

AMISFIELD SCHOOL

Year 0 to 8 Full Primary School



‘Together we Achieve’

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To all Parents and Caregivers

A warm and friendly welcome to Amisfield School. We think we have a very special school here, nestled in some lovely green space on the outskirts of Tokoroa. I am thoroughly enjoying the challenge that this role inspires and am incredibly proud to be working in such a welcoming and supportive community.

Our children are everything to us. As a close-knit team of professional educators our commitment is to assist our learners to be the best possible people they can be! We work hard to create an environment that places great importance on forming relationships where learners feel safe, being challenged and taking risks, where goal setting is part of the learning process and where celebrating progress and success is part of everyday life.

We pride ourselves on our caring, nurturing and friendly environment where high expectations for learning and behaviour are reflected in our students! Thank you for choosing Amisfield as your school of choice. We look forward to getting to know you further.

Bex Kilgour
Principal

Description of the School

Amisfield School is an attractive school that is nestled on the outskirts of Tokoroa. With large grounds and trees children play in a friendly welcoming space.

The large modern library is well stocked with books. It has excellent provisions for children to relax and read for information or pleasure.

The classrooms are spacious and well appointed. They are warm and attractive with good display areas. A large modern hall provides opportunity for whole school assemblies, sport and physical education activities, visiting performers, student speech contests, student operettas and a variety of other activities.

Classes reflect the modern society we live in with access to I-pads, Mimio Boards for teaching and learning and desktop computers.

Amisfield is a Full Primary School with a particular interest in providing a stable and advanced learning environment for senior students with access to learning programmes outside of the school.

Together We Achieve at Amisfield.....

Amisfield Attitude

Our school mission, values and behavioral expectations are embodied in the "Amisfield Way." All staff and children, parents and visitors are expected to behave in a manner that is **Safe, Respectful, Honest, Responsible** and **Courteous**.

Amisfield School provides a safe learning focused environment in which all children are encouraged to become confident independent learners and able to take advantage of the opportunities available. Our aim is for every child to be challenged to reach his or her full potential. We give the care and attention one would expect from a small school whilst also providing the wide variety of educational experiences normally associated with that of a larger school.

Mission Statement

At Amisfield School 'Together We Achieve'.

Vision

To be an exceptional provider of high quality Education.

Values

**Respect
Excellence
Commitment**

We believe that doing our best and striving for personal excellence encourages students to take ownership and develop skills for lifelong learning.

Learning Priorities

- Learning excellence in Mathematics, Reading and Writing;
- Excellent practitioners with exceptional professional standards;
- Amisfield attitude for all in the Amisfield community;
- Engagement with families and cultures within our community;
- A safe and healthy learning environment for the Amisfield community;

Areas of strength

The board and staff have high expectations for learning and behaviour.

- A focus on differentiation of teaching and learning and formative assessment practices has impacted positively on teaching practice. This is enabling students to become self-managing learners as they progress through the year levels.
- Agreed values known as **The Amisfield Attitude** underpin the shared vision for teaching and learning and permeate the schools inclusive culture.
- Students enjoy learning in a settled and well-resourced environment that recognises and values their individual and cultural differences.
- Students across the school are well engaged in their learning and demonstrate high levels of motivation and enthusiasm.
- Achievement information in reading, writing and maths shows that Maori and Pacific students were achieving at levels comparable to their Pakeha / European peers.
- Teachers recognise students individual learning styles, respond to their interests and make effective use of assessment information to plan relevant learning programmes and experiences.
- An inclusive culture for learning and teaching engenders high levels of ownership and empowerment among students and staff.

- Students are supported and encouraged to develop social competencies and there are many opportunities for them to take on leadership roles and develop as responsible citizens in the school community. More recently this model has been extended to incorporate **The Amisfield Achiever** as a vehicle for including the key competencies of The New Zealand Curriculum. Students are active participants in the curriculum and many senior students especially, are able to clearly articulate the purpose of their learning and an understanding of their achievement and progress.
- A house captain system supports students to develop leadership skills and experience.
- There are increasing opportunities for students to learn te reo Maori and to observe and practice tikanga Maori.
- A recent development is the closer relationship with the Raukawa Trust and the involvement of a kaumatua in the school.

