

**Welcome
to**



Dear Parents and Caregivers

Welcome to Grantlea Downs School

The purpose of this booklet is to provide information about our school. It will be helpful to new school families as an initial resource but is also useful as an ongoing reference.

We view education as a partnership between your child, the school, parents, and caregivers.

We value your input and hope you will share in the development and progress of your child at Grantlea Downs.

Grantlea Downs is a professional, friendly, progressive, and unified school and greatly valued by our community.

We look forward to you joining us.

Nga mihi nui

Richard Kidd

Principal

GRANTLEA DOWNS SCHOOL

In 2005 Grantlea School merged with Seadown School to become Grantlea Downs. This resulted from an Area Review which focused on rationalising the educational facilities in South Canterbury.

Grantlea School first began on the site in 1959 as Timaru began to grow to the north. Seadown School has a considerably longer history, having provided education in the area since 1890. The merger of the two schools has been a harmonious one with both communities being fully committed to the continued success of a school on the Grants Road site.

The school has a healthy roll of between 320 and 340 students. While somewhat hidden from the road, the school boasts the largest primary school playground and site in the South Canterbury district. This reflects our strong focus and commitment to sport and recreational activities.

The school on the Grantlea site has grown considerably over the last seventeen years. This, we believe, is reflective of the excellent education we are providing which is verified in our ERO reports. We are fortunate that at Grantlea Downs all people involved are working positively for the benefit of students and their education. We enjoy very positive relationships between staff, students, Board of Trustees, parents and Home and School.

We regularly receive praise from various people who complement our students on their behaviour and conduct outside school. The community is proud of its school and every effort is made to encourage participation and involvement.

STAFF



Mr Richard Kidd
Principal



Mrs Sandra Annett
Acting Principal
Team Leader
Room 1



Mrs Linda Gordon
Assistant Principal
Team Leader
Room 8



Mrs Ange Hide
Team Leader
Rm 12



Mr Sam Carlaw
Team Leader
Rm 14



Mrs Rachel Gilchrist
Rm 2



Miss Georgina
Stocks
Rm 3



Mr Hamish Campbell
Room 4



Mrs Alana Turnbull
Rm 6



Miss Stacey Herd
Rm 7



Miss Georgina Frost
Rm 9



Miss Kate Wilson
Room 10



Mr Bailey Gebbie
Rm 11



Miss Megan Shaw
Room 13



Miss Alice Austin
Rm 15
SENCO



Miss Raewyn Guise
Release Teacher



Mrs Tina Gibson
Release Teacher



Mrs Rebecca Fennessy
Release Teacher



Mrs Kerie Elder
Release Teacher



Mrs Alyce McKerchar
Release Teacher



Mrs Ange Higgins
Release Teacher



Mrs Cheryl Ritani
Release Teacher

Mrs Hayley Toumohuni
Release Teacher



Mrs Hilary McKnight
Specialist Teacher



Mrs Joy McGillivray
Teacher Aide



Ms Penni Naylor
Teacher Aide/
ESOL



Mrs Leah Tee
Teacher Aide



Mrs Trina Hayes
Teacher Aide



Mrs Margita Kamsma
Teacher Aide



Mrs Sandi Sherborne
Teacher Aide



Mrs Melissa Fialele
Teacher Aide

Miss Aleshia Harper
Teacher Aide



Mrs Shelley Willocks
Office Manager



Mrs Andrea Garven
Office Adminsitrator



Mr Bob Cross
ICT



Mr Derek Vogel
Caretaker



Mrs Saffron Kell
Garden

Cathy Moffat - Cleaner
Sonyia Ramsay – Cleaner

Fiona Watson – Catering Lead
Amber Stewart - Catering Staff
Julie Woofindin – Catering Staff

ABSENCES

If your child is away from school at any time, please inform us by either ringing the school any time before 9.00 am on 684 7706, texting on 027 684 7706, via the Hero App or by sending a note to the office or the class teacher.

ASSEMBLIES

We enjoy having whole school assemblies where all students have frequent opportunities to participate. Assemblies usually consist of whole school singing, student items and the acknowledgement and awarding of shields and certificates for efforts both in the classroom and following special events. This assembly is organised and run by the students. Parents are encouraged to attend.

