

Limehills School

A - Z Procedures



***“Our tamariki will have a
‘can-do’ attitude and take ownership of
their learning.”***

Responsibility | Integrity | Participation | Perseverance | Empathy | Respect | Sportsmanship

R I P P E R S

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BOARD OF TRUSTEES

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Table of Contents

STAFF	2
ABSENCES	5
ACCOUNTS	5
KINDO	5
SCHOOL FEES	5
ACCIDENTS	5
ASSEMBLY	5
BELL TIMES & THE SCHOOL DAY	5
BICYCLES	5
BOARD OF TRUSTEES (BoT)	6
POLICIES	6
BUS	6
CHANGE OF ADDRESS OR TELEPHONE NUMBER	6
CHARTER	6
CHILDREN'S TOYS AND GAMES	6
CLOTHING	6
LOST PROPERTY	6
COMMUNICATION	6
FACE TO FACE	7
TELEPHONE	7
NEWSLETTER	7
LIMEHILLS SCHOOL APP (FUNCTIONAL : OFFICE / PARENTS)	7
SEESAW (LEARNING: TEACHERS / PARENTS)	7
EMAIL	7
WEBSITE	7
FACEBOOK	7
SURVEYS	8
TIMEFRAMES	8
COMMUNITY POOL	8
SWIMMING LESSONS	8
KEYS	8
DROP OFF/PARKING	8
DUTY TEACHER	9
END OF YEAR PRIZEGIVING	9
ENVIROSCHOOLS	9
FUNDRAISING	9

HEALTH	9
NURSE	10
HEARING AND VISION	10
DENTAL HEALTH	10
SPEECH THERAPIST	10
HELPING YOUR CHILD AT HOME	10
HOME AND SCHOOL	10
HOMEWORK	10
KEY COMPETENCIES	10
LIBRARY	11
LUNCHES	11
OUTDOOR EDUCATION / CAMPS	11
PARENT HELPERS	11
REPORTING TO PARENTS	11
SCHOLASTIC BOOK CLUB	11
SCHOOL GROUNDS	11
SIGNING IN/OUT	12
SPORTS	12
SUNHATS	12
VISITING THE SCHOOL	12
VALUES - OUR 'RIPPERS'	12
UNIFORM/ HIGH VIZ VESTS	12
WELCOME	12

ABSENCES

Please contact the school via telephone, eTap parent portal or email office@limehills.school.nz to advise of absences before 9.15am on the date of absence, or beforehand if possible. Please give details of the reason for the absence so we can accurately update our records.

In cases of prolonged absences please advise the office and your child's teacher so work can be set for students or dates of special class events changed. For an extended absence, a Truancy Form will need to be completed and is available from the office.

ACCOUNTS



We run a student payment scheme called Kindo. At the start of each year,

Contact the Principal if there are any concerns regarding school accounts. Internet banking options and a 'drip feed' system of smaller regular payments can be arranged.

STATIONARY (including books and all necessary stationary equipment) can be ordered via Office Max www.myschool.co.nz No stationary items can be purchased at school.

ACCIDENTS

Sometimes children do hurt themselves at school. Staff members are trained in first aid and will administer first aid immediately. All minor injuries will be dealt with at school and your child will be released to continue the day. All head injuries will be reported to parents as soon as possible. If it is a more serious injury, first aid will be administered and parents (or their nominated contact person) will be informed. An accident register is kept at school. Any head injuries, parents will be contacted in the first instance to collect their child.

ASSEMBLY

Assemblies are held from week 2 each term until the end of term on a Friday afternoon at 2.15pm. Assemblies are an opportunity for students to share their learning and celebrate success. Each class gets an opportunity every term to host an assembly. Parents and whānau are most welcome.

BELL TIMES & THE SCHOOL DAY - Bell rings for the start of the day at 9.00am.

