

**Cambridge East Primary School**

# **School Information Booklet**



**Williams Street  
Cambridge**

*Principal: John Bullick*

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# Welcome to Cambridge East School

At Cambridge East we provide:

- A professional, dedicated and caring staff.
- A wide variety of programmes which cater for our students needs.
- An open door policy which encourages community involvement.
- A positive caring learning environment.

## Our School Vision:

**“Learning together today, empowering citizens of tomorrow.”**

Students who are:

- Creative
- Effective communicators
- Self motivated learners inventive thinkers
- Respectful citizens

and have a “can do” attitude.

**School Motto: “Always My Best.”**



## **General Goals of the School**

- To promote learning and fulfil each child's needs and learning potential. Special emphasis is placed on catering for the educational needs of children – particularly in Literacy and Numeracy.
- To encourage innovation and creativity throughout all of our school community.
- To attract, develop and encourage quality staff.
- To communicate effectively with our community.
- To develop the best physical and social climate possible, so that students and staff learn in a stimulating, caring environment.

## **School Zone**

In March 2005 an Enrolment Scheme was implemented at Cambridge East School. This means that only students living within our school's designation will be enrolled. This allows our student numbers to be safely managed as our roll continues to grow.

## **A Short History**

Cambridge East School was first established in 1955 with a four classroom block and a roll of 146. This original block has now been remodelled and is known as Rooms 4-7.

The three classroom block (Rooms 1-3) was established in 1974. An extra room was added to this block in 2007. In December 1996 another teaching block (Rooms 13 and 14) was added, and in December 1997 a further classroom (Room 12) was added. In 2009, another classroom was converted from a resource area. As the roll has continued to grow, classrooms will be added.

## **A Message From the Principal**

A warm and sincere welcome to Cambridge East School. We have a capable and caring team who are proud of their school. Positive relationships exist between pupils and staff, as well as with our parents and caregivers. We believe in building trust through mutual respect with our school community.

Our open door policy encourages community involvement at Cambridge East on many levels. We encourage a positive partnership between home and school and believe that good open communication is vital.

We have a very supportive Board of Trustees and an enthusiastic PTA.

We hope you become involved in our school and add your talents to the excellent learning environment at Cambridge East.

John Bullick  
Principal

## **Board of Trustees**

Simon Lockwood	(Chairman)
Sandra Weston	(Staff Trustee)
Jane Blackmore	(Property)
Craig Morrison	(Treasurer)
John Bullick	(Principal)
Peter Russell	(Health & Safety)
Kevin Anderson	(Personnel)
Dana McDonald	(STA Liaison)

## Message from the Chairman

The Board of Trustees extends a warm welcome to all new parents/caregivers and students to our school. Cambridge East provides a well balanced education catering for all students needs by very competent and professional teachers.

The Board meets monthly in the school staffroom and encourages parents/caregivers to attend. The date and time of each meeting is in the school newsletter and at the commencement of each meeting there is an open forum for parents or students to raise any issues with the Board.

I would encourage all parents or caregivers to volunteer their time to the Board or PTA for a term. Sure, at times it is hard work but extremely rewarding and allows you to understand the processes involved in providing a well balanced education for your child.

Simon Lockwood  
Chairman

## Staff

Principal	John Bullick	
Deputy Principal	Kim Budd	
Assistant Principal	Barry Meredith	
Teachers	Kim Budd	Barry Meredith
	Sandra Weston	Dianne Walker
	Annette Grey	Judith Allen
	Jenny Palmer	Maree Woodall
	Kathy McIsaac	Sara Rusk
	Rayleen Ramsay	Margaret Fisher
	Cora Bomans	Monica Williams
	Jean Mikkelsen	Carey Ennis
	Tina Comins	Ceri Parr
Reading Recovery	Alison Appleyard	
Kapahaka, Te Reo Maori	Leanne Shortland	
Teacher Aides	Beth Wiles	Margaret Rippey
	Kirsty Wyndham	Kelly Claridge
	Linda Harrison	Sharon Mosen
	Vicki Annison	Christine Wallace
School Secretary	Marion Nicklin	
Caretaker	Kerry Dauphin	
After School Care	Leanne Shortland	
Financial Controller	Michelle Williams	

## **Parent Teacher Association (PTA)**

Sarah Thomassen (Chairperson)  
Paula Harvey (Secretary)  
Sharon Barnett (Treasurer)

### **Message From the Chairperson**

The PTA is a group of parents who meet one Monday evening a month. Over coffee we arrange fundraising events to raise money for extra resources for our children at Cambridge East School. We hold events throughout the year which successfully raise money and are also enjoyable for our children and the school community – discos, bookfairs, sausage sizzles and family nights are just some of our recent events.

