



**TO GROW
KIA TIPU**

**TO THRIVE
KIA HUA**

**TO PROSPER
KIA PUAWAI**

School Contact Details

Phone: 03 236 7238

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Physical Address: 16 Eglinton Street, Winton 9720

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Facebook: www.facebook.com/wintonschool

Bank Account: 031750 0195550 00

Dear Parent/Caregiver

Welcome to Winton School. We hope that your association with the school is both pleasant and rewarding.

At Winton School we actively promote a “family-type” atmosphere, where there is an environment of trust, sharing and respect for others; and where children feel secure, enjoy success and want to be involved in the exciting learning opportunities that the school offers.

We like to think we are accessible and approachable, and actively promote our policy, where we hope parents feel free to come and discuss queries or concerns that they may have regarding their child's academic or social development.

One of the greatest strengths we have is the high level of support we receive from parents and the wider community. This support, and an attitude of working together, enables us to successfully achieve our shared vision.....

Winton School is a place where all students are encouraged and challenged to strive for personal excellence in a wide range of academic, social, cultural and physical activities. Through effective governance, high quality teaching, high expectations and a strong home-school partnership, we aim to help our students to become confident, connected and actively involved lifelong learners.

Staff

Mr Steve Wadsworth Principal
Mr Craig Tucker Deputy Principal

Teachers

Miss Janelle Gentle	New Entrants	Room 2
Mrs Jo Gilliland	Yr 1	Room 1
Mrs Debbie Riley & Miss Brittany McAlister	Year 1/2	Room 4
Mrs Carolyn Eade	Year 2/3	Room 5
Mrs Bev O'Neill	Year 3	Room 6
Mr Andrew Reading	Year 3/4	Room 7
Mrs Rachel Davis	Year 4/5	Room 8
Mrs Vicki Collett & Mrs Mel Brunell	Year 5	Room 9
Mrs Fiona Flack	Year 6/7	Room 10
Miss Kayla Hodson	Year 7	Room 11
Mrs Catherine McKenzie	Year 7/8	Room 12
Miss Rachel Gill	Year 8	Room 13

Technology Teachers

Ms Hildamae Munro Food & Soft Materials
Mr Ian Rogers Hard Materials

Support Staff

Mrs Jacalyn Reid	Office Manager
Mrs Judith Allison	Teacher Aide
Miss Brenda Stirling	Teacher Aide
Mrs Bex McKenzie	Teacher Aide
Ms Rachael Harding	Teacher Aide
Mrs Sera Hubber	Teacher Aide
Mrs Sue Drake	Teacher Aide
Mrs Shari McIntosh-Stodart	Teacher Aide
Mrs Debbie Wallace	Teacher Aide
Ms Rachel Anderson	Teacher Aide
Mrs Brenda Mee	Sports Co-ordinator

Management Release & Specialist Teachers

Miss Brittany McAlister	Release Teacher/Counsellor
Mrs Kelly Shaw	Release Teacher
Mrs Maryse Varaine	Literacy/Intervention Support

Dental Clinic

Phillipa Earland	Dental Therapist
Rachael Crowe	Dental Assistant

2024 School Term Dates

Term 1	Wednesday 31 January	Thursday 12 April
Term 2	Monday 29 April	Friday 5 July
Term 3	Monday 22 July	Friday 27 September
Term 4	Monday 14 October	Friday 13 December

School Hours

Children should arrive no later than 8:55am. A warning bell is rung at 8:55am and 1:10pm to ensure children are back in class on time and teaching starts promptly.

School starts	9:00am
Morning Interval	11:00am - 11:20am
Lunch	12:30pm - 1:15pm
School ends	2:45pm

Children are not permitted to leave the school grounds during these times.

Supervision is between the hours of 8:30am and 3:00pm.
Children should not arrive at school before 8:30am.
A staff member is on duty for the afternoon buses.

Office Hours

The Office Manager is at school during the following hours:
8:00am – 3:00pm.