9:00 - 10:00 Learning Block 1
10:00 - 10:10 Brain Break
10:10 - 11:10 Learning Block 2
11:00 - 11:20 Morning play
11:20 - 11:30 Morning supervised eating
11:20 - 12:30 Learning Block 3
12:50 - 1:10 Active play
1:10 - 1:30 Lunch supervised eating
1:30 - 2:50 Learning Block 4
2:50 - 3:00 End of day notices & bus lines

BICYCLES

Bike stands are available near the swimming pool.

BOARD OF TRUSTEES (BoT)

Our Board of Trustees is made up of five parent representatives, one staff representative and our Principal.

POLICIES

Our school has all of our policies on **SchoolDocs** www.schooldocs.co.nz use the login and password below

Community login: **limehills**

Community password: **rippers**

Each term there is an opportunity to review and feedback individual school policies, you will be reminded of these in the first school newsletter of the term.

BUS

There are three bus runs, servicing the school. Our bus company is Go Bus Transport Ltd. For details of bus options and timetables please contact the Principal. Following discussions, your child will be placed on a bus. Please advise the office if there are days when you do not wish your child to go on the bus and regularly advise of new bus/pickup or after school arrangements.

An additional bus leaves school at 3.45pm and arrives at Buke Street in Winton at between 3.50-4pm. This costs \$3 per trip and caregivers pay Go Bus Transport directly.

Please ensure the office is advised of all changes to bus notices/after school arrangements, either via telephone, email or the school app. Please ensure you talk to someone directly with any notices after 2pm to ensure it's passed on.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

Please let the school know immediately if your address or telephone number for home or work changes, or if the contact details of your alternative emergency contact person change. This information is vital in case of an emergency. Please notify the school of mobile phone numbers and e-mail addresses. You can update this information yourself via the parent portal @school on the app store.

CHILDREN'S TOYS AND GAMES

We discourage personal toys, cards, collectibles and games at school. If they are lost or damaged, the school does not accept responsibility for these items as they should remain at home.

CLOTHING

PLEASE ensure that your child's clothing, including socks and shoes, is clearly labeled. During winter months it is helpful if children can bring a spare set of clothes and indoor footwear – slippers or thick socks.

LOST PROPERTY

There are always items of lost property at school. We would encourage parents to inspect these any time that you are visiting the school, or get your children to check it for themselves. Also watch for school newsletters for lost property notices. Named clothing does not become lost property. Please name all clothing items.

COMMUNICATION

All communications should be undertaken in a professional and respectful manner. Our school values, our RIPPERS, are embedded in our school culture and promote respect, empathy and integrity; we would expect all communications to be undertaken with these values in mind.



FACE TO FACE

Any face to face discussions regarding students should be pre-arranged, at a mutually convenient time and on school premises. This way, both parties can prepare and give the meeting their full attention.

Informal discussions, especially in public spaces or away from school are inappropriate and strongly discouraged, unless an urgent matter arises. Under these circumstances, parents should be directed to arrange a more appropriate time to discuss matters.

Discussions during school time can also be problematic sometimes, if teachers have other responsibilities (eg teaching, or bus duty.) Again, parents should be directed to arrange a more appropriate time to discuss matters.

Confidentiality and discretion must be considered at all times.



TELEPHONE

It may be necessary and appropriate to communicate over the phone. Teachers may not have the opportunity to call back until after school or the following day.

Urgent matters should be clearly communicated to the office staff, who can then assist you and enlist the Principal, Team Leaders or teachers as necessary.

If communication via the phone becomes unproductive then a face to face meeting should be arranged. Teachers will not be expected to respond to calls on their personal cell phones.



NEWSLETTER

The newsletter is produced once a fortnight on the odd weeks and a hard copy is distributed to all school families.

Current school events, topical and relevant information and a report from the Principal are some of the items usually included.

The newsletter is also emailed to those who request it and is available through Facebook and our website.



LIMEHILLS SCHOOL APP parent portal (FUNCTIONAL : OFFICE / PARENTS)

The app is used to communicate day to day information ('alerts') to parents, caregivers where appropriate.

