

The Carew Peel Forest A-Z

ATMOSPHERE: Carew Peel Forest School prides itself on demonstrating a friendly and welcoming atmosphere. Working together with children and caregivers, we offer a safe and secure, nurturing and caring family environment. We have developed school expectations around our “Caring for ..” statements. These incorporate the Values and Key Competencies of the New Zealand Curriculum. They are woven into our learning programmes, and social and personal life at school.

AFTERNOON TEA / SUPPER: It is a rural tradition to have a “cuppa and natter” following school functions. Generally families donate a plate of food.

ATTENDANCE / ABSENCES: Absences should be phoned or txt through to school before 9:00am with an explanation for the absence. If we do not receive a call, a note or an explanation, expect to be contacted. Attendance information is recorded on an electronic system. To avoid disruption to learning, parents are encouraged not to take holidays during the school term. Written notification in advance is required to be given to the Principal if holidays are taken within the term. Parents are also expected to discuss a learning plan for your child to complete while on holiday, with their child’s teacher.

BELL TIMES:

08.55am Class time
10:00am Interval
10:20am Class time
11:20am Fit / Fruit / Milk break
11:30am Class time
12:30pm Lunch
01:20pm Class time
2:55pm Home time

BOOK CLUB: Scholastic Book Club is available on-line. You can make your purchase either individually/personally, or under the school name. Please remember to name your child and their class teacher if purchased via the school.

BOARD OF TRUSTEES: We are governed by the Geraldine High School / Carew Peel Forest combined school Board of Trustees. **Mission Statement:** *“Governance under one Board so that each school’s own identity and culture are maintained”*. Meetings are held on the 3rd Tuesday each month. Parents are welcome to attend. A report is included in the monthly school and community newsletter.

BUSES: Carew Peel Forest School owns and operates 3 buses and employs 4 permanent drivers. We provide bus transport within our transport zone (TEZ) over a widely spread geographic area – Carew district, Orari Bridge, Rangitata Ealing, Arundel, Peel Forest, Rangitata Gorge. This service is managed by a small committee, which includes the Principal, and a representative from both the BoT and Home & School. Please refer to our website transport page to determine transport eligibility. Parents and children are required to complete a bus code of behaviour agreement. We request that you inform the driver in the morning if your child does not require the bus. Likewise, the school requires written or verbal notification, which is recorded in the bus notebooks, if your child is not going to need the bus after school.

CALF SCHEME: A very successful, long-standing fundraiser whereby calves bought by the Home and School Association, and / or donated by farmers, are grazed and fattened by other farmers. A Home and School representative may contact you about this possibility.

CLASSES: Currently our school has 4 teachers and 4 classes:



Piwakawaka Y0-1



Pukeko Y2-3



Korimako Y4-5



Kereru Y5-6

In 2016 a major refurbishment of our two junior classrooms took place transforming these spaces into a smart new flexible and collaborative learning environment - the Huatekerekere hub. In 2017 a roll growth classroom is being built adjacent to an existing classroom to create the senior Tarahaoa learning hub.

COMMUNICATION:

Newsletters and Notices: Monthly community newsletters keep parents and community members well informed with newsy items about learning programmes and school events, new students, B.O.T business, special events and district notices etc. Community members are welcome to contribute items or notices. Between newsletters any important school information is sent to parents on notices. Newsletters and notices are mostly sent via email and available from our school website.

Office / Telephone: When no one is in the office, an answer-phone will operate to take in-coming calls. Our school office administrator works daily, 8.30am – 2.00pm.

Messages: A txt messaging system “Flexibuzz” facilitates quick and easy transmission of messages particularly when an urgent need arises. Teachers are also able to use this to send class messages and celebrations of learning. Please read the enclosed information to sign up for this app. Parents give their permission on the enrolment form for their home phone numbers to be displayed and issued to parents.

COMMUNITY: Though our community is widespread, it demonstrates a strong support and involvement, and pride for our school. We believe the connection between school, family and community plays an important part in the success of each child’s learning. We encourage all new parents to become involved in school and community life.



COMMUNITY HALL: We are fortunate to have unlimited use of the hall next to the school. Our PMP Programme and some PE programmes are held in the hall as well as social and cultural events.

CURRICULUM: Carew Peel Forest School has developed a localised curriculum that reflects the intent of The New Zealand Curriculum. Aspects of our curriculum are published on our website and a full hard copy is available from the office. Our school has a priority to providing high quality literacy and numeracy programmes. Each term we plan an integrated curriculum topic as the focus for our afternoon study. This is a whole school focus where teachers and children are involved in the direction of the learning. There are many opportunities for co-operative learning and leadership development. There is a

high expectation that all students will achieve to the best of their ability. Our staff is committed to participating in regular and on-going professional development.

