



Cambridge East Primary School

School Information Booklet



**Williams Street
Cambridge**

Principal: Hamish Fenemor

Phone (07) 827 7651

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Email: office@cambridgeeast.school.nz

Website: www.cambridgeeast.school.nz

Facebook: [CambridgeEastSchool](https://www.facebook.com/CambridgeEastSchool)

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 and Curious
- Effective communicators
- Self motivated learners
- Innovative thinkers
- Respectful citizens

And have a “can do” attitude through Resilience.

School Motto: “Always My Best.”

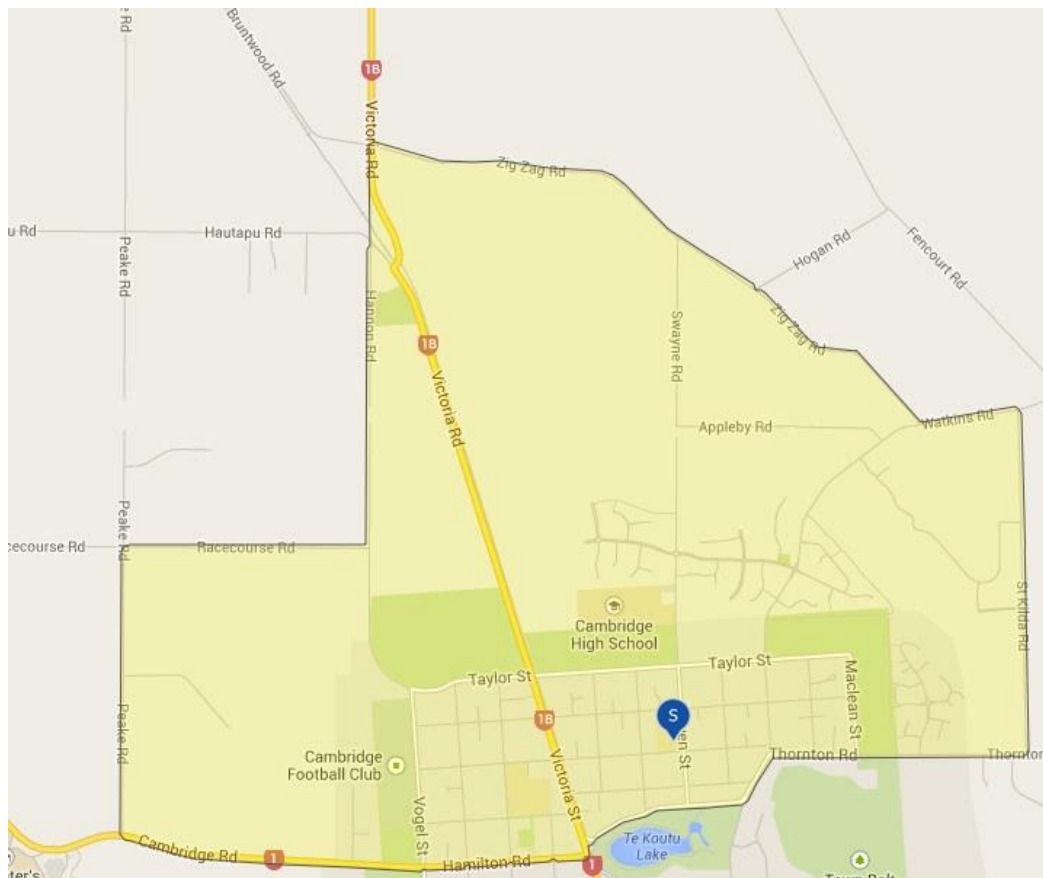


General Goals of the School

- 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.

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.

In 2017 Rooms 6 and 7 and Rooms 8 and 9 were completely renovated to form our ILE (Innovative Learning Environment) classrooms Auaha M and Auaha S. In 2018 Rooms 19 and 20 were installed towards the junior end of the school.

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 students 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.



Hamish Fenemor
Principal



Board of Trustees

Wayne Maher	(Chairman)
Hamish Fenemor	(Principal)
Rachel Wallis	
Amanda Abbott	
Matt Clarke	
Paul Gascoigne	
Roger Scott	

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.

Wayne Maher
Chairman

School Payments:

Cambridge East School banks with ASB Cambridge Branch.

School Account Number: 12-3268-0086793-00

We would also encourage you to use our automatic payment option so that you can make regular payments into the school account for your child/ children's expenses throughout the year. Please feel free to contact our office about this.

We have eftpos available at the school office for both school and PTA payments.

