



# ***Cashmere Avenue School***

## ***Student A to Z***

## **Absences**

The office must be advised of any absences or late arrivals during term time. Please contact the office before 9am. A message can be left on the answer machine, which is checked at regular intervals. Office staff will notify the relevant class teacher. Written advice needs to be provided for absences longer than 3 days. E-mail: [office@cashmere-ave.school.nz](mailto:office@cashmere-ave.school.nz) or pick up a form from the school office. Parents, and if necessary emergency contacts, will be telephoned when there are any unexplained absences.

## **After School Care**

The YMCA offers a before and after school care programme. It operates from dedicated premises on the school grounds. Hours are 7.30am-8.30am and 3.00pm – 6.00pm. Supervised indoor and outdoor games are offered, as well as time and quiet space for children to complete homework. Afternoon tea is provided. Permanent bookings are offered on a full-time or part-time basis. Casual spaces are occasionally available. Bookings can be made through the Programme Manager on 568 3252, or on the After School Care phone number 479 5500. Further information is available from the office.

## **Assemblies**

Whole School, Senior and Middle School, and Junior School assemblies are held on a rotation basis, as an opportunity for students to come together as a community, to give students opportunities to present and perform, for students to learn appropriate audience behaviour and to share and enjoy each other's successes.

We welcome parents and families at our assemblies. It is expected that any preschoolers attending remain seated quietly with their parents so that students and families can fully enjoy the occasion.

**Welcome certificates** are given to all new children to the school, at the first whole school assembly after their arrival.

## **Attendance**

Attendance is compulsory each day the school is open. Our staff and administration have effective systems in place to ensure that your child's attendance, or non-attendance, is duly noted.

## **Allergies**

As we have a number of students in the school with food allergies we strongly discourage all students from sharing food and drink with each other. The teachers discuss this with students.

In the past parents have occasionally provided a class with a food "treat" to celebrate a significant event, a child's birthday or to farewell a classmate. Putting aside considerations of the new food requirements in schools, this practice is difficult to manage safely and without causing upset to students who cannot share food treats. We are no longer able to distribute parent-provided food "treats" in class. A non-food treat is acceptable, though we would discourage this practice unless it is culturally appropriate.

## **Beginning School**

Information sessions are held each term for parents of new entrants to the school. The Associate Principal Junior Syndicate runs this session, and is more than happy to answer your specific questions. Our student councillors can show you around the school after the session. It would be appropriate to find childcare for your preschoolers during this session. Up to three Open Mornings are held per year, depending on the number of new entrants due to start.

## **Behaviour Management**

Our school operates a successful behaviour management programme whereby children are encouraged to be responsible for their own actions, behaviour and property and to respect the rights of others. Clear expectations and consequences are conveyed regularly to both children and parents. On-going communication between home and school is actively encouraged to ensure that any concerns are addressed at an early stage.

## **Board of Trustees**

The Board of Trustees are community representatives elected every eighteen months, for a three year term. The Principal and a Staff Representative make up the remainder of the Board. The Board is committed to ensuring that the school provides the highest quality education possible in an atmosphere of teamwork and quality leadership.

The Board meets once a month in the staffroom. Members of the school community are welcome to attend. Dates are published in the school newsletter.

If parents have any governance matters to be raised, this should be done through the Board Chair. Members of the Board can be contacted through the school office on 04 939 4700.

## **Children's Safety**

Every effort is made to ensure children's safety at school. Children **MUST** be signed in and out at the office if leaving or arriving during school hours. Staff are rostered on to playground duty daily.

**If after school pick up arrangements do not eventuate as planned students are expected to return to the office.**

Safety programmes are a feature of our Health syllabus and Police liaison.

We ask all parents to warn their children about:

- loitering to and from school
- visiting friends without your permission
- going anywhere with, or accepting sweets, rides etc from strangers.

Road patrols are rostered on duty from 8.30am-9.05am and 2.50pm – 3.10pm daily. An adult supervisor is at the crossing every day. At the top of the track, on Jubilee Road, there is a parent helping children cross the road from 3pm to 3.15pm. Children and parents are reminded for their own safety to use the crossing at all times. Parents are also reminded to park legally so they do not endanger children crossing the road.

