



Pegasus Bay

Te Kura o Manga Kawari

PARENT HANDBOOK 2019

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WELCOME! It is a pleasure to welcome you to Pegasus Bay

Please take a few minutes to read through this booklet, it contains lots of information about our school, and the way we do things – it's recommended reading for every parent!

Families move to this area for lifestyle and to get out of the city. Our school reflects this. It is a school that lets children be children, wear bare feet, get grazes and have fun. We value all that is great about our area - the beaches, the lake, the forest, the wetlands, the river, the golf course and the history of the area. These features are integral parts to how we teach and what we teach. We are a school for adventurers, for creators and for thinkers.

A central theme for us is that our children must become Kaitiaki (which broadly translates as guardians). People say that we need to leave a better planet for our children - we say that we need to leave better and more informed children for our planet.

The notion of Kaitiaki also refers to being a guardian of ourselves and our potential. Achieving and knowing about our gifts and talents is essential. 'Achieving' is more than great grades, which is why we have Science, Surfing and Golfing Academies, music and dance lessons during school time and an emphasis on performing arts.

The Learning Communities (LCs) are stunning. Yes there is the flash new technology with all the bells and whistles but what is even more important is the great staff we have. I would be absolutely rapt to have my child taught by any teacher at Pegasus Bay. We have a blend of youth and experience. Every teacher and teacher aide is totally committed to every child. A great school isn't about ERO reports or achievement levels (rest assured that ours are outstanding) it is about children and parents being committed and wanting to be part of our school - and they are.

We want to know what you are thinking - so if there's something you think we've done well and should know about, or you have a concern about something, or you have an idea you'd like to share – check out our contacts page and please get in touch.

Best regards
Jared Kelly
Principal

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MAP OF THE SCHOOL

Here is a map of our school – you can pick up a bigger copy of this from Reception at school, or print one from our website.



Important notes re parking:

- Taramakau Lane is a private lane and the residents there respectfully ask that you do not use it for access to the school, nor use any of the vacant sections for parking.
- The first driveway, alongside Taramakau Lane, which leads to the parking areas adjacent to the gym is for **staff only**.
- Parents may park for short periods in the drive-through parallel parking spaces adjacent to Waikuku and Rakahuri - if there is space.
- Please do not park in the disabled parking spaces unless you have a valid disabled parking permit.
- If you live locally, we would prefer not to see your car at school!

A BIT ABOUT US

Our school was founded in 1873 and we were known as Waikuku School until we moved to this site in May 2014 from our old site on Main North Road. Our enrolment home zone stretches from the Ashley River mouth in the north, to Gladstone Road in the south, and the Rangiora / Woodend Road to the west. We were the first school build to be completed as part of the Government's \$1.1billion investment in education renewal in greater Christchurch following the earthquakes.

Modern Learning Environment (MLE)

Modern Learning Environments (MLE) are digitally connected, flexible spaces that allow teachers to tailor learning for small or large groups. The design meets special standards for acoustics, lighting, ventilation and heating.

Our LCs include large open areas for collaborative learning, and quiet spaces for independent learning, as well as technology / media, arts, resource and reading spaces. Each LC is equivalent to the size of two and a half single-cell classrooms.

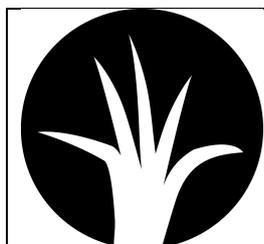
Flexibility is a key point, with the furniture able to be changed around depending on the type of learning that's going on. We aim for one teacher per 25 students in general. It's a genuinely collaborative environment that makes the best use of the different teachers' skills and passions.

Research proves that the design of modern learning environments creates a secure and stimulating learning environment and supports innovative and imaginative teaching practices. The end result is a boost in student engagement levels, which can lead to improved academic achievement. To find out more, visit:

www.shapingeducation.govt.nz

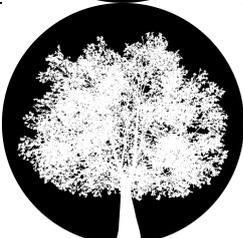
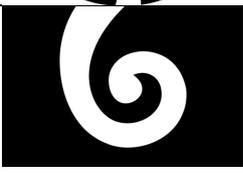
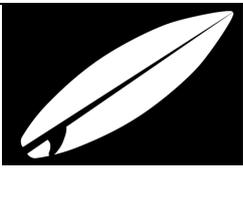
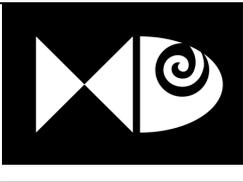
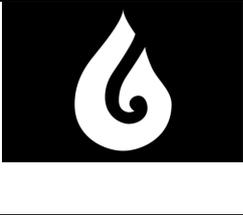
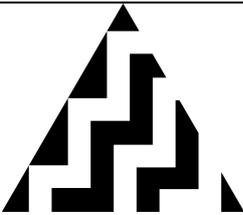
'Place Based' Learning

Another innovative concept at our school is the place-based curriculum. We are located in a stunning and culturally significant part of New Zealand. With the historic Kaiapoi Pā a short walk away, as well as so many significant natural features nearby, the local environment becomes an integral aspect of the students' learning. As the children move through each LC on their journey through our school, they will also learn about our local area. Our place based learning curriculum imbeds knowledge and understanding of our place by focusing on a different local area. Our students will learn what they need to know to enable them to be kaitiaki of their place.



Te Kōhaka (not in use for 2019)

Kōhaka refers to a nest, or a time to apply new concepts, the sowing of skills or seeds. This is taken from Te Kōhaka o Tūhaitara - our wetland area. It is symbolised by the flax leaves of our wetlands. This space is yet to be built and will be the third and final build stage.

	<p>Ka Rere Ka Rere means taking flight. There is a time when it is necessary to leave the nest and take flight. This LC is symbolised by the kahu (hawk), which is a kaitiaki of the pā – an ‘indicator of wellness’. Our NE and Year 1 children are based here.</p>
	<p>Peka Peka After taking flight the journey takes us to the edge of the forest along the coast – known as Peka Peka. It is also the former name of village we know today as Woodend. Symbolised by the beech tree - once very prevalent in this area, our Year 1 & 2 children are based here.</p>
	<p>Rakahuri This is the Māori name for the Ashley River – children learn about the river and the creatures that live on, under and near it. Symbolised by the fish-hook our Year 3 & 4 children are based here.</p>
	<p>Waikuku Waikuku has one of the largest estuaries in New Zealand. Children learn about the importance of estuaries, the creatures who live there and the threats they face. Symbolised by the surfboard, our Year 3 & 4 children are based here.</p>
	<p>Nga tai o Mahaanui Ngā tai o Mahaanui means 'the tides of Mahaanui' (Mahaanui is the name of Māui's waka) – children learn about the beach, the bay and ecosystems and food chains. Symbolised by the fish, our Year 5 & 6 children will be based here</p>
	<p>Taerutu Taerutu is the name of the first Pā in our area. It was located at the site of a fresh water spring. There is a water fountain marking its location in a small lake at the Pegasus Golf Club. Symbolised by a Māori fish-hook in a drop of water, our Year 5 & 6 children are based here.</p>
	<p>Manga Kawari Known locally as the Taranaki Stream, this is the formal name for the stream that connects Waikuku and Pegasus. Once an important feature for local Māori who lived here – it was not only a source of water it was also a means of transport and a provider of kai moana. Symbolised by the stream growing, our Year 7 & 8 children are based here.</p>
	<p>Maungatere This is the Māori name for Mount Grey – believed to be the launching point for spirits leaving the South Island. Here we reflect on their final years at primary school before ‘launching’ into life at High School and the work force. Symbolised by Mount Grey, our Year 7 & 8 children are based here.</p>

Our area is rich in history – check out the local library or visit them online:

http://libraries.waimakariri.govt.nz/heritage/local_history.aspx to find out more.

