

# LIMEHILLS SCHOOL



## Parent Information Booklet



# WELCOME TO LIMEHILLS

Limehills School is a decile 9 State Primary School for students from Year 0-8.

We deliver a high quality, balanced education and are proud of the quality of the programmes we provide and the commitment and capability of our staff.

As our mission states, we are focused on developing well-rounded, capable students who are life long learners.

We work hard to keep our class sizes as small as possible and the Board of Trustees are committed to providing a wide variety of programmes and initiatives to both support and challenge our students.

Our exceptional learning environment offers all students fun, challenge, competition and collaboration. We recognise children's diverse abilities, interests and ethnicities and aim to provide a wide-ranging programme that will meet all of their needs.

We believe that for schools to be successful, there must be a strong and dynamic partnership between family, school and the community. We provide an inclusive culture and welcome families from all over the world.

If you would like an opportunity to visit, please make a time through the school office. We would be delighted to share with you how our school operates and give you an opportunity to visit classrooms in action.

## OUR MISSION STATEMENT:

*Limehills School aims to foster an educational excellence where our students are encouraged to discover and achieve their full potential in academic, cultural, sporting and social areas in a supportive and enjoyable learning environment.*

# SCHOOL CONTACT DETAILS:

- PHONE: +64 3 236 0772 FAX: +64 3 236 0772
- PHYSICAL ADDRESS: 8 Derby Rd, Limehills
- POSTAL ADDRESS: 8 Derby Rd, RD 3, Winton 9783
- EMAIL CONTACT: [office@limehills.school.nz](mailto:office@limehills.school.nz)
- WEBSITE: [www.limehills.school.nz](http://www.limehills.school.nz)
- FACEBOOK: [www.facebook.com/limehills](http://www.facebook.com/limehills)
- BANK ACCOUNT: 12 3154 0102521 00

## OUR STAFF:

Principal	Jim Turrell
Class teachers	Linda Caldwell Mel Cooper Melissa Brunell Kathy Turnbull Hunter Murray Stacey Anderson Lenka Simpson Kirsty Roger Alice Casey
Reading Recovery teacher	Maryse Varaine
Office Manager	Jasmine Hamilton
Teacher aides	Fi Johnson Mel Ilhan Ruth McDonald Eleanor Kyte
Cleaner	Lyn Thompson
Caretaker	Ray Boyle

## SCHOOL FACILITIES:

- A well resourced library that is at the heart of our school
- School Farm
- Vegetable gardens, orchard and tunnel houses
- Area of native bush
- Extensive, well maintained school fields
- School hall and multipurpose room
- Heated swimming pool
- Sports courts
- Sand pit, adventure playground and play huts
- Wide range of ICT equipment available for classroom use (Mac and PC based)
- Ultra fast broadband
- Wireless network throughout the whole school

## EXTRA CURRICULAR ACTIVITIES:

- Enviroschools committee
- Student librarians
- Student Volunteer Army
- Enviro group
- Kid's curriculum group
- Kapa Haka group
- Choir
- Rock bands
- Outdoor education
- Numerous sporting activities and school sports teams
- Co-op (school shop)
- Young Farmers
- Speech makers

# HOME & SCHOOL PARTNERSHIP

Limehills School recognises the vital role that parents play in their child's education. We believe that educating children is a collective and collaborative effort between home and school. We encourage parents to be involved in all aspects of school life. This includes attending school assemblies, parent/teacher conferences, information evenings and school events. It also includes sharing your knowledge and experiences and might include becoming a member of the Home and School Association or being a parent representative on the Board of Trustees.

## BOARD OF TRUSTEES

The Board is the governing body of the school and the employer of all school staff. The Board of Trustee members are elected by the community every three years. The Principal is always a member and the staff also has an elected representative.

