

Enrolment at West Spreydon School

If you are considering enrolling at the school please feel free to contact the office to arrange a time for the Principal or another staff member to show you around the school and have a chat about what we offer you and your child.

If your child is turning five in the near future please contact the office with your child's birth date and contact details.

Approximately four to six weeks before your child's birthday you will be contacted to make an appointment to complete the enrolment forms and to arrange orientation visits.

Everyone
loves
Pohutukawa
ABCDtime.
Here we are
ordering pizza
for 4 friends.
We will eat
the pizzas in
our play hut.



When enrolling your child you will need to bring

- His or her birth certificate or passport or immigration documents
- A Plunket book or some evidence of up to date immunisation
- Landline and cell phone numbers
- E mail address
- Emergency contact names and phone numbers for when we cannot reach you
- Your Driver's Licence number for Police vetting so you can help at school

Other details you will need to supply include

- Important medical factors including the name and number of your medical practice
- Your child's ethnicity and iwi
- Permission to participate in EOTC- Education Outside the Classroom
- Permission to use school ICT equipment and have access to the internet
- Permission to publish work or images on school ICT equipment
- Any helpful comments relating to your child's behaviour, learning, achievement or skills and interests.

VISION

Our school's vision is to be an important part of the local community, its history and its future.

Our Friday coffee and home/school partnership meetings, PTA, Crossover Trust and after school game time play a huge role in connecting families with the school, each other and with the local community.

Check our website and principal's blog www.westspreydon.school.nz



We believe that learning should be fun and that learning means taking a risk and giving things a go. It means that we all need to have a "can-do" attitude.

We expect that of everyone: our board, staff, students and parents. Our whakatauki talks about aiming really high and if we make a mistake as learners we will have done our best to be our best and we'll keep trying.



West Spreydon School

more info at www.westspreydon.school.nz

Address

147 Lyttelton St., Christchurch 8024

Contact info

T: 3388184, F: 3388348

e-mail: admin@westspreydon.school.nz



West Spreydon School

Attitude Adventure Achievement

The Journey Starts Here



► **West Spreydon School**
Attitude Adventure Achievement

Principal: Marriene Langton
Board Co Chairs :
Duane Major, Paul Ferguson

ABOUT US

What makes our school stand out from the others?

In our view it is the expectation that all students will make progress and achieve across all curriculum areas and in all learning the commitment to high expectations and high levels of support for board, staff and students quality teaching and learning programmes that are reviewed through regular classroom observations, staff and team meetings and teacher inquiry programmes our determination to make connections with our local community, connect our parents to each other and to make a difference for our students and our community



PROGRAMMES

What are some of the learning programmes and support that we offer?

- Violin lessons
- Ukulele lessons
- Kapahaka
- Pasifika Cultural Group
- Choir
- Dancing Like the Stars
- Sports Co-ordinator and interschool competition for years 3-6
- Social Worker in Schools
- Pastoral Care
- Crossover Trust Youth Workers Mentors, Big Brother Big Sister
- Camp Years 4-6
- Learning support programmes– Resource Teachers of Learning ,Behaviour and Literacy
- ESOL
- Enrichment programmes for remediation and acceleration
- Interchange for literacy and numeracy to maximize teacher expertise and student ability
- Activity Based Challenge and Discovery Time Years 0-3
- Weird Science Years 4-6
- E-learning supported by an ICT teacher. Students able to learn with digital cameras, iPads, laptops, digital microscope, p.cs and online learning
- Joshua Foundation Student Leadership Training
- Fantastic staff and Board of Trustees

MORE INFO



West Spreydon School



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Welcome to West Spreydon School and to Room . Here are a few notes which will explain some of the routines of the school, and the role of parents in helping their child settle into school.

The School Bag

This needs to be big enough to fit a lunch box, drink bottle, a sweatshirt and the reading bag (at least!). Please pack morning tea in a separate container for your child as we put this into the morning tea tray in the classroom and it makes it much easier to know what to eat at each break.



The **Reading Bag** contains

On Monday to Thursday, your child should bring home -

- Some reading material, either their **reading scrapbook** or a **reading book**. Please sit; listen and talk about their reading.
- A **reading notebook**. Please sign at the end of the line when you have listened to your child read.
- Any notices, newsletters and any relevant information.

On Fridays your child should bring home -

- A new library book. Library books travel to and from school in the reading bag. Library day is Friday.
- A poem book. Each week we learn a poem and on Friday we complete an activity related to the poem. Please share the poems with your child, they should be able to 'read' them to you.

