

A - Z INFORMATION

Absences

If your child will be absent, please phone or email office@tapanui.school.nz the school office prior to 9:00am. An answer phone will record any early calls. Phoned absences will be checked with the classroom teacher and the parents of non-reported absent students will be phoned. It is most important you co-operate with us on this matter as so many children commute to and from school by bus and are away from home for up to 8 hours. This is a long time for a child to be missing and unreported. When a child is absent for more than one day, it is important that parents phone the school every morning of the absence, unless you have given actual dates of absence at the beginning. If your child is going to see a specialist in Gore, Invercargill or Dunedin please notify school so that your child can be marked present on the roll.

Answer phone

Tapanui School uses an answer phone because the office secretary does not usually work during the afternoon and the principal may be teaching a class. We do check this at 3pm, but if messages are left during the afternoon we cannot guarantee that your child will get the message before leaving school at 3pm.

Ashton Scholastic Book Club

This is available through the school during the year. It gives you the opportunity to purchase books at a competitive rate for your children. Order forms are sent home with students, but there is no obligation to buy these books. If books are paid for by cheque this should be made out to Tapanui School as we then write one cheque to pay for all orders.

Assemblies

These are usually held on Tuesday afternoons starting at 2.30pm. Special assemblies are also called as required. Parents are most welcome to attend these.

Behaviour Management

Children will be expected to behave in a socially acceptable manner. We operate a "positive reinforcement" system at Tapanui School. Children are taught about making good and bad choices and the consequences that result from those choices. Children will be encouraged to deal with any bullying or antisocial behaviour by being assertive. Where children are taught these skills they realise that they don't have to become victims. If the situation is not resolved easily between the children concerned, they are encouraged to seek assistance from a staff member who will use a mediation process so that students learn how to reach an outcome that is acceptable to both parties.

Bell Times

8:30 am Children allowed into school
9:00 am School begins
10:30 am Morning interval
10:50 am School resumes
12:00 pm Lunch
12:20 pm Lunch activities
12:55 pm Warning bell for children to put sports gear back
1:00 pm Children should be in classes ready to work
3:00 pm Children leave school to go home

Board of Trustees

The current Board of Trustees is:

Marianne Parks - Chairperson	Angela Diamond
Malcolm Hancox	Simon Kelly
Murray Pilgrim	Richard Young
Jane Stuart - Staff Trustee	Anne Gover - Principal

The Board of Trustees is a group of parents elected by the school community to govern the school. The current Board was elected in October 2008. There will be elections for three Board members in March 2010. The Board meets twice each term in the school meeting room at 7.30pm. Parents, staff and interested members of the public are welcome to attend any meetings of the Board. Notice of all meetings will be in the school newsletter and on the school website calendar. Copies of all meeting minutes are available for viewing at the school office.

Bullying

Tapanui School has a zero tolerance to any form of bullying. All issues brought to our attention are dealt with and investigated to ensure all relevant facts are known. [Refer to Behaviour Management]

Buses

The school is serviced by a number of buses. Jane Stuart is the Bus Controller.

Cell phones

Students are not permitted cell phones at school. If they (cell phones) need to be brought to school, please send these to the office and they can be picked up by the child at 3pm. In most cases, if people need to get hold of a child, messages can be forwarded through the office.

Certificates

Certificates are awarded for a variety of reasons either in class or at assemblies.

Clothing

From the beginning of 2010 Tapanui School has a compulsory school uniform. Items can be purchased from Postie Plus and Southern Workwear in Gore. Refer to Uniforms for more details. Students are expected to wear clothing suitable to weather and occasion. If a child is representing the school they will wear a Tapanui School tracksuit. A change of clothing is expected for those involved in wet field activities. Footwear is to match conditions and activities. Dirty footwear is not to be worn or taken into classrooms. Footwear is to be worn at all times.

Community Centre

We are fortunate to be able to use the West Otago Community Centre main hall and theatre for Physical Education and our musical at a minimal cost.

Concerns

We encourage positive relationships between students, staff and parents / caregivers at Tapanui School, realising that no policy or procedure will cover every situation, and we ask that common sense prevail so that children's learning is not disrupted. 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 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 like what is happening, tell us.