Assembly is normally held from 2.15 pm to 3.00 pm on scheduled Friday's. These dates are included on the term calendar.

BEHAVIOUR

Grantlea Downs is Positive Behaviour for Learning school (PB4L). PB4L is a school's process for teaching social and behavioural skills so the focus can be on teaching and learning. In essence, **PB4L is about teaching behaviour as we do academics.** Successfully addressing problem behaviour requires an increased emphasis on proactive approaches in which expected and more socially acceptable behaviours are directly taught, regularly practised in the natural environment, and followed by frequent positive reinforcement. The school expects a high standard of behaviour and self-discipline. The school has a policy and procedure related to student discipline which will be followed where student behaviour is unsatisfactory.



BELL TIMES



9.00	School Begins
10.40	Morning Break
11.00	End of Morning Break
12.30	Lunch
1.30	Afternoon School Begins
3.00	School Finishes

* Please note: Students must not be at school before 8.30am and need to be picked up by 3.15pm at the latest. This is to ensure they are supervised at all times.

BICYCLES / SCOOTERS

We encourage students to ride their bikes or scooters to school. This helps promote physical activity and independence. It is strongly recommended that no student below Year 5 rides a bicycle to or from school, unless actively supervised by a parent/caregiver. Parents are responsible for ensuring that their children are responsible road users and that bicycles are legal and safe. **Wearing of cycle helmets is compulsory.**



SCHOOL BOARD

Mr Richard Kidd	Principal
Mr Errol Johns	Presiding Member
Mrs Ange Hide	Staff Representative
Mrs Andrea Brown	Treasurer
Mr Chris Greenfield	
Mrs Alana Harper-Yerbury	
Mrs Pip Reihana	
Mrs Louise Hansen	

The Board normally meets twice a term in the school meeting room. Confirmed Minutes of meetings are available for perusal on the noticeboard on the school foyer.

BUDDY PROGRAMME

A buddy system is in place where senior students interact with junior students and assist them in school activities. This normally occurs for 20-30 minutes on a fortnightly basis.

With a number of whole school activities and a recognised family atmosphere, many incidental buddy groupings occur in the course of the school year.

COMMUNICATING/REPORTING TO PARENTS

Parent/Student/Teacher Goal Setting Conference (Term 1)

Parent/Student/Teacher Learning Conference (Term 3)

Online Written Reports

Syndicate Newsletter (Come out as required)

School Newsletters (every fortnight)

Hero (Student Management System for Reporting, Newsletters and Notifications)

Teachers & Principal are always available to meet with parents outside classroom teaching hours

Website (www.grantleadowns.school.nz)

School Facebook Page

CURRICULUM

The curriculum used at the school covers the eight essential learning areas set by the Ministry of Education. These are English, Mathematics and Statistics, Science, Social Sciences, Health and PE, Technology, The Arts and Learning Languages.

A significant portion of the daily timetable is specifically allocated to 'the basics' – Reading, Writing, Spelling and PR1ME Maths. There is also a strong focus on Oral language, P.E. and Art. Digital Technologies is taught as part of the Digital Technologies curriculum. Digital curriculum is taught to ensure all learners can become digitally capable individuals. Computers, laptops, iPads, and cameras are all tools for learning not learning in themselves.

When required, each syndicate will publish a newsletter for parents outlining the programmes of work during the year and explaining what the focus for learning will be.

The staff prepare and update school curriculum plans for each area and these plans are used as a basis for planning classroom lessons to suit the needs of students.

Staff are willing to discuss the detailed Grantlea Downs curriculum programmes with you at any time.

DENTAL CARE

Dental Therapist phone 0800 846 983

All dental services in South Canterbury schools are now via a purpose built mobile facility.

For emergencies or care when the therapist is 'not in residence' please phone 0800 846 983 and a message will be given as to the nearest facility. Students are routinely examined yearly, and treatment will be provided free of charge once the relative paperwork has been completed. Children can be enrolled at the clinic from 15 months old.



EDUCATIONAL VISITS

Classes will often plan visits outside the school to support a topic being studied. Parents will be informed of these, usually by way of a class newsletter or the Hero App. Parents are encouraged to join their children for such excursions.