This is generally used to communicate functional information such as sporting event details, school news and notices.

Parents can use this tool to easily advise the office of absences



SEESAW (LEARNING: TEACHERS / PARENTS)

This app is used for sharing *academic* information relating to individual students or information relevant to their classroom activities.

The app can also be used for non-urgent messaging between teachers and parents, although teachers will not necessarily be able to see or respond to messages immediately.



EMAIL

Email is the preferred method of communication for important matters, such as parent concerns.

Each teacher is contactable via their email address which follows the format, joeb@limehills.school.nz office@limehills.school.nz and principal@limehills.school.nz

WEBSITE

The school website can be found at www.limehills.school.nz and is updated regularly. Information about enrollment, the Board of Trustees, our strategic goals, Home and School, A-Z procedures and term dates can be found here as well as a lot of other information.



FACEBOOK

The school uses Facebook to communicate about school events or issues that involve our wider school community or to celebrate students' achievements.

We strongly discourage negative comments being posted through this medium as it can reflect poorly on our whole school community. Any concerns are to be brought to our attention through email, face to face or telephone contact.

SURVEYS

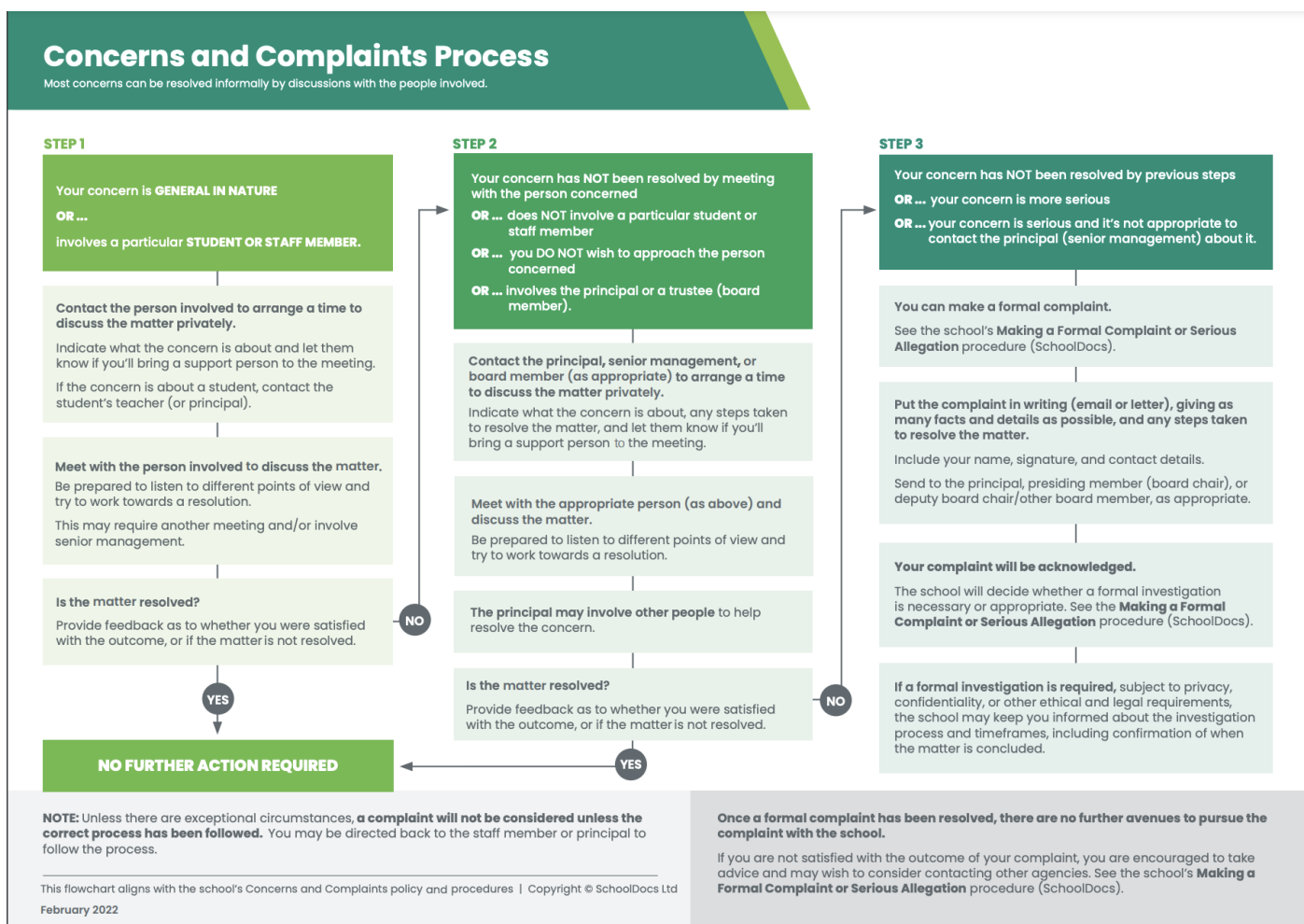
The school will consult using a variety of methods including online surveys and meetings.