We have an answer phone service available when the office is unattended. This answer phone is checked throughout the day.

School Board

Mr Nathan Lyall	Presiding Member
Mr Steve Wadsworth	Principal
Mr Marius Adendorff	Parent Rep
Mr Simon Ellis	Parent Rep
Ms Nicky Patrick	Parent Rep
Mr Cameron Waru	Parent Rep
Mrs Bev O'Neill	Staff Rep
Mrs Jacalyn Reid	Board Secretary

The Board is elected every three years and is made up of five parents, a staff representative and the principal. The Board manages the school in consultation with the staff and community. The Board usually meets on the 2nd Wednesday of each month. These meetings are open for all to attend.

Parent Teacher Association (PTA)

Mrs Jane King President

The PTA holds meetings of parents and teachers, generally on the second Tuesday of the month. They are involved in fundraising activities to enable purchases of extra equipment for the benefit of all pupils at the school. If you would like to be involved in the PTA or find out more then contact Jane on 0274 273 310.

Absence from School

By regulation, children are required to attend school unless prevented by illness or some special home circumstances. If your child is absent, please ring or email the school office or enter the absence directly onto HERO (student management system) before 9:00am. If the school has not been notified of an absence, the Office Manager will call home to confirm the absence.

Assemblies

Every third Friday the community is invited along to be a part of our whole school assembly. These start at 1.45pm and take place in the School Hall. It is a chance for us all to share and celebrate student achievement, listen to messages and sing.

Bus Transport

Our bus contractor is Go Bus. Pupils who go home on the bus are marked off a register by a teacher on duty. If your child is not going home on the bus, please let the office know.

Car Parks

Pupil safety is the prime concern. Please do not use the staff car parks or the bus parks for dropping off or picking up your child. There is, however, a disabled car park outside the school office for those who require it.

Contact Details

Please notify the school office if your address or telephone number, home or work, changes. Also, if the contact details for your emergency contacts change too. This information is vital in case of an emergency.

Cycling/Scooters

If coming to school by bicycle or scooter we ask that you are 10 years of age and up or are accompanied by an adult, wear a helmet by law at all times and a hi-viz vest, which is provided by the school. Covered bike and scooter stands are to the right of the main vehicular entrance. Children are to dismount on the outside footpath and walk their bike or scooter into the school grounds.

Dental Clinic

There is a Dental Clinic on our grounds, which is open most of the year. If you need to contact the Dental Therapist please phone 03 236 7104.

Education Outside the Classroom (EOTC)

Educational visits and camps are planned as part of the teaching and learning programme. We endeavour to keep costs to a minimum. Buses are usually the preferred form of transport, but occasionally, parent transport may be requested.

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|-------------|-----------------|
| • Years 1-3 | Day trips |
| • Year 5 | Camp Columba |
| • Year 6 | Queenstown Camp |
| • Year 7 | Stewart Island |
| • Year 8 | Deep Cove |

Enrolling Pupils

For new entrants, we require a copy of a birth certificate or passport and an immunisation certificate. New entrants will have school visits prior to starting. These can be arranged by contacting the N/E teacher Miss Gentle either at school or email janelle@winton.school.nz

If you wish a visit to the school to discuss a pupil's transition and for a guided tour prior to a pupil starting please speak to the Principal regarding this.

Enrolment Scheme

Winton School operates an enrolment scheme. Out of Zone places will be advertised in the local newspaper when available. Pupils who wish to enrol at our school and live outside the school's 'zone' need to apply in writing. If the number of 'out of zone' pupils exceeds the number of places available in a term, a ballot system will decide who is able to enrol.

Enrolment Zone

A copy of the zone boundaries can be obtained from the school office.

Exiting School

All children who leave school during school hours need to have the reason recorded at the office. A Vistab tablet is held at the office and the information must be entered by the person who is collecting the student before their departure.