EMAIL

The school's e-mail address is: office@grantleadowns.school.nz

Or for staff, their first name replaces the word office, for example richard@grantleadowns.school.nz

Each classroom has their own e-mail address and has the facility for e-mail access anywhere.

ENROLMENT

General Requirements

Grantlea Downs has an enrolment scheme which to some extent may restrict enrolment if you live outside the school zone. If you live within the school zone (description and map available from the school office) then you have an automatic right to enrolment. If you live outside the school zone please discuss your situation with the Principal Mr Richard Kidd, Telephone 684 7706.

New Entrants – 5-year-olds

Children are entitled to begin school on their fifth birthday. It is normal to have pre-enrolled your child at a school before they are five so pre-visits can be arranged to support your child's transition into school. Enrolments for children enrolling at five must be accompanied by their birth certificate and immunisation details.

Enrolments- other than 5-year-olds

A Grantlea Downs enrolment form must be completed and signed prior to beginning school. Previous school records will be requested from the previous school by our administration staff.

E.R.O. REPORT

The Education Review Office (E.R.O.) is an independent government agency which monitors the performance of individual schools.

A message regarding The Education Review Office (E.R.O.) 'We maintain a regular review programme to evaluate and report on the education and care of young people in schools. Under our new Operating Model, we will shift from event-based external reviews to supporting each school in a process of continuous improvement.

This more differentiated approach will use a developmental evaluation that reflects individual schools' context, culture and needs. It aims to strengthen the capability of all schools through embedding a continuous improvement approach, strengthening schools' own engagement with and accountability to whānau.

We will become an evaluation partner alongside each school, to support every school to be a great school and every child a success.

What doesn't change is our commitment to putting the child at the heart of everything we do.'

EVENTS AND ACTIVITIES

Students will participate in numerous activities during a school year. All of these will be detailed in the school newsletter or a specific event newsletter if more appropriate.

FACILITIES

- ❖ Large beautifully maintained school grounds
- ❖ Heated swimming pool
- ❖ Fully networked wireless computer system
- ❖ Smart TV's in all classrooms



- ❖ School Hall
- ❖ Junior Discovery Playground
- ❖ Adventure Playground
- ❖ Cricket nets and artificial wicket
- ❖ 2 Netball/Basketball courts
- ❖ Modern Library
- ❖ Bike and Scooter track
- ❖ Covered Outdoor Learning Space
- ❖ Sensory Pathway and Garden



FEES/DONATIONS

GOVERNMENT DONATION SCHEME 2024

Our school has opted into the Government Donation Scheme, therefore this year there will only be limited expenses charged to students. These include any stationery purchases from school, the TTEC (technology) take home component (Year 7 & 8's only), optional sports fees, optional participation in Kiwi Exams or optional Art Classes held outside school hours (should they be available this year).

The following is a link to the Ministry of Education's website about the Donation Scheme

<https://www.education.govt.nz/assets/Documents/School/donations/MOE-Donations-Scheme-Info-A3-FA-Web-2-DEC.PDF>

The only donation request will be to help support the provisions of school camps in Years 5 – 8, which run in alternate years i.e. 2025, 2027, 2029. In even years ie 2024, 2026, 2028 we will look to offer skiing and skating for Yrs 3 – 8. There will be **NO CHARGE** for Curriculum Activity Fees, Curriculum Swimming or Curriculum Based Visiting Performers to the school in 2024.

GROUNDS

- Bicycles, scooters, skateboards, and roller blades are not to be used around the buildings.
- Cars and motorbikes are not to be parked or driven in the grounds.
- Equipment and property are to be used and not abused.
- The school grounds and buildings are smoke and vape free areas.

HOLIDAYS AND TERMS

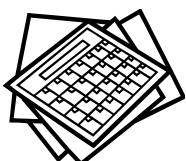
2024 Primary and Intermediate Schools

Term 1 Wednesday 31 January to Friday 12 April
 Term 2 Monday 29 April to Friday 5 July
 Term 3 Monday 22 July to Friday 27 September
 Term 4 Monday 14 October to Tuesday 17 December

Holidays

Waitangi Day
 Good Friday

Tuesday 6 February
 Friday 29 March



Easter Monday
Easter Tuesday
Anzac Day
Staff Only Day
King's Birthday
Matariki Holiday
Staff Only Day
South Canterbury Ann.
Labour Day

Monday 1 April
Tuesday 2 April
Thursday 25 April (Falls in the school holidays)
Friday 31 May
Monday 3 June
Friday 28 June
Monday 19 August
Monday 23 September
Monday 28 October

HOME AND SCHOOL

The Home & School Committee functions to provide a link between school and home. It usually meets a couple of times a term in the staffroom. The committee raises money for school projects and helps with many school activities. Our chairperson is Fiona Hurst.

