



# HUNTERVILLE SCHOOL



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**HUNTERVILLE PRIDE... "Together We Strive"**

**\*Quality Learning\* Quality Behaviour\* Quality Environment\***



# **SCHOOL INFORMATION BOOKLET 2010**

# INTRODUCTION

**Dear Parents**  
**Kia Ora!**

This booklet is designed to present general information about the school and how it works, and is issued to each family with pupils at our school at the start of each year as well as to new enrolments during the year.

The information booklet is an attempt by the school to keep you up to date with our policies, procedures and routines and is updated for publication at the start of each school year.

We believe that close co-operation between home and school is vital for effective and enjoyable learning and we see this publication as helping to foster that partnership.

**Regards**



**Stephen Lewis**  
**PRINCIPAL**  
**2 February 2010**

## **BRIEF HISTORY OF HUNTERVILLE CONSOLIDATED SCHOOL**

Hunterville Consolidated School opened on 28th September 1887 with a roll of 40 pupils. A secondary department was established at the school in 1912 and this operated until 1929.

The word "Consolidated" in the school's name refers to the amalgamation of six smaller schools namely Silverhope (Paraekaretu) 1937; Rata 1937; Putorino 1939; Mangaonoho 1939; Poukiore 1941; and Rata-iti in 1952.

The school's roll peaked in December 1958 at 416 pupils and the school hall was opened in 1960.

The roll for the past ten years has settled between 160 - 210 pupils, with approximately half of these pupils coming to school by bus. We start this year with a roll of 184 and expect to be around 200 by the end of the year.

# PERSONNEL

## TEACHING STAFF:

Mr Stephen Lewis	Principal			Tel. 322 8778
Mrs Colleen Dalley	Deputy Principal	Yr 7/8	R8	Tel. 327 7526
Mrs Anne Hatfull	Assistant Principal	Yr 0/1	R1	Tel. 322 8568
Mrs Carol White	Teacher full time	Yr 1/2	R2	
Miss Hayley Green	Teacher full time	Yr 2/3/4	R3	
Miss Heidi Jeynes	Teacher full time	Yr 3/4	R4	
Mr George Jeffrey	Teacher full time	Yr 4/5	R5	
Mrs Gaylene Fitz-Herbert	Teacher full time	Yr 5/6	R6	
Mr Shane Smith	Teacher full time	Yr 6/7	R7	
Mrs Di Stewart a.m.	Teacher part time	Kiva	Small group tuition, Mon – Thur	
Mrs Janet Parkes	Teacher part time	R8	Fridays for DP release	
Mrs Janet Parkes	Teacher part time	R1	Rdg Recovery release, afternoons	

## ANCILLARY:

Mrs Jacquie Harding	Office Manager
Mrs Judith Rush	Teachers' Aide
Mrs Sue Lewis	Teachers' Aide
Mrs Millie Lawrence	Teachers' Aide
Ms Belinda Deans	Teachers' Aide
Mr Harry Matson	Caretaker
(To be appointed)	Cleaner

## DENTAL THERAPIST:

Mrs Vicki Rowe	Tel. (06) 322 8148	Mrs Chrissy McKay	Dental Assistant
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## BOARD OF TRUSTEES:

Mrs Fi Dalgety	Chairperson Ph (06) 3228460
Mr Richard Lambert	Parent representative
Mr Mason Smith	Parent representative
Mr Chris Price	Parent representative
Mr Chris Turner	Parent representative
Mrs Colleen Dalley	Staff representative
Mr Stephen Lewis	Principal

## HOME AND SCHOOL ASSOCIATION OFFICE HOLDERS

Mrs Rachel Williams	President
Mrs Dale Turner	Secretary
Mrs Nicki Hobson	Treasurer

## **WHAT DOES HUNTERVILLE SCHOOL STAND FOR?**

The Board of Trustees consults comprehensively with parents every four years to ensure the school delivers to its students the type of education parents' desire. The last such consultation was last year, 2009.