Board of Trustees

Board of Trustees is responsible for policy making and over all governance. It is made up of the Principal, an elected staff representative and five elected parents. The Board has the power to co-opt members of the public to fulfil a special need or to redress any imbalance in representation.

Chair	Mrs Jolene Harrison Mr Kenneth Mitchell Mrs Deborah King Mr Edward King
Principal	Mrs Bex Kilgour/Mrs Christine McLiesh
Staff Trustee	Ms Charisse Rudolph
Minute Secretary	Mrs Pam Campbell

Observers to all meetings are very welcome. The meetings are usually held on the third Monday of the month during the school year. Dates and any changes to meeting dates are published in our newsletters.

The charter and policies are available at the office for parent inspection.

Friends of the School

This is a body made up of parents and teachers. Its primary task is to facilitate communication between school and parents. Over the years much of the task of the former PTA has become fundraising through the organisation of various events and activities.

The parents and friends do a wonderful job in supporting the school through numerous fundraising projects and activities. This is a fantastic way to be really involved in all of the activities at Amisfield School and to make some new friends as well. Contact the school for more information.



Staff 2017

Principal	Bex Kilgour
Acting Principal	Christine McLiesh
Room 11 NE & Yr 1	Karen Jones
Deputy Principal, Junior School	Maggie Clarence
Room 2 Yrs 3 & 4	Maggie Clarence
Room 3 Yrs 1 & 2	Delwyn Taylor
Room 4 Yrs 1 & 2	Rebecca Burgess
Room 1 Yrs 3 & 4	Charisse Rudolph
Deputy Principal, Senior School	Sharlene Salale
Room 9 / 10 Yrs 7 & 8	Sharlene Salale
Room 6 Yrs 5 & 6	Jaimee-Lee Louw
Room 5 Yrs 5 & 6	Gennie McCloskey
Library Assistant	Adrienne King
Teacher Aides	Alison Hopson
	Melissa McGovern
	Shirley Samson
Office Administrator	Pam Campbell
Caretaker/Cleaners	George Albert
	Ken Campbell

Home and School Communication

Why it is important to make a good start!

On-going, clear communication between home and school is vital for the well-being and progress of every student. Parents are welcomed and are encouraged to make contact with the class teacher.

Regular newsletters are sent home to inform parents of the school's many and varied activities. Parents are warmly welcomed at all of our school events and regular opportunities for you to be involved are encouraged. We promote open communication between home and school and ask that all parents meet their child's teacher to share ways to support their child's learning. There are numerous ways for parents to assist at the school.

These are some of the ways parents can help:

- assisting in the classroom
- preparing and mending resources
- attending school camp
- helping on class trips
- supporting sports teams (both coaching and transport)
- working bees for specific projects



The A-Z of Amisfield School

Absences

Parents are asked to telephone the school in the morning if their child will be absent. An answer phone service operates at all times for parents' convenience. You can also send a text on **0274 543656**. Regular attendance is important as children who attend school regularly benefit from the opportunities made available to them. Irregular attendance can result in children becoming educationally disadvantaged. Attendance is monitored and irregular attendance is always followed up.

Accidents/Illness

We have a comfortable sickbay, and staff trained in First Aid. If your child is injured or becomes unwell while at school we will do our best to cater for their immediate health needs, and to communicate with you if further treatment is necessary. Students should be collected personally from reception and signed out of the school. Emergency contact phone numbers and parents' work numbers are essential for our records and it would be appreciated if parents could keep the office informed of any changes.

In case of a serious accident we immediately attempt to phone emergency contacts.

Assemblies

Assemblies to celebrate whole school pupil and staff achievement and successes are held each fortnight. House captains are responsible for planning and running the assembly. All parents and Whanau are welcome to attend. See the newsletters for dates.

School assemblies are usually held on a Friday at 2:25 pm every week in the school hall. It is a time to celebrate successes and to recognise the achievement of pupils and staff. Parents are welcome to attend.

Amisfield Bridging Class (ABC)

We offer a very effective "Transition to School" programme that offers children and their parents a smooth transition from the preschool environment to our school. For more information on "**Amisfield Bridging Class**" please contact the school.

Bicycles

As recommended by the New Zealand Police all children 10 years and older are permitted to ride bicycles to and from school without parent support. Safety helmets are compulsory. Children must get off their bikes and walk when inside the school

grounds.