HOMEWORK

This varies according to teachers and class levels but, Yr. 1-3 students will have reading homework every night and year 4 to year 8 students will also have a variety of activities each week. There will be no homework during the weekends and holidays.

Parents are expected to sign homework and take an interest in what their child is doing.

ILLNESS AT SCHOOL



Students who become ill at school will be cared for in the short term in the medical room until a caregiver can be contacted to collect them. Please make sure up to date contact information is held at the office. All accidents resulting in children having to go home are recorded. Teaching and administration staff have up to date First Aid Certificates.

LIBRARY

We have a very well-resourced library. Each class has timetabled visits to the library.

We are continually encouraging students to read and ask that parents support us in the development of their child's reading habits. The library is open every lunchtime.



LOST PROPERTY

It is essential that all clothing and property **be clearly named**. Please use name tags or a special laundry marking pen. Lost property is in the office foyer.

Every effort is made to trace and return lost property, but the school cannot be held responsible for personal property brought to school.

LUNCHES

In 2021 we began participating in a government programme that provides a free, healthy, daily school lunch to all students in our school. This year the lunches will continue to be made on site and will cater to the diet, health, and cultural needs of our students. Parents are asked to still provide morning tea, and, in some cases, you may need to supplement extra lunch if your child requires more than is supplied.

Students are supervised by classroom teachers whilst having their lunch. They are encouraged to eat everything or take home any of their own food not consumed at that time.

Only students going home for lunch are permitted to leave the school grounds at lunch time, and a signed note is required.

Sweets, cans of soft drink and flavoured milk are not permitted. For reasons of safety, drinks should be in plastic containers only.

Information available from school office.



MEDICINES

Please keep the school informed of any medication that your child is taking. If medication is to be administered at school, this needs to be in original packaging and parents are required to fill out a consent form which is held in the office. No medication can be given by staff without this parental consent.

NEWSLETTERS

We regard communication with parents as a high priority and believe our comprehensive and informative newsletters reflect this.

Newsletters are published every second Wednesday and are sent via Hero to the main parent/caregiver. (A paper copy will be provided to anyone who does not have access to email.) It is also posted on the Hero Community Feed and on our school website. We ask that these be read carefully as they contain important information about the school and forthcoming events. If you do not receive one, spare paper copies are available from the office.

Syndicate newsletters are sent home at the beginning of each year, and when required, informing parents/guardians of classroom programmes and proposed events.



OUTDOOR EDUCATION

All students participate in an Outdoor Education Programme. Outdoor Education Programmes generally follow the format as outlined below. This ensures there is little, or no repetition of activities and skills and each experience builds on the previous years.

Camps for Years 5 – 8 are held on odd years (eg 2025, 2027, 2029 etc) with EOTC (Education Outside the Classroom) activities ie skiing/skating, held on even years (eg 2024, 2026, 2028)

Parents are consulted regarding the proposed camp venue and programme.

We believe our Outdoor Education Programme is very successful and exciting.

PARENT HELP AND INVOLVEMENT

Parent help is frequently requested via either the school or class newsletter. We are very appreciative of help and actively encourage your participation and support. Examples of help include:

- Assisting with sport as coach or manager.
- Providing transport for school activities.
- Volunteering to serve or be elected to the Board of Trustees or Home & School Committee.
- Assisting in the school library.
- Individual teachers may appreciate assistance with classroom activities or activities outside of the school.

Request for assistance will be either by way of the school newsletter or individual class newsletters.

Parent help is in line with the Government mandate for education settings.

PHYSICAL EDUCATION AND SPORT



We have a high level of participation and involvement in various sports and recreational activities. There are a number of school teams who participate in outside competitions. We also have a very organised and competitive inter-house competition for all age groups.