This is what *Place Based Learning* is all about - children knowing about and valuing their local environment.

Parallel teaching

All of our teachers in each Learning Community operate as a team – usually in a Syndicate with their neighbouring LC. Children are organised into “home groups”, and each home group has a teacher allocated to them – this person is your first point of contact for any questions or concerns about your child.

A home group will be a mix of children from the LC – this means there may be a range of ages in that home group.

All children are then ability grouped for their learning – this means that they will be learning with other children at the same level as them for maths, reading, writing etc.

What is Kaitiaki?

Kaitiaki broadly translates as guardian. With your help, we will endeavour to teach the children at our school to have a Kaitiaki mindset. What does that mean...?

Looking after myself – making good learning choices and thinking about how my behaviour reflects on my family, my school and myself.

Looking after my things – keeping track of my things and putting them where they belong when I’m not using them.

Looking after my environment – being respectful of my environment and not dropping rubbish or purposefully damaging anything.

Looking after my community – being a good friend, saying kind words and being a helpful person.

Looking after my learning – making sure I am ready for learning by having the right equipment, eating the right food and getting enough sleep.

AT PEGASUS BAY OUR VALUES SHOW US HOW WE CAN

BE THE SOMEBODY

VALUES OUR WAY OF BEING



Ako OPEN TO THE CHALLENGE OF LEARNING

- | Show Grit
- | Am Future Focussed
- | Can Make Mistakes
- | Am A Tuakana & Teina
- | Am Accountable



Kaitiaki RESPECT MYSELF, OTHERS & THE ENVIRONMENT

- | Am A Guardian
- | Care
- | Act
- | Am Honest



Whanaungatanga BE AN ACTIVE PART OF THE COMMUNITY

- | Can Communicate Effectively
- | Am A Team Player
- | Show Integrity
- | Am Inclusive



AT PEGASUS BAY THESE ARE THE SKILLS TO BE AN

ACT-IVE LEARNER

ACT-ive OUR WAY OF LEARNING



Adventurer AN ADVENTURER... SYSTEM FOCUSED

- Plans
- Organises
- Takes Risks
- Makes Decisions
- Is Flexible



Creator A CREATOR... FUTURE FOCUSED

- Can Work by Themselves or Collaborate
- Creates Solutions
- Looks Beyond the Obvious
- Can Imagine and be Innovative



Thinker A THINKER... FACT FOCUSED

- Gathers Information
- Is Focussed
- Is Reflective
- Uses Feedback



WHO DOES WHAT IN THE OFFICE...?

Corinda Thompson (Mrs T):

Our School Secretary and 'front of house' person. She is the person to get in touch with about absences, school accounts, sick-bay and general information.if Mrs T doesn't know the answer to your question, she will know who does! She also looks after our finances, school accounts and our Student Management System – Linc-Ed.

Dedrie Trnjanin (Dedrie)

Covers for Mrs T when Mrs T is doing finance stuff. She also helps out at Reception from time to time when we need an extra bit of admin help. You will also know her as one of our awesome Teacher Aides – and she will combine both roles this year.

Micky Brosnan (Micky)

Jared's PA and the schools Business Manager. She provides support to Jared and also looks after our human resources administration, school suppliers, facilities and communications. She is also our Board Secretary and the best person to speak to if you need to book a time to see the Principal or the Deputy Principal.

Nic Mathwin (Mrs Mathwin)

Nic is Acting DP this year and will be Assistant Principal next year. She provides extra leadership support for the Principal. She is also responsible for supporting Mr Kelly in ensuring that our teaching and learning is the very best it can be. She is also our SENCO (Special Needs Co-Ordinator) and she is jointly responsible (with Mr Kelly) for our IT programme.

Jared Kelly (Mr Kelly)

Our Acting Principal for the rest of 2019, while the Board go through the process to find a permanent replacement. Mr Kelly oversees the teaching and learning in our school. This includes ensuring our curriculum is robust and that our staff have the tools, knowledge and training to deliver a quality education. He also manages our budget and ensures the business side of the school runs smoothly. He is also jointly responsible (with Mrs Mathwin) for our IT programme.

CONTACTING US

The school office is open for phone calls and visitors from **8:30am to 3:30pm**. During these hours our Mrs T or Dedrie will usually be available, or you can leave a voicemail message. The school office is closed during school holiday breaks.

Please note that during break times trained pupils from the Senior and Intermediate Syndicates man our phone. We feel that this not only recognises our senior students maturity and responsibility, but that it also means that a person, rather than voicemail answers incoming calls. If you would prefer not to leave a message with a student, please ensure you don't call during break times.

PHONE NUMBER: (03) 920 7000
E-MAIL: admin@pegasusbay.school.nz
WEBSITE: www.pegasusbay.school.nz
PHONE APP: search for *Pegasus Bay School* at the app store (it's free)
ADDRESS: 5 Solander Road, Pegasus, 7612

Children's absences **You must let the *office* know if your child is going to be absent from school, and the reason for the absence – before 9am**

To notify us of an absence you can either send a notification via the **phone app** or **phone the school, before 9am, and dial 1 to leave a message on our absence line**. By all means, email or text the home group teacher too – but as a priority, you must do one of the above to let the office know.

Where possible, unexplained absences will be followed up with a telephone call to the child's home or to the parent/caregiver's mobile. This is to ensure, as far as possible, the child's safety while travelling to school.

Who do I talk to?

If you have concerns about your child's happiness or learning you need to approach their home group teacher first. If you feel your concerns are not addressed, your next contact should be with the Syndicate Leader. Concerns relating to staff members or general school procedures should be directed to the Nic or Jared. For any other complaints, you should refer to our complaints policy on SchoolDocs.

The flow of communication from children and parents to school needs to work like this:

- Always the home-group teacher first.
- If there is no success then please see the Syndicate Leader.
- If the situation remains unresolved or is significantly serious, please ask Micky to book a time for to talk to the Deputy Principal or Jared.

Between 8:30 and 9am and 3pm to 3:30 Nic and Jared will aim to be available. If you see them in the office during the day, and they are not in meetings – by all means, pop in and say "g'day!" If you come to talk to them about a concern, don't be offended if you are redirected to a Syndicate Leader

Contacting your child during the school day

If you need to urgently contact your child during school hours, you may do so by either calling or visiting the School Office.

Emails and text messages to teachers are not checked regularly during teaching time, so are not a reliable way of getting an urgent message through.

Whilst we will try to deliver messages, we are a 'big school' now and cannot guarantee that messages will be delivered. As you can imagine, if the office staff are off delivering messages, they are not there to answer the next phone call or greet the next visitor. With this in mind, we have a 'student message book' at Reception and if you think you may need to confirm arrangements with your child during the day, you can ask them to check at Reception to see if a message has been left in the book.

We will do our best to pass all messages on, but cannot guarantee that messages left after 2pm can be delivered.

Cell phones at school

Children may bring cell phones to school and they need to be handed in to Reception before school, where they will be stored safely until 3pm. Some Intermediate pupils use them as web browsers during class time. This is permissible and the safety and security of the device is the responsibility of the child.

