

# Limehills School

## A - Z Procedures



*“Limehills Kids will take ownership of their learning and embrace challenges with a ‘can-do’ attitude.”*

Responsibility | Integrity | Participation | Perseverance | Empathy | Respect | Sportsmanship

**R I P P E R S**

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[www.limehills.school.nz](http://www.limehills.school.nz)

## **STAFF**

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## **BOARD OF TRUSTEES**

Pete Hammond	Chairperson	peteh@limehills.school.nz
Aaron Gill	Parent Representative	aarong@limehills.school.nz
Amber Mitchell	Parent Representative	amberm@limehills.school.nz
Anna Howard	Parent Representative	annah@limehills.school.nz
Kara Boys	Parent Representative	karab@limehills.school.nz
Kerri Brand	Staff Representative	kerrib@limehills.school.nz

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## **ABSENCES**

Please contact the school via telephone, school app or email to explain any student absences before 9.20am on the date of absence, or beforehand if possible. In cases of prolonged absence, work can be set for students or dates of special class events changed.

## **ACCOUNTS**

### **KINDO**

We run a student payment scheme called Kindo. At the start of each year, stationary (including books and all necessary stationary equipment) will be issued to each child and added to their account. Other items will be added as they occur during the school year.

Contact the Principal if there are any concerns regarding school accounts. Internet banking options and a 'drip feed' system of smaller regular payments can be arranged.

### **SCHOOL FEES**

We ask for a donation of \$25 per term for each child. Extra curricular activities will be charged to student's accounts as they arise throughout the year.

## **ACCIDENTS**

Sometimes children do hurt themselves at school. Staff members are trained in first aid and will administer first aid immediately. All minor injuries will be dealt with at school and your child will be released to continue the day. If it is a more serious injury, first aid will be administered and parents (or their nominated contact person) will be informed. An accident register is kept at school.

## **AFTER SCHOOL CARE**

After School Care is available until 6pm Monday-Thursday. Current rates are \$7/hr, \$18/day. Sandwiches and fruit are provided for an additional \$2.00.

## **ASSEMBLY**

Assemblies are held each week on a Friday afternoon at 2.15pm. Assemblies are an opportunity for students to share their learning and celebrate success. Parents are welcome.

## **BELL TIMES**

Bell rings for the morning programme at 9.00am.  
Morning tea is at 11.05am until 11.30am.  
Lunch begins at 12.35pm until 1.30pm.  
Afternoon programme is from 1.30pm until 3.00pm.

## **BICYCLES**

Bike stands are available near the swimming pool.

## **BOARD OF TRUSTEES (BoT)**

Our Board of Trustees is made up of five parent, representatives, one staff representative and our Principal. Pete Hammond is Board Chairperson and can be contacted on [peteh@limehills.school.nz](mailto:peteh@limehills.school.nz)

## **Policies**

Our school has six main policies (one for each National Administration Guideline) and a raft of procedural guidelines which sit underneath each policy. These are available in hard copy at the school office or via the BOT page of our school website ([www.limehills.school.nz](http://www.limehills.school.nz)).

## **BUS**

There are three bus runs servicing the school. For details of these please contact the Principal. Our bus company is McDermott's, which is based in Winton. An additional bus leaves school at 3.50pm and arrives at the Winton Police Station at 4pm. This costs \$1 per trip and McDermotts will email an invoice to caregivers directly.

## **CHANGE OF ADDRESS OR TELEPHONE NUMBER**

Please let the school know immediately if your address or telephone number for home or work changes, or if the contact details of your alternative emergency contact person change. This information is vital in case of an emergency. Please notify the school of cell phone numbers and e-mail addresses.

## **CHARTER**

Our Charter is the main strategic planning document for the school. A copy of the Charter is available in the administration area and on our website. Any parent, community member or member of the public can see this at any time. We consult on a new Charter every 3 years.

## **CHILDREN'S TOYS AND GAMES**

We discourage personal toys and games at school.

## **CLOTHING**

PLEASE ensure that your child's clothing, including socks and shoes, is clearly labelled. During winter months it is helpful if children can bring a spare set of clothes and indoor footwear – slippers or thick socks.

## **LOST PROPERTY**

There are always items of lost property at school. We would encourage parents to inspect these any time that you are visiting the school, or get your children to check it for themselves. Also watch for school newsletters for lost property notices. Named clothing does not become lost property. Please name all clothing items.

## **COMMUNICATION**

All communications should be undertaken in a professional and respectful manner. Our school values, our RIPPERS, are embedded in our school culture and promote respect, empathy and integrity; we would expect all communications to be undertaken with these values in mind.

