

# INTRODUCTION

This booklet has been prepared in consultation with the Board of Trustees and the staff.

It is an attempt to bring together the large amount of information that has been previously been passed on to parents by way of newsletters, meetings etc.

It is hoped that this booklet will be kept and referred to from time to time, and that it will lead to a better understanding of some of the aspects of school policy and organisation. Amendments may of course be necessary occasionally and will appear via a newsletter to all parents.

The well-being and education of your children is our business, a responsibility which we recognise can be achieved only through close interaction of parents and teachers. It is hoped that you will not hesitate to visit the school over any matter that concerns the welfare of your child - no matter how trivial you think it seems. A phone call to the office is all that is required to secure an appointment.

Gus Klein  
Principal

Phone (09) 298-8365

Fax (09) 298-8820

Email [admin@cosgrove.school.nz](mailto:admin@cosgrove.school.nz)

# BOARD OF TRUSTEES

## Essential Information

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Board of trustees have been given the power, by the Education Act 1989, to manage schools.

The Board of Trustees are the school community elected representatives and their role is to develop board policy and establish priorities to support the school charter.

The board is made up of elected and co-opted community members plus one teacher representative and the school Principal. At the moment our Deputy Principal and Kaumatua are honorary members who also give valuable input into decision making.

The Board of Trustees meet twice per term at 7.00pm at the school office.

The Board of Trustees' seek your support and direct involvement in the school. If you have any queries or problems please contact a Board of Trustee member, staff member or the school office for further information.

We need you as parents/caregivers to support the school.

## BOARD MEMBERS 2010

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<u>NAME</u>	<u>PORTFOLIO</u>	<u>TELEPHONE No</u>
Ian Clark	Chairperson	296-2051
Noel Lamont		299-5522
Tim Malton		298-5085
Donnelle Belanger-Taylor		267-9041
Melissa Moore		296-1612
Claire Goslin	Staff Representative	298-8365
Gus Klein	Principal	298-8365

# ADMINISTRATION

## COSGROVE SCHOOL

10 COSGRAVE ROAD

PAPAKURA

PH 298-8365

Fax 298-8820

E-mail [admin@cosgrove.school.nz](mailto:admin@cosgrove.school.nz)

## SCHOOL OFFICE

The school office is staffed between 8.30am and 3.30pm each day. Our answer phone operates outside these hours.

## SCHOOL HOURS

8:30am	Children may enter school grounds
8:55am	Assemble and line up
10:40am	Morning Interval
11:10am	Classes resume
1:10pm	Lunch
2:00pm	Afternoon School
3:00pm	School ends

There are no shortened school days for wet weather.

The School cannot take any responsibility for children who arrive at school before 8.30am. Any children arriving before 8.30am must assemble and wait quietly in the court area until the 8.30 bell.

## TERMS AND HOLIDAYS

The school has 4 terms each year. All schools in the Papakura area co-ordinate term dates. Each term is of approximately 10 weeks. This allows for 2 weeks holiday between terms with 6 weeks at Christmas. All parents/caregivers are supplied with Terms & Holidays for the coming year. Extra copies can be obtained from the school office.

## ENROLMENTS

Children may attend school when they have reached the age of five years. In New Zealand it is compulsory for children to attend school from the age of 6 years.

When enrolling a child for the first time parents/caregivers need to show a birth certificate or passport as proof of date of birth. At enrolment the parent is given a medical card to fill in, and on this details of illnesses, health problems, inoculations etc. should be recorded. This card is an important part of your child's school records.

Enrolment can be made at any time, but we only start new students on a Monday. This helps us to settle new children and plan their placement. Students must be in school uniform to start.

New Enrolment children are invited to spend a morning in class, one week before they start school, generally on Wednesday morning. If a longer orientation time is required this can be arranged through the principal.

## **WITHDRAWALS**

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Parents of children who are leaving are asked to notify the office a few days beforehand. This is to allow time to collate your child's information for forwarding on to another school.