The current Board of Trustees are:

Rochelle Robins (Chair)  
Jim Turrell (Principal)  
Hunter Murray (staff rep)  
Todd Anderson (parent rep)  
Peter Hammond (parent rep)  
Lisa Sullivan (parent rep)  
Melissa Vining (parent rep)

## OUR LEARNING

The New Zealand Curriculum specifies eight Learning Areas: English, The Arts, Health and Physical Education, Learning Languages, Mathematics and Statistics, Science, Social Sciences and Technology. Our learning is organized around the natural connections that exist between these learning areas and the links between learning areas to our values and our key competencies.

Inquiry learning is a vital aspect of our curriculum. We allow students to learn and unlearn knowledge and skills as they make sense of the world around them. We also encourage students to take positive action as a result of their learning and reflect upon their own strengths and weaknesses as they progress. Using the Multiple Intelligence approach to learning ensures that the diverse learning needs of our students are catered for, allowing them to learn in a variety of ways.

All students are encouraged to develop lifelong learning skills such as goal setting, self-assessment and reflecting purposefully on their learning. We encourage students to take increasing control of their own learning environment as they learn how to learn in order to better understand themselves as learners and to achieve. As a result, learner control is a key ingredient at Limehills and our students have a voice and choice in their learning programmes.

# OUR VALUES

At Limehills School, our values are referred to as our '**RIPPERS**. These are actively promoted, shared and upheld through our curriculum.

**R**espect - We look after ourselves, our equipment, each other and our environment

**I**ntegrity - We do the right thing even when nobody is looking

**P**erseverance - We always try our hardest and never give up

**P**articipation - We have a 'can-do' attitude and play our part

**E**mpathy - We care about other people's feelings

**R**esponsibility - We are reliable and show initiative

**S**portsmanship - We always play fairly and support each other

## KEY COMPETENCIES

Key Competencies are the capabilities people need to live, learn and make a contribution as an active member of our community. These key competencies are:

### Managing Self

Is associated with self-motivation, a "can-do" attitude, and with students seeing themselves as capable learners. It is integral to self-assessment.

Students who manage themselves are enterprising, resourceful, reliable and resilient. They establish personal goals, make plans, manage projects, and set high standards. They have strategies for meeting challenges. They know when to lead, when to follow, and when and how to act independently.

### Relating to Others

Is about interacting effectively with a diverse range of people in a variety of contexts. This competency includes the ability to listen actively, recognise different points of view, negotiate, and share ideas.

Students who relate well to others are open to new learning and able to take different roles in different situations. They are aware of how their words and actions affect others. They know when it is appropriate to compete and when it is appropriate to co-operate. By working effectively together, they can come up with new approaches, ideas, and ways of thinking.

### Participating and Contributing

Is about being actively involved in communities....this competency includes a capacity to contribute appropriately as a group member, to make connections with others, and to create opportunities for others in the group.

Students who participate and contribute in communities have a sense of belonging and the confidence to participate in new contexts. They understand the importance of balancing rights, roles

and responsibilities and of contributing to the quality and sustainability of social, cultural, physical and economic environments.

### **Using Language, Symbols and Texts**

Is about working with and making meaning of the codes in which knowledge is expressed. Languages and symbols are systems for representing and communicating information, experiences and ideas. People use languages and symbols to produce texts of all kinds: written, oral/aural, and visual; informative and imaginative; informal and formal; mathematical, scientific and technological.

Students who are competent users of language, symbols and text can interpret and use words, numbers, images, movement, metaphor and technologies in a range of contexts. They recognise how choices of language, symbol or text affect people's understanding and the ways in which they respond to communications. They confidently use ICT to access and provide information and to communicate with others.

### **Thinking**

Is about using creative, critical and metacognitive processes to make sense of information, experiences and ideas. These processes can be applied to purposes such as developing understanding, making decisions, shaping actions, or constructing knowledge. Intellectual curiosity is at the heart of this competency.

Students who are competent thinkers and problem solvers actively seek, use and create knowledge. They reflect on their own learning, draw on personal knowledge and intuitions, ask questions and challenge the basis of assumptions and perceptions.

Strengthening and developing key competencies in our pupils is central to and embedded in our professional practice at Limehills School. The key competencies are an explicit and visible aspect in our curriculum. However, key competencies are not 'assessed' at our school. Instead, pupils have the opportunity to reflect upon their own competencies using a peer assessment tool, which we call 'competency stars'.