PTA Account Number: 06-0301-0112102-000



Staff 2019

Principal	Hamish Fenemor
Deputy Principal / SENCO	Philippa Burchett
Assistant Principal	Lee Bird
Assistant Principal	Kate Findlay
Room 1	Annette Grey
Room 2	Phil Quenby
Room 3	Garth Edwards
Room 4	Kathy McIsaac
ILE Year 3/4 (Auaha M)	Sandra Weston
ILE Year 3/4 (Auaha M)	Marion Haines
ILE Year 5/6 (Auaha S)	Lee Bird
ILE Year 5/6 (Auaha S)	Anna Topping
Auaha 17	Ryan Davies
Room 10	Zoe McMillan
Room 11	Helen Edwards
Room 12	Coralie Savage
Room 13	Renae Townsend
Room 14	Kate Findlay
Room 15	Cora Bomans & Dianne Walker
Room 16	Sandra Curnow & Sara Williams
Room 19	Jenny Palmer
Room 20	Jacinta O'Connell
Part time	Monica Williams
Part time	Gillian Trower
Part time	Amy Lorigan
Part time	Kelly Mason
Part time	Phillippa Ramsay
Part time	Greg Pickering
Part time	Charlotte Brough
Part time	Wendy Maher
Reading Recovery	Dianne Walker
Kapa Haka / Te Reo	Leanne Shortland
Teacher Aides	Leanne Shortland
	Sharon Mosen
	Margaret Rippey
	Linda Harrison
	Christine Wallace
	Zoe Shortland
	Margaret Ng
	Amy Pickford
Activate/PMP Programme	Jess Hautler
Librarian	Kirsty Wyndham
Office Manager	Jo Baker
Office Administrator	Paula Harvey
Caretaker	Kerry Dauphin



Parent Teacher Association (PTA)

Matt Malligan	(Chairperson)
Michaela Walmsley	(Secretary)
Carla Faville	(Treasurer)
Jude Bower & Fiona Pettit	(Grants)

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, book fairs, sausage sizzles and the Great DIY Garage Sale are just some of our recent events.

Money we've raised recently has contributed to the Junior Playground, professional performances for the children to attend 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 welcome any families and caregivers to our next meeting.

Matt Malligan
Chairperson

School Terms 2019

Term 1:	Tuesday 29 January to Friday 12 April 2019
Term 2:	Monday 29 April to Friday 5 July 2019
Term 3:	Monday 22 July to Friday 27 September 2019
Term 4:	Monday 14 October to 12.00pm Friday 13 December 2019

School Hours

Children are not encouraged to arrive at school before 8.30 am. They may enter classrooms after this time. We do have Before School Care (from 7.30am) available along with our Breakfast Club (8.00am – 8.30am). **Our new daily timetable for 2019 is:**

Admin & Roll Call	8.55am – 9.10am
Learning Block 1	9.10am – 10.10am
Morning Tea	10.10am – 10.30am
Learning Block 2	10.30am – 11.30am
Brain Break	11.30am – 11.40am
Learning Block 3	11.40am – 12.45pm
Lunch time	12.45pm – 1.30pm
Learning Block 4	1.30pm – 3.00pm



After School Care & Before School Care Programmes:



Cambridge East Parent Information Before and After School Care

Come on in and join us at Cambridge East School's before and after school care programme provided by Hamilton YMCA.

We offer a semi structured session focussing on a fun and safe environment for children to enjoy out of school hours.

We are well resourced, provide fun, fully trained staff and afternoon tea.
We also run right through to 5:30pm!

Holiday Programmes are also run from Cambridge East School, are fun and exciting with lots of adventures to be had.

Feel free to pop in and visit us in centre today.

MSD accredited with subsidies available and the first organisation in NZ to be accredited as child safe.



To register and book online please visit:

www.ymcahamilton.org.nz

or Phone: 07 838 2529 with any queries

YMCA Email address (account information/queries and absences):

y-kids.hamilton@ymcahamilton.org.nz

We look forward to seeing you on site soon!

PRICES:

BSC: 7:30am-8:30am = \$6.00 | 8:00am-8:30am = \$3.00
ASC: 3:00pm-4:00pm = \$7.00 | 3:00pm-5:30pm = \$12.00



Breakfast Club:

We run a Breakfast Club from 8.30am – 8.55am. This is free of charge for any of our students at Cambridge East School. This programme is possible due to the sponsorship from Sanitarium and Fonterra, and a team of awesome volunteers.

Assemblies

Whole school assemblies are held each fortnight on Friday at 2.00pm. 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. Please note that 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 and Scooters

Bicycles should be mechanically sound, street legal and be ridden by competent students. 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 and scooters are stored within our locked bike enclosure and students must wear an approved helmet.

Bridge to School

We run our Bridge to School programme every Thursday morning during term from 11.00am – 1.30pm. Our New Entrant teachers lead these sessions covering: school routines, tours of the school, and literacy / numeracy activities. These visits allow you and your child (and you) the opportunity to become familiar with our school, students and staff.