TIMEFRAMES

- Face to face or telephone discussions should, where possible, occur within office hours.
- In most circumstances, staff will endeavor to return phone calls the same day or the next day and email communications within two days.

- Urgent matters should be discussed, not left as messages that may not be read in time.
- Teachers have the right to respond to these forms of communication at a time that suits them, within the expected time frames.

Parental concerns dealt with in the earliest instance are always more easily resolved than those allowed to build up over a period of time. Please communicate in the first instance with the class teacher concerned, either by phone or email. Our school complaints procedure is outlined in flowchart below and on School docs www.schooldocs.co.nz



COMMUNITY POOL

Our 20m x 9m heated covered pool is open from the beginning of Term 4 to the end of Term 1 every year.

The Limehills Pool Committee manages the facility on behalf of the school and wider community. Office bearers are, Tom Wylie: President, Guy Legg: Vice President, Ruth McDonald: Secretary, George van der Poel: Treasurer. Please contact limehills.pool@gmail.com with any queries.

SWIMMING LESSONS

Swimming lessons are currently held in Terms 1 & 4 with coaches from Johnston Waters. Please contact Brittney Johnston on 027 3701078 or email johnstonwaters101@gmail.com

KEYS

The purchase of a "Season Key" allows you and your family the freedom to swim at a time that suits you from 6am to 10pm everyday (except during the primary school term when the pool is closed 9am - 3pm Mon to Fri and during swimming lessons). Keys to the pool are available from \$140.00. For info please contact limehillspool@gmail.com.

DROP OFF/PARKING

We operate a drop off system outside the school gates on Derby Road. The intention is that this is a short-term drop off/pick up option. Please ensure that you do not park in the bus bay which is located on the south side of the gates. For longer term parking options please use the school car park by the Hall on Pisa Road.

Please ensure you are mindful of parents and children crossing to their cars and ensure you keep your speed down.

DUTY TEACHER

Each day there are two Duty Teachers who wear high vis vests and are responsible for patrolling buildings and grounds during breaks and overseeing the bus lines.

END OF TERM RIPPERS CERTIFICATES

At the end of each term a celebration assembly is held to recognise children from each class who have embodied the School Values that term.

END OF YEAR PRIZEGIVING

At the end of each year a prize-giving function is held to recognise children's achievements, but it also gives the Board of Trustees Presiding Member and the Principal an opportunity to report back to the community on the activities for the year. Presentations are made of the academic, cultural and sporting trophies and awards. It is also a special event for our leaving Year 8 students.

ENROLMENTS

We encourage parents and children to visit our school to have a good look around and discuss what our school can offer your child/ren before enrolling. Limehills School operates an enrolment scheme. Full details and copies of the zone boundaries are available from the school office.