- If the concern or complaint is about classroom organisation or something involving a teacher or children this should first be discussed with the teacher concerned.
- If the concern is minor the parent/caregiver should contact the staff member in person or by phone and arrange an interview time outside teaching hours.
- When arranging an interview time the nature of the concern should be stated so that relevant documentation can be organised.
- A parent/caregiver may bring a friend or support person to the interview, but this should be stated when organising the meeting.
- If after discussion with the teacher, there is still concern, the Principal should be contacted.
- The Principal may set up an interview with the teacher on behalf of the parent, or together they may discuss the issue with the teacher.
- Complaints will be handled discretely by those involved and, usually, after the issue is discussed by both parties, will be resolved.
- If the Principal feels that the concern cannot be resolved easily or needs further clarification, the parent may be asked to put the complaint in writing.
- If, after talking with the teacher and principal, the parent/caregiver feels the issue is still unresolved and the situation is still unsatisfactory they should write to the BOT via the Principal. If the issue has been with the Principal rather than with a staff member the parent/caregiver should contact the BOT Chairperson either verbally in the first instance or in writing.
- Letters written to the BOT should allow at least one week before their meeting [dates available at the school office or on the website calendar] so that background information can be gathered. The BOT will usually deal with complaints 'in committee' so that confidentiality is maintained.

- The Principal will communicate with the person making the complaint to outline procedures and action taken by the BOT.

Consultation with the Community

A welcoming, warm school atmosphere, acknowledging the value of parent's support and partnership is encouraged. Opportunities to encourage parents to visit and communicate with the school are fostered.

A weekly school newsletter is sent home on Fridays.

Parents are invited to attend weekly assemblies.

The PTA facilitates meetings each term which have the Principal in attendance.

Surveys and consultation by phone or through parent meetings are held as and when required.

Contact Details [school]

Postal: Sussex Street, Tapanui 9522

Phone: 03 204 8614

Fax: 03 204 8614

Email: office@tapanui.school.nz

Website: www.tapanui.school.nz

Contact Details [yours]

Should you change your address, telephone, cell phone number, or emergency contact information - even temporarily - please keep the school informed.

Accurate information is vital in the event of an emergency.

Cycling

Unless accompanied by a parent, students are not permitted to cycle to school until Year 5. All cyclists must wear approved helmets. Bikes are kept in the racks at the swimming pool end of the grounds, and students are strongly recommended to have them secured with a lock. Safety vests are provided by the school and students must wear these.

Dental Therapist

School children usually visit the clinic twice a year but can go more often if the need arises. Sometimes a child needs to be referred to a dentist. Parents are contacted if that happens. The Dental Clinic has its own phone, 204 8460. The therapist also works at other schools during parts of the year. When the therapist is going to be absent from the clinic, parents are informed by way of the school newsletter. If the clinic is unattended we can refer you to the school where the therapist is currently stationed.

Discipline

We expect all students to take responsibility for their actions. We work on an assertive discipline programme which has both positive and negative consequences for behaviour. These include the use of awards or rewards for

positive behaviour and following four steps where negative behaviour occurs. We have kept our school rules as short and few in number to aid in clarity for students, parents and staff. Our two rules are:

- Treat others as you would want to be treated - bullying is not tolerated
- Respect property; the schools, your own and others.

When a child blatantly breaks one of these school rules in a non-class contact time (before and after school, interval and lunch times) they are placed on a step, usually step one of our four step plan.

Step One

The breaking of a school rule. The particular rule is discussed with the child who repeats the rule broken so that they understand it, and apologises to those involved or to the teacher.

Step Two

For acts of violence, children are immediately placed on step two. The child has a period of isolation from playground activities. (NE - Y2 1 day, Y3 - Y6 2 days)

Whenever a child is placed on step two the child will ring home to inform them of what has happened and the Principal will outline the incidents and consequences. Usually this is enough to change a child's behaviour. However, if a child continues to act in a negative way we would move to the third step.

Step Three

A meeting is held with parents, student, teacher and principal to formalise a behaviour contract.

Step Four

Outside agencies are involved and parents are briefed on stand down procedures.

Duty / Playground Rules

We have one teacher rostered on for playground supervision. After school a staff member supervises the buses and the road crossing. All occasions when a child requires first aid attention, beyond minor comfort and abrasion, will be recorded in the medical room log and a note will be sent home. All head injuries will be reported to the parent(s).

Rules: Children should not bring weapons - toy or real, fizzy drink, sweets, or money and they should not bring expensive personal toys from home. Children are not allowed to "play" fight. No card swapping is permitted at school.

