



PROSPECTUS 2019



**COLLEGE STREET
NORMAL SCHOOL**

Engage | Explore | Empower

Engage | Explore | Empower

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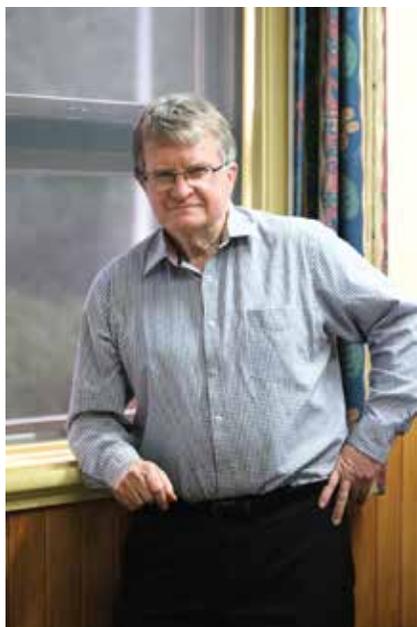
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PROSPECTUS 2019



HELPFUL TIPS FOR VISITING VISITORS
Please do not park in the school zone.
THESE PROHIBITS ARE MONITORED BY LOCAL BUSINESS
ALL VISITORS PLEASE REPORT TO THE OFFICE
5
STAFF AND SERVICE VEHICLES ONLY

WELCOME & ENCOURAGES RESPONSIBLE USE OF THE SCHOOL ENTRANCE



WELCOME

It is with great pleasure that I extend a warm welcome to your family. New families are to be congratulated on their choice of school.

College Street Normal School prides itself on providing high quality teaching and learning that enables students to strive for excellence in all areas, particularly in literacy and numeracy. The school is recognised nationally for its innovation and creativity in curriculum delivery, as well as for the emphasis it places on developing the dispositions and skills for successful learning and living in the twenty first century. We are excited to have new families as part of our team and look forward to their full involvement in our quest to provide a high quality education for all students.

Ross Kennedy, Principal

VISION

Engage | Explore | Empower

STRATEGIC DIRECTION

**Developing a Future Focused Education
at College Street Normal School**

Learners at CSNS will experience a future focused education. By placing students at the center we will personalize learning and empower learners to develop the competencies, values and knowledge to live successfully in our ever changing world.

MISSION STATEMENT

Learners at College Street Normal School experience a future focussed education that prepares them for their future. Children are at the centre of our vision for learning. We value each child as an individual and personalise learning to get the best outcomes.

Through innovative curriculum design, our learners are engaged in rich learning experiences. Learners have multiple opportunities to explore many different areas of learning and develop the competencies, values and knowledge to live happily and successfully in our ever changing world. We empower our children to actively participate in the learning process and lead their learning.

**At College Street Normal School we live our vision everyday:
Engage | Explore | Empower**



SCHOOL PROFILE

College Street Normal School is situated in the Palmerston North suburb of Hokowhitu. We are a contributing school (Years 0-6) established in 1893 with a current grading roll of 592.

Our school is Decile 8 (the Ministry of Education socio economic rating).

As a Normal School (from L'Ecole Normale – the style of French Teacher's College) College Street has a close association with Massey University. As associate teachers, the staff mentor student teachers as they develop their teaching practice.

The school has a significant number of academically able students with many children excelling each year in National and Australasian competitions. Their needs are catered for both within the classroom and additional programmes. The school also has very robust and comprehensive Learning Support Programmes that cater for students with special learning needs.

COMMUNITY PROFILE

College Street Normal School is situated in the Palmerston North suburb of Hokowhitu, in close proximity to the city's central business area. Rangitane are the tangata whenua.

Palmerston North's tertiary and research facilities attract employees from all around the world. Massey University, Universal College of Learning (UCOL), the Fonterra Co-operative Group, Landcare Research, Plant & Food Research and Ag Research are allocated within the school's catchment area and provide employment for many of our parents.

The Lido Swimming Complex, Regent Theatre, Te Manawa – Museum of Art, Science and History, City Library, and extensive public playing fields and courts are also in close proximity of our school. College Street Normal School draws children from all over the city with approximately one third living outside of the school's designated zone.

Parents and teachers have high expectations of the school particularly in relation to student academic achievement. Accordingly, there is a strong emphasis on high quality teaching and learning particularly in the key curriculum areas of literacy and numeracy.