No food or drink to be put in the reading bag

Please encourage your children to get into the habit of checking that their reading bags are in their schoolbags, before they come to school.

"Lunchbox and Reading Bag"



The School Day



- The bell rings at 5 to 9, so it is a good idea to give your child time to get unpacked and talk/play with other children before the bell rings.
- Encourage your children to carry and unpack their schoolbags **themselves**. This early responsibility for their belongings and the security in being able to do it for themselves is very important for school children,
- **Please take your children around to the cloakrooms to unpack their bags.** They can take out their morning tea and reading bags, hang up their schoolbags and head into the classroom to put their things away.

8:55 Bell rings. Roll and settling in
Phonics
Printing
Storywriting

10.30 Read and feed/Jump Jam

10.40 Morning Tea - outside play

11.00 Reading and reading activities

12.00 Lunchtime (15 minutes eating, 15 minutes play)

12.30 Maths

1.30 Playtime

2.00 Swimming/topic - health, music, dance, inquiry, circle time, science, social sciences, drama, art.

At 3.00 p.m. it is great if you can wait outside or in the cloakroom until your child comes out. Packing up at the end of the school day requires the children's full attention. They learn to collect their belongings and pack their schoolbag ready for home. Please let us know when/if you are going to meet your child elsewhere. We do like to keep track of children after school to make sure they are safe.

After about six weeks, we will contact you to make a time to discuss your child's start to school. Please don't wait until this time to ask any questions, or to let us know of any concerns you may have, or if there is something just puzzling you about school - please come and say!



West Spreydon School

Enrolment Form

Entered: / /
ENROL: / /

NSN No:

Class/Year: Room:
Start Date: / /
Enrolment No: _____
Completed by: _____
House: _____

Pupil Details (One form per pupil)

Legal Name of pupil

Legal Family Name

Legal First names

Preferred name

Preferred first name

New Entrant Yes / No

Current Class/Year _____

School transferring from: _____

Custody Arrangements: _____ Court Order Issued Yes / No / NA
(Please circle one)

Names of Legal Guardians: _____

Gender M / F Date of birth / /
Verified Yes _____ No _____

Attach copy of: Birth Certificate
Passport
Immigration Documents

Immunisation Certificate
Attach Copy

Country of citizenship: _____ Home language: _____

Ethnicity: 1. _____ 2. _____ 3. _____

Iwi 1: _____ Iwi 2: _____

Iwi 3: _____ Eldest at this school: Yes / No

Details of Siblings at this school or intending to enrol at this this school:

Name:	DOB:	Name:	DOB:
Name:	DOB:	Name:	DOB:
Name:	DOB:	Name:	DOB:

Caregiver 1 Details: Name: _____ Mr / Mrs / Miss / Ms

Relationship to child:

Occupation: _____ Place of Work: _____

Address: _____ Home phone: _____

_____ Work phone: _____

Email Address: _____ Cellphone: _____

Caregiver 2 Details: Name: _____ Mr / Mrs / Miss / Ms

Relationship to child: _____

Occupation: _____ Place of Work: _____

Address: _____ Home phone: _____

_____ Work phone: _____

Email Address: _____ Cellphone: _____

Emergency Contact Details: Name: _____ Mr / Mrs / Miss / Ms

(Relationship to child): _____

Home phone: _____

Work phone: _____

Cellphone: _____

Emergency Contact Details: Name: _____ Mr / Mrs / Miss / Ms

(Relationship to child): _____

Home phone: _____

Work phone: _____

Cellphone: _____

Health

Allergies: _____ Mild / Moderate / Severe (please circle one)

Medication: _____

Sight: _____

Speech: _____

Hearing: _____

Other: _____

Doctor's Name: _____

Medical Centre: _____

Phone: _____

Further Information: _____

Other Details (eg. special needs, behavioural, custody, etc)

Permission for Hearing testing Yes / No (Please circle one)

Permission for Vision testing Yes / No (Please circle one)

Permission for Work / images to be published Yes / No (Please circle one)

Permission for EOTC/excursions/camps. This includes
travel by bus /private car or walking Yes / No (Please circle one)

In terms of the Privacy Act, I understand that the information on this form is collected to form part of the essential information the school holds on my child. The records made from this information may be viewed on request at the school. I approve the forwarding of information when my child transfers to another school. I further approve the forwarding of my child's name and address on request to a potential intermediate or secondary school.