Emergency/Evacuation

A fire and earthquake drill is held once a term. The signal is a continuous ringing of the bell. Teachers and students evacuate immediately and move to the tennis court assembly area. All doors are closed on leaving the buildings. If parents or visitors are in the school at this time they are expected to also report to the assembly area.

If the emergency helicopter needs to land on the school grounds students must move straight to the tennis courts and off the grass area and remain there until the helicopter has left.

End of the Day Tidy Up

Our children are encouraged to assist in keeping their environment clean, tidy and organised. Children will have areas of responsibility that include shutting windows, pulling curtains, cleaning the whiteboard, tidying an activity centre, picking up the floor rubbish and tidying the rooms. We encourage parents to allow teachers to conclude the day by waiting outside of classrooms.

End of year events

Year 6 Graduation - At the end of the year the school will gather together as a whole school to give each child an opportunity to be part of a major event. At this final assembly there are brief speeches, thank yous and farewells as well as the special leaving certificates and dictionaries which are presented to the Year 6 students. This is usually followed by a barbecue lunch for families.

Enrolling your child

Children may start school on the day they turn five and must start by the day they turn six. When you wish to enroll your child please collect an enrolment pack from the school office. The principal or school secretary will give you a guided tour of the school. Please bring your child/children along to the principal's office on the morning they are to start school, prior to the start of the morning session. If your child is attending the play centre or Kidzway then pre-school visits will be arranged. Other pre-schoolers can make arrangements through the New Entrant teacher or the school office. If your children are transferring from another school they will be placed in an appropriate class.

ERO Reports

We are very proud of the excellent reports we have received from the Education Review Office. Reports are available through this website www.ero.govt.nz

Exercise books

The following are guiding principles: The child is responsible for the quality of work produced in each exercise book. The teacher is responsible to instruct, train and require a set of standards consistent within the school. Black biro will be used in all books rather than pencils. Students are not to write on the inside or outside of covers. Books should be labeled with care demonstrating the standard expected to be maintained.

Hair

Shoulder length hair or longer is required to be tied back for safety reasons and to reduce the likelihood of catching or spreading of head lice. Dying of children's hair is discouraged. Unnatural hair colour eg pink, blue or green is not permitted. Head lice are an ongoing issue for the school. If you become aware your child has lice, please inform the school. The school has information, remedies, and Robi-combs that may be borrowed by parents.

Health Nurse

The Public Health Nurse visits our school on a regular basis. All children are given a thorough medical check in their first year at school with the parents' consent. Parents may be asked to be present when this check takes place. As well as this, the Health Department checks children's sight and hearing and follows up any problems referred to it.

Homework

Your child will have a Homework Explanation Sheet pasted in the Homework book. Home reading and learning of spelling, basic facts and tables is always an ongoing expectation at all levels of the school. As the child moves through the school expectations increase, but generally homework will not be new work or work that a child can not carry out independently.

Immunisation record

The school is required to sight and copy an immunisation record for all New Entrant children. When starting your five year old, please bring along your immunisation record in your Plunket Book for verification.

Inside at lunchtimes and intervals

On cold and/or wet days students are permitted to remain in their classrooms or to use the computer suite.

International academic tests

Capable students who are working in extension groups will have the opportunity to take some of these tests. Tests include Maths, Spelling, English and Computer Studies. These tests are for Year 4-6 children.

Internet safety & use

We ask that parents sign an internet safety agreement if they wish to have their children use the internet while at Tapanui School. While the 5 year olds are young to use the web we do encourage its use when the children are able and therefore need safeguards. We go over the safeguards with the children regularly.

Interviews

Parents or teachers may request an interview at any time during the year. It is usual to arrange an appointment for after school, but in special circumstances this may occur during school hours. Children may also be asked to attend these interviews. Parents may arrange an interview with the class teachers to discuss the mid-year progress report.

Jewellery

The following are the school guidelines relating to the wearing of jewellery for health & safety reasons:-

Watches, studs (or sleepers) are acceptable

Dangly earrings, rings, necklaces, pendants that may be a danger to themselves or other children will not be permitted.

If any child is wearing an item that is outside these guidelines they will be asked to remove the item and it will be stored for the day for collection from the teacher at 3pm.

Library

We boast a well stocked, spacious and computerised library. All classes visit the library each week and the library is open to the children during some lunch hours.

Children are allowed to borrow two or three books for up to two weeks.

Reminders will be sent home for any overdue books, and an account to replace a book for any books issued that have not been returned after a number of reminders.