Money we've raised recently has helped to purchase CD players, cordless microphones compatible to "Cambridge east TV" equipment, listening posts for junior classes, professional performances for the children to see and support for school trips.

Being on the PTA doesn't mean lots of extra work, but it does mean we can have a say with what is happening at school with our children. We are really proud of our work.

We welcome any families and caregivers to our next meeting.

Sarah Thomassen  
Chairperson

### **Terms and Holidays for 2012**

Term 1: Tuesday 31 January to Thursday 5 April  
Term 2: Monday 23 April to Friday 29 June  
Term 3: Monday 16 July to Friday 28 September  
Term 4: Tuesday 15 October to Friday 14 December

### **School Hours**

Children are not encouraged to arrive at school before 8.30 am. They may enter classrooms after this time.

Morning 9 am - 12.30 pm  
Afternoon 1.30 pm - 3 pm

## **After School Care Programme**

An excellent care programme is available for our pupils after school from 3 pm to 5.30 pm. Children are cared for by experienced staff. Permanent on-going bookings should be made with the After School Care Supervisor. Casual bookings can be made through the School Office or by telephone. An enrolment form for new users is available from the school office.

Costs are kept to a minimum. Current charges are \$4.40 per hour per child.

## **Assemblies**

Whole school assemblies are held each fortnight on Friday at 9.15 am. They are designed to be a positive, enjoyable time where achievements are acknowledged and activities and music are shared. Parents/caregivers are most welcome to attend.

## **Attendance**

Attendance of children at school is expected to be regular and punctual. Children cannot progress and learn if they do not attend school every day.

If your child is going to be absent from school, please notify the school office. The school will follow up any children who are absent without explanation, as a safety measure.

Should your child be required to be out of the school between 9.00 am and 3.00 pm they must be signed out, at the office before they leave the school.

Where attendance is causing concern, a letter will be sent home notifying parents/caregivers of this. Regular non-attendance will be referred to the District Truancy Officer.

## **Bicycles**

Bicycles should be mechanically sound, street legal and be ridden by competent cyclists. For this reason, only Year 4 and above are encouraged to ride bikes to school. Younger children who wish to ride to school should be accompanied by an adult.

It is recommended that bicycles be chained and locked and cyclists must wear an approved helmet.

## **Buses**

The school bus services are under the direct control of the bus companies. They determine routes and fare structure. Please contact Cambridge Travel Lines (827-7363) if you wish to ask about what bus servicing is available.

## **Student Assessment**

Each student's learning progress at school is tracked through the use of a learning portfolio. Assessment begins from the day your child starts and assists their teacher to provide appropriate learning for them. Learning examples are collected regularly, assessed and filed. Portfolios are discussed with parents as part of the reporting requirement. Each term, student portfolios are sent home to be looked over, discussed, commented on and returned. At year's end they are sent home to be kept.

## **Dental Therapist**

Dental Therapists service the school approximately once per year to do checks only. The Dental Therapists at Cambridge Middle School.

## **Drama Productions**

Each year, many children in the school have the opportunity to be involved in a performing arts production. The performances are very popular with family and friends of the school, and the children look forward to, and benefit greatly from their own involvement.

## **Fitness, Physical Education and Sports**

Our aim in this school is to develop the physical skills and enhance the health, growth and well-being of every child. This is achieved through a stimulating and lively programme. We aim to improve each child's level of fitness by providing regular fitness lessons through a range of activities.

A Saturday morning sport is available to all interested pupils. Soccer and cricket are organised by local clubs, rugby, netball and hockey through the school (but coached and supervised by parents).