Calf Club

Our school attends the annual calf and lamb day supported by local businesses and our dedicated parents. This is held during the second half of the year.

Car Parking and School Gate

Entrance into and out of the school grounds for most children is via the main gate on Moffat Road. The driveway into the school on Moffat Road is for service vehicles and staff cars only and we ask for safety reasons that parents **DO NOT** bring children up this driveway. For safety reasons parents are requested to park outside the school grounds.

Cell Phones at School

Cell phones **are not permitted** to be carried and / or used by children during the school day. If your child needs to bring a cell phone to school (perhaps for use after school) it must be handed in to the school office or their classroom teacher before school and picked up at 3 pm.

Change of Address

Please inform the school if you change your address or contact phone numbers. Call the secretary at the office.

Concerns

Parents are most welcome in the first instance to discuss any concerns with the student's teacher, Team Leader. If unresolved, the Deputy Principal and / or the Principal should be involved by appointment.

Parents and teachers have the same goal - the best possible education for the children. However, differences in approach and in ways of attaining these goals could lead to misunderstanding and misinterpretation. Regular and congenial discussions between parents and teachers are extremely valuable.

Curriculum

Amisfield School offers to all students the full New Zealand Revised Curriculum (English, Mathematics, Science, Technology, Social Studies, the Arts, Health & Physical Educational and Languages). Currently on offer for Technicraft at Tokoroa High school are Metalwork/Woodwork, Foods and Computers.

Learning Assistance

We believe our **Special Needs programme** is second to none when it comes to pupils

who require support. We provide support in a variety of ways and ensure that student learning needs are addressed on a needs first basis. This support may involve assigning teacher aides and Special Needs agencies.

Individual Education Programmes are designed in consultation with class teachers, family, whanau and support staff; these are reviewed to assess the success of the interventions. Our team welcomes and acknowledges the importance of assistive technology in removing barriers to learning and we have competent staff members who support the use of technology within their classrooms.

Parents are encouraged to make appointments to discuss concerns prior to their child's enrolment to Amisfield School.

Information regarding student special abilities is gathered from contributing students, parents and from our school wide testing data which is also gathered in Term 1. Teachers are expected to cater for these children within class programmes and we also provide extension classes in the Arts, Science, Technology and ICT. All children who are identified as having special abilities are encouraged to undertake the ICAS testing programme.

Donations

These are set by the Board of Trustees and are tax deductible. The Board appreciates the excellent response from parents' payments.

Enrolments

FIRST DAY: When parents bring their child to school for the first day, they are asked to call in at the main office. Pre-enrolment ensures a smooth start on the first day. New Entrants are encouraged to take advantage of prior school visits as this ensures a smooth transition to school. Parents are required to present their child's birth certificate and immunisation certificate upon enrolment.

Enrolment at Amisfield School is a happy, welcoming experience.

Extra Curricular and Lunch Time activities

We offer our pupils a variety of out of class activities across all year levels. Teaching staff and parent and community volunteers work hard to develop our pupils. Activities may include the following:

Hockey	Netball	Rugby/Touch Rugby	Soccer	Jump Jam
Swimming	Librarians	House Captains/committee	Dance	/Drama
Polyfest	Kapahaka	Choir	Inter-school competitions	

Hats

We are a "Sunsmart School" and require the wearing of our uniform hats when the children are outside at break time in **terms one and four**. We also encourage you to ensure sunscreen is applied before children come to school in the summer months.

Homework

Homework is set to foster and encourage study skills and independent work habits and to provide opportunities for child / parent interaction in these areas. It is also to consolidate and extend school related activities and class programmes. The school's homework policy is for homework to relate to class programmes. Parents / guardians are asked to help children organise their time each evening so tasks are completed. If any query arises over set homework, direct contact may be made with the classroom teacher.

Hours of Responsibility

The school is responsible for supervision during the school day only from 8:15 am to 3:30 pm Monday to Friday. Outside of these hours pupils and families are welcome to use the school facilities and playground but we request that you provide the necessary supervision to help ensure the safety of our children.

Interviews and Reports

A Goal Setting evening is held within the first six weeks of the School year.