THE NEW ZEALAND CURRICULUM

Vision

Through the New Zealand Curriculum schools are charged with ensuring that students become:

- **Confident** – positive in their own ability
- **Connected** – able to relate well to others
- **Actively Involved** – participants in a range of life contexts
- **Life Long Learners** – literate and numerate; active seekers and users of knowledge



Principles

The principles place students at the centre of teaching and learning, assuring that they should experience a curriculum that engages and challenges them, is forward-looking and inclusive, and affirms New Zealand's unique identity. The principles relate to how the curriculum is formalised in schools through the processes of curriculum planning. These include:

High Expectations – Supporting and empowering all students to learn and achieve their personal best.

Treaty of Waitangi – Acknowledging the principles of the Treaty of Waitangi and the bicultural foundations of Aotearoa New Zealand.

Cultural Diversity – Reflecting New Zealand's cultural diversity and values, histories and traditions of all its people.

Inclusion – Ensuring that students' identities, languages, abilities, and talents are recognised and affirmed and that learning needs are addressed.

Learning to Learn – Encouraging all students to reflect on their own learning processes and to learn how to learn.

Community Engagement – A meaningful curriculum for students that connects with their wider lives, and engages the support of families, whanau, and communities.

Coherence – Providing students with a broad education that makes links within and across learning areas.

Future Focus – Encouraging students to look to the future by exploring significant future-focused issues eg: sustainability and citizenship.



Values

The values outlined in the curriculum encourage students to value:

- Excellence
- Innovation, inquiry, and curiosity
- Diversity
- Equity
- Community and participation
- Ecological sustainability
- Integrity
- Respect

Our school values guide the way we think and act. By holding these values and acting on them we are able to live together and thrive. Our values are infused into all aspects of our school learning community.

Key Competencies

Key Competencies are the capabilities people need in order to live, work and contribute as active members of their communities. Capable people draw on and combine all the resources available to them: knowledge, skills, attitudes and values.

Opportunities to develop competencies occur in social contexts. People adopt practices that they see used and valued by those closest to them, and they make these practices part of their own identity and expertise.

Competencies continue to develop over time shaped by interactions with people, places, ideas and things. Students need to be challenged to develop their competencies in contexts that are increasingly wide ranging and complex.

The New Zealand Curriculum identifies five key competencies:

- Managing Self
- Relating to Others
- Participating and Contributing
- Thinking
- Using Language, Symbols and Texts

At College Street Normal School we have developed our own curriculum that reflects the needs of the learners in our school community.

Our curriculum is based on the New Zealand Curriculum as stated above, but tailored to, and unique to the College Street community and our school vision: Engage. Explore. Empower.



OUR VISION

We strive to live our vision everyday.

ENGAGE

We want to Learn!

When students are engaged in their learning they see the relevance of it, it is of interest to them and they want to follow through to improve their understanding, knowledge and skills. Often they will also want to share what they have learned.

ERO - Modern New Zealand Learning Practice: Glossary 2015

EXPLORE

We discover and challenge!

The action of examining an unfamiliar area. Synonyms include investigation, study, research, search, inspection, probe, enquiry, scrutiny.

ERO - Modern New Zealand Learning Practice: Glossary 2015

EMPOWER

We lead our learning!

Learning that guides and encourages students to seek feedback, learn from their mistakes, and to take responsibility for their own learning. It is about the student being a partner in the learning instead of just receiving knowledge from the teacher.

ERO - Modern New Zealand Learning Practice: Glossary 2015



STRATEGIC GOALS FOR 2019-2021

<i>Teacher Capability and Student Learning</i>	<i>Future Focused Learning</i>	<i>Leadership</i>	<i>Community Engagement</i>	<i>Governance</i>
<p>College Street Normal School will strive to have students making at least one year's progress for one year's learning in Literacy and Mathematics.</p> <p>Through empowering our learners, students will show progress in the development of our Learner Competencies.</p>	<p>Learners at CSNS will experience a future focused education.</p> <p>By placing students at the centre we will personalise learning and empower learners to develop the competencies, values and knowledge to live successfully in our ever changing world.</p>	<p>At CSNS we will develop teacher and student leadership capability.</p>	<p>At CSNS we will continue to foster and further develop a school culture that promotes our vision through partnership with our community.</p>	<p>The Board of Trustees will actively engage in reviewing and supporting the school's progress and achievement in relation to the realisation of it's Strategic and Annual Plan goals.</p>

ANNUAL GOALS FOR 2019

CSNS Big Audacious Goal (BAG) Throughline

Developing a Future Focused Education at College Street Normal School

Learners at CSNS will experience a future focused education. By placing student at the centre we will personalise learning and empower learners to develop the competencies, values and knowledge to live successfully in our ever changing world.

