



ORGANISATION & PROCEDURES INFORMATION

2019

General Information

Description of Carterton School

Carterton School is a full primary school catering for children from New Entrants to Year 8 (5 to 13 year olds). The site of the school is near the centre of the town adjacent to Carrington Park. The roll of the school fluctuates and in the middle of the year is usually about 330 children.

The school has a modern teaching environment in an outstanding setting, which includes a hall, swimming pool and generous grounds.

The school staff is a dedicated team who make a positive contribution to all aspects of school life. The school operates in four learning teams led by those with positions of responsibility. Staff responsibilities and Curriculum responsibilities are shared. The teaching staff are assisted by high quality Support Staff.

The Board of Trustees govern the school with outstanding commitment. The achievements of the Board and the Parent Teacher Association have been major factors in school development in recent years. Parent support for the school is always at a high level and is enhanced by the open door policy and effective home/school communications.

Innovative developments are a regular feature at Carterton School with some schemes as follows: a) **Ākonga māori classes**, currently available for any year 1-7 student. These classes focus on learning in a te reo and tikanga māori context, and are unique in the Wairarapa. b) **Pre-School Programme for four year olds**, c) **Digital learning development** d) **Music tuition** and enrichment classes, e) **EnviroSchool**, f) **Perceptual Motor Programme** for junior students, g) **After School Care** facility to assist working parents.

Open Door Policy

Parents and caregivers are welcome at the school any time. Make an appointment by phoning the office if you want to talk to a particular teacher or the Principal. Parents/caregivers are permitted to visit classrooms at any time. Please sign in and out at the office.

In fairness to teachers, we request that visiting classrooms is done in an appropriate manner. Please make sure the teacher is aware that you have entered the room. Do not interfere with the teaching programme. Talk to the teacher, when convenient, about assistance you could give.

When collecting children at the end of the day please wait outside the classroom doors.

Carterton School has many parents assisting in classrooms and also has a number of other people from the community who come into school to assist in a variety of ways. The links between school, home and the community are continually strengthening. We very much see Carterton School as the school which belongs to the Carterton Community.

School staff organisation 2019

Principal: Alison Woollard

Deputy principal: Wendy Taylor

Team Kawakawa

Room 1 Fiona Riach

Room 2 Lesley Schofield

Room 3 Kristi Hiles

Room 4 Andrea Harvey (Team leader)

Support staff: Amiria Raupita, Sharon Smith

Ākomanga Māori

Ako Tahi Lesley Standish (Team leader)

Ako Rua Jo Taia

Support staff: Dallas Te Rangi

Team Kōwhai

Room 9 Melanie Macgregor

Room 10 Kirsty Hull

Room 11 Nathan Hill (Team leader)

Room 12 Raewyn Harnden

Support staff: Jane Ball, Tania Penberthy

Team Kahikatea

Room 13 Willy Jephson

Room 14 Lesley Kennedy (Team leader)

Support staff: Wendy MacKay, Jane Cadwallader

Other support staff:

Sue McGhie (teacher aide)

Faith Patrick (library & teacher aide)

Lisa Birrell (finance & operations office)

Deb Eising (office manager)

Barry Sears (caretaker)

Jim McKenzie (cleaner)

Di Rongonui (cleaner)

Alice Rossiter (cleaner)

Board of Trustees

Lisa Fleming (Chair), Ange Wither-Hutton, Tim Herbert, Briony Carnachan, Lesley Kennedy, Alison Woollard

Parent Teacher Association

Verity Turner (Chair), Karen Herrick (Treasurer), Meredith White (Secretary)

Pupil Security, Attendance and Absence

Carterton School makes every effort to account for every child enrolled every school day. Children are not allowed to leave the school grounds at any time unless they go home for lunch. In this case please send a note to the teacher.

Please inform the school as soon as possible if you know your child is going to be absent. The school has a system of checking on the attendance or absence of every child enrolled.