## **CARPARK**

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The main carpark off Cosgrave Road is for staff parking only. Parents are asked not to drive into the carpark to collect or deliver children. For safety reasons the carpark is out of bounds to the children.

Parents can use Yang Place to drop off or pick up their children but please remember to respect the neighbouring homes and not park over driveways etc.

## **LOST PROPERTY**

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Lost property is kept in the Library. We urge you to ensure all items are clearly named. Named clothes are returned to the student in class.

Unclaimed property is given to charitable organisations at the end of each term.

## **SCHOOL GROUNDS**

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These are available for use after school and in the weekend providing a few simple rules are kept:

- Please let your children know that playing in school grounds after hours is a privilege, they must observe an acceptable code of behaviour.
- Play away from and do not enter any of the buildings.
- No litter is to be left on the grounds.
- Report any damage noticed.
- Dogs are not permitted on the school grounds.
- Skateboards and bicycles are also not permitted.

Play in the grounds after 3.00pm is not supervised and therefore parents/caregivers must accept responsibility for their children at these times.

## **PARENT HELPERS**

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Parents who wish to participate in the school programme are most welcome. Parent assistance can include helping with children's learning, sport, school trips, road patrol supervision, activity programmes etc.

# HOW PARENTS AND THE SCHOOL COMMUNICATE

## NEWSLETTERS

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Newsletters are issued to Cosgrove pupils every fortnight and provide parents with up to date information on events and issues at school.

Additional newsletters and/or information bulletins are forwarded to cover special events e.g. social occasions, sports, parent consultations.

We do allow public notices to be included in our newsletters if we have space.

Syndicates Newsletters are sent out at the beginning of each term.

## TALKING TO THE PRINCIPAL OR TEACHER

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The office staff and Principal are always prepared to assist you with your inquiries and concerns.

It is necessary to make an appointment if you wish to speak to the Principal or a teacher about matters related to the well being of your child. We have staff meetings on a Tuesday and Wednesday so it is difficult for us to meet with you on this day.

Teaching staff are not available to answer the telephone during school times. Please leave a message and they will return your call.

## REPORTING TO PARENTS

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Frequent communication on the children's progress is vital to ensure that home and school are working together on the schooling process.

There are four occasions when the school reports to parents –

- Learning interviews in Terms 1 and 2.
- A written report at the end of the school year.

Our school has “an open door” policy.

Parents/caregivers are encouraged to keep close contact with their child's teacher.

# PUPILS WELFARE

## CHILDREN WALKING TO AND FROM SCHOOL

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Children are encouraged to walk to and from school by the shortest route, using appropriate walkways and footpaths, and to walk with a friend or in a small group.

## ROAD PATROL

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School road patrols operate every morning and every afternoon on Clevedon and Cosgrave Roads. Patrol monitors and teachers will be on duty at these times: 8.30am - 8.50am and 3.00pm - 3.15pm. All pupils are expected to use the crossings on their way to school. Safety rules need to be reinforced both at school and home.

## ABSENCES

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By regulation children are required to attend school unless prevented by illness or emergency.

Any absence should be reported to the school by phone, note or oral message preferably by 9 am of the day the child is absent or as soon as possible.

If a child fails to arrive and the school has no knowledge of whereabouts the office will then ring home as a safeguard.

If your child is going to be late for school or arrives late to school they must report to the Home Liaison Officer in Room 5 for a late pass. This is to make sure that they are not marked absent on the class roll for that day.

## LEAVING SCHOOL GROUNDS

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Children are not permitted to leave the school grounds unless a note or other communication has been received from home. Parents who require children to leave school during school hours must collect a green slip from the office.

The school policy does not allow children to leave the school unsupervised during school hours.

## MEDICATION/SICKNESS AT SCHOOL

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The school keeps a record of children who require medication for allergies.

The school is equipped to handle minor injuries that occur at school.

Basic facilities are provided at the sick bay in the administration block.

We contact parents of those children who take ill at school, so that they can be picked up and taken home.

