

## Introduction

**[www.spreydon.school.nz](http://www.spreydon.school.nz)**

Dear Parents

Thank you for taking the time to consider Spreydon School for your child's education. We hope you will find the school atmosphere friendly and co-operative and that we meet your expectations. Please feel free to contact the school if you have any questions or if you would like to view our site.

I hope you can join us.

Rick Wardrop  
PRINCIPAL

### How do I enrol?

Ring us at the school 338 5033 or call in and see us at the office on any school day, preferably between 8.30 am and 3.30 pm. If it is during a holiday break or weekend, leave a telephone message and we will get back to you. We can also arrange for you to have a look around our school if you wish.

#### For 2012 our term dates are:

Term One	Tuesday 31 January to Thursday 5 April
Term Two	Monday 23 April to Friday 29 June
Term Three	Monday 16 July to Friday 28 September
Term Four	Monday 15 October to Thursday 13 December

#### For 2013 our term dates are:

Term One	Monday 4 February to Friday 19 April
Term Two	Monday 06 May to Friday 12 July
Term Three	Monday 29 July to Friday 27 September
Term Four	Monday 14 October to Thursday 19 December

## **We have a lot to offer**

- ◇ superb grounds and space to mix and mingle
- ◇ school wide behaviour programme
- ◇ a before school programme from 7.30am
- ◇ an after school programme from 3.00 until 6.00pm each day
- ◇ quality classroom programmes delivered
- ◇ excellent facilities, including a 23m x 10m swimming pool, a bright hall and a well stocked learning centre
- ◇ computers available to all pupils, a learning network and the school is on line, with all students able to use the internet under supervision
- ◇ extension opportunities in mathematics, reading, language and science
- ◇ remedial assistance available
- ◇ friendly welcoming staff
- ◇ an invitation to visit anytime
- ◇ the opportunity for you to join in educational activities at any time
- ◇ a regular newsletter
- ◇ reporting to you four times per year, including the chance to set goals with your child

## **A PROUD HISTORY**

Spreydon School pupils enjoy a reputation for education that commenced with the opening of the first classrooms on the present site on 26 March, 1872. The school was then known as the Upper Heathcote School. The rich heritage and history of the present school is an advantage enjoyed by all of today's pupils.

We celebrate our Spreydon school birthday on 8<sup>th</sup> August.

In addition to our classrooms today, we also have many other specialist teachers. Our dental nurse visits on regular occasions and we have a Speech and Language Therapist working from our site.

## **ABSENCES**

If your child is absent or will be arriving late, for any reason, please advise us at the school. There is an answer phone installed here, so your message will be received regardless of the time. Alternatively you may send a text to our cell-phone, 027 7511 229, stating your child's name, room number and the reason for their absence.

## **BOARD OF TRUSTEES**

The governance of the school is in the hands of a Board of Trustees who meet regularly throughout the year at the school. These meetings are open to the public and a Board comment is usually included in the newsletter immediately following any meeting to inform parents of proceedings.

## **EMERGENCIES**

The school has well defined emergency procedures. In any emergency situation the staff are primarily responsible for the safety of the children - all other duties are secondary. Messages intended for staff or children cannot be expected to receive action and communication might be difficult. Parents should tune into NewstalkZB, which will broadcast any necessary information. We also use a text messaging service and update our website and telephone messages as often as possible

## **FIRST AID**

In the case of accidents at school, depending on circumstances we:

- \* Give minor first aid
- \* Contact the parents as necessary
  
- \* Contact ambulance or doctor if we are in doubt
- \* Most teachers have basic first aid certificate

## **NEWSLETTERS**

Newsletters are e-mailed or sent home usually every second week with the exception of the weeks immediately before or after a holiday, or any short weeks. Newsletters include recent happenings at the school and also advise of important up-and-coming dates, eg sporting events, special assemblies, mufti days etc.

## **HOMEWORK**

All children are encouraged to read regularly at home. Junior school children have home reading every night. Senior children are encouraged to take home library books along with additional activities on a regular basis. Parental support is helpful but the independence of the child is encouraged.