Where children are leaving during school hours they must be signed out at the office before departure. All students arriving after 9am and before 3pm must sign in at the office.

## **Civil Emergency**

The school has a planned procedure to put into operation in case of a civil emergency, such as a major earthquake. The school will keep all children at school under supervision until they are collected by parents or another adult specifically nominated by you in writing. There is a small annual fee to cover foodstuff and supplies for use during a civil emergency. It is very important to ensure we have up to date contact information, including home e-mail addresses.

## **Dental Clinic**

The dental therapist can be contacted on 04 479 3087. Children can be enrolled from the age of two, or when enrolling your child at school. Our children are examined regularly by the dental therapists based at Khandallah School.

## **Donations**

Families contribute to the school in a variety of ways, but the most vital of these is the voluntary donation. The suggested amount per year is set by the Board of Trustees who endeavour to keep it as low as possible, without compromising the quality of educational resources that they provide. At the beginning of each year, the suggested donation is published in the school newsletter. Payments can be made as a lump sum, or by installments spread throughout the year. We welcome direct credits or internet banking. Please see “**Payments**” section for bank account details.

## **Educational Visits**

We endeavour to take the children out into the community at least once a term, making use of the facilities and expertise around the Wellington region. School trips are linked to curriculum studies, and parent permission and notification is always sought prior to the visit. We also encourage visiting groups to the school at least twice a year to enrich and support the learning programmes in the classroom.

## **Enrolment Zone**

The school has an enrolment scheme in place. Information about the scheme and the school home zone is available from the office or the school website.

## **Extra Curricula Cultural Activities**

Many activities are available to the students during the year. These include;

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|------------------|------------------------|--------------|
| ✓ Chess          | ✓ Peer Mentors         |              |
| ✓ Orchestra      | ✓ Choir (Artsplash)    |              |
| ✓ Rock Band      | ✓ Dancesplash          | ✓ Quiz Team  |
| ✓ Kapa Haka      | ✓ Student Council      | ✓ Guitar     |
| ✓ Road Patrol    | ✓ Librarians           | ✓ Cybernauts |
| ✓ Peer Mediators | ✓ Sports Shed Monitors |              |

Some of these may run throughout the year while others may be on a shorter term basis. Due to number restrictions some of these activities are limited to older students. Information about these is circulated with the school newsletter or in student notices prior to

commencement. Please be aware that these activities are dependent on the goodwill and voluntary time of staff and parents.

### **Food 'Treats'**

In the past, parents have occasionally provided a class with a food "treat" to celebrate a significant event, a child's birthday or to farewell a classmate. Putting aside considerations of the new food requirements in schools, this practice is difficult to manage safely and without causing upset to students who cannot share food treats. We are no longer able to distribute parent-provided food "treats" in class. A non-food treat is acceptable, though we would discourage this practice unless it is culturally appropriate.

### **Funding**

The school aims to maintain high standards in both teaching resources and its environment, and needs parent support to do this. Locally raised funds, (for example your school donations, the school fair and other fundraising activities), contribute significantly to the school's continued development.

### **FundRaising**

See the **Home and School Association** for ways you can help Cashmere Avenue School.

### **Health and Hygiene**

All of our classroom teachers and administration staff are trained in first aid and we have good first aid facilities at school.

If a child becomes ill or is injured at school, every attempt to contact the parents will be made so the child may be collected and taken home. It is important that we have updated phone numbers and emergency contact numbers.

Vision and hearing screening checks are carried out regularly by the Public Health Nurse, at the school.

### **Home and School Association**

An enthusiastic Home and School Association meets regularly to provide a parent vehicle for school community involvement. The Home and School organises fundraising and social events and is a valued asset to the school. E-mail contact is [homeandschool@cashmere-ave.school.nz](mailto:homeandschool@cashmere-ave.school.nz) or ask at the office.

### **Homework**

All children will be given homework regularly. The work is usually a reinforcement of skills and individual study habits. It is important that children learn to organise and manage their time, and that the links between home and school are regularly maintained. The main focus of junior school children will be developing literacy skills and the junior students will usually have a reading book to share with you.