<i>Teacher Capability and Student Learning</i>	<i>Future Focused Learning</i>	<i>Leadership</i>	<i>Community Engagement</i>	<i>Governance</i>
<p>Develop and document a shared understanding around our Curriculum aimed at providing a future focused education, and embed this into all aspects of life at College Street.</p> <p>Develop teacher understanding and capability of student centred pedagogy for effectively personalising learning and teaching.</p>		<p>To develop the Leadership of our Senior Leadership Team and our next tier of leaders, that enables us to collectively drive our vision. (Engage. Explore. Empower)</p>	<p>Grow all stakeholders (students, teachers, support staff and parents) understanding of the school's vision and strategic direction.</p>	<p>Actively engage in reviewing and supporting the school's progress and achievement in relation to the realisation of the Strategic and Annual Plan goals.</p>



The College Street Learner Competencies

COMPETENCIES



AGENCY

We lead our learning.



CREATIVITY

We imagine, innovate and create.



THINKING

We are challenged by deep learning.



COLLABORATION

We have greater impact together.



COMMUNICATION

We connect and share ideas.



ACTIVE PARTICIPATION

We choose to get involved.

We focus strongly on the development of competencies that will enable learners to adapt and be active participants in an ever changing world.

VALUES



RESILIENCE

We bounce back from challenges.



KINDNESS

We care about others.



RESPECT

We value ourselves, others and our environment.



EXCELLENCE

We strive to do our best.



BOARD OF TRUSTEES

Chairperson:	Lisa Matena
Treasurer:	Jason Driscole Mike Nixon Bevan Erueti David Sheppard
Staff Representative:	Jan Monk
Principal:	Ross Kennedy
Deputy Principal:	Corinne Rowe
Secretary:	Adele Lambert

PARENT TEACHER ASSOCIATION

Chairperson:	Jaclyn Turner
Secretary:	Stephanie Steward
Treasurer:	Rachel Hall

TERM DATES FOR 2019

TERM	COMMENCE	END
Term 1	Wednesday 30th January	Friday 12th April
Term 2	Monday 29th April	Friday 8th July
Term 3	Monday 22nd July	Friday 27th September
Term 4	Monday 14th October	Friday 13th December

SCHOOL ORGANISATION FRAMEWORK

The school is divided into three syndicates. There are two year group teams within each syndicate.



SCHOOL MAP



SCHOOL DIRECTORY 2019

SENIOR SYNDICATE	YEAR 5/6		YEAR 5/6		YEAR 4/5			
	Karaka	Dianne Tremain	Rm 6/7	Lindy Langley/ Clive Robertson	Rm 1	Andrea Casey		
	Karaka	Jessica Scott			Rm 5	Claessa Robertson		
	Karaka	Ben Valentine	Rm 6/7	Rachel Craig				
MIDDLE SYNDICATE	YEAR 4		YEAR 3		YEAR 2/3			
	Rm 10/11	Lara Stevens	Rm 9	Dianne Elgar	Rm 4	Jacqui Sturgess		
	Rm 10/11	Josh Tyrrell	Rm 9	Jess Love	YEAR 3/4			
			Rm 3	Sarah Steffensen	Rm 8	Nick Nixon		
JUNIOR SYNDICATE	YEAR 1		YEAR 1/2		YEAR 2		NEW ENTRANTS	
	Rm 18	Teresa Worthington	Rm 19	Sarah Blewitt	Rm 12/13	Tiffany Good	Rm 21	Hannah Anderson
	Rm 20	Susan Hills			Rm 12/13	Ashley Durston	Rm 23	Jan Monk
	Rm 22	Bec Kirkman					Rm 24	Amanda Bradley