## **Homework or Home Activities**

The aim of homework is to provide further opportunities to consolidate skills and understandings already initiated in classroom programmes and to learn skills for living, as well as a range of home activities.

Your child will receive homework on a regular basis (reading at home is always a priority). Please encourage your child to complete the range of home activities. A set of suggested activities is available on our school website.

## **Information and Communication Technologies**

The school is becoming well resourced in this area. Learning programmes for students currently benefit from these technologies. A computer network is installed to allow each classroom to communicate internally and externally, and a computer suite is available to classes and students. We see the importance of ICT to our students' futures and aim to give each one the best possible opportunity to use these technologies to enhance their learning.

## **Library**

All children are encouraged to read, both at school and at home. There is always ready access to the library and a host of excellent books and resources. The Board of Trustees and teachers are committed to providing children with a range of books that cater for all tastes. All classes are timetabled to visit the library and pupils have access at lunch times. The library is fully computerised and ensures even greater access to books and information.

## **Life Skills Institute**

Cambridge East School is very fortunate to have access to the Cambridge Life Skills Institute. The Life Skills counsellors, who are fully qualified, work with individual children who are identified for a variety of reasons. The aim of the Life Skills Institute is to offer a programme which will better enable the young people identified as "at risk" an opportunity to develop a positive self image and contribution to society. Parent referrals are welcome if you feel your child needs assistance. Please speak to the Principal about this.

Parents/caregivers are contacted if their child is referred to the Life Skills programme. Referral forms for parents/caregivers are available at school.

## **Lost Property**

Invariably, items of clothing are left at school by pupils. We ask that items of clothing are named so they can be easily directed back to the owner. Lost property is kept in the small shed by the bike stands. At the end of each term, the unclaimed articles of clothing are given to charity.

## Lunches

Lunches can be ordered through the school each day, except Monday. A menu is available from the office. Lunch orders need to be placed in a sealed envelope (recycled envelopes are acceptable), with the child's name, class, order and amount written clearly on the outside. Orders need to be in the office by 9 am.

## Newsletters

Each fortnight an informative and interesting newsletter is sent home with your child. Watch out for it every second Thursday. Class and syndicate notices are sent out from time to time, giving important information about learning programmes and events. Newsletters are published on the school website.

## Personal Belongings

Children are discouraged from bringing personal possessions such as toys, games, jewellery, etc. to school in case these go missing or are stolen. On some occasions children may be requested to do so for a specific purpose, e.g. class learning activity.

## Reading Recovery

We have a Reading Recovery programme operating in the school. This programme is specially designed to identify and help children who are experiencing difficulty in reading and writing after **one year** at school. The children who are selected are then provided with a thirty minute individual lesson **each day**. It is a very intensive programme, carried out by our specially trained Reading Recovery teacher Mrs Alison Appleyard.

Parents/caregivers are required to make a commitment to support and encourage their child by listening to books and stories taken home, by meeting the teacher and attending one of the child's lessons and by ensuring children attend school each day so they gain optimum benefit.

## Religious Instruction

Each Thursday lunchtime, for 30 minutes, a "Discovery Club" is available for students to attend if they wish. This is a multi-denominational Bible in Schools programme, delivered by experienced tutors.

## **Reporting To Parents**

The school policy for reporting is as follows:

- An introductory meeting and discussion with your child's teacher at the beginning of each year.
- During Terms 2 or 3, a written report on your child's progress, and a three way discussion (parent, teacher, student), based on the Student Learning Portfolio.
- The final assessment of your child's progress will take the form of a written summary of learning, issued in December, and a student led conference will take place.

## **Road Safety Patrol**

Each year, some Year 6 children are trained to be Road Patrol Monitors for the safety of our pupils when crossing the road. They are on duty from 8.30 - 8.50 each morning and again at 3.00 to 3.10 pm. All children are expected to use the patrolled areas when crossing the road. We ask that parents do the same to set the right example to our pupils.