I understand that the school will take action on my behalf in case of sudden illness or injury, and I agree to abide by school policies. I confirm that the information I have given in completing this form is true and correct.

Signature of Parent/Caregiver

Date

Prior-participation in Early Childhood Education

Did the child attend one or more Early Childhood Education service(s) in the *six* months prior to starting school? Please complete the table below for the last service(s) attended. Instructions:

1. If the child was attending more than one service at the same time, please enter hours per week for up to three services.
2. If the child attended one service, but changed to a different service within the six months prior to starting school, please complete the table for the last service only, not both.
3. If the child's attendance hours varied, or the parent/caregiver is uncertain, please enter an approximate or average number of hours per week

Please enter the number of hours per week for up to three services:	Service 1 (hrs/week)	Service 2 (hrs/week)	Service 3 (hrs/week)
a. Kohanga Reo			
b. Playcentre			
c. Kindergarten <i>or</i> Education and Care Centre			
d. Home based service			
e. Playgroup			
f. The Correspondence School-Te Aho o Te Kura Pounamu			

Or

Please tick the appropriate	
g. Attended, but only outside New Zealand	
h. Attended, but don't know what type of service	
i. Did not attend	
j. Unable to establish if attended or not	

Did the child regularly attend Early Childhood Education?

Instructions: "Regularly attend" means the child was booked into a service for sessions each week/fortnight, and generally went to those sessions Unless they were sick, or on holiday, or had a family occasion, etc.

- ☐ Yes, for the last _____ year(s).
- ☐ Not regularly, only occasionally with no on-going schedule,
- ☐ No, did not attend ECE.

West Spreydon School

Code of Conduct for Helpers

This code of conduct is for adults assisting on a voluntary capacity at school and/or on trips outside the school grounds.

The Code of Conduct is a safeguard for our pupils.

Please read thoroughly before signing:

To promote a safe and caring environment, I will display supportive actions towards pupils and staff.

1. All information and professional data are to be regarded as strictly confidential.
2. I will be an appropriate role model and demonstrate safe behaviours for the pupils to copy and learn from.
3. I will be punctual and reliable.
4. I understand that staff members are in charge at all times.

5. I declare that I have had / have not had a criminal conviction against the law.
(Adults who have had criminal convictions against the law must declare these to the Principal. In the event of a declaration the Principal in consultation with the Board of Trustees will decide if the applicant is able to be approved as a parent helper. This will be approached on a case by case basis.)

6. To ensure my safety and that of the pupils in my care, I will tick any of the following that may impair my role during supervision.

- | | | | |
|--|---|--|-----------------------------------|
| <input type="checkbox"/> Migraines | <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Asthma | <input type="checkbox"/> Diabetes |
| <input type="checkbox"/> Travel Sickness | <input type="checkbox"/> Dizzy Spells | <input type="checkbox"/> Chronic nose bleeds | |
| <input type="checkbox"/> Heart condition | <input type="checkbox"/> Colour Blindness | | |

Other (please specify below)

.....
.....

7. I must take care of school property.
8. I will never be alone with a child, and will ensure another adult is present or in view at all times.
9. I will adhere to Policies and Procedures*(Copies are available for reading in the office area.)*

Epecially Note:

- Smoking
- Health and Safety
- Role Models
- Sexual Harassment
- Alcohol and Drugs

10. I have familiarised myself with any Risk Management forms provided for trips.

11. If I am unclear about any part of this Code of Conduct form, I will see the class teacher or Principal.

Thank you for reading our Code of Conduct. We appreciate your support in keeping our school children safe.

.....
(please print your name) (Please cross out one)

I do have / do not have a current physical or medical condition that may impair my role during supervision or place any person at risk.

(Please cross out one)
I declare that I have had / have not had a criminal conviction against the law.

I declare that I have read and understood the Code of Conduct and am able to comply with the requirements.

I will notify the office of any changes to the above information.

I declare that the information contained herein is true and correct

DECLARED AT CHRISTCHURCH: DATE:..... 20.....

Signed: Witness

1. I am a parent / Caregiver of
Children's names: 1.....Room.....
2 Room.....
3Room.....
4 Room....

2. **Or** I am a volunteer helper ☐ (please tick)

**All adults completing this Code of Conduct Form will be police vetted.
See attached form.**

West Spreydon School

Authorisation to Disclose Information

The role the applicant will be acting in is that of:

I,
(Surname) (First Names)

.....
(Maiden or any other names used)

Sex.....(M/F) Nationality.....