HERO

HERO is the School's Student Management System. All parents need to download the app <https://hero.linc-ed.com/parents/> then set their own password to get started. From here they can notify the school of a student absence, view student learning stories, progress reports and goals, school notices, survey and trip permissions, school term dates and calendar of events and student accounts.

Homework

Some form of homework is given. At the junior level, homework will consist of bringing home a reading book to share with parents, some spelling and maybe some follow-up activities. At a more senior level, specific learning tasks are encouraged e.g. spelling, basic number facts and multiplication tables. We believe that a child who has completed a full day's work at school ought to have time to develop as a child at home. Homework ought not to cause pupils or parents distress. If this occurs, the homework is better put aside and discussed with the teacher at a convenient time.

Insurance

While the Board has a comprehensive insurance policy for school belongings, exorbitant costs prevent us from covering pupil's personal property at school. We therefore ask that you do not let your child bring 'desirable' or valuable items to school.

Lost Property

Parents are asked to name all children's clothing and property and to encourage children to be accountable for their belongings.

Clothing and shoes for which owners cannot be found will be placed in the 'Lost Property' cupboard located in the school hall. At the end of each term, unclaimed clothing is donated to the PTA second hand uniform shop.

Lunches

- Lunch orders are available on Tuesdays from Subway and Thursdays from the Winton Bakery. Information and price lists for orders are on the school website. The order and correct money must be placed in an envelope marked with the child's name, room number and the order details and handed into the school office before 9am. Parents can also place orders online to Subway or in person at The Bakery. Lunch packs can also be ordered from The Big White Shop.
- Every Friday the PTA provides sausages in bread for \$2.00. You may be asked to help out at some point with barbecue duty.
- A pie warmer is provided to heat up food. Food is collected from each classroom in the mornings and delivered back to the classrooms at lunchtime. Please note it is a warmer only so **do not send frozen food items to be placed in the pie warmer.**

Money

When sending money to the school, please place it in a sealed envelope with your child's name, room number, amount and what it is for, clearly marked on the front. Please encourage your child to hand it into the school office as soon as they get to school.

Newsletter

A school newsletter is produced every second Wednesday. The newsletter is an important way to communicate to the home the events and achievements of the school. School newsletters are sent home via HERO and are also available to view on the school website www.winton.school.nz

Reporting to Parents/Caregivers

Children's progress is communicated to parents in the following ways; Meet the Teacher, Learner Conferences, mid year and end of year reports. Our school also operates an 'open door' policy where teachers are readily accessible to parents/caregivers. This will facilitate informal reporting.

Newsletters are posted on the school website and sent home via HERO every second Wednesday.

Community Assemblies - Every third Friday, the community is invited along to be a part of our whole school assembly. This is a chance for us all to celebrate achievement within our learning community.

Website / Blogs / FaceBook / HERO programme helps our community to stay in touch with class and school happenings.

Parents can download HERO, <https://hero.linc-ed.com/parents/> to view community notifications and always be informed of our events and cancellations.

School Activities

Students have the opportunity to be involved in;

- School Librarians
- SMAC Maths
- Inter House Challenges
- University of Canterbury Kiwi Competitions
- Science Fair
- Social Studies Fair
- BP Technology Challenge
- Young Einstein Quiz
- Kapa Haka Group, Polyfest
- Speech Competition
- Swimming - available at local community pool
- Life Education - the van visits every year. All classes spend time learning valuable lessons regarding healthy lifestyles.

School Property (*Damage or Loss*)

We have a responsibility to the community for school resources. Fortunately, the majority of children at our school respect and care for school property. On occasions, however, thoughtless or careless action causes damage to property, which must be paid for from money, which would be more profitably spent on teaching resources. If school property is damaged as a result of willful damage and/or blatant disobedience of a direct instruction or school rule by a student, then an account for the cost of repairs or replacement will be sent to the parents of the child/ren responsible.

School Stationery

School stationery lists for each year group are sent home with the student's End of Year Report.

