

# Welcome to Shotover Primary School

Shotover Primary School opened in 2015 and caters for new entrants to year 8 children. We are incredibly fortunate to have brand new spaces that were designed with the latest knowledge about learning in mind. We have extensive, up-to-date resources, as well as a committed, highly capable team that make up the Shotover Primary School staff.

Our work at school is important. We want your children to look back and acknowledge that we prepared them well for the future. We are confident in this task because we strive to ensure learning is meaningful. As well as looking to the future, we value the past in making Wakatipu the place where we live today. We innovate and evaluate new ideas and programmes to assist in a better tomorrow. This commitment is summed up in our vision statement:

*Creating a climate of possibility ...*

In essence, this means it is our goal to provide your child/ren with programmes and teaching that will enable learning to occur. We thank you for entrusting us with that privilege.

If you would like any further information please do not hesitate to contact me.

*Ben Witheford, Principal*

Address: 57 Stalker Road, Shotover Country, Queenstown 9304

Phone: 03 409 0005

Email: [office@shotover.school](mailto:office@shotover.school).

Web: [www.shotover.school.nz](http://www.shotover.school.nz)

Facebook: [facebook.com/shotoverprimaryschool](https://facebook.com/shotoverprimaryschool)

Shotover Primary School App - HERO: download from the App Store or on Google Play

## **Absences**

Parents or guardians are expected to inform the school of all absences. We can be notified via [email](#), our [school app](#) or phone. These notifications should be received before 9.30am. The school office will contact parents/guardians of children whose absence has not been explained after 9.30 am.

If your child will be absent for three days or more for any reason, you will need to notify the office in writing, by [email](#) or via the [school app](#). Please include the dates and the reason for your child's absence.

## **Adverse weather**

In the event of adverse weather conditions overnight and early morning, the school liaises with the council and road managers and makes a decision as to possible changes to the school day. There are two possible changes to a normal day: the school is closed or there is a delayed start.

Notification: Any changes to the school day will be communicated via our Facebook page, our website, our [school app](#) and on local radio stations (Classic Hits, Q92, More FM, The Breeze).

## After-school care

sKids - Safe Kids in Daily Supervision - provides after-school care. The programme is based on-site at the school. sKids also run school holiday programmes. Contact Rosie Cole, phone 027 900 2359, email [shotover@skids.co.nz](mailto:shotover@skids.co.nz).

## Assembly

The school gathers fortnightly from week 2 each term, on Friday's at 2.25 pm to share news and information and celebrate areas of achievement. These assemblies are a focus of the school. Parents and family are welcome to attend.

## Behaviour

Shotover Primary School requires that every individual takes responsibility for their actions. To assist in achieving this, we have a behaviour system that operates throughout the school. If there are ongoing concerns about the behaviour of your loved one, we will contact you.