If your child has to stay at home (e.g. is sick in the morning) the best way to make the communication is by telephoning or texting the school office. Please state who you are, the name of the child absent, their room or teacher and the reason for absence. The phones are answered from 8.00 am. We have a number of lines which often ring simultaneously at this busy time so you may need to be patient for a minute or two as there is usually only one person answering the phones until 9.00 am.

Alternatively, you can personally come to school and speak to the school secretary at the office or visit the child's class teacher with the information. We do not accept absence information passed on to us by other children.

If you know in advance that your child will be absent from school there are three options.

1. **A written signed note**
2. **A personal visit**
3. **A telephone conversation or text**
4. **Email to admin@carterton.school.nz**

These can be with the office secretary or the class teacher.

While it is the parent's responsibility to ensure the school knows that a child will be absent we do have a back-up system of phone calls where there is no explanation or where we have doubts.

If you collect or drop off a child at any time between 9am and 3pm please go to the school office before your child's class.

Once a year we ask all parents/caregivers to complete a contact information form. This provides us with your current contact details – we need the other alternative telephone numbers to cover cases where we cannot contact you on the first number. Please notify the school office when there is any of your contact details change.

The safety and security of every enrolled child is of paramount concern to us. Your assistance to help us keep accurate records is appreciated.

NB. Remember that sickness and health matters are the only legally accepted reasons for absence from school. Frequent absences hinder the child's ability to learn.

Emergency Procedures at School

Information for Parents/Caregivers

A continuous ringing of the school bell is the evacuation signal. Classes gather on the grass area in front of the main block, on the 'green'. Roll checks of children and staff are then taken.

For Flooding or Earthquake emergencies the Principal will make the final decision as to whether to send pupils home. This decision will be made after full consultation with Civil Defence Officers in relation to safety of roads, rivers etc.

Fortunately we are near the Civil Defence Headquarters, the Council Building, in Holloway Street.

In the case of a serious emergency children will **only** be released from school to an adult included on their emergency contact list/form. School will be regarded as an assembly point for children not at home.

In escorting children home from Carterton School the route Holloway Street, High Street between Victoria Street and Belvedere Road should be avoided. Routes to be used are as follows-

1) South through Carrington Park 2) North – Dixon Street, then Park Road

For full details see: Carterton School Emergency Management Procedures file

School Procedures 2019

Assemblies

Assemblies are held on Friday morning. We alternate School and Learning Team Assemblies.

Breakfast Club

We have a school breakfast club, open to all children. It runs from 8.15-8.40 am on Monday to Thursday in the hall. Weetbix, fruit, toast and a hot drink are available free. We are sponsored by Sanitarium, Fonterra and Wild Oats Café.

Buses

The school is served by two bus runs. If your child qualifies for bus transport (3.2 km from your nearest school for under 10 yrs and 4.8 km if over 10 years) the bus travel is free. However, bus tickets for those students not eligible for free travel are available. For further information contact the school office. All School Bus Safety rules apply to those who use school buses. Let the school know if your child is not using the bus. School buses depart from school at 3.10 pm each day. Buses serve two areas – Carrington (Belvedere) and Ahiaruhe (Ponatahi). Tranzit presently holds the contract for our school buses.

Class System and Learning Team System

Children are placed in classes according to a Year Level. We have four Teams of classes. Team Kawakawa covers Year 0 to Year 2. Team Kowhai covers Year 3 and Year 5. Ākonga māori covers Year 1 to Year 7. Team Kahikatea covers Year 6 to Year 8. The Teams work both co-operatively and independently. Where it is necessary to split a year level over a Team the older children are usually placed in the more senior Team.

Daily Fitness

The school operates a fitness programme. Sometimes this is in individual classes, sometimes whole school, e.g. Jump Jam. This is an important part of Physical Education and all children are expected to participate.

Dental Clinic

Dental Therapists spend part of their time at Carterton School. The dental bus travels around the south Wairarapa schools. Contact the school office for information on the whereabouts of the bus. The present school arrangement is that most children are seen annually but some are recalled earlier if necessary.
Phone or text 027 264 4320.

