning at home eg lollies, gum, knives, electronic devices etc. Teachers may confiscate items and parents may be asked to collect the above from the office.

UNACCEPTABLE BEHAVIOURS

- Obscene and offensive language, offensive gestures and verbal “put downs”.
- Hurting others by hitting, kicking, biting or fighting.
- Threatening, intimidating or bullying of any kind.
- Deliberate and repeated defiance of any adult working in, or visiting our school.
- Damaging of school or others’ property.
- Spitting