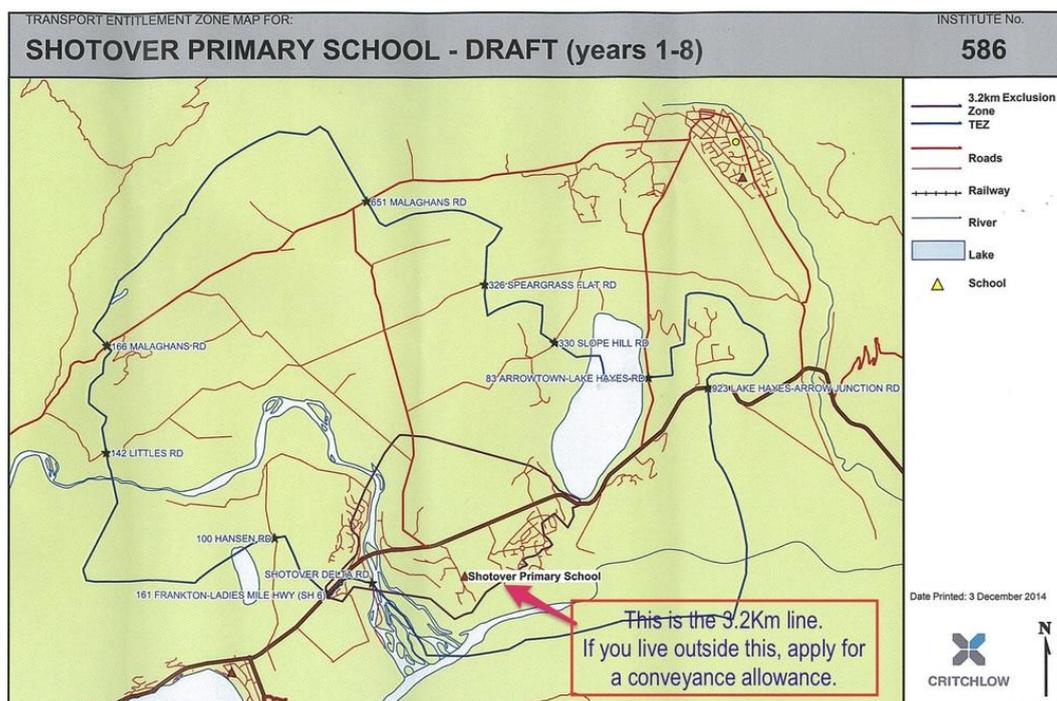
## Board of Trustees

The Board of Trustees is the school's governing body. Trustee elections are held every three years. Our current [board](#) has five elected parent representatives, the principal and a staff representative. Meetings are usually held every month and are advertised in the school newsletter. These meetings are open to the public, current meeting dates can be found [here](#). Our current board chair is Emma Black [email](#).

## Bus services and conveyance allowance

There are no specified bus routes for Shotover Primary School. However, if your child/ren live more than 3.2km from the school, then you are entitled to receive the Ministry of Education's conveyance allowance. This is a sum of money paid directly to you each quarter to cover transport costs. To apply, fill out this form.

Check this map to see if you are more than 3.2km from the school. If you're not sure whether you fall inside or outside the zone, please email the office ([office@shotover.school.nz](mailto:office@shotover.school.nz)) and we can check your address against the Ministry's records.



## **Communicating learning**

'Communicating learning' (traditionally known as 'reporting') happens informally and formally throughout the school year - it's an ongoing process. We endeavour to use simple, honest language that communicates your child's progress and achievement to you.

If you have queries regarding your child's learning and progress, your first point of contact should be their lead Learning Mentor. Talking about your child's learning doesn't need to be an event. You don't need to wait until a prescribed time of year. We really like this to be an ongoing dialogue.

If you want to arrange a meeting, it's a good idea to make an agreed meeting time so you can talk - contact the Learning Mentor either face-to-face or via email. Keep in mind that your child may learn with a number of mentors during their normal day, so your child's lead Learning Mentor may wish to gather information to share in the meeting.

## **Concerns**

There will be times when you have concerns about aspects of your child's education, and there will be times when error or confusion arises. On these occasions, it is vital that you direct your concern to the school. We want to know about and alleviate your concerns. In short, if you like what is happening, tell your friends and neighbours. If you do not, please tell us.

## **Contact details - ours**

You can email any staff member individually. The standard format is:

[firstname.lastname@shotover.school.nz](mailto:firstname.lastname@shotover.school.nz) (eg [benwitheford@shotover.school.nz](mailto:benwitheford@shotover.school.nz)).

## **Contact details - yours**

Should you change address, telephone or emergency contact information - even temporarily - please keep the school informed. Accurate information is vital in the event of an emergency. This can be done via the School App.

## **Dental services**

The Community Oral Health Clinic is located at 19 Douglas Street, Frankton. There is an oral health form in your enrolment pack which you must fill in and return to the school so that your child is enrolled for treatment. Children get free dental care up to the age of 18 years of age. You can contact the clinic on 03 450 9370.

## **Duty staff**

During morning interval and lunchtimes, designated teachers are on playground duty. There are also staff designated to supervise and provide first aid to the injured, the distressed and, on occasion, the merely upset.

## **Emergency drills**

Emergency procedures are practiced each term. Should you be in the school at such a time, please follow instructions from the staff and comply with the relevant procedural practice. Evacuation routes are marked on plans beside exits from all habitats. The assembly point is on the field.

## **Enrolling your child**

You may enrol your child online via our school website (go to '[Enrolment](#)' under 'Info for parents'). Please feel free to contact us with any questions that you have no matter how small they may seem.

### ***Turning five?***

For children who are turning five (and therefore starting school for the first time) you will be contacted approximately one month prior to their starting date to arrange a transition visit/s which will take place two - three times before their start date. A transition visit is normally held on a Friday morning and consists of you and your child arriving at school at 8.55am and your child spending the first hour of the day in the learning space while you make use of our staffroom. Note that we need you to remain on site for this visit. Children can wear their uniform or their own clothes for the transition visit. The visit also gives you the opportunity to ask any curly questions that may not have been addressed in the enrolment pack.

From term 3 2021 we are moving to cohort entry. Please visit this [page](#) on our website for further information.

### ***Transferring between schools?***

For children transferring schools (ie they have attended another school) they can normally begin with us after mutual agreement on a start date, made at the time of enrolment.