Bring your own Devices / BYOD

Our School is able to cater for “Bring your own Devices” for those families who have devices at home. This will take place in all Year 3-6 classrooms and all these learners have been set up with a school based account for file storage and sharing.

BYOD is not compulsory and the school will provide devices within each of the rooms for students to use as part of their normal programmes. Most students use Chromebooks, HP Streams, Laptops or iPads. We are not recommending smaller screened devices (anything under 7 inch screen) such as iPod’s or phones (no phones at school please) and we cannot guarantee that all “tablets” will work on our network, iPads and iPad mini’s are ok. If you would like to discuss devices, please feel free to make a time to come and see me.

For your child to bring along a Device, please let the classroom teacher(s) know when they have brought them along for the first time so we can store them away during downtimes. You will need to complete a BYOD Contract/Form as well.

Dental Therapist

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

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, this will include reading, spelling words and basic facts (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 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 media centre is available to classes and students and Devices are used within the classrooms throughout the school. We see ICT as an important tool as part of the teaching and learning process and our learners from Year 3-6 are issued with their own Google Account for use at school and at home. Year 3-6 students are also able to utilise our BYOD (Bring Your Own Device) programme.



Enrich and Discover EnD (formerly Inquiry Friday's)

EnD is an integral part of our curriculum delivery at Cambridge East School. This helps deliver a stimulating, challenging experience for all our learners and gives an opportunity for the Performing Arts, Science and Technology along with other passions such as Gardening Club and Languages to come to the fore. You may have a skill set that could help run one of these sessions.

Learning Celebrations

Each year, many children in the school have the opportunity to be involved in a learning celebration. The celebrations are designed to showcase current learning and are very popular with family and friends of the school, and the children look forward to, and benefit greatly from their own involvement.

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 students have access before school and 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 / SENCO 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 students. 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 - a menu is available from the office or on our website. 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 emailed to our school families. 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 emailed to the school database. We also hold a few printed copies in the office for those parents/caregivers without an email address.

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 Dianne Walker.

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.

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 3.10pm. 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.



Reporting to Parents

The school policy for reporting is as follows:

- An introductory meeting and discussion to help establish Learning Goals 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 report, issued in December, and a student led conference will take place.

One thing that we would like to promote is parents and caregivers having regular contact with our teachers to touch base and just see how things are going. Please don't feel as if you have to wait until these "formal" reporting times before you can make contact with any issues, questions or queries. If left, small issues become big issues. We have an open door policy which promotes sharing of information, our teachers will be available at the beginning and end of each day but if you require a more in-depth and private conversation, please feel free to make a time with the teacher that suits you both outside of teaching time.

School Donation

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

Donation: \$80 per student, \$20 per Term (Or a maximum \$250 per family)

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

- No 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.



Sickness and Accident

Please notify the school if:

- your child is absent from school (either by phone or via the school website)
- your child has a notifiable (infectious) disease.
- you change your telephone number, address, email 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 leave this in the School Office (named along with instructions).

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.

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.



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 and caregivers 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.

Sports, Fitness and Physical Education

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.

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

The school encourages all students 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.

Parent/caregiver support the school fully in coaching and managing sports teams involved in competitions outside school hours. Assistance from parents is encouraged and always welcomed.

- Touch
- Rugby
- Netball
- Hockey
- Cricket
- Miniball
- Football
- Weetbix Tryathlon

We are also involved in a range of sporting activities with the local Cambridge Schools (these events require your child to be selected to represent the school)

- Interschool Swimming
- Interschool Athletics
- Interschool Cross Country
- Winter Sports Exchange



Stationery

All stationery can be purchased online through My School OfficeMax
www.myschool.co.nz

Any additional 'top-up' items of stationery that are required throughout the year will be available for purchase through the school office at very competitive prices.

A paper fee of \$20 and Technology App's fee \$6 is payable for the year even if stationery requirements are purchased from another outlet.

Uniform

While we don't have a compulsory Uniform for everyday use, we do have two items that parents/caregivers are required to purchase:

1. A School Hat (wide brimmed "Sun Safe" worn in Term 1 & 4) cost \$20
2. A Sport/Travel Shirt used for when students represent the school at Inter School Sporting Events and Class Trips cost \$43.50

These items can be purchased through the School Office.

We also place a 'bulk' order for our Kukri brand **School Jackets and Hoodies** 3-4 times a year, cost per item is \$65. An email is sent home advising of upcoming order opportunities and samples are available to view and try on in the office.



Parent/Caregiver 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).

Be a Parent Helper in a classroom

Suitable days(s)

Suitable time(s)

Share my Special Interest

My interest is

Share my Special Hobby

My hobby is

Consider helping Children with Special Abilities

My expertise is in

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

--

Signed:

Name
Phone Number
Parent(s)/Caregivers
of
Room