Literacy and Numeracy Cross Grouping

All children are cross grouped during the mornings so that they are working at their correct instructional level. This means that teachers usually only have three groups in each class and students get more individual attention. This also allows for both remedial and extension groups.

Lost property

Lost property is stored in a plastic container outside Room 5. Students and parents are encouraged to name all clothing. This is an ongoing problem - at the end of term unclaimed lost property is donated to charity.

Lunches

Students are not permitted to leave the grounds to purchase food at local shops.

We offer lunch orders every day that are collected by senior students. Write your order and the child's name and room number on the outside of an envelope and place along with money inside an envelope and seal. Envelopes must then be placed in the box at the school office. Lunch orders must be in by 9:00am. The school will also heat children's lunches, provided items are wrapped in tinfoil with your child's name and room number written on in felt pen. To allow for uniform heating, please do not send frozen food. **Fizzy drink, chewing gum, chocolates, sweets or lollies are not permitted at school.** We encourage students to eat fruit and vegetables rather than chips. Snack bars may be eaten as part of a normal lunch during the seated lunch eating times. On fine days students will eat their lunches in the shade house. On wet days two senior students will act as monitors in each room and students will eat their lunch at their own desk. Duty staff will release students as they see fit. Normally 15-20 minutes eating time is a reasonable minimum. Junior students will show the duty teacher their lunch boxes when they are finished eating prior to dismissal.

Medication

If a child is to be given prescription drugs during school time parents must fill out an appropriate form. This is particularly applicable to those children on medication for ADHD etc. The medication is kept in a locked cupboard. It is distributed by a designated person, at the appropriate time of the day. (generally at 12pm at the start of lunch.)

Meetings

Professional development staff meetings are usually held weekly on a Monday or a Tuesday at 3.15pm. If you need to meet with a teacher please try to make it outside of this time.

Money at school

We don't generally encourage children to bring money to school. If they are to pay for items at school they should bring the money in a named envelope directly to the office before school.

Newsletters/special notes

On Friday each school week a newsletter is sent home with the oldest child in each family. From time to time special notices are sent home during the week. These can be E-mailed directly to those families who request this and newsletters can also be accessed on the school website.

Office staff

Sonia Duff and Michelle Roberts job-share as our Office Secretary, often being the first contact person for our school, so please make yourself known to them.

Open door policy

The principal operates an Open Door policy to parents, staff and children. If the office door is open please come on in. If it is shut the principal is already meeting with someone or talking on the phone. If you have a specific difficulty or simply need to have a talk she will always make every effort to find time to meet with you as soon as possible.

Parent involvement

Parents are actively encouraged to be involved in their children's learning. We invite you to offer to be a parent helper in the classrooms, on trips, sporting pursuits and Outdoor Education programmes. Parents are briefed on the expectations and obligations when working alongside children. A handout sheet is available at the school office. No helper should be compromised by being alone with a child in situations such as swimming changing rooms or school camps.

Parent Teacher Association

The school has a parent body that enhances a link between school, home and the Board of Trustees. This group is responsible for most of the fundraising that

occurs and Tapanui School has excellent resources as a result of their hard work. The group is open to all members of the community and encourages your involvement. Please support this enthusiastic group in their endeavours.

President	Mark Diamond	204 8877
Secretary	Karen Davison	204 8898
Treasurer	Fiona Hancox	204 8270

Perceptual Motor Programme

The junior rooms participate in this programme on Monday - Thursday during Terms 2 & 3. This is a holistic movement / language based development programme which helps children with fitness, motor co-ordination, cognitive development, self-esteem and social skills. PMP helps teachers recognise children's needs in relation to hand-eye co-ordination, balance, locomotion and fitness. It also gives children strategies for problem solving and it contains sequenced fun activities. Parents assist teachers to deliver this programme.

Photographs

A photographer visits the school during Term 4 to take school and class photos and, on request, individual and family photos.

Positive Reinforcement

Assembly Awards, 'Child of the Week' and 'free time' reinforce good behaviour by acknowledgment and reward. Our aim is to modify the behaviour of students so that they take responsibility for behaving appropriately both in the classroom and in the playground.

Promotion policy

The following guidelines have been set for promotion to Year 3. Children with January and February birthdays will be promoted to Year 3 after having completed two years in the junior school.

Children whose birthdays are in March will be given careful consideration on an individual basis for promotion to Year 3. Only in exceptional cases will children with later birthdays be considered for promotion to Year 3.