### **Enrolment zone**

The school has an enrolment zone. If you live within this zone you are entitled to attend Shotover Primary School, assuming you meet other requirements to attend a New Zealand state school. You can view the map and a description of the zone on the '[Enrolment zone](#)' page under 'Info for parents' on the school website.

### **Fees**

Paying school fees is not compulsory. Nevertheless, it is a sad fact that fees (in actual fact, a donation) are a necessity for most schools, and we are no exception. Your donation assists us in running the school. It could be used for additional learning opportunities, buying teaching resources and learning assistant support.

Fees are set annually and requested by a donation notice emailed to each family. A 10% discount is offered if the donation is paid in full by 31 March. Full year: \$120; part year: \$30 per term.

Donations are subject to a refund through the Inland Revenue Department. The refund is approximately one-third of your donation. More details can be found at [www.ird.govt.nz](http://www.ird.govt.nz) (rebate claim form IR526).

### **Friends of the School (FOS)**

The main aim of the FOS is to provide parents with the opportunity to assist the school and further the interests of children through fundraising. Parents are encouraged to attend meetings arranged by this group as every endeavour is made to ensure that they are interesting, school-based and informative. Elections are held at the annual meeting at the beginning of the year. Meetings usually occur once a month, currently on the first Tuesday. Chair: Ian Scott [spsfos@gmail.com](mailto:spsfos@gmail.com)

### **Head lice**

These annoying little things can appear from time to time. Brochures are available at the school office. If you do notice your child has head lice, please treat them as soon as possible. Also let the school know so we can advise the parents of other children in your child's habitat and they can then check their hair. Information on head lice and treatment solutions can be found here: <https://www.health.govt.nz/home>.

### **Health and safety**

We are committed to ensuring and promoting the welfare of children and young people at our school, and we expect all staff, volunteers and visitors to share this commitment. If you have any

concern that a child has been harmed or is at risk of harm, or you receive a disclosure, please contact the office as quickly as possible. Ask to speak to a member of the Senior Leadership team.

When you are visiting the school, your safety and well-being is important to us. Please be prepared to follow school procedures and all reasonable instructions from our team. We may ask you to present identification or, if you are volunteering on an off-site activity, to sign a volunteer agreement. More information on our health and safety procedures is available at the office.

## **Health personnel**

Our Public Health Nurse (PHN) visits the school regularly. The 'Well Child Form' included in your enrolment pack informs the PHN of any health concerns you may have. This is confidential between the PHN and yourself and is required by all students entering the school. Our PHN is Maria Frewen and she can be contacted on (03) 450 9162.

## **High-viz safety vests**

Every student is issued with a safety vest. We encourage all students travelling to school to wear their vest and to make this a habit. In particular, we strongly encourage students who are walking, scootering or biking to school to wear their vest daily. At times the vests may be requested/required for school activities off-site if they will assist in keeping children safe.

## **Homework**

This is an age old debate, regardless which side of the fence you sit. One thing is for sure, there will never be agreement among everyone. We aim for a clear understanding throughout the school as to what is expected. These expectations are based on our experience, knowledge of the busy-ness of family life, and research into both how the brain functions and the benefits or otherwise of homework.

Some practice at home can help a child to consolidate key foundational knowledge, such as basic facts knowledge and the joy of reading for entertainment. It is a way to develop 'learning stamina' and, like any form of exercise, benefits from training.

Therefore at Shotover Primary School homework comprises these practices:

- Number knowledge: Children will have activities to practise at home that are personalised to their current learning. These activities are designed to help develop speed and recall and will be repeated over time. Children will be monitored for knowledge acquisition over time and activities will be targeted to specific needs.
- Daily reading for enjoyment: Years 1-3 children will read their book to an adult or older sibling to practise their current goals. It is asked that they are read to daily, also. Years 4-8 need to find a regular time to unwind and enjoy a good book. Families can support their older children by asking them about what they are reading and also reciprocating the conversation by talking about the texts they have been reading as well.

You will find relevant online learning activities for your child/ren to access, should they wish, on the 'Linked into learning' page under 'Learning' on the school website.

## **Hours of opening**

8.55 am: Learning commences

10.10 am: Morning break

10.30 am: Close of morning break

12.35 pm: Lunch

1.30 pm: Afternoon learning commences

2.55 pm: End of school day for children

The school is open for children to arrive from 8.30am. Please ensure your child is not at school before this time.

## **Kiss N Drop**

Please use this safe area to drop off and pick up your children from school.