The School operates an Individual Student Assessment Portfolio. A feature of this system is the on-going reporting to parents on the progress and achievement of their child/ren. You can expect to see your child's Portfolio at least three times each year.

Parents are involved in reviewing their child's progress and are encouraged to help their child/ren set realistic and achievable goals.

Individual mid-year and end of year progress reports are sent home. The mid-year report forms the basis of mid-year Learning Conversations with parents and pupils.

Parents are also encouraged to discuss any matter that may be of concern, with the child's teacher, throughout the year. If you wish to further discuss any matters with the Syndicate Leader, an appointment may be necessary.

Learning Support

A range of learning assistance programmes are offered on a one to one or small group basis to students with identified learning needs. These may be provided in the classroom or in a withdrawal space.

Lost Property

Many garments are found throughout the year and these are kept in a large box in the Hall. Please feel free to check this box. Displays of clothing are held at appropriate times, often when parents are present. It assists us to find owners for the clothing if all garments are named. Naming these would cut down on losses.

Lunches

Children may purchase lunches at school from Monday to Friday, from the beginning of Term One. Orders are placed at the Hall kitchen from 8.30am to 8.55am daily.

Medication

The school must be notified if a student requires special or immediate attention, e.g. bee or serious food allergies. Parents must supply the school with special medication if it is likely to be required. Students must not keep any medication in their schoolbags or on their person. All medication must be dispensed from the office. It is essential that any child receiving special medication for allergies or chronic medical conditions have medication clearly labelled in the school medical room for emergency use.

Money/Personal and Valuable Items

All money sent to the school should be placed in an envelope marked with the child's name, room number and what it is for. Any cheques should be made out to Amisfield School. This should be given to the class teacher.

Pupils must not bring personal items such as toys, radios, cameras, iPods, Electronic games, etc, to school. If they do, it will be at their risk and teachers cannot be held responsible for any loss or damage to such items. **The school takes no responsibility for the safety of any items brought.**

Newsletters

Newsletters are published every fortnight on a Thursday. They often contain important information, so please read them. These can be emailed to you please leave us your email address at the school office.

Office

The school office is open from 8:00 am – 4:00 pm each school day. While an answer phone service operates, there is always someone available to answer your call within these hours.

Outdoor Education

We believe in the value of outdoor education to assist in personal, social and

leadership development. Our policy is to involve, if possible, Year 5-6 and Year 7-8 children in a school camp early in the year. Year 4 pupils have an overnight camp at school. Parent support is necessary for these activities to successfully take place.

Parents Collecting Children

Should you require collecting your child/ren early, **please report to the office first**. Children are not permitted to wait unsupervised at the school gate for safety reasons.

Photographs

During the year class and individual photographs, and sports teams photographs are taken. Details of both events are advertised in the school newsletter.

Physical Education and Sport

Physical Education is an important part of the school programme. If your child needs to be excused for any medical reason please send a note to the teacher.

During the summer season swimming is an important part of the Physical Education programme. All children are expected to participate, but should there be a medical, cultural or personal reason why they are not able to swim please let the teacher know.

Public Advertising - Promotion of student achievements

At times our student's photos and names may be published in local newspapers or on our school website and newsletters. If you do not wish to have your child's photo or name used whilst enrolled at our school, please contact the school office to make note of your request.

Parents Responsibilities

Please send your child to school prepared:

- **Plenty of sleep.** We can't work with children who have watched too much television or stayed up late – ten hours sleep is recommended for primary children.
- **To be well fed!** Children who do not have a balanced diet with regular meal times cannot learn. Breakfast is essential before a six hour school day. Children need both mid morning and lunch time food and drinks.
- **To be secure.** Children need reassurance and to have realistic expectations from their parents.
- **To have a positive attitude.** If children expect good things to happen at school in all areas of learning they will have a keen and sparkling approach to their day.
- **To have the correct equipment.** Comfortable working clothes, stationery, lunch, library books, hats and swimming togs. Don't let children ring you to

bring things—we encourage independence and self organisation.

- **To be on time.** Social things happen before school and teachers give out information for the day at 9am. Children who come late are disadvantaged.
- **To listen.** Hear your child's reading and spelling each night. Support your children with homework tasks as required.
- **Discourage your child bringing toys and valuables to school.**

Religious Education

A programme of religious instruction of a non-denominational nature is undertaken for children in years 3-6. Parents who do not wish their children to attend must advise the Principal in writing if this has not been indicated on the enrolment form.