# GENERAL INFORMATION A-Z

## **ABSENCES**

Please contact the school to explain any student absences, on or before the date of absence. In cases of prolonged absence, work can be set for students or dates of special class events changed.

## **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 maintained at school.

## **AFTER SCHOOL**

Please inform the school if there is a change to your child's routine, e.g. sports practice, music, not on bus etc. Children may not change bus runs without prior permission from the Principal.

## **ART SHIRTS**

The school can always use discarded shirts from home – to be used for 'messy' activities.

## **ASSEMBLY**

Assemblies are held each week on a Friday afternoon at 2.15pm. Special assemblies are held at other times, as required. Assemblies are an opportunity for student to share their learning and celebrate success. Certificates are presented to students who are working well in class.

## **ATHLETICS**

The school participates with Dipton for the Swale Shield during Term 1. This takes place usually towards the end of February.

## **BELL TIMES**

Bell rings for the morning programme at 9.00am.

Morning tea is at 10.05am until 10.30am.

Lunch begins at 12.30pm until 1.25pm.

Afternoon programme is from 1.25pm until 2.55pm.

## **BICYCLES**

Bike stands are available at the north end of the school near the swimming pool and at the south end beside the mail box.

## **BUS**

There are four bus runs servicing the school. For details of these please contact the Principal. Our bus company is McDermott's.

## **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**

The Charter is the main guiding document for the school. A copy of the Charter is available in the administration area and any parent, community member or member of the public can see this at any time.

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

We adopt an 'all care but no responsibility' attitude when children bring along valued or costly toys or other possessions to school.

## **CLASS CAMPS**

The school has a long tradition of memorable class camps at which the children enjoy a wide variety of outdoor activities and communal living. Camps tend to be held at the senior level on a two yearly basis. Year 7 and 8 children spend time at Deep Cove every second year. The Year 4 – 6 children go on camp in the wider Southland area every alternate year as well. However, this does not prevent other camps and overnight stays taking place during the year.

## **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 indoor footwear – slippers or thick socks.

## **COMMUNICATION**

The school recognises the importance of open and honest communication. We try to keep parents informed through our newsletter (sent home on Thursday), through our Facebook page ([www.facebook.com/limehills](http://www.facebook.com/limehills)) and our website ([www.limehills.school.nz](http://www.limehills.school.nz)).

Parents can also get free text messages from us. This is a great way to get instant communications from school direct to your mobile phone e.g. snow days, last minute postponements. Text: "follow[space]limehillsschool" to 8987.

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 solar heated modern covered pool is open from Labour Weekend to Easter every year.

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)*

Every season we hold swimming lessons two to three times per week for all ages in Terms 1 & 4 with coaches from Head Southland Swimming Coach Jeremy Duncan's H20 coaching team - as a key holder you will receive advanced notice of dates & times.

Pool keys are \$85.00 per season - If you are interested in becoming a member please contact: George van der Poel: President – 2361182, Jorgelina Leiva: Secretary – 2360666, Sue Wilson: Treasurer – 2367221.

## **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.

## **DUTY TEACHER**

Each day there is a Duty Teacher who is responsible for patrolling buildings and grounds during breaks and also overseeing the bus lists. All teachers are available to children, if required. The duty teacher roster is displayed in our staff room and at the front door.

## **END OF YEAR FUNCTION**

At the end of each year a prize-giving function is held. The main purpose of this event is 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 of 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 or can be downloaded from our school website.

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 Cyber safety Use Agreement, to comply with the school's policy on computer and internet use.

Children on our pre-school roll receive enrolment forms several weeks before their 5<sup>th</sup> birthday.

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

## **FAX / E-MAIL**

The school has a fax line on (03) 236 0772.