Out of such consultation has emerged the following six **Guiding Principles**, as well as the statements below them. They are very much living, meaningful statements which guide all our strategic thinking:

- 1. We will provide a quality, holistic education with a focus on developing high levels of competency in reading, writing and mathematics, and promoting sport as an integral part of that rounded education.**
- 2. We will have high expectations of students and staff in all areas of life.**
- 3. We will actively encourage a strong sense of partnership between school, home, and the wider community**
- 4. We will provide a positive, secure and supportive, dynamic environment where growth and learning can be achieved by all.**
- 5. We will acknowledge and develop Maori culture within our school alongside the other cultures throughout society**
- 6. We will create a physical environment that is attractive and sustainable and renewable**

Our School Motto:

**“Hunterville Pride ... Together we Strive”**

Along with the above comes our ‘quality’ statement:

**“Quality Learning, Quality Behaviour, Quality Environment”**

And Our Golden Rule...

**“Treat others the way you’d like to be treated”**

## **ABSENCES**

Please phone the school office or send a note with another family member if your child is going to be absent on any day.

As a safety check we check absences first thing in the morning and attempt to phone home if any pupils are absent that we hadn't had notification about.

It is for this reason that parents are urged to let us know whenever a child is absent from school. We thank you for your support in helping keep your children safe.

## **ACCIDENTS AND SICKNESS**

Parents will be contacted if in the staff member's opinion a student is in discomfort or needs medical treatment. If parents or emergency contact person cannot be contacted the student will remain at school until contact can be made or taken directly to the Doctor's surgery in Marton if serious.

We ask for parents' co-operation in not sending already unwell children to school. Staff are not permitted to administer drugs or medicines to pupils without prior written permission from parents.

## **ALL WEATHER COURTS COMPLEX**

This community funded facility is a huge asset to our school, and we have the free use of it during school hours.

Common sense rules govern its use both in and outside of school time. These include:

- No food on the courts
- No bikes, scooters, skates, etc on the courts
- No sprigged footwear on courts
- No swinging on tennis nets please
- No muddy footwear on courts please



## **ASSEMBLIES**

Our 'normal' weekly assemblies will begin once swimming finishes in early March. These are held each Thursday from 2.30pm. Assemblies include notices, singing, awards/certificates, and Taha Maori. Parents and visitors are very welcome to attend.

For the first month (while we are swimming) we will issue class certificates at our brief 11am Monday morning 'notices' assembly, which we hold in the senior lunch area.

## **BELL TIMES**

Students may not enter the school grounds or buildings before the bell rings at 8.30am. Students should not arrive at school before this time. Students should leave the grounds as soon as possible after the 3.00pm bell.

Enter school	8.30am
Morning school starts	9.00am
Morning tea break	10.40am - 11.10am
Lunch time break begins	12.40pm
Three Bells- move into class	1.25pm
Reflection/notices/tidy up, etc.	2.50pm
School finishes	3.00pm (no bell)



## **BIBLE IN SCHOOLS PROGRAMME**

Bible in Schools is taken on Friday mornings from 9 - 9.30am, usually beginning in early March. The programme is a non-denominational one approved by the Ministry of Education and is co-ordinated by Mrs Judith Rush.

School is officially closed while the Bible in Schools lessons are being taken and parents have the right to withdraw their child from the programme if they so desire. Please contact your class teacher in such instances.

## **BICYCLES**

Parents are asked to use their discretion in allowing children to cycle to and from school. Please be sure that your child can ride safely and obey road rules all the way to the school gate from your house and back home again before allowing them to ride to school.

A rack is available in the school grounds during normal school hours for bicycles to be left.

## **BOARD OF TRUSTEES**

The Board of Trustees is responsible for the administration of the school. Our Board is made up of five parent representatives, a staff representative, and the Principal. The Board meets twice each term in the staffroom. All parents and caregivers are notified of meeting dates through the school newsletter.

A public copy of Board meeting minutes is available at the school office for any parent or caregiver to read.

A list of Board of Trustees members is on the inside cover of this publication.

BOT elections are held every three years. BOT elections are this year, in May.

## **BUSES**

More than half of our students travel to school by bus. To be eligible for travel on a school bus a student must live more than 4.8km from their nearest school (or less than 3.2km for under 10year olds). Students not meeting these criteria, technically travel on a school bus by private arrangement with the bus contractor.

Students that meet the above criteria may be eligible for a government funded bus allowance if they have to travel to meet the bus.

Please feel free to contact the principal for further clarification on any bus matters.

Five buses bring children to Hunterville School. – Leedstown, Putorino, Poukiore, Mangahoe, and from this year, Otairi. All buses leave for the afternoon at approximately 3.15pm.