OUR TEAM

Junior Syndicate – NE to Year 2

Syndicate Leader: Lisa Hewitt (Whaea Lisa)

Ka Rere & Peka Peka

Lisa Hewitt (Whaea Lisa)

Penny Galway (Whaea Penny)

Gina Keating (Whaea Gina)

Jenni Loffhagen (Miss L)

Kylee Doust (Mrs D)

lisahewitt@pegasusbay.school.nz

pennygalway@pegasusbay.school.nz

ginakeating@pegasusbay.school.nz

jenloffhagen@pegasusbay.school.nz

kyleedoust@pegasusbay.school.nz

Middle Syndicate – Year 3 & 4

Syndicate Leader: Simon Crawford (Mr Crawford / MC)

Rakahuri & Waikuku

Simon Crawford (Mr Crawford / MC)

Maggie Yagmich (Mrs Yagmich)

Natasha Gillard (Miss Gillard)

Sharlene McIlraith (Ms Mac)

Sonya Faisst (Whaea Sonya)

Ruth Hodgkinson (Ruth) *Mondays only*

simoncrawford@pegasusbay.school.nz

maggieyagmich@pegasusbay.school.nz

natashagillard@pegasusbay.school.nz

sharlenemcilraith@pegasusbay.school.nz

sonyafaisst@pegasusbay.school.nz

ruthhodgkinson@pegasusbay.school.nz

Senior Syndicate – Year 5 & 6

Syndicate Leader: Rachel Kelly (Mrs Kelly)

Nga Tai o Mahaanui & Taerutu

Rachel Kelly (Mrs Kelly)

Emily Matthews (Miss Matthews)

Shelagh Taylor (Miss Taylor)

Kayley Taylor (Kayley)

rachelkelly@pegasusbay.school.nz

emilymatthews@pegasusbay.school.nz

shelaghtaylor@pegasusbay.school.nz

kayleytaylor@pegasusbay.school.nz

Intermediate Syndicate – Year 7 & 8

Syndicate Leader: Ali Hornblow (Mrs Hornblow)

Manga Kawari and Maungatere

Ali Hornblow (Mrs Hornblow)

Petra van der Velden (Miss V)

Rachel Robinson (Mrs Robinson)

ali@pegasusbay.school.nz

petra@pegasusbay.school.nz

rachelrobinson@pegasusbay.school.nz

Teacher Aides

Dedrie Trnjanin

Paul Neeson

Rosalie Proud

Lucy Dunn

Alison Scarlett

Tessa Johnson

Alice Bradcock

Caprice Ballantine

Lesa Gurney

Sarah Hobson

Regular relief Teachers:

Juanita Kneale (Whaea Juanita)

juanita@pegasusbay.school.nz

Juanita will be in each Thursday to cover for Whaea Gina in Peka Peka, and will be in on Fridays to release Mrs Kelly as well as alternate Tuesdays to release Miss Loffhagen.

Leadership & administration team:

Jared Kelly	Principal
Nic Mathwin	Acting Deputy Principal
Micky Brosnan	Principal's PA & Business Mgr
Corinda Thompson	School Secretary
Dedrie Trnjanin	Admin Support
Jan Campbell	Librarian

principal@pegasusbay.school.nz
Nicola@pegasusbay.school.nz
micky@pegasusbay.school.nz
corinda@pegasusbay.school.nz
admin@pegasusbay.school.nz

Caretaker

Tony Mathie

Board of Trustees

The Board of Trustees is the governing body of the school and they are accountable for student achievement.

They are the employer of all staff in the school, and are responsible for setting the school's strategic direction in consultation with parents, staff and students. They are also responsible for ensuring that the school provides a safe environment and quality education for all its students, curriculum, policies, property, finance and administration. You can find out more about the role of the Board of Trustees here:

<http://www.nzsta.org.nz/board-as-governors/>

The day-to-day operational management of the school is the responsibility of the Principal.

The Board are elected every three years. The next election will be held in May 2019.

Our current Board members are:

Greg Van Meer Chair & Parent Trustee

Sonya Faisst –Deputy Chair & Parent Trustee

Cushla Waghorn - Parent Trustee

Libby Cunniffe – Parent Trustee

Scottie Young – Parent Trustee

Lisa Hewitt - Staff Trustee

Jared Kelly - Principal

Micky Brosnan - Board Secretary

Contacting the Board of Trustees

Members of our school community are always welcome to contact the Board of Trustees. The easiest way is via email: BOT@pegasusbay.school.nz. Correspondence should be addressed to the Chairperson. All correspondence (paper and digital) is received by the Board Secretary and forwarded on to the Board Chair for review and next actions.

Please note that issues regarding specific children or members of staff should always be raised in the first instance with those most directly involved, and school management prior to making contact with the Board.

Board of Trustees meeting dates for 2019

Meetings are usually held on a Thursday every 4 weeks of school - please check the Calendar on the home page of our website or the phone app as sometimes the dates need to change.

Board meetings are not public meetings they are meetings that are held in public. This means that while anyone is welcome to attend as a spectator, if you would like to speak at the meeting you need to write to the Board Chairperson to request 'speaking rights' in advance of a meeting. Your request for speaking rights should include information on what you would like to speak about and any relevant documentation that would be relevant for the Board to have.

Parent Teacher Association (PTA)

How do I contact the PTA?

- Come to an evening meeting (advertised in the newsletter, Term Planner and the calendar on the home page of our website).
- Email us: PTA@pegasusbay.school.nz

Who is on the PTA?

You are!

Every parent with children at our school, and every teacher at our school is considered to be a member of the PTA. It's just up to you how involved you want to be.

What do they do?

- Have fun, network and become involved in growing our fantastic school.
- Enlist the help and support of parents with the aim of greater family involvement.
- Raise funds to provide improved facilities and opportunities for members of the School community.
- Organise social and educational activities on behalf of the school.
- Carry out other activities consistent with the charitable objectives of the organisation.

Coming along to a PTA meeting is a good way to become knowledgeable about what is going on within our school and to become involved with a great group of people. The PTA has a strong foundation but like anything is only as strong as its members.

You don't have to come to every meeting or help out at every event - or even come to every event. But if you can, from time to time, help out with any of the objectives above, including coming along to any social or informative activities, please do!

You can find out more information regarding all planned events in the school newsletter, the PTA Facebook page (Pegasus Bay PTA) or by attending the regular coffee meetings alternating between the Brick Mill and Flat White Café on a Friday morning after school drop-off.

Everyone is encouraged to put forward their views on anything about the school. The regular PTA meeting is held monthly at 7pm in the Student Common Room. Keep an eye out in the newsletter, term planner, website and Facebook for confirmation of dates, and PTA news.

As with any organisation, there are some "official PTA roles" and these are elected each year at the AGM.

OUR DAILY SCHEDULE

Monday To Thursday Timetable:

8:30am	School grounds open to students and parents
9:00am - 10:40am	Morning school
10:40am – 11:00	Snack time and playtime
11:00am – 12:30pm	Morning school continued
12:30pm – 1:30pm	Eating lunch and playtime
1:30pm – 3:00pm	Afternoon school
3:10pm	First bus departs for Waikuku Beach
3.40pm	Second bus departs for Tulls Road

Friday Timetable:

8:30am	School grounds open to students and parents
9:00am - 10:40am	Morning school
10:40am – 11:00am	Snack time and playtime
11:00am – 12:30pm	Morning school continued
12:30pm – 1:15pm	Eating lunch and playtime
1:15pm – 2:15pm	Afternoon school
2:15pm – 2:45pm	All school assembly
2:55pm	First bus departs for Waikuku Beach
3.15pm	Second bus departs for Tulls Road

Before 8:30am and after 3:15pm children are your responsibility, and should not be at school unaccompanied.