### **FACE TO FACE**

- Any face to face discussions regarding students should be pre-arranged, at a mutually convenient time and on school premises. This way, both parties can prepare and give the meeting their full attention.
- Informal discussions, especially in public spaces or away from school are inappropriate and strongly discouraged, unless an urgent matter arises. Under these circumstances, parents should be directed to arrange a more appropriate time to discuss matters.
- Discussions during school time can also be problematic sometimes, if teachers have other responsibilities (eg teaching, or bus duty.) Again, parents should be directed to arrange a more appropriate time to discuss matters.
- Confidentiality and discretion must be considered at all times.

### **TELEPHONE**

- It may be necessary and appropriate to communicate over the phone. Teachers may not have the opportunity to call back until after school or the following day.
- Urgent matters should be clearly communicated to the office staff, who can then assist you and enlist the Principal or teachers as necessary.

- If communication via the phone becomes unproductive then a face to face meeting should be arranged.
- Teachers will not be expected to respond to calls on their personal cell phones.

## NEWSLETTER

- The newsletter is produced once a fortnight and a hard copy is distributed to all school families.
- Current school events, topical and relevant information and a report from the Principal are some of the items usually included.
- The newsletter is also emailed to those who request it and is available through the school app and our website.

## LIMEHILLS SCHOOL APP (FUNCTIONAL : OFFICE / PARENTS)

- The app is used to communicate day to day information ('alerts') to parents , caregivers and the wider school community where appropriate.
- This is generally used to communicate functional information such as sporting event details, school news and notices.
- Parents and caregivers can subscribe to relevant alerts, sporting groups and classes so they receive information pertaining to their child.
- Parents can use this tool to easily advise the office of absences, bus notices or after school care arrangements.

## SEESAW (LEARNING: TEACHERS / PARENTS)

- This app is used for sharing *academic* information relating to individual students or information relevant to their classroom activities.
- The app can also be used for non-urgent messaging between teachers and parents, although teachers will not necessarily be able to see or respond to messages immediately.

## EMAIL

- Email is the preferred method of communication for important matters, such as parent concerns.
- Each teacher is contactable via their email address which follow the format, [joeb@limehills.school.nz](mailto:joeb@limehills.school.nz). [office@limehills.school.nz](mailto:office@limehills.school.nz) and [principal@limehills.school.nz](mailto:principal@limehills.school.nz) are also checked daily.

## WEBSITE

- The school website can be found at [www.limehills.school.nz](http://www.limehills.school.nz) and is updated regularly. Information about enrolment, the Board of Trustees, our strategic goals, Home and School, A-Z procedures and term dates can be found here as well a lot of other information.
- There is also the opportunity to download notices and forms from this site.

## MESSENGER

- Parents and teachers are discouraged from using social media apps such as Facebook Messenger to communicate in a professional context.
- The use of text messages may be appropriate as a means of getting last minute information out to a group of parents whose children may be on a trip or sporting event.
- Teachers should respectfully advise parents of alternative lines of communication, if they are receiving unwanted texts on their personal cell phones.

## FACEBOOK

- The school uses Facebook to communicate about school events or issues that involve our wider school community or to celebrate students' achievements.
- We strongly discourage negative comments being posted through this medium as it can reflect poorly on our whole school community. Any concerns are to be brought to our attention through email, face to face or telephone contact.

## SURVEYS

- The school will consult using a variety of methods including online surveys and face to face to meetings.

## TIMEFRAMES

- Face to face or telephone discussions should, where possible, occur within office hours.
- In most circumstances, staff will endeavour to return phone calls the same day or the next day.
- In most circumstances, staff will endeavour to respond to email communications within two days.
- Urgent matters should be discussed over the phone - not left as messages that may not be read in time.
- Teachers have the right to respond to these forms of communication at a time that suits them, but within the expected time frames. (An email sent at midnight, does not suggest an immediate response is expected.)

Parental concerns dealt with in the earliest instance are always more easily resolved than those allowed to build up over a period of time. Please communicate in the first instance with the class teacher concerned, either by phone or email. Our school complaints procedure is outlined below:

1. If a concern relates to a child, or a teacher at Limehills School, parents should approach the classroom teacher directly to voice their concern and seek a resolution.
2. If a satisfactory resolution is not agreed upon, parents should approach the Principal to discuss the matter further and again seek a resolution.
3. If a satisfactory resolution is still not agreed upon, or the concern relates to the Principal, parents should put their concern in writing to the BOT Chair, who will conduct an investigation and act accordingly. All written complaints will receive a written response from the BOT.

## COMMUNITY POOL

Our 20m x 9m heated covered pool is open from the beginning of term 4 to the end of term 1 every year.

The Limehills Pool Committee manage the facility on behalf of the school and wider community. If you are interested in becoming a member please contact: Kyle Thorburn: President – 2361995, Jesse Saunders: Vice President - 2360081, Ruth McDonald: Secretary – 027 6005961, George van der Poel: Treasurer – 2361182.