The school email address is: [office@limehills.school.nz](mailto:office@limehills.school.nz)

## **YEARS 7 AND 8 STUDENTS**

Limehills School is a full Primary School, which means that it offers schooling right up to and including Years 7 and 8, offering the advantages of a specialist Year 7/8 classroom and the benefits of a rural school. Our Year 7-8 students attend Technology in Winton and enjoy many leadership roles.

## **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.

## **GARDEN CLUB**

A number of parents are involved in our garden beautification group. Share your expertise and get involved in this exciting team by contacting the school for details.

## **HEALTH NURSE**

Our school is visited regularly by a public health nurse. Details of her schedule/visits/appointment times 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.

## **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.

## **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.

## **INTER-SCHOOL EVENTS**

The pupils at our school participate in a number of inter-school, or "zone", activities and events. These include:

### **Annual Events**

Athletics	Term 1
Touch Rugby	Terms 1 and 4
Cross Country	Term 2
J-Rock	Term 2
Basketball	Terms 2 and 3
Tryathlon	Term 1
Hockey	Winter
Skiing	Winter
Golf	Summer
Cricket	Summer
Social Sciences Fair	Term 2
Science Technology Challenge	Term 3
Rippa Rugby	Term 3
BP Challenge	Term 3
South Spell	Term 3
SMAC Maths	Term 4

### **Biennial Event**

Musical Festival	Term 3
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## **LIBRARY**

We have a fabulous library which is at the heart of our school. Students are encouraged to borrow books and use the internet. Please keep a lookout for books left at home and return to school.

## **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. The lost property rack is located in the hall. Also watch for school newsletters for lost property notices. Named clothing does not become lost property. Please name all clothing items.

## **LUNCHES**

Heat ups are accepted every day at school. We have a large pie warmer located in the hallway. Please make sure these are clearly marked with child's name and room number.

## **MONEY**

Please put all money sent to school in a named envelope showing your child's name, the amount, and what the money is for on the outside of the envelope. Please encourage your child to hand it to their teacher or to the school office manager as soon as they get to school.

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.

## **OUTDOOR EDUCATION**

The school has an active 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. No child is transported without a seatbelt. Written notice to parents will be given well in advance, and the notice and permission form will include all details of the intended trip.

## **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 siblings who do not attend school to attend.

## **PHOTOCOPYING**

The school provides a casual photocopying service at very reasonable rates. We can enlarge, reduce and photocopy onto card. Most of the time we can copy on the spot. A laminating service is also available.

## **PHYSICAL EDUCATION**

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. We pride ourselves on our track record of outstanding sporting achievements.

## **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 are also available at any time). Student / Parent / Teacher conferences are held in term 3.
- \* **Written Reports** - These detail progress and achievement in relation to National Standards after 6, 12, 18, 24, 30 and 36 months and thereafter 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.
- \* **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 monthly, with each child. On the whole these are quality books and are reasonably priced, but there is no obligation to purchase.

## **SCHOOL FEES**

There are no compulsory fees charged for attending Limehills Primary School. However, we do ask, if possible, for a donation of \$30 per year for each child or \$75 per family.

## **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.

## **SPEECH THERAPIST**

Anybody wanting a referral can contact the school. A speech therapist visits our school several times a year.

## **SPORTS**

During the year we cover all of the main sporting codes and teach the skills required to play these. The sports programme includes a number of inter-school events.

Local clubs provide coaches and opportunities for children to be involved in a range of sports. Sports equipment is available to all pupils each playtime and lunch hour.

## **STAFF**

Our school is well served by a skilled and dedicated staff. A full list of the staff is found at the front of this handbook.

## **STATIONERY**

Stationery is obtained from school. Towards the end of each term an account for stationery/trips/sports subs etc per family will be sent home and can be emailed on request.

## **SWIMMING**

Swimming is a part of the Physical Education programme in Term 4. Training for our school Tryathlon event occurs in Term 1. Keys are also available for community use of the pool over the summer. Details of this are published at the start of each season in the Community Newsletter, or you can contact the school.

**TELEPHONE**

The school's telephone number is 236 0772 (cell phone 027 518 4894).

**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.

If you need help translating any of our school documents, we can provide assistance. Please contact the school office.