## TELEPHONE CONTACT NUMBER

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Parents must keep the school informed of telephone number changes for both work and home.

***Please, it is important that we have a contact phone number in the event of an emergency.***

## HEARING AND VISION TESTING

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Hearing and vision screening is now done prior to the child attending school. However students can be referred by teachers to the Public Health Nurse. If you would like your child to have their Hearing or Vision checked talk to your child's teacher.

## **SCHOOL DENTAL CLINIC**

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Children may be enrolled at the clinic from the age of two and be treated until they leave Year 8.

The dental clinic is at the front of the school and is open between 8.30am and 4.00pm.

The Dental Nurse alternates between other clinics so in the event of an emergency ring the school for her whereabouts:-

Ph. 298-8365.

## **ACCIDENTS**

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In the event of an accident or illness at school every effort is made to contact parents immediately. We therefore ask that parents keep the school supplied with a contact phone number of either a friend or relative whom we can contact if contact with parents is not possible.

## **SPEECH LANGUAGE**

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A speech language therapist visits the school regularly. Children with speech or language problems may be referred through the Special Education services.

## **SPECIAL EDUCATION SERVICES**

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Children with special learning needs e.g. learning, behavioural, may be referred to Special Education Services by the school.

# SCHOOL CURRICULUM

## NATIONAL CURRICULUM

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The school follows the National Curriculum objectives as set out by the Ministry of Education, which state the learning outcomes to be achieved by all students in the basic and other subjects.

The essential learning areas are Language, Mathematics, Science and the Environment, Technology, Social Sciences, The Arts, Physical and Personal Development.

In addition extension and remedial classes have been established to assist children who need further opportunities.

## HOMEWORK

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A regular homework habit instills self-discipline and reinforces skills learnt at school. All children will be given homework tasks suitable for their age and ability.

For Junior School children reading to them each night is most beneficial, along with giving them plenty of language experience - visits, talking with, cooking, making, playing games, pictures, measuring, classifying, explaining and doing. Junior children will bring home reading books on a regular basis. These should be shared in a positive way with prompting of unknown words being freely given.

A number of children will undertake additional research type work voluntarily - this is to be commended.

Class Teachers will issue guidelines on the homework programme for their class.

## LIBRARY

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Our well stocked library is used extensively for both class lessons as well as recreational reading. The library is open at lunch time for borrowing and returning books. We encourage all children to read for pleasure and for research and provide this facility thanks to the efforts of the many parents who have helped to maintain our library or who have given financial support.

If books are lost we ask that a contribution may be made towards their replacement.

All children require a book bag to take school library books home in. A plastic supermarket bag is ideal. This practice will prolong the life of our valuable book resource.

## BIBLE IN SCHOOLS

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Bible in Schools is provided for one hour a month by a group of Christian people who teach the children bible stories and songs.

This is non-denominational, non-threatening and run within strict guidelines.

## SPORTS/SWIMMING

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Our school is regularly involved in sports exchanges with local schools and we encourage our pupils to participate and enjoy physical activity along with all other school subjects.

We are fortunate to have a swimming pool and during the summer terms swimming is an important part of our curriculum.

## **ASSEMBLY**

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Assembly takes place every Friday in the school hall. This is when class items, singing, school notices and awards are presented. Parents/caregivers are always welcome to attend. Syndicates have separate assemblies at set times during the week.

## **SCHOOL UNIFORM**

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Cosgrove school requires pupils to wear school uniform. This is compulsory and was implemented because of popular demand. Underwood's Uniform Shop in Papakura is our uniform supplier. The shop is situated at 67 O'Shannese Street. The school runs a small second hand uniform shop when items are available. Please ask at school reception.