You should contact M*A*S*H to discuss enrolling your child in the before or after school programmes if you need childcare for these times.

Lunch procedures

We encourage children to eat their lunch at the start of the lunch break – in the shade by their LC. All rubbish is taken home in their lunchbox, along with any leftover food. Some of the Junior LCs may also have a feed and read time built in to their programme as well.

During break times there are usually three teachers on duty.

As much as possible, we encourage children to eat healthily. With this in mind, we strongly discourage you sending chocolate, lollies and fizzy drinks in school lunches.

At various times throughout the year the PTA or specific Learning Communities may hold sausage sizzles or sell hot savouries at lunchtime to raise money for school camps or other activities. You will be notified of these, and the process for purchasing them for your child, via our website, in the newsletter and LC notices.

Drinks

Water is the best drink for school, and you can either send your child with a named drink bottle, or they can use the drinking fountains at school. For safety reasons, glass bottles and containers are not permitted.

What you've given permission for on the enrolment form:

When you enrol your child at our school, your signature confirms a number of consents, as detailed on the enrolment form. Over time some of the consents we require may change or be added to, and these changes are advised to you in our newsletters. Your acceptance is deemed to be given unless you specifically write to the Principal to advise otherwise.

Here is a reminder of the consents currently in place:

Information Gathering / Sharing

I authorise Pegasus Bay School to obtain all reports, records and information relating to my child from all previous schools at which they were enrolled. I also authorise Pegasus Bay School to pass on any requested information to legitimate educational institutions that my child may move to.

Contact details

I consent to my phone number being given to BOT or PTA members who wish to contact school parents.

Parental consent to medical attention

I agree that if prescribed medication for my child needs to be administered at school, a designated adult will be assigned to do this. I will ensure that prescribed medication is clearly labelled, securely fastened and handed to the designated adult with instructions on its administration.

I will inform the school as soon as possible of any changes in medical circumstances.

I agree to my child receiving emergency medical, dental or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by medical authorities, should all parental contact options be exhausted.

Publication

In the interest of safety and security, the school requires parent permission for the publishing of student's names or media. This may include our website, on class blogs, in our newsletters, (which are handed out, emailed out and published online), or from time to time, in local newspapers or their blogs / Facebook pages. 'Media' includes written work, pictures, video and sound. Pegasus Bay School will share no more than a student's first name and /or media on our blogs. Our newsletter may, from time to time publish full names, as do the local newspapers.

We believe it is important to celebrate children's achievement, but are aware of the potential risks when material is published on a global information system such as the internet.

Permission given may be revoked at any stage, and if this is the case, parents must ensure that the school Principal is notified in writing, so staff can be informed.

I consent to my child's name and / or media being published on the terms of the above information.

Internet Safety Policy

I have read the Internet Safety Policy and I am aware of the school's initiatives to maintain a cyber safe learning environment. I also understand the need to make my child aware of the safe use of computers and the internet.

I consent to my child's safe use of computers and the internet on this basis.

Bus behaviour

If my child is travelling on the school bus, I accept that it is the driver who is responsible for the safe transporting of my child, and they will determine if my child's behaviour is acceptable or warrants being recorded and reported to school staff.

I have discussed the Bus Code of Conduct with my child and we have both signed and agreed to it.

School / class outings

You will be informed of forthcoming outings via email.

I give permission for my child to attend organised outings with Pegasus Bay School within walking distance.

School Account

All costs incurred in the recovery of overdue funds including but not limited to debt recovery charges and legal fees may be added to the balance of your account.

Parent Code of Conduct

The Board of Trustees instigated a Parent Code of Conduct in 2019 to ensure our school continues to be a respectful and safe environment for students, staff, parents and visitors. This is included in our enrolment pack going forward, is included in our School policies on SchoolDocs, and has been communicated with existing parents via email.

SCHOOL BUS

By using the bus, you are deemed to have read, understood and agreed to the 'Bus Code of Conduct'.

We currently have two bus runs each morning and afternoon. Safety of children is paramount, and behaviour on the bus is ultimately the bus drivers' responsibility – with support from Bus Monitors and school staff. Any child who misbehaves or is disrespectful will be reported to the Principal for follow up.

All children who live in our home zone, aged from New Entrant to Year 8 and who live more than 3.2kms from school are entitled to go on the school bus. Children who do not live on a bus route but would otherwise qualify may be eligible for travel assistance. You can contact the school Reception for further information on this.

Morning bus runs

Tulls Road run:

First pick up at 7:50am at 131 Tulls Road* travels west to Coldstream Road*, turns left down Smarts Road* and then left at Rangiora Woodend Road*, left into Gressons Road*, left on to Main North Road* (pick up at The Brick Mill Café at approx. 8:05) and north to Geisha Road where it turns around and head south on Main North Road* turns in to Pegasus and drops off at school at approx. 8:15am.

Waikuku Beach run:

First pick up at 8:20am at Northside Drive on Waikuku Beach Road turns left in to Kings Avenue and stops at 37 Kings Ave, 27 Queens Ave, 20 Allan Drive and the Metro bus stop on Park Terrace at approximately 8:30).

Afternoon bus runs

Waikuku Beach run:

Departs school at approx. 3:10pm and travels north up Main North Road, turning into Waikuku Beach Road and stopping at Northside Drive at approx. 3:20pm turns left in to Kings Avenue and stops at 37 Kings Ave, 27 Queens Ave, 20 Allin Drive and the Metro bus stop on Park Terrace at approximately 3:35pm.

Tulls Road run:

Departs school at approximately 3:45pm and travels north up Main North Road* (drop off to The Brick Mill Café at approximately 3:50pm) to Geisha Road* for approximately 3:55pm. Then south down Main North Road* and turns right into Tulls Road* and travels west towards Coldstream Road*, turns left down Smarts Road* and then left at Rangiora Woodend Road*, left into Gressons Road* with the last drop off on Gressons Road at approximately 4:10pm.