Enrolment

Enrolments are made by the School Secretary. Carterton School has an enrolment zone. When enrolling a five year old we will need to sight the child's birth certificate, immunisation certificate and proof of address. Children may be enrolled up to 3 months before their 5th birthday and attend school from the day they become five years of age. Visits to school before the age of five can be arranged with the New Entrant teachers, but responsibility for under five year olds cannot be accepted by the school. During such visits the child is the responsibility of the parent. Please phone the office for an appointment to enrol your child.

Homework

Individual teachers will set homework requirements for his/her class and will inform parents. Homework set will not be excessive. All children are expected to read for leisure outside school hours. Homework problems should be directed to the classroom teacher.

Infectious Diseases

Children who have an infectious disease may be required to stay at home. Immunisations can prevent Hepatitis B, Measles, Rubella and Whooping Cough. For further information contact your Doctor or Public Health Nurse.

Jewellery

A wristwatch, medical bracelet and small unobtrusive ear studs are permitted, but other jewellery is not to be worn. Nail polish and make up are not to be worn.

Library

The school has an attractive and well-equipped library. In addition to library skill lessons, and time in the library with their class to read and change books, students have the opportunity to borrow and return books most lunch times.

Lost Property

Please help us by naming **all** of your child's property, school uniform all looks the same! There is a lost property collection box outside the office.

Lunches

Carterton School provides a lunch order system from Istanbul Café Tuesday to Thursday, with a Sausage Sizzle on Friday. Price lists are available from the School Office. Lunch Orders are to be written on the outside of an envelope (please include the exact lunch money) along with the student's name and room number and delivered to the school office before 8.55 am. The Friday Sausage Sizzle money is to go to the lunch monitors outside Room 7 before 8.55 am. Drinks / Jucies are sold on Friday at the sausage sizzle. Sausages are \$1.50 each.

Children waiting to receive lunches from parents must do so by remaining in the school grounds. **All** children must sit down to eat lunch between 12.00-12.15 pm. If your child is to go home for lunch please send a note to the teacher in the morning. On fine days **all** children are to remain outside during the lunch break unless children are specifically working with the teacher's permission in a classroom. On wet days children eat their lunch in their rooms and remain there until dismissed.

Medications at School

Apart from Asthma Inhalers all other medications are to be held at the school office. Please arrange this by discussing with the Office Secretary. On-going medications require the completion of a medication form at the office.

Out of Bounds Areas

The car park, bike stands, dental clinic, all boundary fences, school gardens, swimming pool area, park area out of sight and the school hall are all out of bounds.

Parent Assistance

Carterton School welcomes and needs your talents, support and help in the following ways – in the classroom, the library, for trips, camps and outdoor education, for extracurricular activities, clubs and events, coaching teams, providing transport, as part of its PTA or Board of Trustees and to fundraise. Please see your child's teacher if you are able to help in any way. Parents and whānau helping at school must have a clear Police Vet Check (at school expense) before being able to accompany classes on trips or working in school.

Parking

Please take advantage of areas around school other than the car park to pick up or drop off your children. Take care when driving at the school entrance. Try to avoid using Tyne St.

Pet Day

An important school day in Term 4 – many children take their pets on to the Carterton Show. This is a good day for members of the community to visit school.

Pre-School Programme

To assist parents of keen four-year-olds, the new entrant teacher organises a programme for pre-schoolers. Parents collect work from school each Friday. The activities are very simplified reading, drawing, construction etc. This programme is really popular and is open to all children, not just those intending to attend Carterton School. There is no charge for this programme.

Promotion of Children

Carterton School promotes children through classes on the basis of their age as we believe that children learn best when they are happy, and they are happiest with their social peers. Sometimes it is not possible to keep children in the same class all year, as the moving up of junior children can cause a shuffle-on effect through the school. Parents are informed about these changes as soon as possible.