### **Hours**

School hours Monday to Friday are as follows:

- 8.55am - School begins
- 10.30am - Morning interval begins
- 10.50am - Morning interval ends
- 12.30pm - Lunchtime

1.30pm - Afternoon classes begin

3.00pm - School day ends

**Children should not arrive at school before 8.30 am and should clear the grounds by 3.30pm.**

### **Informal meetings with teachers**

Teachers enjoy making informal contact with parents before and after school. However discussions at this time can only be brief. As we are sure you appreciate, class time is teaching time. If you wish to have an indepth discussion of any concerns or your child's progress with their teacher, we ask that you make an appointment.

### **Library**

The school library is an essential resource used by all children either during class times or lunchtimes. Books are issued for two weeks and can be taken home to read. Parent helpers are welcome and most appreciated at any time during school hours.

### **Lost Property**

It is recommended all clothing be named. All lost property is hanging out at the bottom of the stairs in the administration block. From time to time lost property will be displayed outside assembly. Unclaimed, unnamed clothing will be donated to charity at the end of each term.

### **Messages**

We will make every effort to deliver messages for children that are of an urgent nature. Time constraints and class location can effect this. Please ensure messages are delivered with plenty of time for our staff to action them.

Teachers can be contacted before and after school or during breaks.

### **Newsletters**

Weekly school newsletters are a vital communication link between home and school and are given to the eldest child. They are aimed at keeping parents and community fully informed of student successes, events and the regular business of the school administration.

There is also a monthly newsletter from the Board of Trustees and regular newsletters from the Home and School Association.

Newsletters can be viewed on the school webiste [www.cashmere-ave.school.nz](http://www.cashmere-ave.school.nz).

### **Office Hours**

Our school office staff are available 8.30 am to 3.30 pm daily. Phone messages are cleared regularly throughout the day.

### **Open Door Policy**

We invite you to spend time in class or to assist with the varied parent activities that help to make our school more effective. Your interest and involvement are important to the school.

## Parent Help

There are various areas where assistance is appreciated. A list of possible activities are included in the newsletter at the beginning of the year. Some activities can be done at home. Please contact the office if you would like more information.

Activities include

- ✓ Classroom assistance
- ✓ Library book repair, book covering, shelving
- ✓ Parents as Reading Tutors
- ✓ Patrol Supervisors
- ✓ Jubilee Road Crossing Supervisors
- ✓ Photocopying and laminating
- ✓ Resources and Readers shelving and processing
- ✓ Maths Resources
- ✓ Office Assistance

## Payments

Payments can be made to the office by cash or cheque. We are happy to accept direct credit payments, autopayment or internet banking. School bank account details can be found below. Please send any money to school in an envelope marked with child's name and room number. More than one item or one child's payment can be included on one payment.

**Bank:** Bank of New Zealand (BNZ)

**Account Name:** Cashmere Avenue School Board of Trustees

**Account #:** 02 0500 0265291 00

Please include child's name and room number in a reference field.

## Pre School Visits

Two pre-school visits are arranged for new entrants. Dates and times will be sent out approximately six weeks before student start date. Other potential new students may visit by arrangement.

## Pre School Register

A register of students intending to attend Cashmere Avenue School is kept. This assists with resource planning and budgeting. It would be appreciated if details of children aged three and up, who may attend Cashmere Avenue School, be given to the office. The school contacts families regarding open mornings and other relevant activities.

## PTA (Parent Teacher Association)

See the Home and School Association.

## Reporting to Parents

Reporting to Parents procedures aim to provide detailed achievement and progress information to parents on a regular basis. The student profiles contain the results of term one formal assessments.

The Reporting to Parents Framework is as follows:

Beginning Term 1	Syndicate Parent Information Meetings
End Term 1	Student Profiles
End Term 1	Parent Teacher Interviews
End Term 2	Mid year Report (Main)
End Term 2	Parent Teacher Interviews
End Term 3	Student Presented Interviews
End Term 4	Summary Report

## Road Patrols

Road patrols are rostered on duty from 8.30am-9.05am and 2.50pm – 3.10pm daily. An adult supervisor is at the crossing every day. Year 5 and 6 children are trained as crossing monitors. Children and parents are reminded for their own safety, to use the crossing at all times.