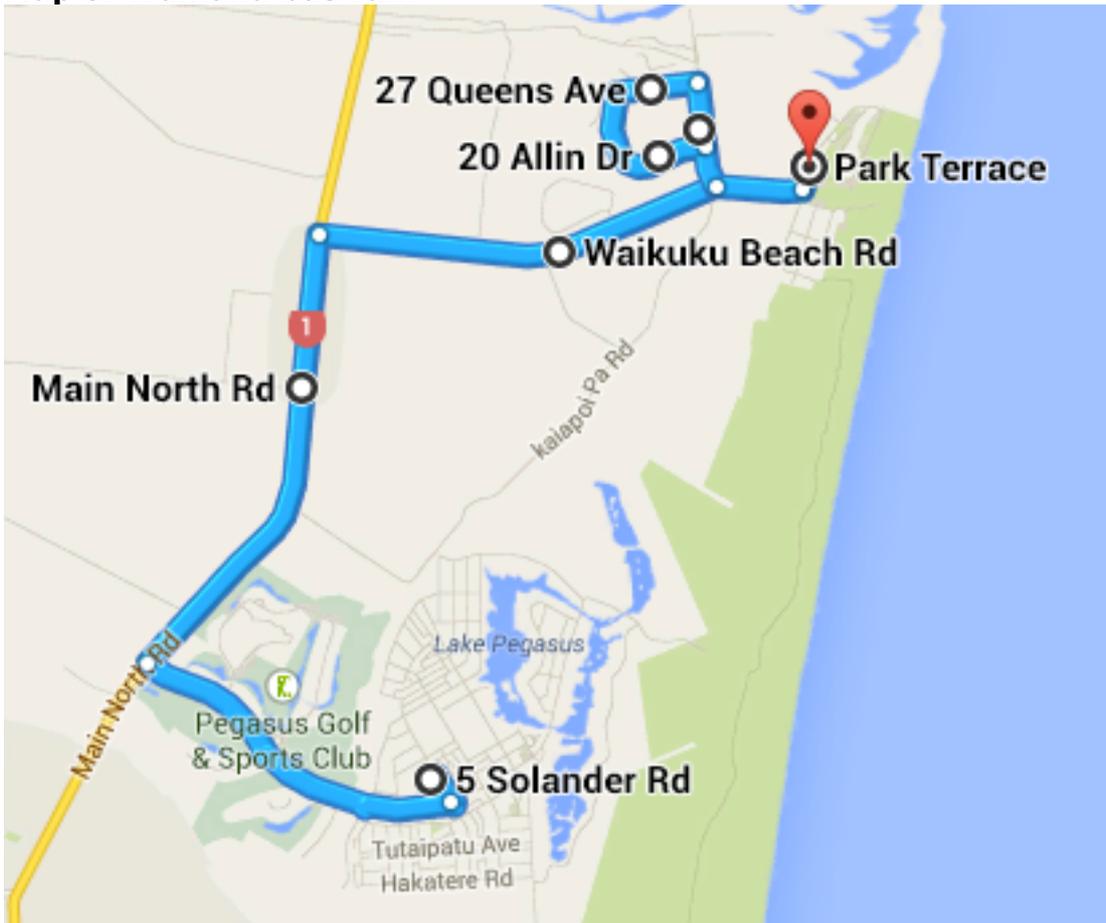
*indicates that the bus will stop on demand if a Pegasus Bay student is waiting to be picked up, or asks to be dropped off.

Friday bus home:

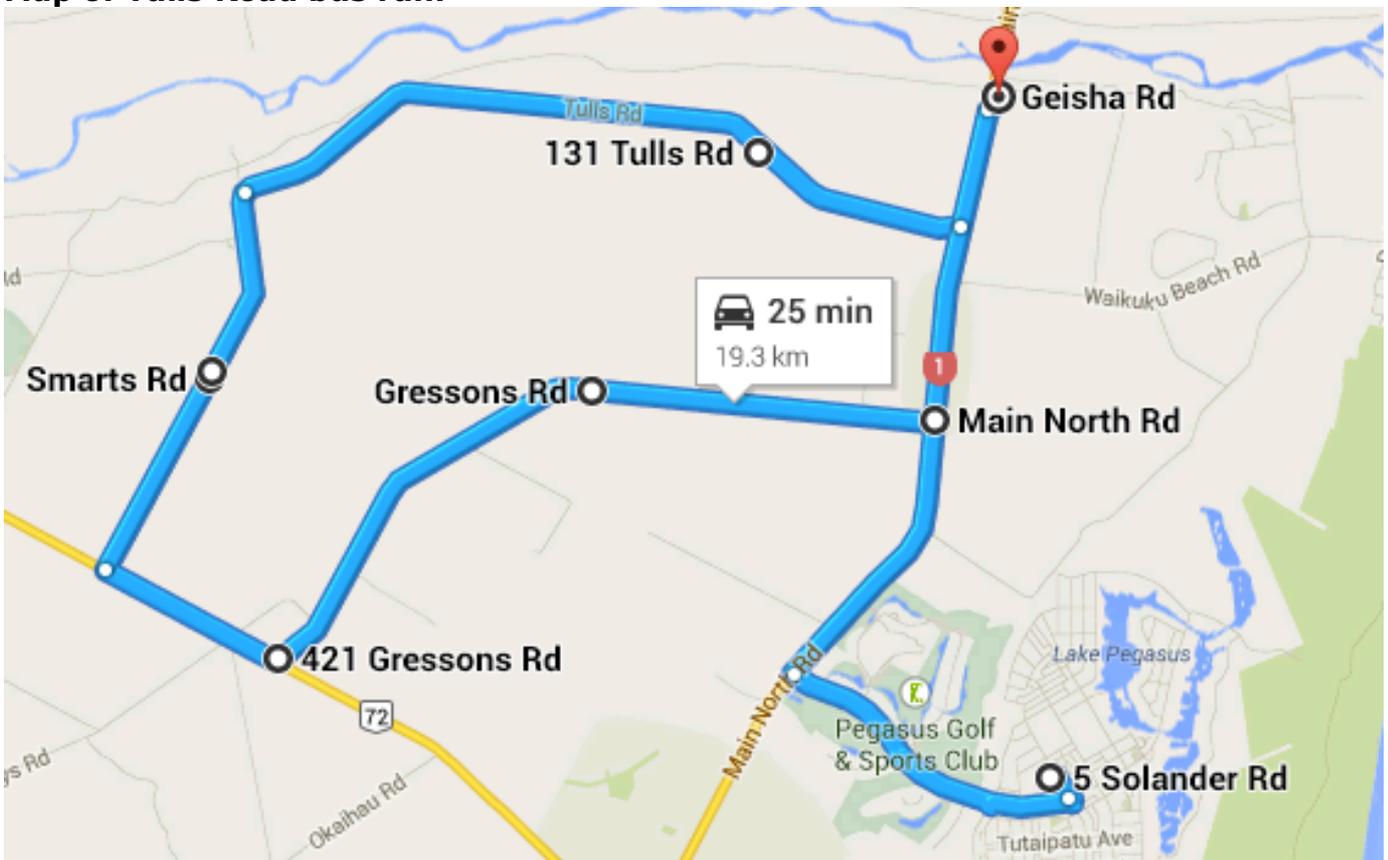
We finish 15 minutes early on a Friday, therefore our afternoon buses also leave slightly earlier:

- First bus departs for Waikuku Beach at 2:55pm
- Second bus departs for Tulls Road at approximately 3:30pm

Map of Waikuku bus run:



Map of Tulls Road bus run:



What to do if you want to use the bus

The Bus Code of Conduct (in our enrolment packs and on our website) must be completed before your child can travel on the school bus.

If you plan to use the bus service on a regular basis, you must first advise School Reception before your children travel on it. Their name will then be added to either the Waikuku or Tulls Road bus list. You will be asked to complete and return the 'Bus Code of Conduct' prior to being able to travel on the bus.

If you put your child's name down to travel on the bus you must let us know each week if there are any instances when they won't be on the bus going home. This will ensure that the bus is not held up looking for children who would normally be on the bus, but may not be travelling on a particular day.

The list will be printed on a Friday after lunch, and will be displayed on a clipboard at Reception for when you attend assembly / pick-up at the end of the day. Please mark a cross (X) on the days next to your child's name that they won't be travelling on the bus.

Alternatively, phone the office and ask Mrs T to mark off days for you if you're not coming in to school.

Please note: there are two lists - one for the Waikuku bus run, and one for the Tulls Road run.

The 'bus roll' is kept and marked when the children assemble at the end of the day to return home. If your child hasn't taken the bus for more than two weeks, and you have not advised us of this, we will take their name off the bus list so that the bus is not delayed. You can add them back on to the bus list at any time by contacting the office.