## **STUDENT LED CONFERENCES & REPORTS**

We try to maintain regular close contact with the home. Each year we have two parent/teacher/pupil conferences with follow up reports. In these conferences goals and actions are set and reviewed. At the end of Term 4 a written report is issued. We also have school activity days and other events which are advertised in the newsletter.

## **LEARNING CENTRE [LIBRARY]**

We encourage full use of the facility with weekly lessons and regular class visits. Children are generally allowed three books out at a time. We ask that your child has a library bag to help look after our school books. The library is open 1.30pm – 2.00pm on Monday, Wednesday and Friday and parents are welcome to come along and read with their children. Library bags can be purchased from the school office.

## **LOST PROPERTY**

Please name all property and clothing that your child brings to school. Lost property is kept in the school sick bay. We suggest you check this regularly as we empty the bins regularly.

## **LUNCH ORDERS**

For those children wishing to buy their lunch, Subway is ordered through the classroom teacher on a Tuesday, for delivery Wednesday. We are aiming to be a Bronze Healthy Heart School and our school lunches reflect this.

## **MEDICAL CONDITIONS**

If children require medication for any reason, please inform the office staff of your child/children and send appropriate medication to school so that it is available when and if necessary. You will be asked to sign a form allowing us to administer the medication. It will be stored safely and your child/children's name, condition and treatment displayed for staff.

## **MONEY AT SCHOOL**

Sometimes children need to bring money to school for such reasons as school trips, photos, etc. This should be either taken to the School Office or given to the teacher by 9.00 am. It should not be left around or put in desks.

## **PARENT HELPERS**

Parent involvement is encouraged throughout the school.

## **PARENT TEACHER ASSOCIATION**

The PTA is a parent support body that brings parents of the school closer to the activities within the school. The group is organised and elected annually as a semi formal link between the home and the school. The main functions of the PTA are:

- \* to maintain the links between home and school
- \* to co-ordinate with the Board of Trustees on school matters
- \* organise fund raising and social activities
- \* arrange parent discussion groups which usually have an educational background
- \* contribute ideas to the school
- \* support the school as requested

## **RELIGIOUS INSTRUCTION**

During 2012 these lessons will be held on a Tuesday from 1.30pm for Rooms 13, 14, 15 and 16.

Each class involved is instructed for thirty minutes. All children are encouraged to be involved, but if you wish your child to be excluded, please inform the classroom teacher and arrangements will be made for their supervision.

## **SCHOOL FEES**

These fees are set each year by the Board of Trustees. For 2012 these have been set at:-

### **School Fees:**

One child	\$15 per term	(\$60 per year)
Two children or more children	\$30 per term	(\$120 per year)

### **Activity Fees**

Per child	\$5 per term	(\$20 per year)
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## **SPECIAL HELP FOR CHILDREN**

Within the school we attempt to meet the needs of each individual child. The special assistance we provide includes access to Reading Recovery, Teachers Aide and/or Special Needs Teachers, Gifted and Talented education, School Psychologist, Public Health Nurse, Vision & Hearing Testing, Speech Therapy and our own Pastoral Care.

## **STATIONERY**

The school sells suitable stationery at ordinary retail prices or less. When we buy stationery in bulk we attempt to sell it to the children at the lowest possible price.

## **SCHOOL UNIFORM**

Your child is expected to wear the school uniform. This is available from the school office. Please contact the office for a current price list.

## **SWIMMING**

During the season the whole school has daily swimming instruction, weather permitting, in our own school pool. It is our aim to teach children to be water confident, to swim, to enjoy water and to survive.

## **WHAT DOES YOUR CHILD NEED TO BRING**

When your child comes to Spreydon he/she will need a lunch container, a bag suitable for carrying books between home and school, and an art smock for art activities. Art smocks are available from the school office.

*If you have any other questions, please do not hesitate to ring the school office during school hours. Thank you.*