Road Patrol

Pupils crossing the main highway are supervised by an adult in the morning from 8:30 am to 8:40am and in the afternoon from 3:00 pm to 3:10 pm. Parents are to advise the school in writing if they want their child/ren to cross unsupervised.

School Bus

Three buses serve our school, one from the Southern area, one from the town and one caters especially for our farming community radiating from the end of Mossop Road. Please enquire about which bus best suits your child's transport needs.

Please also notify the office if the child is going by car and not bus in the afternoon.

School Gate and Parking

Entrance into and out of the school grounds for most children is via the main gate on Moffat Road. The driveway into the school on Moffat Road is for service vehicles and staff cars only and we ask for safety reasons that parents **DO NOT** bring children up this driveway. For safety reasons parents are requested to park outside the school grounds.

Smoke Free

Amisfield is a smoke free environment. Smoking on and around the school grounds and premises is **NOT** permitted.

Staff Meetings

These are held normally on a Tuesday from 3.15 pm to 5.00pm. Staff often undertake professional development to further enhance their teaching effectiveness and the quality of programmes delivered to pupils. We respectfully ask parents not to interrupt or disturb teachers during these meetings except for urgent matters.

Stationery

Stationery may be purchased at the Office between 8.30am and 8.55am at the start of the school year, on enrolment or when required. The class teacher will send home a written request listing items required and prices.

Telephone Calls

Parents are requested only to ask office staff to convey a message to children in an emergency.

Alternative arrangements: Please notify the Office if children are going home with other parents.

Terms and Holidays

Term 1	Tuesday 31 January to Thursday 13 April
Term 2	Monday 1 May to Friday 7 July
Term 3	Monday 24 July to Friday 29 September
Term 4	Monday 16 October to Thursday 15 December

The ABC of Healthy Lunches

A good guide to making sure that your child's school lunch is nutritious is to remember your ABC's. If the lunch has a source of Vitamin A, Vitamin B, and Vitamin C (and calcium), the odds are the lunch will satisfy your child's appetite and provide one third of the daily intake of vitamins, mineral and calories a good lunch should contain. Some ideas: fruit, citrus fruit, nuts, raisins, yoghurt, pasta, salads, wholemeal bread, buns, cracker biscuits, seeds, cheese, lean meats, fish, poultry, eggs, raw vegetables like carrots, celery, lettuce and so on.

Avoid pre-packed snacks because these tend to be high in fat, sugar and salt. It's healthier and cheaper to put together a homemade pack. Potato chips and fizzy drinks should be kept for the occasional treat. They are costly and their lack of nutritional value makes them a poor choice for children who still have an afternoon ahead of them. Childhood obesity is a real concern.

Times

Children are encouraged to be at school by 8.45 am to prepare for the school day. School commences at 8.55am. There is a 20-minute interval from 11.00 to 11.20 am. Lunchtime is from 1.20 pm to 2.00 pm. Fruit breaks take place within the classrooms at 10am and noon. The school day ends for the students at 2:55 pm.

Transporting Children by Car

We expect that children travelling on school trips use seat belts and booster seats

where necessary. Parents will be advised as to whom their child is travelling with. Cars must have a current registration and a current warrant of fitness.

Visitors to the School

To ensure the safety of students at all times, visitors to the school must call in at reception. Names are recorded and visitor identification is allocated where required. This does not apply to parents delivering or collecting students before and after school.

Your child will have...

- A safe, caring environment with positive family values emphasised.
- A strong academic focus on high standards and expectations.
- Dedicated teachers who are encouraging, innovative, and enthusiastic.
- Smaller classes. All students are motivated and on-task.
- Individual attention, with focus on providing for individual needs and abilities and bringing out the best in each child.
- Excellent facilities – large classrooms, modern hall, sports fields, sporting courts, Computer Suites and a modern Library.
- Extensive resources and equipment for the arts, language, ICT, mathematics, music, science and sport.
- Effective discipline which is consistent and fair.
- Great friends and a positive peer group. Your children are mixing with students who come from supportive, caring families.