## Sport

All children will be expected to participate in sport throughout the year. Opportunities are given to each child within the sports programme to develop and gain experience in a wide range of sports. Major inter-school sporting activities include:

- |               |                 |
|---------------|-----------------|
| ✓ Athletics   | ✓ Cross Country |
| ✓ Rippa Rugby | ✓ Rugby         |
| ✓ Soccer      | ✓ Netball       |
| ✓ Swimming    |                 |

Extra-curricular miniball, flippaball and netball are also offered after school in some terms. These activities are reliant on having willing parents to manage, coach and transport children. Saturday morning sport involves a large number of our children and is organised by local clubs. Information regarding sports groups and holiday activities are sent out under community notices in the school newsletters. Further information is available from the office.

## Stationery

A list of your child's stationery requirements is sent home at the beginning of each year. Supplies are also available from the school office throughout the year. We encourage children to purchase their stationery through the school office as this assists with consistency in the quality of products being used in the classroom. We will invoice you for additional items your child may need during the year.

## Student Council

The Student Council consists of two class representatives from each class. They meet regularly to share and discuss ideas from the pupils about such matters as playground

equipment, theme days and behaviour. They are the school ambassadors for visitors and open days. It is a forum for pupils to participate in the school's organisation and management.

## **Student Leadership**

As well as the Student Council, we encourage pupils to take leadership roles in a variety of ways, including:

- ✓ Assembly organisation and presentation
- ✓ Lunchtime "Fun" sports
- ✓ A buddy system between older and younger classes for curriculum and social skills
- ✓ Library Monitors
- ✓ Peer Mediators
- ✓ Peer Mentors
- ✓ Reading Mentors
- ✓ Cybernauts

Students will receive information about these opportunities from their teachers throughout the year.

## **Student Payments**

Payments for all activities are processed through the student management system. Each student has their own account where trip, stationery, sports and activity fees are recorded. Statements are sent out monthly. Payment can be made by cheque, cash or internet banking.

## **Sun Smart**

In Terms one and four we require the children to wear sunhats that provide protection to the ears and neck as well as the face. Bucket hats, legionaire caps or "cricket" style are all suitable. Students without an appropriate hat will be asked to remain in designated shade areas during intervals.

We also encourage students to drink plenty of fluid during these terms, even bringing an extra water bottle can be a good idea. Keeping well hydrated helps prevent sunstroke, heat exhaustion and, most importantly, improves concentration!

## **Uniforms**

The school does not have a uniform. Comfortable clothing and shoes suitable for physical activity should be worn. (Please no jandals, flip flops or high heels).

Track suits and sports uniforms are provided for student use during one off events and some regular activities (eg: netball).

## **Walking School Bus**

The Walking School Bus is an organised group of children who walk with adults to and from Cashmere Avenue School. Children are picked up and dropped off at specific places on a designated route by an adult "driver" and "conductor". Each bus has 8-10 children per adult. Walking school buses are a good way for children to gain practical road safety skills and get some exercise in a supervised and social environment. Leaflets giving more information can be obtained from the school office.

## **Whānau group**

The Whānau group provides support for the school kapa haka and learning programmes relating to te reo and tikanga maori. This group's existence is dependent on support from interested families. The group meets once a term and members of the school community are welcome to attend. Dates are published in the school newsletter.

## **Website**

The school website address is [www.cashmere-ave.school.nz](http://www.cashmere-ave.school.nz)

Latest newsletters, term events and examples of student work are regularly updated on this site.

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## **Directory**

**Cashmere Avenue School**

**110 Cashmere Avenue, Khandallah, Wellington 6035**

**Telephone: 04-939 4700      Facsimile: 04-939 4703**

**E-mail : [office@cashmere-ave.school.nz](mailto:office@cashmere-ave.school.nz)**

**Website : [www.cashmere-ave.school.nz](http://www.cashmere-ave.school.nz)**