Structured swimming lessons are conducted during Term 1 for all students and again in Term 4 for Junior students only.

Sports equipment is available to students for daily playground play.

Opportunities are offered to students to encourage attendance and participation in summer and winter sports tournaments, cross-country and athletics.

School netball, basketball, touch, softball and T-ball teams participate in inter club competitions held out of school hours.

There is an expectation that all Year 5-8 students be involved in some form of recreational activity either for an outdoor organisation or school club.

PRACTICAL MATTERS - Ten ways you can help your child and the school

1. Ensure that your child arrives at school from 8.30 am and well before 8.55 am. Children who arrive late interrupt the class and do not have time to adjust to the start of the school day.
2. If your child is going to be absent ring or text the school or send a message via the Hero App, by 8.55 am. If the child has not arrived the school will telephone parents/caregivers but we prefer that the office staff spend as little time as possible undertaking this task. This is a measure to ensure children are safe.
3. Make sure that children have adequate and healthy snacks. We do our best to ensure that the children eat enough at lunchtime.
4. Monitor your child's television viewing, 'screentime' such as computers, ipads, digital devices and have them in bed at a reasonable hour.
5. Look after the reading books that are sent home. Please return them daily. Encourage your child to read every night.
6. When sending money to school, please put it in an envelope with the child's name on it, the amount, and its purpose.
7. Keep children who are sick, at home. This limits the spread of infection and is best for the child's recovery.

8. Please let us know as soon as possible if you have a change of address, or if a contact number has changed.
9. Name children's clothing and check for anything that is mislaid. The Lost Property box in the office foyer can be accessed at all times during school hours.
10. Maintain communication with the school staff. We are here to do our best for your children.

PRESCHOOL PROGRAMME AND ENROLMENT

About six weeks prior to reaching their 5th birthday pre-school children may begin the NE/Yr1 class for part of the day. (Parents and caregivers are welcome to stay until they feel that their child has settled). Parents will be contacted by Mrs Sandra Annett or Mrs Rachel Gilchrist, close to this time.

New Entrant enrolments are required to be supported by a birth certificate, immunisation certificate completed by the child's doctor (from Plunket book) and proof of address ie Power account. Other information required on this occasion includes:

Home Address	Telephone Number
Family Doctor	Emergency Contact Numbers
Details of relevant health problems.	

Parents are encouraged to pre-enrol their children at any stage but preferably by the age of 4. This helps with our future planning. An enrolment form must be completed and signed.

PRIZE GIVING

During the last week of Term 4 two formal prize givings are held. The Junior School prize giving is held in the afternoon and the Senior School's is held in the evening. Students' present items and leavers are farewelled. The school has a number of trophies, cups and certificates which are presented in recognition of a wide variety of achievements.



PUBLIC HEALTH NURSE

Our Public Health Nurse is Donna Kelly. She visits the school regularly. The nurse and Public Health Services conduct hearing and vision tests and are available both to students and parents to discuss and advise on health matters.

SCHOOL CHARTER

The charter outlines the school's goals and objectives, its philosophy of learning and future directions. An important part of the charter is the mission statement.

A copy of our charter is available to view at the office.

SOCIAL WORKER IN SCHOOLS (SWIS)

The school has a resident Social Worker who works with students and their families. The Social Worker is available on a Thursday and Friday and can be contacted via the school office.

The Social Worker's role is to address emotional, behavioural, and social issues, supporting relationships between school and parents, and connecting with other specialist services that may be able to help your child. This service is free, confidential, and independent of any other service.

Referrals can be made by parents, teachers, or the child themselves.

STATIONERY

Parents are responsible for purchasing a child's stationery at the beginning of the year. A stationery list is distributed prior to the end of the previous year. The New Entrant Stationery Pack is available for purchase on a cash basis from the school office.

SUN PROTECTION POLICY

To ensure that the students are protected as much as possible from skin damage caused by harmful rays of the sun, the school has a Sun Protection Policy, with sun hats being compulsory in Terms 1 and 4.



Parents are to provide red wide brimmed hats to protect the face, neck, and ears. As an extra precaution, a SPF50+ broad-spectrum, water-resistant sunscreen is also recommended for your child. Please ensure that your child's hat is named and put in the school bag **every day** during summer months (Term 1 and 4) or kept at school.