Enrolment requires a completed enrolment form, which is available at our school office. We also require a copy of a birth certificate and an immunisation certificate. In addition, each child on enrolment, and their parent/caregiver, is required to complete a Cybersafety Use Agreement, to comply with the school's policy on computer and internet use.

ENVIROSCHOOLS

We are proud to be an enviroschool. The enviroschool principles underpin our learning areas. We call these "Mrs Le":

Māori Perspectives	We are interested, excited and happy to learn more about Māori culture. We remember it, share it and bring it into what we do at our school.
Respect for Diversity	We work together as a school community by respecting and celebrating other people and different cultures. We listen to everyone and share our ideas with empathy.
Sustainable Communities	We feel we are part of the environment and work together with other people in our community to help us look after it. We can see our school becoming a more healthy environment with lots of trees, nature and things for us to discover. We know that we can make a difference to making our community a better place to live through all our action learning projects.

Learning for sustainability	We learn about how the things in the environment work, how to look after them and why it is important to do this.
Empowered students	We work together with our teachers and other adults, to share our ideas, come up with better plans for the future of our school and our community and put these plans into action.

FUNDRAISING

This is an inevitable part of the school's life and requirements. If you have any ideas or are able to help please contact homeandschool@limehills.school.nz or any member of the Home and School Committee.

HEALTH

ALLERGIES

If your child has any allergies, please contact the office with details and to complete a Health Plan if necessary.

NURSE

Our school is visited regularly by a Public Health Nurse. Details will be advertised in our newsletter.

HEARING AND VISION

Regular checks of children's hearing and vision are carried out by Southland District Health Board. Details will be advertised in our newsletter.

DENTAL HEALTH

If you have to contact the Dental Therapist please phone 2367104. Should the clinic be closed a telephone answer message will direct you to your nearest Dental Therapist.

SPEECH THERAPIST

A speech therapist visits our school regularly. Anybody wanting a referral can contact the school.

HELPING YOUR CHILD AT HOME

Your child will bring home a number of things each day. These may include homework, reading books, completed work, reading folder, artwork etc. Please use these as a chance to take an interest in what your child is doing at school and set aside some time to talk with them about their learning. It is imperative that a parent hears younger children read every day and celebrates their success.

HOME AND SCHOOL

The Limehills School Home and School Association is a very important part of the school. The Home and School acts as an important link between the school and parents. Where the school wishes to consult with parents face to face or share ideas, a Home and School meeting is used to enable this to happen.

The Home and School also carries out a number of fundraising activities during the year. Membership is not restricted to parents only – any interested community member can belong and participate. If you are interested please contact the school or a member of the Home and School Committee. Officer bearers include: President - Clare Officer, Vice President - Shelley Price, Secretary - Amanda Caldwell, Treasurer - Olivia Gunn.

HOMEWORK

Your child will receive homework. Please ensure that they complete this. You can help your child greatly by having a consistent routine for homework – especially those parts which are a regular feature such as reading books for younger children or spelling notebooks or multiplication practise for older children.

ILLNESS

If your child becomes ill during school hours, you will be contacted to collect your child. Please ensure we have the correct number to contact you or a whānau member. If your child has vomited or diarrhea at school they need to be collected from school asap and stay home until they are 48hrs clear from their last incident.

KEY COMPETENCIES

The Key Competencies are the capabilities people need to live, learn and make a contribution as an active member of our community. The social competencies are: Managing Self, Relating to Others and Participating and Contributing. The academic competencies are: Thinking and Using Language, Symbols and Text. At Limehills School we prioritise strengthening these key competencies to develop confident, connected, actively involved lifelong learners.

LIBRARY

We have a fabulous library, currently situated in the hall. Please keep a lookout for books left at home and return them to school.