Property Damage

Damage to school property is a direct cost to the school. Where there is obvious negligence by the pupil the school will seek payment for repairs from the parents. This particularly applies to broken windows.

Reporting to Parents

Parents are welcome to contact class teachers at any time and especially if they have a concern. There will be Parent/Teacher/Student meetings in Term 1 and 2 and optional interviews in Term 4. There will be a written report sent home in terms two and four. This year we are reviewing our reporting process and will welcome your ideas and thoughts.

School Charter and Policies

Copies of the School Charter, Strategic Plan, Policies and procedures are available at the office and on the school web site for parents to read.

School Donation

An optional School Donation is requested from parents and caregivers to assist the school to purchase extra equipment for our students. Most of our parents pay this contribution as they recognise that Government funding does not meet the costs of all the needs for educating our children.

School Gala

A major annual fundraising event is the school Twilight Gala held in March. The PTA receives fantastic support for this event. If you have not helped in the past, contact the PTA Chairperson now and offer your help – it's a lot of fun.

School Newsletter

The newsletter comes out weekly on a Tuesday and is either e-mailed to parents or goes home with the youngest child in the family. It is also on our school website and app. We really appreciate the fact that parents do read and act on newsletter information.

School Stationery Sales

At the beginning of the year all students are able to buy a school stationery pack which will include everything they will need for the year. The school sells all basic items of stationery used in class lessons by children. Our prices are competitive. If you are purchasing stationery from other sources please check with the classroom teacher to ensure the items you purchase are suitable for that class's requirements.

School Uniform

All students are expected to wear the School Uniform consisting of a Green (or green/navy for Yr 7&8) Polo and Navy fleece top embroidered with the school Logo from NZ Uniforms in Masterton. Any plain (no logos /stripes etc) navy blue shorts, culottes or pants can be worn with black shoes or sandals. Socks should be black or navy. During Terms 1 and 4 a navy wide brimmed hat must be worn after 9.30am each day.

Smoking Policy

There is no smoking on the school premises. We request that everyone observes this policy - 24 hrs a day and 7 days a week including at events such as Galas, Sports Days, Pet Day etc.

Swimming

Swimming lessons are an important part of the class Physical Education programme. We start swimming in February and continue into March. The Carterton Town Pool is often used by Year 3-8. The Carterton Swimming Club's Indoor Pool is also used.

Technology (Home Economics, Electronics, Woodcraft, Metalcraft)

Year 7 & 8 children have specialist Technology lessons at Makoura College every week. Children are transported by free bus, school pays for tuition, but there is a **\$90 (\$22.50 per term)** fee to pay for materials used. Children should wear the appropriate clothing and must wear covered footwear. Caregivers are welcome to attend the lessons.

Travelling To and From School

Your child's safety is important to us.

Please note: The Police Traffic Department states that children under eight years old cannot judge speed and distance sufficiently well to ride bicycles on public roads.

All children who ride bikes and scooters must wear helmets. If your child walks or bikes to school have them travel with friends or brothers and sisters along a planned route.

Discuss regularly with your child the dangers of accepting rides with people and deviating from this route.

All children who need to cross High Street should do so at the High Street Pedestrian Crossing. This crossing is monitored by patrollers and staff between 8.30-8.50am and 3.00-3.15pm.

Valuables at School

Children should not bring valuables to school (including money). While the school or teachers may, under certain conditions, accept articles/money for custody, the school cannot be held responsible for any loss or damage. Cell phones must be handed in to the teacher or Office at the beginning of the school day.

Not allowed at School

Children are not allowed to bring cigarettes/tobacco, alcohol, banned substances, weapons (including knives or pocket knives) to school at any time.

Positive Behaviour for Learning (PB4L) Managing behaviour issues at Carterton School

We encourage and expect all children and adults to be able to participate and learn in a positive and caring environment.

Our behaviour management system supports this, with the emphasis on providing a wide range of **positive rewards for appropriate behaviour**.