ADDITIONAL STAFF					
Principal	Ross Kennedy	Sports Coordinator and STEM	Clive Robertson	Teacher Aide	Margaret Belgrave
Deputy Principal	Corinne Rowe	Reading Recovery	Sue Granger	Teacher Aide	Jane Leogreen
AP Junior School	Janice Macdonald	Learning Support Teacher	Anne O'Connell	Teacher Aide	Sue Pegrume
AP Middle School	Mary Holder	Learning Support Teacher	Kate van de Schouw	Teacher Aide	Nicola Budden
AP Senior School	Amanda Dennison	Learning Support Teacher	Sue Henderson	Teacher Aide	Sarah Siebert
Principal's PA / Bursar	Adele Lambert	Librarian	Rebecca Meade	Teacher Aide	Nikki McEwan
Office Administrator	Fiona Cleaver	Resources Manager	Bronwyn McKinnon	Teacher Aide	Taine Mitchell
Office Administrator	Raewyn Stratford	Property / Grounds	Bill Dyer	Post School	Helen Tilyard

ENROLMENT INFORMATION

Enrolments

Please enrol your children with the office staff at our main office (see map). If your child is starting school for the first time we require a **Birth Certificate** to confirm your child's date of birth and name, relevant health details, and your child's **Immunisation Certificate**. We will also invite you to meet the Principal.

New Entrant Enrolments

Before your child turns five, you will be contacted and given dates for their visits on a Friday between 8.50 - 10.30am. On your child's first visit, you will be given a pack which has information about the school, a health card and stationery requirements.

New Parents Morning Tea

The Parent Teacher Association organises morning teas at school to allow new parents to meet staff, Board of Trustees and PTA as well as other new parents.

School Donation

The Board of Trustees requests that parents make an annual donation of \$140 per child. The Board of Trustees use the income from your school donation to supplement the Operations Grant provided by the Government. This allows for our school to be well resourced and offer your child the very best learning opportunities. Please enquire at the school office if you prefer to pay your school donation in instalments.

Eftpos

The school office has Eftpos facilities to enable parents quick and easy payment of School Donations, Post School Fees and other related expenses.

There is a no 'cash out' facility. Our preferred method of payment is online banking, provided you supply your child's name and reason for payment as a reference.

Bell Times

8.30am	School grounds open for children to arrive at school.
8.50am	School starts
10.30am	Morning Interval
10.50am	Classes restart
12.30pm	Supervised lunch eating
12.40pm	Lunch break
1.30pm	Classes restart
3.00pm	School ends

Parent Teacher Association (PTA)

The PTA is actively involved in the life of our school. Parents are encouraged to become regular attendees of PTA Meetings and become part of the team of parents who work in many different ways to support our school. The aim of the PTA is to engage our community through activities, evenings and fundraising.

The PTA provides valuable funding and support to the school through such activities as; School Hats, New Entrant book bags, school lunches, supporting STEM (Science, Technology, Engineering and Mathematics learning), discos, providing man power and volunteers for a range of projects and the list goes on. Keep an eye out in the Wednesday News, the CSNS website and like the PTA Facebook page to find out about upcoming events, our next meeting and how you can get involved.

ATTENDANCE

Regular attendance, punctuality and success at school are all linked. Students should only be absent from school because of illness or emergency situations.

IF YOUR CHILD IS ABSENT FROM SCHOOL please follow this procedure:

- Report the absence before 8.50am by telephoning the Child Safety Check on 06 358 1092. Follow the prompts for recording a message or use the absense function on the CSNS app.
- If a student is likely to be absent for more than 3 days, please telephone the school office on 06 358 1092 to inform us of the circumstances of the absence. The office staff will inform the classroom teacher.
- If a student is to be absent for more than a week, parents should provide a written explanation of the length of, and reason for absence.

Child Safety

The school operates a Child Safety Check to ensure children arrive at school safely. You **MUST** call Child Safety Check – phone 06 358 1092 if your child is going to be late or absent. If your child is late for school (after 8.50am) he/she must report to the school office to have his/her name checked off.

It is essential to make sure that your contact details; address and phone numbers are kept up to date with the school office staff. You can update contact details at any time by calling at the school office between 8.30am and 4.00pm, or phoning on 06 358 1092 or emailing office@csn.school.nz.

