

CHURCHILL PARK SCHOOL



WELCOME

We welcome you and your family to Churchill Park School.

Churchill Park School was opened in 1964, with four classrooms and a small general purpose area.

It now has grown to twenty classrooms, a hall, library and e-learning area, as well as dedicated rooms for music, science and technology.

The school maintains a friendly and inclusive environment, welcoming to parents and with an awareness of the needs of all students. Parents should feel completely free to approach the school at any time should they require information or have any concern. We invite new parents to look around the school before enrolling children. Parents seeking help or information may contact the Principal who is available for interview. This can be arranged by phoning 575-8156.

The school aims to:

- Provide an environment where each child feels accepted, secure and happy
- Build up self-respect, respect for others and mutual cooperation
- Promote individual success and growth
- Identify children's talent and ability and provide opportunities for their expression and development
- Establish a warm and positive learning environment where individual progress and achievement is promoted
- Provide a full and balanced curriculum that meets the needs of our pupils and the community, whilst developing independent, critical thinking, problem solvers for the 21st century
- Respect and value the schools multi-cultural dimension
- Achieve high standards of behaviour, conduct and self-discipline so that children reflect pride in themselves and pride in their school
- Foster parent participation and involvement as a means of further promoting enhanced learning opportunities

To enrol at Churchill Park School please use the school website:

- Complete the online IN-ZONE ENROLMENT FORM (under ENROLMENTS)
- Complete and sign specific consent forms to be accessed from, and handed back to the office
- Provide copies of birth certificate, proof of address, and immunisation status.

HEALTH AND SAFETY

HATS

In line with our Health and Safety Policy, children are expected to wear uniform hats in the playground during the summer months-Term 1 and Term 4. Hats, along with all other uniform items, should be clearly named.

HEARING AND VISION SCREENING

All pupils have been screened for hearing and vision abnormalities. Other children, identified by the teacher as potentially having a problem, are also tested. If a problem is identified parents are notified and advised to follow up with the appropriate specialist.

ILLNESS AND ACCIDENTS

Accidents and illness at school are attended to in the Sick Bay by a teacher or office staff and are recorded in a log. Standard treatment procedures recommended by the Department of Health are employed.

Parents are contacted (except in the case of very minor problems) so our records of home and work telephone numbers must be accurate. Parents should inform the school of any health or associated problems affecting their children. Arrangements can be made for children needing medication during school hours.

IMMUNISATION

It is advised that all children attending Churchill Park School be immunised for diseases as recommended under current guidelines from the Department of Health.

JEWELLERY

The wearing of jewellery is not permitted at this school. Children with pierced ears must wear stud type earrings only. Ring sleepers, floral and decorative earrings are too dangerous during games or play, and are not permitted to be worn at school. Watches may be worn but not bracelets, signet rings or necklaces – including chains – for obvious safety reasons.

LUNCHES

We encourage wholesome foods including a piece of fruit or vegetable when making a lunch for children to bring to school. Lunch boxes and drink bottles should be named. Bringing sweets is not permitted at school. We are an EnviroSchool and appreciate pupils with small containers rather than glad-wrap for food items.

Nut products are not allowed in the Junior school. Please see FOOD ALLERGY MANAGEMENT document on the school website for further information.

Online ordering of lunches is available Wednesdays and Thursdays via your Kindo account (see Payments)

MEDICATION

If a child is required to take medicines at school, a form must be obtained from the school office and completed giving all relevant details. This form will be kept on file.

In the office, staff cannot administer medicine to children unless signed parental consent is given.

No medications are to be kept by pupils in school bags except for Ventolin inhalers.

ROAD SAFETY

We constantly stress the safety angle of pedestrians at school. Parents bringing children, or calling for them, can assist by keeping vehicles clear of the driveway. Vehicles are NOT permitted in the school car park unless requested by a staff member to collect a sick child.

SAFETY

Each term, safety and evacuation practices are conducted in the school. There are designated exits which are posted at all times in the buildings. We endeavour to maintain a safe environment for our pupils. We also encourage our children to consider their own safety and wellbeing in the Keeping Ourselves Safe programme. This extends beyond the school boundaries to matters such as road safety and awareness of potential dangers.

GENERAL INFORMATION

ABSENCES

Please notify the school office (575 8156) on the first morning of your child's absence from school by phone, Flexibuzz or online under CONTACT on school website. N.B. Please inform the school immediately if your child has any of the contagious illnesses –e.g. Measles, Chicken Pox.