Parents and staff are encouraged to act as role models and to practice sun protective behaviours as well.

Students without a hat are required to spend their breaks in the shade area. No Hat – No Play.

Hats along with other uniform items are available from The Warehouse.



SWIMMING

The school has a comprehensive swimming programme. All students are required to swim and work on developing water safety skills.

All junior students receive swimming instruction in stroke technique and water safety for three to four weeks at the beginning of Term 1 and for a similar duration at the end of Term 4.

Junior students receive their instruction at the school's heated pool while Senior students go to the CBay facility.



TECHNOLOGY (MANUAL TRAINING)

All Year 7 and 8 students receive Technology training at the Timaru Technology Education Centre (TTEC) on Monday afternoon. They are transported to and from the centre by bus at no cost.

Students are responsible for ensuring that they are punctual. A Technology fee of \$156 per year will be charged by the Technology Centre and invoiced to Grantlea Downs School. Parents of Year 7 & 8 students are expected to pay \$61 of the fee, which is the take home component, and this amount will be included in their account.

TELEPHONE

The school telephone number is **684 7706**. As the school telephone is a business telephone, all outward calls are charged to the school. Students are therefore encouraged not to use the telephone unless necessary. Staff endeavour to answer calls between 8.30a.m. and 4.00p.m. but often the lines are busy, therefore an answer phone service is provided. Emailing the teacher is a good alternative to telephone calls.



Staff have telephones in their classroom and calls can be transferred outside of teaching hours.

We also have the facility to text in absences only on **027 684 7706** please include child's name and reason for absence.

UNIFORMS

Wearing of the following uniform is compulsory. Copies of the Board of Trustees Uniform Policy are available from the school office. **All items of clothing must be named.**

All uniform items are available from The Warehouse, corner of Victoria and Browne Streets, Timaru

UNIFORM SCHEDULE:

Girls' Uniform

Grantlea Downs logo red sweatshirt and/or polarfleece
Grantlea Downs logo navy shorts
Grantlea Downs logo polo shirt – short sleeve
Navy or Black ankle socks
Navy Tights (Winter wear only)

Boys' Uniform

Grantlea Downs logo red sweatshirt and/or polarfleece
Grantlea Downs logo navy shorts
Grantlea Downs logo polo shirt – short sleeve
Navy or Black ankle socks

Optional Uniform

Grantlea Downs Skort
Canterbury Track Pants (Yr 6, 7 & 8) small canterbury logo only permitted
Asics Blue Track Pants (Yr 6, 7, & 8)
Grantlea Downs logo navy trackpants
Navy thermal tops can be worn under the Grantlea Downs polo shirt

Footwear

Students are required to wear footwear that:

- Is not a fashion shoe
- Is well fitting and suitable for playground and physical activity

Sun Hats

These are to be purchased from The Warehouse. Sun hats are compulsory during specific dates in Terms 1 and 4. Refer Sun Protection Policy.

Sports Uniform

Most sports uniform items will be supplied by the school. Children are expected to wear their own Grantlea Downs School shorts or track pants.

- Sports uniforms are issued for wearing on the sports day only.
- Appropriate sports shoes and sports socks to be worn.
- No jewellery is to be worn for sports events.
- Medic Alert bracelets are to be taped.

It is important that children look and dress as a team when representing the school.

Jewellery

Only Medic Alert bracelets, watches, studs, and keepers (ears only) are allowed. Approved cultural jewellery such as pounamu and bone carving will also be permitted.

Makeup

Makeup and nail polish are not allowed.

Hair

- Long hair is to be tied back – long hair is deemed being lower than shoulder length.
- Un-natural hair colouring is not allowed.
- Hair should not cover the student's face.

Senior staff reserve the right to decide what constitutes extreme and what constitutes as being inappropriate and non-compliant.

Students not adhering to these uniform and appearance regulations are considered to be in breach of school rules and can expect to be made accountable for their choices/decisions.

We trust your association with Grantlea Downs School will be a happy one, both for you and your child.

Classroom Organisation 2024

Opihi Team

Waipopo Team

Acacia Team

Kereta Team