This process will be undertaken in consultation with the parents, teacher, and principal.

Factors to be considered with promoting to Year 3 include:

- Competency in reading, writing and mathematics.
- Social and physical development.
- Chronological age
- Age of first admission to secondary school.

Religious Instruction [Education for Life]

Religious education is taught in a non-denominational manner (i.e. teaching will be of Christian principles with no specific emphasis on particular religious denominations). The syllabus and tutors will be sanctioned by the Board of

Trustees prior to instruction taking place in March of each year. An interdenominational group of volunteers take Bible-in-Schools at Tapanui School each Tuesday morning from 9.00 - 9.30am, from March until December. This programme is not compulsory and parents who choose to withdraw their children should send them to school at 9.30am on Tuesday mornings as the school is legally described as being closed at this time.

Reporting to parents

Reporting to parents will occur on three formal occasions during the year. This will take the form of a parent-teacher interview in term one and a full written report at the end of terms two and four. Informal reporting may occur at any time during the year and parents are encouraged to contact the class teacher if they have any concerns at any time.

Road crossing

Road crossing at 3pm will be controlled each day by a teacher.

RTL B (Resource Teacher Learning & Behaviour)

We have access to an RTL B teacher based at Balclutha School. These teachers give advice to parents and teachers of nominated children who have learning or behavioural difficulties.

RT Literacy (Resource Teacher of Literacy)

We have access to an RT Lit teacher based at Gore Main School. This resource is available for children who are experiencing difficulties and whose reading age is usually two years below their chronological age.

Sample Books

Samples of children's work are kept as an ongoing record of progress and may be viewed at any time by parents. These will be sent home near the end of Terms 1, 2, 3 & 4 so that parents see samples of work done in each curriculum area during the year. Parents are asked to sign, and comment if desired, in these books. These books will be kept at school until a child leaves and will then be forwarded to the next school or, at the end of Year 6, given to the child. Because this is a "snapshot" of children's progress there will be little or no teacher marking of these samples. Teachers may choose to use these samples to evaluate progress though and this may be for summative or formative assessment. Sample Books need to be returned to school before the end of each term.

School closure

The Board of Trustees may close the school in an emergency. In such cases the school ringing list will be used to inform parents of students who travel on buses and the radio [Hokonui Gold] will be used to inform parents whose children live in the township. No children will leave the school by bus unless the parents have

been contacted and town children will only leave when an adult comes to collect them.

School donations

The Board of Trustees has set an activities fee of \$25 per child per year. It is termed a donation to make it a tax deductible item with a receipt issued. This avoids the collection of small charges throughout the terms. From this school donation system, the school pays for:

- All visiting performers, entertainers, educators
- End of year trip to Gore for swimming and ice skating

We ask for your support in this system. When sending any payments to the school, please place in an envelope with the child's name and class written on it. Any cheques please make out to Tapanui School.

School hours

We ask that children do not arrive at school prior to 8:30am as we cannot provide supervision for children prior to this time. Classes begin at 9am. Morning interval is from 10:30 - 10:50am and lunch is from 12:00 - 1:00pm. School finishes at 3:00pm.

Smoking

No smoking at all is allowed in any school buildings, school grounds, swimming pool or community centre. Parents and adults are requested not to smoke around students in outdoor situations eg school camps.

Speech Therapist

Children with speech difficulties are referred to the speech therapist who then assesses the child, analyses any problems and either works with the child or gives us exercises to assist the child.

Special Education Needs

A range of services is available for children with special educational or physical needs. Discuss with the classroom teacher or the principal if you feel your child may require such assistance.

- Children who need extension or remedial work
- Students who need behaviour modification programmes
- Students who need opportunities relating to their special interests and abilities

Special support programmes may be supported by teacher or teacher-aide hours. We will maximize opportunities within the constraints of the budget. Each programme will be designed to address exact need and take into account the disruption factors when a child is taken from the routine of their classroom.

Sports activities

Students not participating in sports activities are expected to have a note from

home or have had a parent contact the school. This also includes swimming. Appropriate clothing is expected. Students are encouraged to be involved in summer and winter sports.

Stationery

Stationery lists will be available at the end of the year for the following year. We request that all children have a complete set of stationery to begin the new school year. Children who enrol during the year will be given a stationery list, but where possible we will use existing books until these are finished.