Parents are asked to contact or get a message to drivers (even via a student at a pick up before yours) when children are off the bus in the morning, or to contact the school for changes to the afternoon arrangements.

If parents turn up unexpectedly to collect children they are asked to inform the bus monitor or duty teacher that the child is off the bus.

General rule: If the school has not heard from parents the child will travel home the usual

### **Bus Rules / Procedures:**

Please refer to the rules and procedures for use of school buses at the rear of this booklet.



## **CANTEEN / LUNCHES**

School lunches are in limbo at the time of this booklet going to print. This year's arrangements will be set out in one of the weekly newsletters early in the year.

## **CELL PHONES**

Cell phones at school with students are not permitted. In extenuating circumstances and with parent permission, when a student does bring a cell phone to school the phone is required to be handed in to the school office upon arrival at school, to be collected at 3pm.

In the past some students have been using cell phones *entirely inappropriately* on the way to and from school, and at school. We seriously advise parents to check just what messages students are sending and receiving on their phones – after all we are talking about primary school age children and it would be a safe and responsible practice for parents to check their children's phone regularly.

School policy states that cell phones found at school will be confiscated...

1<sup>st</sup> instance: phone confiscated until a parent uplifts from the office

2<sup>nd</sup> instance: phone confiscated for seven days after which time a parent may uplift

3<sup>rd</sup> instance: phone confiscated until end of the term at which time a parent may uplift

## **CHEWING GUM AND SWEETS**

The above are not permitted at school.

## **COMPLAINTS**

From time to time (very rarely we hope!) parents may have full justification in making some form of complaint. In general terms our school policy states that in the first instance the complaint should be dealt with at the lowest level – which usually means the person the complaint is directed at. If there is no resolution it goes onto the Principal, and thereafter to the Board of Trustees, as a final measure.

## **COMPUTERS**

All classrooms have at least one computer as well as a further pod of eight desktops in our computer suite attached to the library and two further mobile pods totalling fourteen wireless apple laptops.

Pupils may only access the internet/e-mail with teacher permission and under adult supervision. This is strictly enforced. All Y5 students and above, as well as all staff sign a computer safety contract each year which governs the use of the internet at school.

We welcome use of our computer suite by parents and the wider community but this does *usually* need to be out of school hours (e.g. between 3 & 5pm) so that our students have access as required. Any enquiries please, to the Principal or Deputy Principal.

The BOT has it as one of their current focuses to increase the number of computers in the school, and is committed to keeping the school at the forefront of ICT practices and resourcing.



## DENTAL CLINIC

Children can be enrolled from the age of two. Once enrolled at the clinic, treatment occurs regularly. The clinic phone number is 322 8148.

The Dental Therapist, Mrs Vicki Rowe, is here at school on an irregular basis as we share her services with Halcolme and Bulls Schools.



There is an answer phone on at the clinic informing you of Mrs Rowe's whereabouts. If you have a problem while Mrs Rowe is working away, please contact the Marton Dental Clinic on 3276016.

## DISCIPLINE

The few rules that are enforced at school are those relating to our position of being in loco-parentis (i.e. the need for pupil safety and welfare while under our jurisdiction). Students generally appreciate the reasons why there are certain rules enforced and are encouraged to use common sense and have respect for people and their property.

Abusive language, teacher defiance, bullying and physical assault are not tolerated.

A supervised lunchtime detention system operates as needed (we call it Room 28!) and a record is kept of children referred to Room 28 and the reason why.

Parents are notified of all 'Room 28' incidents through a form letter requiring parent signing and returning to school. We also undertake to phone parents when Room 28 notices are issued. When persistent or serious instances of unacceptable behaviour occur, stand downs, suspensions and exclusions have been and will be, used as a last resort.

## DRESS CODE

**Make up, nail polish and jewellery (with the exception of small studs or sleepers in ears) are not permitted. Also:**

- **All boys' and girls' long hair is required to be tied back**
- **'Rats tails' are not permitted**
- **No unnatural hair colouring; colour to be close to child's natural colour**
- **No extravagant hair styles (e.g. spiked hair) or excessive hair product**
- **No visible tattoos or body piercing**
- **Summer headwear is sunhats only which are to be worn outdoors during summer. Woollen hats may be worn outdoors and during the two winter terms only. (Note: all hats must be official school uniform items).**
- **Hair accessories (e.g. hair ties) should be of school uniform shades – burgundy or black**
- **All students are expected to wear correct and tidy school uniform.**

*The levels of acceptability for enforcing dress and uniform code are at the determination of the principal, deputy principal and assistant principal*

## **ENROLMENTS**

Children can not be officially enrolled before their fifth birthday, although the enrolment forms are able to be completed prior to this.