ARRIVALS

Children should not arrive at school before 8.30am as teachers are not on duty before the start of the school day.

BIKES AND SCOOTERS AT SCHOOL

Children over the age of ten years may ride to school independently, provided that they know the road rules and have a signed Cycling Permission Form. It is a parent's responsibility to ensure that a child's cycle is roadworthy at all times and that the child wears a helmet. We request that children with scooters also wear a helmet.

Please reinforce with your child that bikes or scooters are not ridden in the school grounds, and are walked to the top of Kinsale Avenue or up the path to the Riddell Road gate – before being ridden.

Walking School Buses (WSB) are a popular service for walking to school with a number of WSB routes in operation.

DISCIPLINE

Discipline is important and we place great stress on praising positive conduct and rewarding effort. Inappropriate behaviour is approached as a matter of concern for both home and school and communication is actively promoted as a means of reducing this. School learner qualities and values are a means of reinforcing positive behaviour.

DONATIONS AND VOLUNTARY CONTRIBUTIONS

The voluntary donations are an important source of school funds and are used to support all school programmes. Donations to the school are tax deductible and receipts are issued for this purpose. The annual voluntary donation is a set amount and is reviewed regularly by the Board of Trustees.

EMERGENCY CONTACTS

It is important to keep these up to date. If there is a change, please let the office know. Your email address is an important form of communication along with address and phone details.

GENERAL COMMUNICATION

The school utilises the following for communication with parents:

- Newsletters (as seen below) for regular general information
- Emails for communication between staff and parents
- Flexibuzz (mobile phone app) for notifications about class/school events
- Online reporting for communicating student progress and achievement
- SeeSaw (mobile phone app) for e-Portfolio communication of students' work to parents

Please contact the class teacher for more details about accessing these communication tools.

LOST/FOUND PROPERTY

This is kept in the hall foyer. At the end of each term remaining articles are displayed and inspected by children. All articles of clothing, including underwear and school bags, books etc., should be clearly marked with the owner's name. Swimming togs and towels should also be clearly named.

NEWSLETTERS

These are emailed fortnightly on Wednesdays. This is our official communication and we ask that you check it frequently. Newsletters and notices can be accessed under NEWS on the Churchill Park School website.

A Board of Trustees Newsletter is also emailed once per term.

Other notices are emailed about school trips, syndicate news etc. Please read our newsletters and regularly ask your children if there are any other school notices.

PARENT INVOLVEMENT

Parent participation in the school programme is actively encouraged. There is strong research to demonstrate that when there is a strong home/school partnership that student achievement is enhanced. Parents may become involved in school life in any of the following ways:

providing materials for school use	listening to children read
assisting with programmes	helping with Education Outside the Classroom (EOTC)
talking with groups of children about interests	assisting in the junior area language programme
sharing a special skill or ability	being involved in PTA activities
assisting in the library	helping on school trips

PARENT TEACHER ASSOCIATION (PTA)

In 1984, a Parent Teacher Association was formed to provide support for the school community through assisting with fundraising and community activities for all. Money raised in recent years has gone towards developing the school learning environment including modern classroom furniture, e-Learning and environmental resources.

PAYMENTS

Payments for all school activities and donations are made online via KINDO.

To set up your Kindo account go to mykindo.co.nz. All you need is the email address the school has on file for you.

PUNCTUALITY

Punctuality and regular attendance are very important in maintaining a consistent academic programme. All children should be at school by 8.50am and the school day ends at 3.00pm. Children need to sign in at the office if they arrive after the 8.55am bell and must be signed out by a caregiver if leaving during the school day. It is important that contact information is kept up to date. Please notify the office of any change of address, email or phone numbers.

STANDARD OF DRESS

To develop pride in the student's own appearance and pride in the school, the wearing of full school uniform is compulsory.

Students are to be appropriately dressed at all times. See SCHOOL INFORMATION / UNIFORM on the school website for further details.

STATIONERY

Stationery lists for each school year are available on the school website under SCHOOL INFORMATION / STATIONERY

TELEPHONE

Use of the telephone is restricted for children, except in case of emergency. Mobile phones are not permitted at school. In special circumstances however, they may be brought to school and handed to the class teacher until 3.00pm.

VALUABLES AT SCHOOL

When sending money to school for whatever purpose, please place it in an envelope with your child's name, room number, the amount and what it is for. Children should not bring money or valuables to school, unless they have prior approval from their teachers.

VISITORS TO SCHOOL

All visitors entering the school must first report to the school office. This regulation is for the protection of all the children and to meet the requirements of fire and safety regulations.