Note: whilst the bus driver will endeavour to adhere to the times we've listed above, there may be times where the bus is delayed due to traffic or other unforeseen circumstances. Therefore, it's best that you ensure your child is at the bus stop at least a few minutes prior to the scheduled departure time.

COMMUNICATING WITH YOU

School website

Our website should be your first port of call for all information. From our latest news on the home page to information about enrolments, term dates and sports activities – it's a treasure trove of information. Save our page in your favourites:

www.pegasusbay.school.nz

We are always looking at ways to improve the information we share with you, so if you have any suggestion for our website, please let Micky know.

Phone app

From time to time we may need to contact all parents urgently. We do this by sending an alert via our phone app. Search the App Store for Pegasus Bay School and download the free app. You will also find notices, term dates, absence notification and lots of other useful information there.

Email

We very rarely send a paper notice home – gone are the days of screwed up notices in the bottom of school bags, or missing a notice because your child was away! We use email as our main communication tool. If you do not have an email address, please let your child's home group teacher know so they can ensure you receive paper copies of notices. Please also ensure any changes to your contact details are notified to Mrs T.

Whanau hui

At 9:10am on the first school day of each week we have Whanau Hui in our gym. It is a whole school gathering where we have a mihi, karakia, acknowledge successes, celebrations, notices and highlight what will be happening over the week ahead. You are more than welcome to attend.

Friday assembly

Each Friday at 2:15pm we hold our end of week assembly in the gym – and again, you are more than welcome to attend this.

Children hosting assembly work hard on their presentation and we therefore ask that if you arrive late you enter quietly and take a seat. Pre-schoolers are welcome at assembly if they remain quietly with their parents.

All our Learning Communities take a turn at hosting the assembly, and use this opportunity to showcase some of the work they have been doing. Refer to the Term Planner to see when your child's Learning Community is hosting.

We also take this opportunity to hand out welcome certificates to our new students, celebrate birthdays, hand out class awards for the week and the 'hot chocolate' awards are handed out.

Please: if you purchase a drink from the coffee van, take your cup home with you. We do not have rubbish bins for these.

Newsletters

We issue a whole school newsletter every second Thursday via email. We regard the newsletters as an important contact between school and community and this is reflected in content which hopefully makes interesting reading.

If you do not receive an email it means that we do not have your correct email address – please contact Mrs T to correct this. Newsletters are available on our website and phone app too.

Each Syndicate will issue a newsletter at the end of each week or over the weekend to let you know what is coming up for the next week – this will also be in electronic format.

Term planners

Term planners are produced at the beginning of each term so that you know what is planned for that term - it's set out calendar style on A4 paper. This will enable you to plan to be at events as well as knowing of upcoming transport or parent help requirements.

If you are a new family to school and a term planner is not enclosed with this booklet please phone the school office or download a copy from our website.

Keep the Term planner on your fridge to stay informed about what's on. You can also see the calendar on the home page of the website and on the phone app – where any changes are updated as they happen.

Facebook

www.facebook.com - Pegasus Bay parent information network. This page is for parent-to-parent communication and our Facebook page is a closed group for parents with children currently at our school only. It is sometimes used to share non-urgent information between the school and our parents - it could be anything from a post from the PTA advising the details of the next event, to the Principal asking for feedback, to a parent looking for a lost item of school clothing.

If photos of children are shared on the page, please respect the choices of other parents and check with them before sharing images of their children on your own timeline.

It is absolutely a great place for you to share school information and to ask advice from other parents. However, if you have a specific concern or suggestion you would like school staff to be aware of then you need to make direct contact with them (pop in, phone or email - all our email addresses are in the contacts section of our website).

Linc-Ed

Our Student Management System is called Linc-Ed. It enables us to share more about your child's learning journey with you throughout the year – including the formal reports issued twice a year. Please visit our website for information on how to access this, and what you can expect to see.

SeeSaw

From 2019 all of our children will be set up with a SeeSaw account which will be how we share your child's learning with you throughout the year. As your home group teacher for information on how to access this.

Reporting:

As the Government have scrapped National Standards we have developed a new assessment programme starting in 2019:

New Entrants to Year 2 reporting:

Year 0-2 will still be having reporting at 20, 40, 60 and 80 weeks (e.g. every six months after your child has started).

Year 3 to 8 reporting:

For Years 3 - 8 there will be mid-year (Week 5 Term 2) and end of year (Week 5 Term 4) reports, followed by one-on-one interviews with your home group teacher and child after each report

You are encouraged to contact teachers at anytime regarding any aspect of your child's progress. Please don't wait until reporting time if there is something you'd like to discuss, get in touch with your home group teacher and arrange a time to talk.

School Policies

We work with a company called SchoolDocs to maintain, review and update our policies and procedures.

SchoolDocs provides us with a comprehensive core set of policies that have been well researched and follow the Ministry of Educational Administration Guidelines. The policies and procedures are tailored to our school, and include information that is relevant to us.

These policies set clear guidelines for how we do things and explain what you can expect from us. They also explain your responsibilities and our expectations of you.

The policies are monitored by SchoolDocs and updated, modified or created in response to changes in legislation, significant events, Ministry guidelines, reviews/requests from schools, and regular reviewing from the SchoolDocs team. Our Board of Trustees has the opportunity to view changes and additions and comment on them before they are implemented.

Where a review required parent input, you will be advised of this via the website and our newsletter.

Click here to [view our SchoolDocs policies and procedures.](#)

Our user name is: pegasusbay

Our password is: pegasusbay

HEALTH

Illness

If your child is unwell please keep them at home until they are well enough to come back.

For more information on common childhood illnesses, symptoms, treatment and recommended times to stay away from school, check out this website:

<http://www.health.govt.nz/your-health/conditions-and-treatments/school-exclusion>

If they have vomited, they cannot attend school for at least 24 hours after the last incident.

If your child becomes unwell at school we will notify you. Please make sure you keep us up to date if your contact details change.

First aid

We have staff with current First Aid Certificates and minor accidents will be handled by one of these staff members.

If your child suffers an accident at school and it is felt that a Doctor's advice is necessary, then you will be contacted immediately on the phone numbers you have given us. If we are unable to contact you by telephone, then we will make any decisions required and act accordingly.

Medication

Please advise your child's home group teacher if your child needs to take medication during the school day, **and** also complete the necessary forms at reception. Records and medication are kept in the school office.

Dental Clinic

We strongly urge you to register your child with the Community Dental Services from the age of two and a half years to receive free, regular check-ups and treatment.

Once your child is at school they will be seen when the mobile dental van visits the school once a year. You will be notified of when this is happening via our newsletter, and are welcome to attend with your child if you wish.

Please don't hesitate to contact the Dental Technicians (ph 0800 846983) with any queries you may have regarding your child's dental care.

Additional health services

The school maintains contact and utilises, where necessary the following services:

- Hearing and Vision Specialists
- Speech and Language Therapists
- Public Health Nurse

As a parent you may request any of the above services by contacting the school. In all cases the parents and school are kept fully informed.

SPECIALIST EDUCATION

Reading Recovery

We are part of a cluster of 4 schools that share a Reading Recovery teacher. This is a very specific programme designed for six-year-old children who are struggling with reading. They receive one to one tuition and then have their future progress continually monitored by the Reading Recovery teacher. The Reading Recovery programme is aimed specifically at the six year old who, after a year at school, is not progressing in reading as well as could be expected. These children may then be given a 30 minute, one-to-one reading instruction each day for approximately sixteen weeks, but this will vary depending on the particular child.