Here are our Kiss N Drop guidelines:

- Stay with your vehicle until your child comes out to you - stand on the pavement next to your vehicle and give them a wave from there if needed.
- Your child can exit the school gates by themselves. There will be a staff member on duty in a high viz vest with whom they can wait. This person can also help your child locate you. Talk to your child about this.
- Once you have collected your child, please be prompt and exit, allowing someone else to use your parking space.
- If there are no parking spaces available when you arrive, you could find a designated park elsewhere or drive around the block and return.
- If you want to come onto the school site to meet your child you must use other designated parking - this may mean a short walk.
- Encourage your child to wear their high-viz vest when coming to/from school - it makes it much safer for them!
- Please park in allocated parking spaces, not on the grass verges.
- Please use pedestrian crossing areas to promote safe crossing of roads. Be the role model for your child so they know what to do when you are not with them.

## **Lunches**

Lunches from local food outlets are available to order on some days of the week. You can order online here: <http://www.lunchonline.co.nz>. First you need to register, pop money into your account, then you are ready to make an order. You can make orders up until 9am on the day of delivery.

## **Money**

We run a cash-free system but the school has eftpos facilities for your convenience. Sorry - credit cards are not accepted. Payments can also be made online. When doing this please put your child's name as a reference plus a description of the payment (eg Sally Smith - school fees). Our school bank account number is 12 3405 0008709 00.

## **Newsletters**

When you enrol, your email will be added to our database and you will receive newsletters every fortnight. You can also access all newsletters under the 'Connect' page on the school website.

## **Parent assistance**

One of our most valuable resources is the parent body of the school. Parents provide vital assistance on trips and camps, with sports teams, in the habitats, on the Board of Trustees and on the Friends of the School. All volunteers are gratefully welcomed.

If you volunteer to assist with an activity off the school grounds, you will be asked to sign a short volunteer agreement outlining your roles and responsibilities and requesting confirmation that you have no criminal convictions related to working with or caring for children.

## **School App - HERO**

We have a mobile app that works on iPhone and Android. When you install the app, please make sure you say 'Yes' to accepting push notifications. This is a key channel we use to advise parents

if the school is closed, as well as a range of other notices concerning school happenings. To download the app, search 'HERO' at the App Store or on Google Play.

## **School happenings**

Upcoming events at school can be found on the 'Calendar' under 'Info for Parents' on the school website, or on the Hero App in the events and calendar tabs.

## **Sporting and cultural activities**

Pupils not participating in sport activities are expected to have a note from home or have had a parent contact the school. Appropriate clothing is expected. Teams representing the school should be wearing our school sports uniform. This can be purchased online from Impact Screen Prints here: <http://spsuniform.bigimpact.co.nz/>.

## **Stationery**

School stationery will be charged to your school account as/when required.

## **Sun hats**

All children receive a sunhat in their Awa (house) colour when they start school. During terms 1 and 4 sun hats your child/ren must bring a sun hat to wear when outside. If your child loses their hat, a replacement can be purchased from the school office for \$15.00.

## **Uniform**

Every child enrolled at Shotover Primary School must wear the school uniform. The uniform is supplied by Impact Screen Printing. You can view items and prices here: <http://spsuniform.bigimpact.co.nz/>. If you wish to try samples, feel free to visit their showroom at 134 Gorge Road, Queenstown. Please ask at the school office if you require financial assistance with the uniform.

The uniform is made up of:

- polar fleece
- skort (girls)
- cargo pants
- shorts
- polo shirt.

We also have a sports uniform: polo shirt and shorts. This will need to be worn when your child is representing Shotover Primary School in a sport. It is not needed for regular physical activity teaching during a typical school day.

Frequently asked questions:

Q: How do I know which size will be suitable for my child/ren?

A: You can try the uniform on at the Impact showroom

Q: Can my child/ren wear something underneath?

A: Yes, as long as it is in keeping with the uniform colours.

Q: What sort of footwear can my child wear?

A: Suitable and comfortable footwear appropriate to the overall look and style of the uniform.

Q: What sort of socks should my child wear?

A: We are happy with socks that are in keeping with our uniform.

## **Visiting the school**

If you are visiting the school outside the regular start and end of day, please come through the school office. All visitors are required to sign in and out on the tablet at the front counter, and to read and accept information on our health and safety procedures. We may ask you to present identification or, if you are volunteering on an off-site activity, to sign a volunteer agreement. Please be prepared to follow school procedures and all reasonable instructions from our team.

## **Website**

The school website ([www.shotover.school.nz](http://www.shotover.school.nz)) is an active project and should be your first point of call for the latest happenings at school and in your child's class (blogs for each habitat or class can be found under 'Learning' on the website).

The school also maintains an active Facebook page ([facebook.com/shotoverprimaryschool](https://facebook.com/shotoverprimaryschool)). If you 'like' us you will usually be the first to hear about school happenings.