If a child is not able to meet our expectations we focus on specifically teaching her/him the appropriate way to behave at Carterton School.

Our focus is to positively support, encourage and teach the students at Carterton School how to behave appropriately. We have high and clear expectations based around the '3Rs' (see next page) so everyone knows what will happen if they chose to keep or break any of the school rules.

We can assure you that when a **negative behaviour** issue is brought to our attention we *always* endeavour to get to the bottom of what has happened before giving consequences, as there is often more than one side to each story, or there could be special circumstances that have caused a child to behave in a certain way. It is important that children are honest and we encourage them to always tell us the truth, even if it means they know they could receive a negative consequence for their behaviour. These consequences will focus on developing responsibility for future behaviour.

While our expectations are the same for all children in school there may be individual students or situations which require a different approach from time to time.

Most minor issues are dealt with in class / learning team, however communication between home and school is a key aspect of successful behaviour management and we encourage you to contact us if you ever need any clarification of what is happening.

We aim to give appropriate **consequences**, related to the negative behaviour that has occurred. For example, dropping litter could result in having to pick up rubbish around school.

In serious situations, or those which have been on going, your child's teacher, team leader, the deputy principal (Wendy Taylor) or I will contact you to discuss how we can best support your child.

We monitor inappropriate behaviour across the school very closely and monthly reports are compiled to track any issues.

If you have any questions about our behaviour management system please see your child's teacher.

We thank you for your support in helping Carterton School continue to be a great environment to learn and grow.

Alison Woollard
Principal

At Carterton School we work to ensure that your children are safe using the Internet. We are part of Ministry of Education systems which automatically filter inappropriate sites and searches. Students who work on 1:1 Chromebooks are also closely monitored using the Teacher Dashboard app.

Thankfully, we seldom have incidents where students use the Internet inappropriately at school. If it does happen, we take it very seriously and look into why it has happened and how we can avoid it happening again. Students are not allowed to use devices without clear instructions from a staff member. If anything inappropriate is seen, the students are told to close the lid of their device and see an adult immediately.

Unfortunately, from time to time, some students have been known to use social media sites out of school to target their peers, and inevitably these interactions impact on relationships in and out of school.

Do you know that adult social media sites and apps, such as Snapchat, Facebook etc. have an [restriction of 13 years](#)? Some age restrictions are higher and some require parental consent. If your child is younger than this, they must have entered a false age.

Even [Google services](#) have a 13 year old age limit, the exception being the school apps for education.



We know that for many of us YouTube is the go to place for instructions on how to do just about everything. But do you know what your child is watching or what channels they follow? Do you know if they have their own channel and are posting videos? **Do you know what comments they are posting or reacting to?** This is an interactive app that we may sometime forget. Some basics to keep your kids safe can be found [here](#) or search for parents' guides.

Staying Safe

The main NZ site for Guidance on Internet safety is [netsafe.org.nz](https://www.netsafe.org.nz) which includes pages specifically for [parents](#). This site is recommended by [NZ Police on their Online Child Safety page](#).

Netsafe have an [excellent leaflet](#) that you may want to download. It will also be on our [Carterton School website](#).

Our Advice

1. Talk to your child about their Internet and Apps use and what social media they are using.
2. Sit with them and explore together to see what they are doing and to learn from them.
3. Remember, it is reasonable for children of primary/intermediate school age to expect their social media to be checked by a parent.
4. Search out articles which provide advice such as [kidspot.co.nz](https://www.kidspot.co.nz) and [kiwifamilies.co.nz](https://www.kiwifamilies.co.nz)
5. If your child receives hurtful or abusive messages on any social media, talk to the other parents concerned and go to the the police for advice if necessary.

All students are given a new Digital equipment and Internet Agreement at the beginning of the school year. This should be read through thoroughly by both students and whanau, and we ask that you discuss this with your child before you both sign it.