LUNCHES

'Heat ups' are accepted every day at school. Please make sure these are clearly wrapped in foil and marked with the child's name and room number. They must also be well wrapped to fit in the pie warmer. Subway is delivered to school on Fridays, please order directly with Subway at <https://accounts.subcard.co.nz/express/school/login>

OUTDOOR EDUCATION / CAMPS

The school has an Outdoor Education programme. This consists of both field trips and camps. Field trips are arranged for specific curriculum areas and are designed to make use of a local resource or facility that provides better opportunities than may be available in the classroom. Often parents are requested to assist with providing transport. Written notice to parents will be given well in advance, and the notice and permission form will include all details of the intended trip.

The school has a long tradition of memorable class camps and enjoys a wide variety of outdoor activities and communal living. At times, we deliberately put students slightly out of their comfort zones, whilst keeping them completely safe. We encourage parents to begin saving for future school camps early. Camps to Stewart Island in Year 5/6 and Wellington in Year 7 are exciting adventures, but are not cheap. The Wellington Camp can cost \$600 - \$900, depending on the programme, although fundraising reduces these costs significantly.

PARENT HELPERS

Assistance is often sought for specific activities such as trips, but can also be sought for routine activities such as helping in a classroom. There are always plenty of very useful jobs to do and any help would be greatly appreciated. Some school events are unsuitable for preschoolers to attend.

REPORTING TO PARENTS

As a school we are very aware that parents need to be involved and informed of their child's progress. There are a number of reporting systems we use including:

- **Classroom connect / learning korero** - Parent /Teacher/ Child conferences are held in Terms 1 and 3.
- **Celebrations of learning** - Parents are sometimes invited to informal events to share learning and celebrate successes.
- **Seesaw** - This is an app that we share your child's learning with you across the year.

- **Formal Reports** - twice-yearly paper reports end of Term 2 and end of Term 4.
- **Notes home** - As required or as opportunities arise.
- **Making contact with parents** - As required or as opportunities arise.

SCHOLASTIC BOOK CLUB

Scholastic books are sold through the school. Order forms are sent home, usually twice a term, attached to the Wednesday newsletters. On the whole these are quality books and are reasonably priced, but there is no obligation to purchase.

SCHOOL GROUNDS

We welcome community and after hours use of our grounds and facilities either for recreation or club activity. If you have a need for a meeting or activity space we will assist if we can.

SIGNING IN/OUT

All students who are late, attending appointments during school hours or leaving school early must come to the school office and sign in/out using the Vistab ipad.

Please can all visitors come to the office and sign in and out. This ensures we have an accurate record of who is on the premises in case of an emergency.

SPORTS

Physical Education, including swimming, is a part of the school curriculum. If your child has any medical condition which may make this difficult, or if you have any questions, please contact their teacher. During the year we cover all of the main sporting codes and the skills required to play these. The sports programme includes a number of inter-school events. Sports equipment is available to all students each morning tea break and active play.

SUNHATS

We are a sunsafe school and students are required to wear hats in Term 1 and Term 4.

VISITING THE SCHOOL

You are more than welcome to come and visit the school at any time. Please remember to sign in at the office. Should you wish to have a more formal look around, please contact the Principal.

VALUES - OUR 'RIPPERS'

Respect - We look after ourselves, our equipment, each other and our environment.

Integrity - We do the right thing even when nobody's looking.

Perseverance - We always try our hardest and never give up.

Participation - We have a 'can-do' attitude and play our part.

Empathy - We are about other people's feelings.

Responsibility - We are reliable and show initiative.

Sportsmanship - We always play fairly and support each other.

UNIFORM/ HIGH VIS VESTS

We do not have a uniform. However we do have a blue Limehills top that we ask students to wear for sporting and off site events. Uniform orders are available through Kindo at the beginning of each term. Fleece tops and hats are also available.

We also have school jackets that remain at school and will be issued and collected when students are

going to represent the school.

We ask that all students wear their vests when traveling to and from school, especially if your child travels on the school bus.

WELCOME

A very warm welcome is extended to you and your whánau. Our school community is diverse and inclusive and we look forward to getting to know you and your child/ren on their Limehills journey. Please do feel free to contact us with any queries or feedback.