### **Boys:**

plain black shorts knee length,  
gold or bottle green polo shirt with school logo,  
bottle green vest and/or sweatshirt with school logo  
wide brim bottle green hat. (summer)  
bottle green track pants. (winter)  
gold or bottle green skivvy (winter)

### **Girls:**

bottle green culottes  
gold or bottle green polo shirt with school logo,  
bottle green vest and/or sweatshirt with school logo,  
plain black shorts knee length  
wide brim bottle green hat. (summer)  
bottle green track pants. (winter)  
gold or bottle green skivvy (winter)  
Plain black tights (under culottes) (winter)

## **OTHER OPPORTUNITIES FOR CHILDREN INCLUDE:**

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School Choir and participation in Music Festival.

Speech Contest

Inter-school sport

Cultural Activities

Many Year 5 and 6 pupils are encouraged to sit the annual ICAS Maths, Science, English, and Computer Exams.

# SCHOOL RULES

## I know how and where to play sensibly at school

1. Playing with courtesy and consideration for others - agree to accepted rules.
2. I use the playground equipment and sports gear sensibly
3. Play in defined areas.
4. No going on grass when red cone is out or before school.
5. No playing in toilets.
6. I know where to sit when eating lunch.
7. Keep out of corridors and classrooms at playtime's and lunchtimes.
8. Adventure playground on specific day(s).
9. Don't run around corners, or on concrete areas.
10. No silly play or fighting.
11. No climbing or swinging on trees.

## I know how to come to and from school

1. I must walk on the footpaths and I must use the crossings and obey the road patrol.
2. I will not play on the way to school.
3. I must come straight to school by 8.55am and go straight home at 3pm unless I have a note.
4. I will not accept rides on the way to school or on the way home.
5. I stay at school all day unless I have a note from my parents/caregivers.
6. I do not take friends home with me unless prior arrangement has been made with parents/caregivers.

## I know what to bring to school

1. I do not bring sweets/chewing gum, fizzy drinks, energy drinks and chocolate to school.
2. I do not bring my dog to school.
3. I bring a drink in a plastic bottle - **no glass**.
4. I remember to bring my homework.
5. I do not bring toys, valuables or cards to school unless teacher requests.
6. I bring my togs and towel in a plastic bag
7. I use clear sun block, not coloured zinc creams.
8. I wear a sun hat at play and lunchtime when it is sunny during terms 1 and 4.
9. I do not share my lunch.
10. I do not bring a cell phone to school

## I am considerate and courteous to others at all times.

1. I am courteous to teachers and fellow pupils.
2. I do not swear at school.
3. I am honest and tell the truth.
4. I abide by the school and class agreed rules and standards.
5. That if I have a concern or I am being annoyed I tell the teacher and I do not retaliate physically.
6. I respect my teacher and do as I am told.
7. I make sensible use of my recreation.

## I know how to care for things that belong to myself, my school and other people.

1. I have my clothing and school books named.
2. I do not go into other children's bags or desks.
3. I do not mark my desk/table or other school equipment.
4. I return all sports and class equipment to the correct place.

# BEHAVIOUR

‘At Cosgrove School we value everybody and do our best to help them to be their best’

Our behaviour management plan is based upon the following beliefs;

- Students want to learn
- Students benefit from positive role models and learning environments where expectations are shared, modelled and consistent
- Students make choices about their behaviour and learn from experience that their actions have consequences
- While we aim to meet individual needs, the welfare of staff and students will not be compromised to do this.

## **School Rules**

- Respect people
- Respect others
- Respect learning
- Respect property

The school has a wide variety of programmes and opportunities to promote and affirm positive behaviour choices that support the school’s expectations (see over page “Cool Choice” sheet). We aim to develop students who are aware of and can work co-operatively with other students and adults.

We believe it is imperative to expect very high standards from all students.

The following behaviours would cause us concern:

- ❖ Inappropriate language – swearing, racist, sexist comments, ongoing ‘put downs’
- ❖ Inappropriate offensive material with sexual connotations eg writing/drawing swear words in a book
- ❖ Inappropriate offensive material – e.g. writing / drawing
- ❖ physically hurting another person – staff member or student
- ❖ leaving the classroom or school grounds without permission
- ❖ intentional damage to property including stealing
- ❖ ongoing non-compliance in class/playground eg calling out, not finishing work, bullying