Staff

Principal	Mrs Anne Gover	
Acting Deputy Principals	Mrs Jane Stuart and Mrs Jill Crawford	
Year NE & Y1	Mrs Jane Stuart	Room 1
Year 1 & 2	Miss Tracey Bough	Room 2
Year 3 & 4	Mrs Sheelagh Martyn	Room 5
Year 4, 5 & 6	Miss Liz Waples [mornings]	Room 4
Year 5 & 6	Mrs Jill Crawford	Room 7
ADMINISTRATIVE STAFF	Mrs Sonia Duff	
	Mrs Michelle Roberts	
SUPPORT STAFF	Mrs Sharon Arthur	
	Mrs Bev Bruce	
	Mrs Lyn Candy	
	Ms Annalie Downie	
	Mrs Nicky Horrell	
	Mrs Rebeca Gillions	
Caretaker	Mr Pat Whyte	
Cleaner	Mrs Tineke Harris	

Student duties

The Year 5 & 6 class will be responsible for duties each week: lunch orders, PE Shed, room monitors, librarians, etc.

Student placement

Preliminary class lists will be available at the end of the school year. Parents will be consulted if there is any doubt regarding promotion or placement. The parent / caregivers meeting will involve the Principal and teacher concerned. Retention of students at the same class level will only occur in consultation with parents.

Swimming

Tapanui is fortunate to have its own covered and heated community swimming pool. Swimming is an integral part of our Health and Well-being programme and each class swims regularly during the season, if the weather and water temperature are suitable. A swimming pool key can be purchased so that families can use the pool outside school hours. For safety and health reasons appropriate

swimwear must be worn in the Tapanui Pool at all times. Generally this means boys should be wearing swimming shorts/togs and girls swimming togs. This could include one piece swim suits and swimming shorts. Unsuitable clothing is cargo shorts, cut-off jeans, underwear, tee-shirts.

Take home readers

Students in the Junior school will be provided with reading material to take home each night. It is expected that parents will be active in listening to their child read. It is intended that the reading material match the child's instructional reading age. (It is noted that children will take home additional books of their own choice to read for pleasure) Home reading: Students from Year 3 onwards are expected to select their own take-home reading and engage in some reading activity each night.

Toys

We discourage children from bringing along expensive toys to play with. The school supplies games, activities and sports equipment for the children to play with. We find that when children bring along toys tears are usually involved with sharing, lost or broken parts and on occasions they disappear as they are so tempting to others.

Uniforms

Uniforms are now compulsory. The form shown below is available from the school office. Southern Workwear, Gore sells shirts and sweatshirts. Gore Postie Plus sells shorts, skorts and sunhats. School gold tee-shirts are available for purchase from the school office.

Tapanui School Uniform

Southern Workwear 64 Mersey Street Gore	TAPANUI SCHOOL	Postie + 39 Irk Street Gore Loyalty Number: 9993842
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	4	6	8	10	12	14	
	4-5 years	5-6 years	7-8 years	9-10 years	11-12 years	13-14 years	
BIZ Kids Polarfleece 1/2 zip 230NG6b10	Not available in this size	\$38.10	\$38.10	\$38.10	\$38.10	\$38.10	
JBs Polo contrast shirt 2113NG10	\$24.60	\$24.60	\$24.60	\$24.60	\$24.60	\$24.60	
	4	6	8	10	12	14	16
Navy Skort 702046	\$29.99	\$29.99	\$29.99	\$29.99	\$32.99	\$32.99	\$32.99
Navy Cargo Short 23868	\$26.99	\$26.99	\$26.99	\$26.99	\$26.99	\$26.99	\$26.99
Navy Bucket Sunhat 57404 <i>Check size of head</i>	55cm \$11.99	57cm \$11.99	57cm \$11.99	59cm \$11.99	59cm \$11.99	61cm \$11.99	61cm \$11.99

Vandalism

When damage to school property is reported it will be checked to see whether it is deliberate or accidental. If the damage is the result of deliberate or careless actions by students the parents will be notified and an account for repairs will be sent home.

Vests

The school issues safety vests to children upon starting at our school and parents are asked to sign a responsibility statement. We ask that children wear their vest whenever they leave the school grounds on the road whether cycling, walking or catching the bus.

Water Bottles

It is recommended that all students have their own named bottle of fresh water on their desks. We have water filters in the medical room and classrooms where students may refill their water bottles.

If there are things you feel could be added to this information which would make life easier for you, please let me know and I can include it in the next update.

Anne Gover

Principal