## SWIMMING LESSONS

Swimming lessons are currently held in Terms 1 & 4 with coaches from Head Southland Swimming Coach Jeremy Duncan's H2O Dreams coaching team. For further details or to enquire please contact H2O Dreams directly at [admin@h2odreams.co.nz](mailto:admin@h2odreams.co.nz).

## KEYS

The purchase of a "Season Key" allows you and your family the freedom to swim at a time that suits you from 6am to 10pm everyday (*except during the primary school term when the pool is closed 9am - 3pm Mon to Fri and during swimming lessons*). Keys to the pool are available from \$130.00. For info please contact [limehillspool@gmail.com](mailto:limehillspool@gmail.com).

## DROP OFF/PARKING

We operate a drop off system outside the school gates on Derby Road. The intention is that this is a short-term drop off/pick up option. For longer term parking options please use the school car park by the Hall on Pisa Road.

## DUTY TEACHER

Each day there are two Duty Teachers who are responsible for patrolling buildings and grounds during breaks and overseeing the bus lists. All teachers are available to children, if required.



## END OF YEAR PRIZEGIVING

At the end of each year a prize-giving function is held to recognise children's achievements, but it also gives the Board of Trustees Chairperson and the Principal an opportunity to report back to the community on the activities for the year. Presentations are made of the academic, cultural and sporting trophies and awards. It is also a special event for our leaving Year 8 students.

## ENROLMENTS

We encourage parents and children to visit our school to have a good look around and discuss what our school can offer your child/ren before enrolling. Enrolment requires a completed enrolment form, which is available at our school office.

To enrol new entrants, we require a copy of a birth certificate and an immunisation certificate. In addition, each child on enrolment, and their parent/caregiver, is required to complete a Cybersafety Use Agreement, to comply with the school's policy on computer and internet use.

Limehills School operates an enrolment scheme. Full details and copies of the zone boundaries are available from the school office.

## ENVIROSCHOOLS

We are proud to be an enviroschool. The enviroschool principles underpin our curriculum across all learning areas. We call these "Mrs Le":

<b>Māori Perspectives</b>	We are interested, excited and happy to learn more about Māori culture. We remember it, share it and bring it into what we do at our school.
<b>Respect for Diversity</b>	We work together as a school community by respecting and celebrating other people and different cultures. We listen to everyone and share our ideas with empathy.
<b>Sustainable Communities</b>	We feel we are part of the environment and work together with other people in our community to help us look after it. We can see our school becoming a more healthy environment with lots of trees, nature and things for us to discover. We know that we can make a difference to making our community a better place to live through all our action learning projects.
<b>Learning for sustainability</b>	We learn about how the things in the environment work, how to look after them and why it is important to do this.
<b>Empowered students</b>	We work together with our teachers and other adults, to share our ideas, come up with better plans for the future of our school and our community and put these plans into action.

## FUNDRAISING

This is an inevitable part of the school's life and requirements. If you have any ideas or are able to help please contact the school or any member of the Home and School Committee.

## HEALTH

### ALLERGIES

If your child has any allergies, please contact the office with details and to complete a Health Plan if necessary.

### NURSE

Our school is visited regularly by a Public Health Nurse. Details will be advertised in our newsletter.

## HEARING AND VISION

Regular checks of children's hearing and vision are carried out by Southland District Health Board. Details will be advertised in our newsletter.

## DENTAL HEALTH

If you have to contact the Dental Therapist please phone 2367104. Should the clinic be closed a telephone answer message will direct you to your nearest Dental Therapist.

## SPEECH THERAPIST

A speech therapist visits our regularly. Anybody wanting a referral can contact the school.

## HELPING YOUR CHILD AT HOME

Your child will bring home a number of things each day. These may include homework, reading books, completed work, reading folder, artwork etc. Please use these as a chance to take an interest in what your child is doing at school and set aside some time to talk with them about their learning. It is imperative that a parent hears younger children read every day and celebrates their success.

## HOME AND SCHOOL

The Limehills School Home and School Association is a very important part of the school. The Home and School acts as an important link between the school and parents. Where the school wishes to consult with parents face to face or share ideas, a Home and School meeting is used to enable this to happen.

The Home and School also carries out a number of fundraising activities during the year. Membership is not restricted to parents only – any interested community member can belong and participate. If you are interested please contact the school or a member of the Home and School Committee.

Chairperson - Anna Pulley, Secretary - Clare Officer, Treasurer - Christina Vaughan

## HOMEWORK

Your child will receive homework. Please ensure that they complete this. You can help your child greatly by having a consistent routine for homework – especially those parts which are a regular feature such as reading books for younger children or spelling notebooks for older children.