Date of birth..... Place of birth.....

Residential Address

Suburb..... City.....

NZ Driver Licence number

authorise disclosure to West Spreydon School by New Zealand Police of ANY information that may be held by Police, including any interaction I have had with Police in any context or any information received by Police. I understand that this is not limited to conviction information.

Where that information relates to any record of criminal convictions I might have, I understand that it will automatically be concealed if I meet the eligibility criteria stipulated in Section 7 of the Criminal Records (Clean Slate) Act 2004.

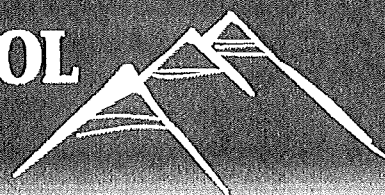
Vetting can only be carried out with the consent of the applicants, as evidenced by the signature and date as follows:

Signed..... Date.....

WEST SPREYDON SCHOOL

The journey starts here...

ATTITUDE ADVENTURE ACHIEVEMENT



147 Lyttelton Street, Spreydon, Christchurch 8024, New Zealand. Phone (03) 338 8184 Fax: (03) 338 8348

Email: admin@westspreydon.school.nz www.westspreydon.school.nz

An Agreement To Help Keep West Spreydon School Students Cybersafe

(as published on <http://westspreydon.schoolsdocs.co.nz/>)

As a safe and responsible user of ICT I will help keep myself and other people safe by following these rules

1. I cannot use school ICT equipment until my parent(s) and I have signed my use agreement form (see last page) and the completed form has been returned to school.
2. I can only use the computers and other school ICT equipment for my schoolwork.
3. If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.
4. If I have my own user name, I will log on only with that user name. I will not allow anyone else to use my user name.
5. I will not tell anyone else my password.
6. I can only go online or access the Internet at school when a teacher gives permission and an adult is present.
7. I understand that I must not, at any time, use the Internet, email, mobile phones or any ICT equipment to be mean, rude, offensive, or to bully, harass, or in any way harm anyone else connected to our school, or the school itself, even if it is meant as a 'joke'.
8. While at school, I will not:
 - o Attempt to search for things online I know are not acceptable at our school. This could include anything that is rude or violent or uses unacceptable language such as swearing
 - o Make any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school.
9. If I find anything that upsets me, is mean or rude, or things I know are not acceptable at our school, I will:
 - o **Not show others**
 - o Click on the 'Hector Safety Button' or **turn off the screen** and
 - o **Get a teacher straight away**
10. I understand that I must not download or copy any files such as music, videos, games or programmes without the permission of a teacher. This is to ensure we are following copyright laws.
11. I must have a letter from home and permission from school before I bring any ICT equipment/device from home. This includes things like mobile phones, iPods, games, cameras, and USB drives.

12. I will not connect any device (such as a USB drive, camera or phone) to school ICT or run any software, without a teacher's permission. This includes all wireless technologies.
13. The school cybersafety rules apply to any ICT brought to school like a mobile phone.
14. I will ask my teacher's permission before giving out any personal information online. I will also get permission from any other person involved.

Personal information includes:

- o **Name**
 - o **Address**
 - o **Email address**
 - o **Phone numbers**
 - o **Photos.**
15. I will respect all school ICT and will treat all ICT equipment/devices with care. This includes:
 - o Not intentionally disrupting the smooth running of any school ICT systems
 - o Not attempting to hack or gain unauthorised access to any system
 - o Following all school cybersafety rules, and not joining in if other students choose to be irresponsible with ICT
 - o Reporting any breakages/damage to a staff member.
 16. I understand that if I break these rules, the school may need to inform my parents. In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs.

☐ I have read and agree to this agreement

☐ I have gone through this agreement with my child

☐ I understand that the school will do its best to restrict student access to inappropriate material on the internet.

☐ I give my permission for my child to use school ICT equipment and have access to the internet with this agreement remaining in force as long as they are enrolled at this school

Parent's Name (Printed) _____

Parent's Signature _____

Pupil's Name _____

Writing Readiness

Children show their readiness through their physical dexterity, their efforts to copy letters and their requests for help.