Important School Events 2019

*Many special learning opportunities will be provided through the year.
Here are a few examples...*

Pet Day – Calves and Lambs are reared for the school Pet Day and then taken on to the Group Day at Clareville Showgrounds. A huge variety of pets come to the school pet day in October.

Home Gardens – Spring garden – judged in December. A Diary of dates, plantings etc should be kept. Flower or vegetable gardens can be entered.

Discos – Regular Discos are held for our children during the year. The Discos are held at lunch time or early evening in the School Hall.

Wairarapa Arts Festival – Every year – displayed at the Arts Centre in Masterton. Many of our children enter.

Talent Quest – Term 3 – Open to all children. An opportunity for children to display their talents.

Speech Competition (All Wairarapa Schools) - For Year 7 & 8 children in Term 2.

Matharapa Competition – Year 5 & 6 and 7 & 8 Teams are entered in this inter-school challenge in Masterton.

International Competitions – Children have the opportunity of entering the International competitions in Maths, Science, Computers, Spelling and English. In recent years the school has gained a number of particularly high achievements in these competitions.

Leadership Conferences. Some Year 7&8 students have the opportunity to attend the 'GRIP' and 'National Young Leaders Day' conferences.

Science Fair - Held alternate years. An opportunity for children to investigate and display their findings in science.

Year 8 – Powell Hut Challenge – Late Term 3 or early Term 4 all Year 8 children are challenged to climb Mt Holdsworth and stay overnight at Powell Hut. This is a demanding physical and mental challenge into snow and alpine conditions. An exciting and confidence-boosting activity.

Confidence Course Challenge – Held on the school's own Confidence Course. Children can use the course throughout the year. Competition – Term 4.

Additional Learning Opportunities 2019

A special feature of Carterton School is the commitment the staff makes to providing extra activities for our children. We offer an ever-widening range of opportunities. Parents assistance with these activities is appreciated. Most of these activities are for the middle and senior school children.

REAP Funded Programmes – Drama, Art extension, Local History, Science, Outdoor Education, Dance etc.

Digital Technology support - 1 to 1 Chromebooks for all Year 6-8 students, Chromebooks in Year 4 & 5, iPads Year 1-3

Kapa Haka— an important and popular group for our children. The group perform at the Cultural Festival and on other occasions.

Cultural Visits from dramatic and musical groups are regularly arranged. The PTA meets the cost of some of these performances.

Book Club – Inexpensive paperback supply of reading books at frequent, regular intervals. Purchases made may benefit the school.

Private Music Tuition – Children are able to pay for individual music tuition at school for the following instruments: Piano, ukulele, singing and guitar. The school owns several guitars. These can be borrowed for practice at home for the first year, if the child does not have their own instrument.

South Wairarapa Sports Group – Carterton School belongs to the South Wairarapa Sports Group. This group organises a series of inter-school sports activities for children in Year 4 and above.

South Wairarapa Kāhui Ako Our School is an active member of the South Wairarapa Kāhui Ako: 14 schools (including Kuranui College) are working together to enhance the achievement of the young people across our area. Our students, staff, BOT and wider community will have the opportunity to join others from other schools to take part in a range of academic, sporting and personal development opportunities.

Twilight Hockey – The school fields a team in the competition at the Clareville stadium. This is a good opportunity to sharpen up hockey skills.

Netball & Kiwi Netball – Starting in April. Saturday morning games at Kuranui or in Masterton. Normally 3 or 4 teams plus Kiwi Netball teams are entered. An excellent competition. Uniforms supplied by the school.

Enviro Group - Children enjoy being part of this group. The aim is for our children to help improve the school environment - especially the gardens and trees around the school.

Health Promoting Schools group. Representatives from each class plan and carry out activities to help all students have a healthy and happy time at school.

Leadership opportunities. There are many opportunities for students to take a lead across the school. These are supported by leadership conference attendance (GRIP / NYLD) for Years 7 & 8.

The Carterton School 3Rs



I... **Respect myself**
Mana Motuhake

Respect others
Manaakitanga



Respect our environment
Kaitiakitanga