If a child is being considered for entry to the programme, you will be contacted and the programme discussed with you, together with ways in which you can help.

Older children having difficulty with reading will be helped from within the classroom through remedial reading lessons, or an individual programme that can incorporate the RLit Teacher or our Teacher Aide.

Special Needs teaching

When children require specialist help in coping with a particular learning difficulty, the Ministry of Education sometimes allocates funding to them so that a part-time teacher or teacher aide can be employed.

Our Board of Trustees budget money to be used on special needs teaching. This allows for some children to be given extra help and these children are selected very carefully by the Special Needs Team and teachers.

Additional education services

The school maintains contact and utilises, where necessary, the following services:

- Public Health Nurse
- Psychological Service
- Children Young Persons and Their Families Service
- Resource Teacher for Learning and Behaviour Needs

As a parent you may request any of the above services by contacting the school. In all cases the parents and school are kept fully informed.

UNIFORM & LOST PROPERTY

Our school uniform is compulsory. It encourages a sense of belonging and identity – our pupils are proud to be recognised as Pegasus Bay children.

You can purchase our uniform from The Warehouse on High Street in Rangiora. There is a uniform price list, including images, prices and style numbers on the next page, and on our website: <http://www.pegasusbay.school.nz/WebSpace/300/> You can also find this sheet in our enrolment pack.

Our super cool school hat is only available from our Reception for \$20, and comes in two sizes. ***Please name your child's hat on the outside top*** so it is instantly recognisable who the hat belongs to (and who should be underneath it!).

During the summer terms (Term 1 and Term 4) we have a strict 'no hat, no play' policy - all children ***must*** wear the correct school hat if they are outside.

It is the responsibility of all children at Pegasus Bay to ensure they are wearing the correct school uniform. A signed note from a parent / caregiver is required if there is to be a *temporary* change from the wearing of the uniform.

Please note that only the items listed on our uniform list below are permitted – this includes thermal tops, track pants, shorts, and polar fleece.

We don't prescribe the shoes your children should wear we trust that you will ensure they have adequate footwear to enable them to take part in sports activities at school.

You should also consider, when buying shoes, that our classrooms are socks and slippers only – so your child will need to be able to quickly take their shoes on and off many times during the day. The reason for this is that the act of taking shoes off before coming inside is part of the process for switching from “run around and play” mode to “learning” mode. Also, as our children spend a lot of time working on the floor – working in an area with outdoor shoes and associated mud and water and debris would not make it very pleasant.

Please can you ensure that your child's clothing is clearly named and of tidy appearance.

Description	Colour	Style No.	Sizes	Price
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Drill Rugger Shorts	Navy	6934	3-7yr	\$ 14.99
			8-16yr	\$ 16.99



S/S Poloshirt w/emb	Mid Blue/Navy	736376	4-16yr	\$ 28.99
			S-XL	\$ 28.99



Polar Fleece Top w/emb	Navy /White	736377	4-16yr	\$ 42.99
			S-XL	\$ 42.99



Straight Leg Fleece Trackpant	Navy	709694	3-7yr	\$ 24.99
			8-16yr	\$ 29.99



Straight Leg Pongee Pants	Navy	713159	4-14yr	\$ 34.99
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Plain Thermal Top (avail in store)	Navy	N/A	N/A	N/A
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Image
Unavailable

GIRLS UNIFORM RANGE

Description	Colour	Style No.	Sizes	Price
Tartan Tunic Pinafore	TRT001	70731	3-12yr	\$ 59.99
			14-18yr	\$ 64.99

Image
Unavailable

Tartan Cullotes	TRT001	70744	4-12yr	\$ 42.99
			14-16yr	\$ 46.99



Lost property

Our lost property box can be found just outside Reception. Please come and check through the box if you are missing anything. Named items are always easier to find and return to their owner...

COSTS ASSOCIATED WITH SCHOOL

In addition to the school uniform, you also need to bear the following in mind:

Stationery

Stationery can be ordered throughout the year through Office Max either online at **myschool.co.nz** or by telephone on **0800724440**.

At the end of each year the teachers will put a list of the following year stationery requirements on our website. Once the Learning Community lists are announced you can go ahead and order your stationery from Office Max, as detailed above. There is no stationery for sale at school.

School Donation

To help supplement school funds, the Board of Trustees asks for a voluntary donation of \$60 per child annually – which equates to just \$15 per term. This donation is used to supplement the cost of activities and events that we would not otherwise be able to offer. For example, art and music supplies, library books, subsidised school trips, cultural activities, iPads for students and lots more.

Camps and trips

Payments for camps and trips must be made prior to your child attending them unless you have contacted the Principal to make other arrangements. As these types of activities incur costs from external suppliers that must be paid upfront.

iPad Charges

We supply our Year 5 to 8 children with iPads to use each year at school. This ensures that everyone has the same capability in terms of the device, and we can offer a variety of fabulous learning through iTunes U and other educational apps. We charge \$30 per year for this, and this covers the cost of any breakages and apps.

Year 7 and 8 manual training

A description of what is covered in this training is in the 'Our Curriculum' section of this handbook. There is a charge levied for materials used and the Board of Trustees covers 50% for you.

How to pay

Periodically you will receive a statement of your account with school. This will list all the charges that have been made to your account, as well as any payments we have received from you. You can check your account at any time via Linc-Ed.

You can pay this either in person at Reception, by sending in a cheque, or direct to our bank account using online banking (our banking details are below).

Alternatively, many parents find it easier to manage these costs by setting up a direct debit to our account at regular intervals. We will then send a statement at the end of each term reconciling your deposits against costs added to your account. This has proved particularly useful for those with more than one child at school.

Internet banking:

Use your child's first initial and their surname as the reference. If you're making a one-off payment for a specific item (e.g. school donation or a trip) include a reference to this if you have space.

Our bank account is with Rangiora branch of ASB, and our account number is: 12 3616 0031685 00 Our account name is: Pegasus Bay School Board of Trustees

BOOKS, LIBRARY & BOOK CLUB

Library

We are fortunate to have a well-stocked school library in our Student Common. All children are encouraged to have library books out on loan at all times so that they will always have a book to read, either at home or at school.

Library books are expensive to buy and we would appreciate it if you could please try to ensure that books are returned to the library in a similar condition to that in which they went out.



If your child is in Years 3-8, they have access to our online library. Which you can download onto your personal devices at home (or anywhere) to allow them to read books - even offline!

ePlatform is easy to use:

1. Download the ePlatform app
2. Find our library; Pegasus Bay School NZ and log in using your child's name in the following format:
 - Username: Fred.Jones
 - Password: Library1
3. Borrow an eBook to read on your device (once it is selected from the library it is on your device available to be accessed offline too for up to two weeks)

If you have any problems with log in, please see Jan in the library, or leave a message at the office and she will sort it out for you.

Lost books

Where books are lost or damaged beyond repair, a fee, dependent on the type of book, may be charged.

Library hours

The Student Common is normally manned by trained student volunteers at break times during the day, and children are encouraged to take books out at these times. LCs may also have a set time that they use this area too - and you are also welcome to use this area if you wish.

Book club

We operate the 'Scholastic Book Club' scheme within the school. It gives children and parents/caregivers the opportunity of buying quality books and computer software at reduced prices.

Twice each term brochures will be available from Reception and we will advise of this in the newsletter and home page of the website. Books arrive in bulk about a fortnight later.