Emergency Procedures

The school has a set of emergency procedures which are practised each term with the staff and children. If a major civil emergency occurs at any time while the children are at school, they will remain at school under the care of our staff. In the case of a major civil emergency, caregivers will need to physically collect their children from school. Our school is in the Hokowhitu sector for Civil Defence. In the event of an emergency we urge you to listen to your local radio station.



COMMUNICATION

The following are used to communicate information to the school community:

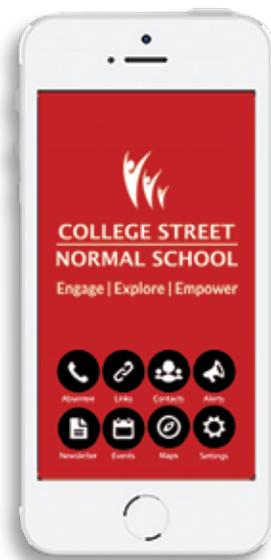
- Assemblies
- School News on our website
- CSNS App
- CSNS Facebook Page
- School Website
- Learning Conferences
- Parent Teacher Association meetings
- Parent Information Evenings

School News

Our school news is emailed to all families and is also available on our school website under the section 'Our News'.

Our Facebook page, our school app and our learning centred communication tool Linc-ed, is updated regularly keeping you well informed.

These are our main forms of communication between home and school. We urge you to check in regularly to keep updated with all that is going on in the school.



Concerns

From time to time issues of concern may arise. The first person you should always speak to should be your child's teacher, who will work with you to resolve the issue.

If concerns persist, the Syndicate Leader will be able to assist.

Junior Syndicate – Janice Macdonald | jmacdonald@csn.school.nz

Middle Syndicate – Mary Holder | mholder@csn.school.nz

Senior Syndicate – Amanda Dennison | adennison@csn.school.nz

If issues are still not resolved, please contact the school office and make an appointment to see the Principal.

Care of School Property

School equipment has been provided for the educational, recreational and social development of all the students. It must be handled with care at all times. Destruction of school property disadvantages fellow students.

The replacement/repair of such property will be the responsibility of the student and student's parents. Lost library and instructional reading books for example, need to be replaced.

SCHOOL VALUES & BEHAVIOUR MANAGEMENT

At College Street Normal School values are encouraged, modelled and explored to enable the creation of a thinking and caring community culture. Our School Values are:

RESPECT

KINDNESS

RESILIENCE

EXCELLENCE

Parents will be informed for severe behaviour and teachers and syndicate leaders are responsible for monitoring this. If there is no improvement in behaviour, the Deputy Principal or the Principal will arrange a time to meet with the parents concerned and negotiate suitable strategies to resolve the issue. We aim for positive outcomes in supporting children to develop strategies for resolving conflict.

SCHOOL RULES

Our school rules are:

Scooters/Blades/Boards

May be ridden to school. They may not be ridden in the school grounds between 8.15am and 3.15pm. Scooters must be stored in designated areas.

Bikes

May not be ridden in the school grounds or on the footpath in front of the school between the hours of 8.15am and 3.15pm. Bikes must be locked and stored in the bike sheds by the swimming pool.

Lollies/Gum/Fizzy Drinks

Lollies, gum and fizzy drinks are not allowed at school.

Interval/Lunch Eating

Playtime snacks must be eaten on the quad before moving to the field. Children must sit in designated eating areas for the first 10 minutes of lunchtime. All rubbish deposited into sorting bins at 12.40pm.

Sunhats

School sun hats must be worn outside at all times during Terms 1 and 4.

Grassed Areas

Children may not play on grassed areas when the wet weather signs have been put out.



Quad Area

No kicking of balls in quad area.

Out of Bounds Areas for Play

- Front of school
- Driveway
- Classrooms on fine days at interval and lunch times
- Hall unless at a supervised event
- Inside area from Room 10 foyer to Room 7
- Area from Dental Clinic behind Hall and Rooms 10-12
- Native Bush area



LINC-ED: SHARING & CELEBRATING LEARNING

LINC-ED is our online reporting system that allows students and teachers to share learning anytime, anywhere and this can be viewed on any device.

Teachers are continually assessing student learning through daily conversations, marking of books, formal testing, observation and so on, to determine next step learning. Your child's current achievement, next steps and learning progress are shared with you in real time through Linc Ed. We believe that a strong home-school partnership is vital in supporting achievement for our learners. Linc Ed is designed to strengthen this partnership by providing parents with more regular, relevant and up to date learning information.