DONATIONS & CHARGES: We do not ask for an annual donation. From time to time you may be asked to contribute a voluntary donation to a Home and School fundraising activity. This may be in the form of goods, a small donation, or, simply your time.

EDUCATION OUTSIDE THE CLASSROOM - E.O.T.C.: We like to involve students in authentic learning experiences in our local environments. Other annual events may include: senior class camp, senior winter ski / skating overnight camp, swimming lessons at the Ashburton Pool. We are fortunate that our Home and School financially support many of our events. Having our own school buses certainly helps with our mobility.

ENVIRONMENTAL EDUCATION: Caring for our environment and understanding how everything in our environment is interconnected is a vital aspect of life at C.P.F School. An 'Enviroteam' comprised of student representatives from each class, take active leadership roles under the guidance of a teacher. Our school is an official Enviroschool (a nationwide sustainable schools programme run by the Enviroschools Foundation). In October 2015, our school obtained the prestigious Green/Gold award. We also work in partnership with D.O.C and our children have been honoured with the responsibility of being the Kaitiaki (guardians) of the Kahikatea Walk in Peel Forest. Many opportunities are provided for children to learn things in, about and for our special environments. We operate "reduce, reuse, recycle" practices across the school. Our children are actively involved in managing these systems including looking after our worm farms.

GARDEN PROJECTS: In the spring, children are invited to register interest in a garden project. A community member judges the gardens in early December. The gardening cup and participation certificates are awarded at the December break-up function.

HEALTH: A **Public Health Nurse** visits the school from time to time. The nurse is available to assist parents with concerns and can be contacted by phoning Community and Public Health Ashburton. Anne Rawson, our **Geraldine Educational Social Worker**, is available to help parents and children when they have particular concerns or difficulties. Pamphlets are available from school.

HOMEWORK: Our Homework Procedure is pasted into homework books. We encourage a simple routine of reading, basic facts and some spelling words. Kereru class (Y5-6) are able to participate in a voluntary homework challenge system, with the aim of completing 12 different challenges over the year. We require all children to use a book bag to safely carry home reading and library books, and notices.

HOME & SCHOOL ASSOCIATION: This body liaises with teachers and B.O.T in order to offer support to all aspects of children's learning at school. It is run by a very active and engaged group of elected committee members. Meeting dates are advised in newsletters and are usually held once a term. All parents are welcome to attend and are deemed members at the AGM.

INFORMATION COMMUNICATION TECHNOLOGY (I.C.T): We are well resourced with technology items. Each room has access to a range of tools - desktop computers, laptops, ipads, chromebooks, interactive data projectors and digital

cameras. The school's infrastructure has been upgraded substantially and is connected to fibre. Teachers integrate I.T. into learning programmes and are continually up-skilling in teaching and learning in this area. Our children can learn in ways that were previously inconceivable. Our Y4-6s enjoy a 1:1 device ratio where students use devices for approximately 50% of their work.

LEARNING SUPPORT / ENHANCEMENT: Our school has programmes in place to cater for students who have special needs. We employ part time support staff to assist teachers to implement programmes. Students considered to be Gifted and Talented may undertake a workshop to be considered for the Mindplus programme and to be offered to attend a one day class, once a week in Ashburton.

LIBRARY: We are fortunate to have a spacious and well-resourced library. Children are encouraged to exchange their books on a regular basis. By arrangement, pre-schoolers are also welcome to use our library. We also have a parent information section in the library.

LOST PROPERTY: We encourage children to become responsible for their belongings so our lost property is kept to a minimum. To avoid loss, we strongly urge parents to name their children's clothing.

LUNCH TIME: Children are seated and supervised by the duty teacher for 15 minutes while they eat lunch. We encourage 'healthy food' lunches and water only for drinking. Chocolate, sweets, and soft drinks are not acceptable in lunchboxes. Our school practices waste reduction by encouraging the use of reusable containers. Children are requested to take home any wrappings and non-composting waste. A food warmer is available for warming food on Monday, Wednesday and Friday in Terms 2 and 3, and on Fridays only, in Terms 1 and 4.

NEW ENTRANTS: We welcome pre-school visits from prospective parents and their children. Please contact the school to gain further information on this individual familiarisation programme.

PARENT HELPERS: The school / home partnership is valued in our school and we welcome assistance in the classrooms, particularly in our literacy programmes.