Reading material and text books for homework

Children are often required to take school books home for work in a particular subject. We'd appreciate it if you would ensure that these books are returned to school and treated with care.

Junior Syndicate children take books home to read to, and with, you. We ask that you support your child by showing an interest and encouraging them in their activities. Improved fluency through more reading is the aim, so please don't make a "reading lesson" out of the books. If your child is a reluctant reader, be flexible in how you use these books e.g. use them for bedtime reading, child reads a page then parent reads a page. Reading needs to be warm and nurturing.

OUR CURRICULUM

Detailed information on the New Zealand curriculum can be found here:
<https://parents.education.govt.nz/primary-school/learning-at-school/new-zealand-curriculum/>.

Manual training/ technology programme

All Year 7 and 8 children attend Kaiapoi Borough Technology Centre – costs associated with this are included in the 'Costs Associated with School Section'. The year's programme is divided into three sections – Home craft / Workshop, Technology and Graphics & Design. Groups are rotated around these topics. There is a requirement for appropriate footwear for safety reasons. Children travel to and from the Technology Centre at Kaiapoi Borough School by bus – which departs from school at 8:50am.

Music

Music is covered as part of the curriculum and the children are encouraged to participate in all musical activities.

Music tuition in guitar, drums, ukulele, vocals, band and much more are offered by The Christchurch School of Rock at school, during school time. Bookings are made on a Term-by-Term basis - ask at reception for a registration form. Invoices for this are to be settled directly with the Christchurch School of Rock.

Outside school activities

As a staff we are committed to education outside the classroom and endeavour to provide a wide range of challenging experiences. We are always sensitive to cost requirements and we believe that no child should miss an opportunity because of financial reasons. You should always know that financial options can be discussed in confidence with Jared or with Mrs T.

There are a variety of activities with which the children may be involved outside the normal school programme. The majority of these involve the middle and senior sections of the school and include: Ashley and Christchurch Music Festivals, Cantamaths competition, as well as various promotional competitions, sporting activities and local community activities.

Sport

School activities are guided by the overall policy that children should be introduced to a wide variety of sports as well as achieving some ability in the more common ones. On a yearly basis the sports programme may include swimming, basketball, hockey, softball, T-ball, cricket, netball, rugby, soccer and athletics.

North Canterbury Primary School's Sports Association

This group is centred in Rangiora. Our school takes part in the swimming sports, winter tournament and twilight athletics championships. Some children will also have the opportunity to attend championship events at Christchurch. There is more information on their website.

Swimming

Sadly, we no longer have access to a swimming pool on a daily basis since our move to Pegasus Bay. However, we take part in the Mainland sponsored WaiSwim programme that is run at the Kaiapoi Aquatic Centre for Year 2 to 6 children. As swimming is part of the school curriculum, you must notify us in writing if your child is unable to take part, and the reason for this.

Academies:

We operate a number of Academies at school and you can keep an eye on our newsletter to find out more about these. Some are for specific age groups (e.g. Science is for Year 5 and older) and some are for specific skill groups (e.g. surf academy students must have a certain level of ability).

Science: The Science Academy is an educational project that takes place on a Friday afternoon every second week. The Biota Nodes Project aims to restore the natural habitat of the Tūhaitara Coastal Park, through the creation of nodes — areas around permanent water holes that are cleared of weeds and pests, then planted with natives. The Science Academy will add more plants over time, attracting birds that help in turn with the propagation of seeds. We also spend time learning about trapping pests, re-introducing native species for example 'Mud Fish', the importance of making observations of the area and collecting data. Several times throughout the year we meet up with specialists in environmental science e.g. Biologists, Enviro-schools, Working waters who all give the Science Academy a chance to be involved in many hands on scientific activities e.g. testing water acidity, clarity, salt content etc.

To be involved in the Science Academy your child will need in Year 6 or above, have an interest in the environment, a bike and helmet that they will need at school to travel down to the biota node and sometimes Woodend. Shelagh Taylor is the teacher leading our Science Academy, please talk to her for more information.

Kura Reo: In 2017 we instigated a new initiative designed in particular for our Māori students, called Kura Reo. This is a specialised class offered to tamariki of Māori descent at Pegasus Bay. It is a new programme instigated by our Māori whānau rōpū (group) for their tamariki.

The intention is to provide these children with a positive identity and what it means to be Māori. For instance, these tamariki will focus on their pepeha, mihi and whakapapa (where they are from), tikanga and kawa (protocol) as well as more in depth reo (language).

This aligns with our commitment to honour the Treaty of Waitangi by providing culturally responsive practice through language, culture and identity. It is imperative that we ensure our Māori students are achieving success as Māori. This is a directive from the Ministry of Education and also something that we value highly. Whaea Michaela is the teacher leading this academy, so please talk to her for more information.

ADDITIONAL INFORMATION, TIPS AND ADVICE

Helpers in the Learning Communities

Parent helpers are always welcome, particularly in the Junior Syndicate. Assistance can be invaluable in helping with individuals and small groups, preparing materials and helping in the general organisation of the classroom.

If you are interested in being a parent helper please contact one of the teachers in that particular Learning Community. Please also note – ‘parent helpers’ don’t necessarily have to be parents and may include grandparents and other family member or caregivers.

What did you do today...?

The most frequent question students are asked on arriving home is “What did you do today?” This often gets an inadequate reply. “Nothing” is not only inaccurate, but if accepted by parents it undermines work done at school.

“What good things have **we** done today?” is an opportunity for you **and** your child to share the positive things that you have both done that day. It will show what you have achieved, what they have learnt, and provide the basis for a positive and more thorough daily report.

Digital Safety

We are implementing programmes to teach your children about cyber safety. These include an OWLS programme and our cyber safety agreement. You will receive more information on this as we move forwards.

There are some great resources for you to use in order to help teach your child to use the internet responsibly. Check the NetSafe website www.netsafe.org.nz and also the Kids Spot website www.kidspot.co.nz

Did you know that there are minimum ages for some of the more common social media sites before children can legally have access to them?

- Facebook: 13 years minimum
- Instagram: 13 years minimum
- Snapchat: 13 years minimum
- Tumblr: 13 years minimum
- Twitter: No age restriction
- Kik: 17 years minimum
- Youtube: 13 (under 18 require parental consent)

ENROLMENTS AND OUR ENROLMENT SCHEME

Before your child's first day

Before your child starts school, you need to have had an enrolment meeting with Jared and have completed an enrolment form and signed an in-zone declaration form as well as dropped off a copy of their birth certificate (if a new entrant), immunisation certificate and passport with valid visas if applicable.

Four year old programme

We have a programme for 4 year olds who are about to begin school. The purpose is to help the child (and you!) with readiness for life and learning at our school. You will find an information booklet on this on our website, in our enrolment packs or you can ask at Reception for a copy of one.

Transfers from other schools

When you have completed the necessary enrolment forms at the school office, your child will be placed in what is considered to be the correct class level. This will be confirmed when the records from the previous school are received.

Enrolment scheme

An Enrolment Scheme is in place for our school. The details of the zone and application process for out of zone students are outlined on a separate sheet. You can get a copy of this either from our website, in our enrolment pack or ask for a copy at Reception. You must sign the in-zone declaration form to confirm that you live within our zone as your normal place of residence, and that you intend to remain living there.

Promotion

Ministry of Education policy is that all children, except those in exceptional circumstances, should have their 14th birthday outside the primary school, so making the overall primary school course seven and a half to nine years.

This allows some flexibility in movement so that the best interests of the child can be considered. But no step will be taken without full consultation with you.