The system is designed to build year on year so that over time you will have access to comments, assessments, images, video and helpful resources all in one place.



LEARNING SUPPORT PROGRAMMES

Our school is committed to enhancing learning opportunities for all children. Early identification allows for extra learning support to be actioned.

We currently run the following programmes:

Early Intervention

This targets Year 1 and 2 students who are not achieving literacy milestones. Identified students receive additional support in reading and writing.

Reading Recovery

This programme targets six year olds requiring additional tutoring in literacy. It is an intensive 20 week course of additional daily teaching in reading and writing. Only a limited number of students (five children with the lowest data at any one time) are able to be assisted through this programme.

Literacy Support

This targets Year 3 - 6 students who are not achieving Literacy milestones. Identified students receive additional support in reading and writing.

Other Small Group Support

Groups are formed as a result of the assessment data of our children. Where there is a need, we will ensure we are targeting this area. Eg: maths support etc.

Extension Programmes

A range of programmes are offered from year 4 - 6. These include: Extension Maths, Extension Writing, and Maths Competition Squad.

English Language Learners Programme

An E.L.L. (English Language Learners) programme is provided for children from non English speaking backgrounds who qualify under the established Ministry of Education criteria. Any enquiries about this programme should be made to Janice Macdonald who co-ordinates all E.L.L. programmes.



EXTRA CURRICULAR ACTIVITIES

Music

A range of tutors teach violin, drums, piano, keyboard, clarinet, flute and guitar. These lessons are provided by outside tutors at a cost. Within the school programme, children have opportunities to become members of a school choir, band, chorale and kapa haka.

Dance

There are dance groups in the Middle and Senior Syndicate.

Lunch Time Clubs

A range of other extra curricular activities are also available during the lunch hour. These include: Coding and Robotics Club, Art Club, Gardening Club and Conservation Club.



SPORTS

The school is proactive in promoting involvement in team sports throughout the year. The school organises teams to enter competitions, either on a Saturday morning or after school in the following sports:

- Cricket
- Hockey
- Netball
- Basketball
- Touch
- Tennis
- Badminton
- Summer Hockey
- Summer Soccer
- Futsal

All children from Year 1 onward are encouraged to participate in all sports. Rugby and soccer are club based. Beginning of season registrations are published in the school newsletter and local newspapers.

Sports Co-ordinator: Clive Robertson | crobertson@csn.school.nz

School Sporting Events

The school has the following annual sporting events:

- School Triathlons - Term 1
- Swimming Sports - Year 5/6 at Lido - Competitive and Non Competitive - Term 1
- Cross Country - Term 2
- Athletic Sports - Whole School Meet + Open Championship (November)

Swimming / Water Safety

During the summer months, regular instruction in water safety occurs. We require a note from you if your child is unable to take part in swimming.

Year 1 – 4 children use the school pool in Term 1.

Year 5 – 6 children are bussed to the Lido Aquatic Complex. This will be advised at the time instruction is to be given. The school encourages parents to enrol in private lessons.

AWARDS

Student awards for achievement, progress, sports, citizenship and cultural/ arts are presented at Syndicate Assemblies and/or Whole School Assemblies.

YOUNG LEADERS

A number of Senior Syndicate children who have attended the Young Leaders Conference form our team of Young Leaders. These children work under the guidance of two staff members. They plan and run events for the whole school throughout the year.

EXCURSIONS

From time to time during the year classes may undertake educational excursions so that students may acquire a variety of rich experiences outside the classroom. Parental permission slips are required for all excursions. These will be sent home by classroom teachers and will include all information relating to the excursion.

Parents may be required to meet costs associated with excursions. Parents will also often be asked to volunteer to accompany classes. Without parent volunteers, class excursions cannot happen, so please whenever possible help enrich your child's learning opportunities by volunteering.

POST SCHOOL PROGRAMME

An after school activity programme operates five days per week from 3.00pm – 5.30pm. A wide variety of activities are included in the programme, from art and craft to sports. Children must be enrolled in order to attend this programme. Further information regarding enrolment and cost can be obtained from the school office.