## School Discipline

We believe everyone needs to develop self-discipline and to accept responsibility for their own actions. We have a **positive** behaviour management plan based on rules with **consequences** for inappropriate and appropriate behaviour. We view this as a partnership; sharing responsibility between the school, home and community. **We catch children** “being good” and readily **praise**. Where inappropriate behaviour is of concern, it is the school’s policy to involve parents/caregivers to overcome behaviour problems.

## School Rules

These are based on our school graphic.

*- Respect the rights and feelings of others by being aware of people’s needs, and treating others with kindness by*

- Not teasing or bullying
- Including others in games
- Helping when others are hurt
- Keeping hands, feet and objects to yourself
- Play fair – we are a Fair Play school

*- Care for school property by*

- Putting all rubbish in the bins
- Putting all equipment away when finished with
- Using equipment in the right places
- Using all equipment in an acceptable way

*- Be safe at all times by*

- Staying within the school boundaries unless teacher permission is given
- Signing out in the register kept at the office

*- All food is to be eaten in one place, students need to.....*

- Sit down to eat morning tea and lunch in the nominated places
- Stay seated at lunch time until they are released by the Duty teacher
- Put all food scraps in the blue bins and all other in the green bins

*- On fine days, all children will play outside during playtime and lunchtime*

- Unless supervised by a teacher or teacher aide
- On wet days a quiet in-class activity

*- Students will follow instructions the first time they are given.*

## **School Donation**

The Board of Trustees asks that families pay the following to provide funds for extra resources for the school.

Donation: \$60 per pupil, discounted to \$50 per pupil if paid in Term 1.

## **Sickness and Accident**

Please notify the school if:

- your child has a notifiable (infectious) disease.
- you change your telephone number or address.
- you change the person who is the “Emergency Contact”.

We are equipped to handle injuries and slight indispositions that occur at school. When children are too ill to work in classrooms or when they sustain a serious injury (or any head injury) parents/contacts will be notified. Unless Medical treatment is required immediately, children are kept in sickbay for a short period of time to be monitored and assessed.

In the event of an accident or serious illness the Principal will act “in loco parentis” if parents/contacts cannot be contacted, and arrange for medical treatment.

It is essential that the school be advised of any allergies and any medication children need at school. Regular, long term medication requires that a form be filled out at school. Children requiring medication such as asthma inhalers or “bee sting treatment” can either leave this in the School Office (named) or pupils can keep it with them.

## **Staff Professional Learning**

Staff professional learning development is given a high profile in order that our educational priorities can be put into practice effectively. Just as we have high expectations of the children at our school, all staff are required to continue their educational and professional learning.

## **Special Needs and Abilities**

We recognise that some of our pupils have special abilities or needs in particular areas. The school provides programmes for identified children who have a special strength or require extra assistance. Classroom teachers are also able to identify and cater for these students within their own classroom programme.

## **Sports**

The school encourages all pupils to gain enjoyment by active participation in all sports programmes. We are committed to Kiwi Sports which gives children the opportunity to participate in modified rules on all the major codes and a variety of interesting and stimulation tabloid type activities. Parents support the school fully in coaching and managing Saturday rugby and netball teams. Assistance from parents is always welcome.

## **Stationery**

All necessary stationery is available through the school office at very competitive prices. A paper fee of \$20 is payable for the year even if stationery requirements are purchased from another outlet.

# Parent Assistance Form

Could you please fill in and return this page. If you are able to assist with any of the following would you please indicate below by placing a tick in the relevant boxes and providing additional information (as required).

<b>Be a Parent Helper in a classroom</b>	<input type="checkbox"/>
Suitable days(s)	<input type="checkbox"/>
Suitable time(s)	<input type="checkbox"/>

<b>Share my Special Interest</b>	<input type="checkbox"/>
My interest is	<input type="text"/>

<b>Share my Special Hobby</b>	<input type="checkbox"/>
My hobby is	<input type="text"/>

<b>Consider helping Children with Special Abilities</b>	<input type="checkbox"/>
My expertise is in	<input type="text"/>

**I/We consider my/our child has the following special ability(ies)**

<b>Signed:</b>
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Name	<input type="text"/>
Phone Number	<input type="text"/>
Parent(s)/Caregivers of Room	<input type="text"/>