School Uniform

Winton School has a compulsory school uniform. Details are available from the school office and on the school website. School uniform items are available for purchase at The Warehouse, Invercargill and Uniform NZ, Invercargill. Also online at www.thewarehouse.co.nz/c/schools/winton-school and <http://wintonprimary.uniformnz.com/> The PTA also hold second hand uniforms; contact Melissa Mckenzie 027 805 2871. School sun hats are compulsory in Terms One and Four during high risk times. These can be purchased either from the School office, cost \$10, or at The Warehouse or Uniform NZ. Sports uniform is plain black shorts and a red Winton School sports top, which can be purchased through the school office, cost \$30.

Sport

In addition to physical education, pupils can participate in;

- Athletics
- Basketball
- Central Schools Sports Interchange
- Cross Country
- Golf Tournaments
- Hockey
- Miniball
- Netball
- Swimming
- Tennis
- Touch Rugby
- Tough Kids
- Triathlon
- Volleyball

Sun Protection

Winton School is officially recognised as a Sun Safe School. Bucket style sun hats are compulsory for all staff and pupils during Terms 1 and 4. Winton School red bucket style hats are available to purchase from the school office for \$10 or at The Warehouse or Uniform NZ in Invercargill.

Support Services

Specialist services such as a counsellor, the Public Health Nurse, Resource Teachers of Learning and Behaviour, Resource Teachers of Literacy, Special Education Personnel, and Speech Language Therapists visit the school on a regular basis. If parents would like to seek their advice or assistance, contact the school.

Unwell Children at School

Parents should not send unwell children to school. We are equipped to handle minor injuries that occur at school. In the event of an accident or serious illness, the Principal or teacher in charge will act in 'loco parentis' to arrange for medical treatment if parents cannot be contacted. Please ensure that we have your up-to-date phone numbers and emergency numbers. If the illness appears to be of a minor temporary nature, children will be monitored and parents contacted if there is no improvement. If parents wish children who are recovering from an illness to be exempt from sport or fitness, a note must be written to the teacher.

Children who have a contagious condition such as headlice or school sores **MUST** stay at home until properly treated.

Visiting Artists/Performers

As part of our cultural programme, reputable visiting artists will, from time to time, be invited to perform at the school. The school subsidises some of the costs involved with these visits but there may sometimes be a small cost to students.

Winton School Uniform Guidelines

Wearing the correct school uniform is a source of pride for our school. Your support in ensuring your child comes to school each day dressed in the correct uniform is appreciated.

GIRLS UNIFORM

Shirt: White short or long sleeved blouse.

Top: Dark navy polar fleece or soft-shell jacket

Skirt: Tartan pinafore, culottes or pleated skirt.

Socks: Navy crew socks all year round. Navy tights may be worn in the Winter

Shoes: Black leather school shoes

Unisex black or brown dress sandals during Term 1 and 4 only.

BOYS UNIFORM

Shirt: Navy and red polyester shirt

Top: Dark navy polar fleece or soft-shell jacket

Shorts: Grey shorts or grey long dress pants

Socks: Navy crew socks

Shoes: Black leather shoes

Unisex black or brown dress sandals during Term 1 and 4 only.

BOYS AND GIRLS

Sports/PE Uniform:

Plain black shorts and Winton sports top for PE/Sport. Black track pants may be worn in Winter.

Sports shoes for PE/Sport.

Hats: Red wide brimmed or bucket style sunhats

GENERAL

- Long hair needs to be tied back, if it is longer than the collar or falls in the child's face. Plain red/black/brown/white or blue hair ties/clips/bands.
- No hair colouring.
- No nail polish or make-up.
- No jewellery, except a watch and/or plain stud ear rings.
- White or navy blue poly-prop tops can be worn under shirts when cold.
- Scarves, hats and jackets are not to be worn in class.
- School uniform is to be worn to and from school unless permission is given for certain circumstances.
- A hi-viz vest is to be worn to and from school all year round. These are issued from the office.