GENERAL INFORMATION

Bring your own device (BYOD)

Children from Y2 - Y6 have the opportunity to bring their own digital devices to school. Children will use the devices to support learning across the curriculum. BYOD is optional, not compulsory. Children who wish to bring a device to school, will along with their parent/caregiver, be required to complete a user agreement. The Board of Trustees is committed to ensuring that all children have access to a range of devices. All classes have school owned devices available for all children to use.

Book Club

Children have the opportunity to buy books at a reasonable price through the Ashton Scholastic Book Club. There are two offers per year. A flyer showing titles and prices will be sent home with each child. There is no obligation to buy books. Books will arrive at school for distribution two or three weeks after ordering.

Mobile Phones

The school discourages children from bringing mobile phones to school. If children need to bring phones to school for safety or security reasons, parents must inform classroom teachers and agree on the rules for use of the cellphone at school.

School Photographs

School photographs are taken once per year, in August or September, by a professional photographer offering a range of options for parents to consider.

School Library

Classes visit our school library once a week. Junior Syndicate children are able to borrow one book at a time, and Middle and Senior Syndicate children are able to borrow two books. Books are to be returned each week. An invoice will be sent out for books that are not returned.

Lunches

We encourage all children to eat lunch at school. Children may order and pay for lunches supplied by outside agencies.

Bicycles

If you live close to school we suggest that your child walks. Ministry of Transport Guidelines suggest that children under the age of 10 years should not ride bicycles unsupervised. By law, all cyclists must wear a safety helmet. Bicycles should all be stored in the bike sheds beside the swimming pool and be locked at all times.

Parking

We have 'Kiss and Go' parking for your convenience on College Street and on Karaka Street. You simply drop your child off and then leave, or pull in, collect your child and leave. This is a no parking zone during the times of 8:15-9:00am and 2:30-3:15pm. It is monitored regularly by police and failure to adhere to this will result in a parking fine.

Please do not park in "NO PARKING" areas as this inconveniences families who live in close proximity to the school. No parking in the school grounds at all times.

Lost Property

Children are encouraged to be responsible for their own belongings and to take all items of clothing home at the end of each day. If items of clothing go missing, parents should first check with classroom teachers and look in the cloak area of their child's classroom. There is a lost property depot at the far end of Titoki Block next to Room 13. Parents are urged to name all items of clothing.

Sun Hats

The School Policy requires all children to wear sunhats at school during Term 1 and Term 4. Parents are required to purchase a school hat through our school PTA. For more information please make contact via csnspta@gmail.com.

HEALTH AND MEDICATION

Accidents and Sick Children

In the case of a serious accident at school, parents will be contacted as soon as possible. If parents are unable to be located, the 'emergency contact' person will be consulted and/or family doctor if necessary.

Parents will be contacted if a child sustains any head injuries.

If a child becomes sick at school, parents will be phoned by the office staff in order for the child to be cared for at home. Parents are asked not to send children to school if they are unwell or suffering from an illness which can easily be passed from child to child.

Allergies/Health Problems

The school must be informed of any severe allergies e.g.

- Bee stings
- Allergy to nuts
- Other food allergies

in order that your child receives immediate attention.

Medication To Children

Students who require medication to be administered to them during school hours must have a Medication Form completed by the student's guardian/s. All Medication Forms together with a Medicine Log Book are kept in the school office.

A Medication Form shall be completed before any medication is administered to a student. The required signatories to the Medication Form are the student's guardian/s and the school-appointed primary or secondary administrator of medicine. The Medication Form shall include a disclaimer

waiving the school's responsibility for the administration of medication. Parents must also ensure that medication has not reached its 'use by' or expiry date. Children who suffer from Asthma and self manage their medication through an inhaler, are asked to carry it with them at all times, especially when involved in physical activity outside the classroom.

Dental Clinic

The Department of Health Dental Therapists are based at The Palms Health Centre on Ferguson Street | Phone: 06 358 0953.

Health and Hygiene

It is important that children eat a healthy breakfast before coming to school, and parents provide a well balanced lunch. Parents are asked to discuss the following cleanliness issues with their children: appropriate toilet behaviour, care of hair, finger nails, hand washing and use of deodorant. If parents require it, the school can request assistance from the Public Health Nurse. Vision and hearing tests are carried out at regular intervals throughout the year.

Infectious Diseases

If your child contracts an infectious disease (e.g. chickenpox, measles, mumps, school sores) please contact the school immediately. In certain cases children will be required to be kept at home until the disease is no longer infectious.