PERCEPTUAL MOTOR PROGRAMME: The 5-6 year olds in Room 1 children participate in this programme in the winter terms. PMP has sequenced, fun activities and covers many aspects of Physical Education Curriculum. It helps children to develop fitness and motor co-ordination, as well as cognitive, personal and social skills. Parent helpers are appreciated.

PHOTOGRAPHS: A photographer visits the school annually in October to take school, class, individual and family photos.

PLAYGROUND: Our spacious and attractive grounds and equipment cater for all types of play. There is a paved central space with a spacious sand pit, native plantings and our very own 'river'. Further afield there is a large playing field; a large hard court area; an in-ground trampoline; boards for creative hut building among the trees; and a refurbished adventure-type playground with swing bars, mono-rail, slide, climbing wall, rolling barrel, shaky beam, tyre swing etc. Further developments are currently taking place incorporating the old school-house site into the school grounds, this includes a bike pump track.

REPORTING STUDENT ACHIEVEMENT: Our school has an informative reporting system that includes an Interim and End of Year written report. In Y5-6 students are able to share their work with parents in a digital environment. 3-way Learning Conferences (student/parent/teacher) are held twice yearly, however we encourage communication with teachers at any time of the year.

SCHOOL PLANS, POLICIES & PROCEDURES: Our Annual Plans, Policies and Procedures are available at the school office. Parents are welcome to read this information. A Complaints Procedure is available on the school website and on the office notice board.

SPECIAL EVENTS:

Parent Information : From time to time we take the opportunity to inform parents / caregivers about particular school programmes. These are either during the school day when parents can view programmes in action or at an after school meeting.

Pet Day: This special family and community event is traditionally organised in early Term 4 (October).

Arts Festival: We participate with other Geraldine District Schools in this event held in Term 3 every 2nd year. (Next festival Term 3, 2017).

End-Of-Year Break up: This event is held in the Community Hall, in the week that school finishes. The emphasis is on celebrating the end of another school year, presenting awards and sharing a book gift for each school child. Father Christmas pays a special visit and presents books to the pre-schoolers.

School Picnic: Our school follows a tradition of having an annual picnic late in the 4th Term. In recent years this has been held in the Ashburton Domain at the end of our swim week. Families are encouraged to attend and join in the fun.

Other: We often combine with nearby schools so our students can experience and enjoy visiting cultural groups and theatre performances.

SPORTING EVENTS:

Kiwisport: Our school is part of the Geraldine Kiwisport cluster with the students regularly engaging in a variety of sports either at school or in Geraldine.

Athletic Sports: All children join in this event with the Geraldine District Schools held in the Geraldine Domain in November.

Cross Country: Held each year mid-Term 2 with Woodbury School and involves all children.

Swimming Sports: Held in late February, this fun and encouraging event is a chance for the children to demonstrate their swimming skills. Also included is a mini-Tryathlon with a fun section for parent participation.

Swim Week: The Home & School Association annually contributes funds towards school swimming lessons during a "swim week" in late November at the Ashburton Community Pool.

STATIONERY: Our school buys and issues stationery for student needs. Parents can opt into this system with accounts being sent home in March, July and November.

SUNHATS: A navy uniform sunhat is kept at school the children are expected to wear them when outside in summer months. School hats only are worn at school.

SWIMMING POOL: Our double pool, complete with pool blanket, is set within the school grounds. It is surrounded by native plantings and has its own shade-sail area. Solar heating and tidy changing rooms enhance this superb resource. Swimming operates as part of our PE Programme and all children are expected to participate. Parents should contact the teacher by phone or a note if a child is unable to swim that day. In season, the pool is available to the community by way of a key hire system. These details are included in newsletters each year.

UNIFORM: The school has a smart new compulsory uniform introduced in term 1 2107. Uniform is available for purchase through our Home and School. Details included in the enrolment pack.

VISION: In consultation with the community the school has prepared comprehensive vision and curriculum statements around our 'Caring for' approach that incorporates what is important for learning at Carew Peel Forest School and how it will be shaped. These are displayed in the school foyer and are also available on our school website.

WEBSITE: All school notices and newsletters are emailed to parents and also posted onto the website.

WORKING BEES: From time to time, or as the need arises, Working Bees are organised for general grounds tidy-ups. These are always well supported at Carew Peel Forest School. We encourage parents / caregivers to attend or alternatively, to arrange do some tasks when it is convenient. Parents are welcome at any time to share in the care of our gardens and general pride in our school grounds.