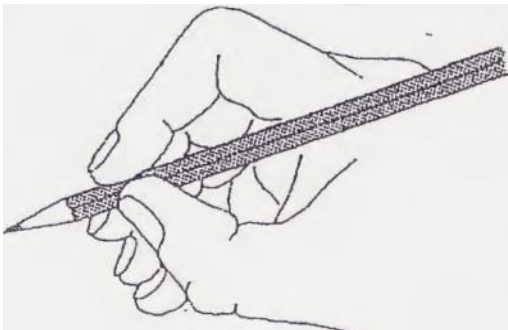
This is the best time to provide writing materials - crayons, paint brushes, felts, pens and pencils, large paper, blackboards and concrete!

Even before this, manipulation activities to develop hand/eye coordination are essential – painting, mixing, throwing, climbing, using playdough, cutting etc



Pencil Grip

The pencil should be held between the thumb and forefinger with the middle finger supporting the finger from below. This makes a “3point grip”



Helping with Handwriting



Pencil Grip
Writing Readiness
Basic New Zealand Script
Helpful activities

a

c | open circle, short stick

b

l n tall stick, tunnel, close the tunnel

c

open circle

d

c | open circle, tall stick

e

- c bar, open circle

f

l - 'walking stick', bar

g

c j open circle, hanging hook

h

l n tall stick, tunnel

i

Short stick, dot

j

j hanging hook, dot

k

l z tall stick, bow

l

tall stick

m

l n n short stick, tunnel, tunnel

n

l n short stick, tunnel

o

c open circle, close it

p

f n hanging stick, tunnel, close the tunnel

q

c | open circle, hanging stick

r

l c short stick, half a tunnel

s

start like open circle

t

'curl under' (difficult!)

u

u | cup, short stick

y

u j cup, hanging

v
w
x



EST. 1996

WEST SPREYDON SCHOOL

Uniform Price List as at October 2012

Postie School Loyalty Programme number 9993588

UNISEX RANGE

Description	Style No.	Sizes	Price
Navy drill rugger short	6934	5-7yrs	\$19.99
Navy drill rugger short *	6934	8-16yrs	\$21.99
Navy knit short *	6004	4-6yrs	\$19.99
Redshort sleeve polo shirt	6608	4-6yrs	\$18.99
Red short sleeve polo shirt *	6608	8-16yrs	\$19.99
Red long sleeve polo shirt *	6012	6-16yrs	\$22.99
Red short sleeve tee shirt	6306	5-7yrs	\$12.99
Red short sleeve tee shirt *	6306	8-16yrs	\$15.99
Red skivvy	6063	5-7yrs	\$19.99
Red skivvy *	6063	8-16yrs	\$22.99
Navy sweatshirt	6047	5-7yrs	\$21.99
Navy sweatshirt *	6047	8-16yrs	\$22.99
Navy crew tunic sweatshirt	6411	5-7yrs	\$22.99
Navy crew tunic sweatshirt *	6411	8-16yrs	\$22.99
Navy zip tunic sweatshirt	6187	5-7yrs	\$24.99
Navy zip tunic sweatshirt *	6187	8-16yrs	\$26.99
Red or navy polar fleece top	6993	5-7yrs	\$34.99
Red or navy polar fleece top *	6993	8-14yrs	\$38.99
Red or navy polar fleece vest	6284	6-8yrs	\$29.99
Red or navy polar fleece vest *	6284	10-14yrs	\$32.99
Navy fleece trackpant	6055	5-7yrs	\$22.99
Navy fleece trackpant *	6055	8-16yrs	\$26.99
Navy Pongee cuff leg trackpant *	713161	6-14yrs	\$29.99
Navy straight leg Pongee trackpant *	713159	4-14yrs	\$34.99
Navy beanie	8082	One size	\$5.99
Red or navy aussie drill hat	6691	55-61cm	\$13.99
Red or navy bucket hat	S7404	55-61cm	\$11.99

BOYS RANGE

Description	Style No.	Sizes	Price
Navy poplin short	6276	64-68cm	\$29.99
Navy poplin short *	6276	72-84cm	\$32.99
Navy school sock (A9)	S6734	Shoe size	\$13.99

GIRLS RANGE

Description	Style No.	Sizes	Price
Navy school short	6438	6-14yrs	\$27.99
Navy school short	6438	16-22yrs	\$29.99
White or navy 3 pack ankle socks	K0159	Shoe size	\$12.99
White or ink over the knee sock	15055	Shoe size	\$7.99
White or navy under the knee sock	21596	Shoe size	\$7.99

Don't forget up to 10% of sales from all Schooltex labelled garments go back to your school.

* Larger sizes available
Laybys and Winz Quotes welcomed
Postie Addington- Telephone No 366 7637

Please note all prices are inclusive of GST and are subject to change without notification