Headlice

Headlice are often prevalent in schools, so it is essential that you check your child's hair on a weekly basis. If eggs or lice are found please treat your child's hair before they return to school as they are very contagious. Notify the school or your class teacher/s so that a note can go home with other class members to alert parents to be extra vigilant. If live headlice are found at school, parents are contacted to take their child home for treatment. We recommend the conditioning and combing treatment. The Public Health Nurse will be able to assist with any other information needed.

Recommended Minimum Exclusion Periods for Infectious Diseases for Schools, Preschools, and Child Care Centres

(Based on the National Health & Medical Research Council Guidelines)

CONDITION	INFECTED CHILD	FAMILY MEMBER
Chickenpox and shingles	Exclude until fully recovered or at least 5 days after the eruption first appeared. Some remaining scabs are not reason for continued exclusion.	Exclude children with immune deficiencies (eg: Leukaemia or chemotherapy), otherwise not excluded.
Conjunctivitis	Exclude until discharge from eyes has stopped.	Not excluded.
Cytomegalovirus Infection	Exclusion not necessary.	Not excluded.
Diarrhoea (Camplobacter, Cryptosporidium, Giardia, Rotavirus, Salmonella, Shingella, Infesting Worms)	Exclude until diarrhoea has stopped.	Not excluded.
Glandular Fever (Mononucleosis)	Exclusion not necessary.	Not excluded.
Hand, Foot and Mouth Disease	Exclude until all blisters have dried.	Not excluded.
Haemophilus Influenza Type B (Hib)	Exclude until medical certificate of recovery is received.	Not excluded.
Headlice	Exclude until day after proper treatment has started.	Not excluded.
Hepatitis A	Exclude until medical certificate of recovery is received, but not before 7 days after the jaundice or illness started.	Not excluded.
Hepatitis B	Exclusion not necessary.	Not excluded.
Hepatitis C	Exclusion not necessary.	Not excluded.
Herpes (cold sores)	Exclude if child cannot comply with good hygiene practices while sores are weeping. Sores should be covered with a dressing where possible.	Not excluded.
Human Immune Deficiency Virus Infections	Exclusion not necessary unless child has a secondary infection which requires exclusion in its own right.	Not excluded.
Impetigo (school sores)	Exclude until day after proper treatment has started. Sores on exposed skin should be covered with a watertight dressing.	Not excluded.
Influenza and Influenza-like illnesses	Exclude until well.	Not excluded.
Measles	Exclude for at least 4 days after rash started.	Not excluded.
Meningitis (other than Meningococcal Infection)	Exclude until well.	Immunised children not excluded. Non-immunised contacts should be excluded until 14 days after the first day the rash appears in the last case. They may return to school or centre if immunised within 72 hours of contact with the first case.
Meningococcal Infection	Exclude until carrier eradication antibiotic course is completed.	Not excluded.
Molluscum Contagiosum	Exclusion not necessary.	Not excluded. Close contacts should take antibiotics (rifampicin). Public health authorities will advise.
Mumps	Exclude for 9 days until swelling goes down.	Not excluded.
Parvovirus (erythema infectiosum or "fifth disease")	Exclusion not necessary.	Not excluded.
Ringworm, Scabies, Pediculosis, Trachoma	Exclude until day after proper treatment has started.	Not excluded.
Rubella (German Measles)	Exclude until fully recovered or for at least 4 days after rash started.	Not excluded.
Streptococcal Infection (including Scarlet Fever)	Exclude until child has received antibiotic treatment for at least 24 hours and feels well.	Not excluded. Female staff of child-bearing age should check their immunity to rubella with their GP.
Typhoid Fever (including paratyphoid fever)	Exclude until medical certificate of recovery is received.	Not excluded.
Whooping Cough (Pertussis)	Exclude for 21 days from onset or until child has taken 5 days of a 10 day course of antibiotics (erythromycin).	Not excluded unless advised by public health authority. <i>Exclude unimmunised household contacts aged less than 7 years and children who are in close contact who are either less than 1 year old or not fully immunised, for 14 days after they were last exposed to infection or until they have taken 5 days of a 10 day course of antibiotics (erythromycin). If necessary, contact your nearest public health authority for advice.</i>



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