## KEY COMPETENCIES

The Key Competencies are the capabilities people need to live, learn and make a contribution as an active member of our community. The social competencies are: Managing Self, Relating to Others and Participating and Contributing. The academic competencies are: Thinking and Using Language, Symbols and Text. At Limehills School we prioritise strengthening these key competencies to develop confident, connected, actively involved lifelong learners.

## LIBRARY

We have a fabulous library, currently situated in the hall. Please keep a lookout for books left at home and return them to school.

## LUNCHES

'Heat ups' are accepted every day at school. Please make sure these are clearly marked with child's name and room number. They must also be well wrapped and/or in a suitable oven-proof container. Subway is delivered to school on Mondays and Wednesdays, please order directly with Subway at <https://accounts.subcard.co.nz/express/school/login> On Thursdays we provide a sausage sizzle lunch - \$2 each. This is a camp fundraiser, so we appreciate you supporting it.

## OUTDOOR EDUCATION / CAMPS

The school has an Outdoor Education programme. This consists of both field trips and camps. Field trips are arranged for specific curriculum areas and are designed to make use of a local resource or facility that provides better opportunities than may be available in the classroom. Often parents are requested to assist with providing transport. Written notice to parents will be given well in advance, and the notice and permission form will include all details of the intended trip.

The school has a long tradition of memorable class camps and enjoy a wide variety of outdoor activities and communal living. At times, we deliberately put students slightly out of their comfort zones, whilst keeping them completely safe. We encourage parents to begin saving for future school camps early. Camps to Stewart Island in Year 5/6 and Wellington in Year 7 are exciting adventures, but are not cheap. The Wellington Camp can cost \$600 - \$800, depending on the programme, although fundraising reduces these costs significantly.

## PARENT HELPERS

Assistance is often sought for specific activities such as trips, but can also be sought for routine activities such as helping in a classroom. There are always plenty of very useful jobs to do and any help would be greatly appreciated. Some school events are unsuitable for preschoolers to attend.

## POLICIES

Our school has six main policies (one for each National Administration Guideline) and a raft of procedural guidelines which sit underneath each policy. These are available in hard copy at the school office or via the BOT page of our school website ([www.limehills.school.nz](http://www.limehills.school.nz)).

## REPORTING TO PARENTS

As a school we are very aware that parents need to be involved and informed of their child's progress. There are a number of reporting systems we use including:

- **Conferences** - Parent / Teacher conferences are held towards the end of term 1 (but also available at any time). Student / Parent / Teacher conferences are held in term 3.
- **Written reports** - These detail progress and achievements after 6, 12, 18, 24, 30 and 36 months and at mid-year and end of year for pupils in years 4 - 8.
- **Celebrations of learning** - Parents are sometimes invited to informal events to share learning and celebrate successes.
- **Seesaw** - This is an app that we use to report informally to parents.
- **Notes home** - As required or as opportunities arise.
- **Making contact with parents** - As required or as opportunities arise.

## SCHOLASTIC BOOK CLUB

Scholastic books are sold through the school. Order forms are sent home, usually twice a term, attached to the Wednesday newsletters. On the whole these are quality books and are reasonably priced, but there is no obligation to purchase.

## SCHOOL GROUNDS

We welcome community and after hours use of our grounds and facilities either for recreation or club activity. If you have a need for a meeting or activity space we will assist if we can.

## **SPORTS**

Physical Education, including swimming, is a part of the school curriculum. If your child has any medical condition which may make this difficult, or if you have any questions, please contact their teacher. During the year we cover all of the main sporting codes and the skills required to play these. The sports programme includes a number of inter-school events. Sports equipment is available to all pupils each playtime and lunch hour.

## **SUNHATS**

We are a sunsafe school and students are required to wear hats in Term 1 and Term 4. School bucket hats can be ordered through Kindo.

## **VISITING THE SCHOOL**

You are more than welcome to come and visit the school at any time. Should you wish to have a more formal look around please contact the Principal.

## **VALUES - OUR 'RIPPERS'**

**Respect** - We look after ourselves, our equipment, each other and our environment.

**Integrity** - We do the right thing even when nobody is looking.

**Perseverance** - We always try our hardest and never give up.

**Participation** - We have a 'can-do' attitude and play our part.

**Empathy** - We are about other people's feelings.

**Responsibility** - We are reliable and show initiative.

**Sportsmanship** - We always play fairly and support each other.

## **UNIFORM/ HIGH VIZ VESTS**

We do not have a uniform but we do have a blue Limehills top that we ask students to wear for sporting and off site events. Uniform orders are available through Kindo at the beginning of each term. Fleece tops and hats are also available.

We also have school jackets that remain at school and will be issued and collected when students are going to represent the school.

All new students will be issued with a high viz vest free of charge. Additional vests or replacements can be purchased for \$10. We ask that all students wear their vests when travelling to and from school, especially if your child travels on the school bus.