Six weeks before a child is due to start school an enrolment pack will be sent out. It includes the necessary information about how to enroll your child for school, including an invitation for pre-school visits.

## **ENQUIRIES AND CONCERNS**

If for any reason you have any question, enquiries or concerns please do not hesitate to contact the school. Concerns directly relating to pupil progress initially should be discussed with the teacher. Following this, or for any other reason, please arrange through the school for an appointment to see the Principal. Most enquiries can be answered through the school office at 322 8210.

Our aim is to assist where and when possible and to be welcoming and receptive to parents' concerns. Often personal contact can clear up misconceptions and misunderstandings, which if left unattended may cause unnecessary anxiety.

We feel that the best learning takes place when there is a positive input from three areas: The school, parents/home, the student him/herself.

## **FOOTWEAR**

Pupils are asked to remove muddy footwear *at the door before entering buildings*, and to remove all footwear before entering classrooms.

## **FUNDRAISING**

Government grants pay for some things in a school: Staff salaries, the power bill, heating, text books, building maintenance, cleaning supplies, telephone charges, etc.

Extras, such as additional books for the library, computers and associated costs, camps or sports gear need to be funded by the school.

To assist with this funding, various activities throughout the year are held to raise money such as selling plastic products, pizzas, Home & School fundraisers etc. Please support these ventures. They do not necessarily need to involve spending of money but can require an outlay of time and/or energy.

## **HEAD-LICE**

Outbreaks of head-lice periodically occur as in all schools. Standard procedure is to notify the school when infection occurs and administer medication immediately. We then send a pamphlet home with each child in the class concerned.

There is no stigma with the problem of head lice. In the words of our public Health Nurse, "No one has ever been hospitalised due to head lice and it is not a notifiable disease." Anyone can catch head lice from head to head contact, sharing brushes and combs, hats and jerseys or mixing clothes; at home, at school, or in the playground.

***Because head lice can be a costly and time consuming exercise to rid children's hair of, we ask parents to please consider other families by treating head lice promptly and by not sending children with infected hair to school until the lice have been cleared.***

## **HOMEWORK**

Regular homework is expected throughout the school. Eg. Reading for all levels each night. Each teacher will notify parents of their specific homework requirements early in term one. Whilst **all** students are expected to fulfil homework requirements, family circumstances or other commitments make this impossible on occasions. In such cases a written note from a parent will ensure a student does not suffer a consequence from not doing their homework!

## **HOME AND SCHOOL ASSOCIATION**

The school has an active Home and School Association, which meets on a monthly basis. The committee always welcomes new members and anyone keen to join the ranks is made very welcome.

The Home and School Association do a great job for the school - please support them whenever you can. New members are always welcome

Last year the Home and School injected over \$25,000 into the school.



## **KAPA HAKA**

The school has had an active, developing kapa haka group which has met one afternoon per week from early March, once swimming has finished. Students opt into kapa haka with parent approval. Kapa haka sessions also include te reo and tikanga as well as song and dance.

At the time of going to print a kapa haka tutor has not been confirmed for 2010

## **KIWI CAN**

Kiwi Can is a values based social skills programme provided for our school by the Rangitikei Kiwi Can Trust. The Ministry of Education supports the programme and provides some funding to the trust. The programme is delivered to our school at an annual cost of \$25 per student which our Home and School Association have funded in recent years.

Kiwi Can is delivered to our classes by trained Kiwi Can leaders, with all classes having one 40 – 60 minute session per week.

## **LIBRARY**

The school library is our most valuable non-human resource. We encourage its extensive use and urge children to read and research as widely as possible. Parent help at home is very valuable in developing good reading habits and interests.

The library is available before school and at lunchtimes as well as during class time.

To help our library function effectively senior pupils assist with the issue of books and the presentation of displays.

## **LOST PROPERTY**

Recent lost property (less than a week) is stored in the Medical Room (next to staffroom).

Please name all children's clothing so that it may be returned when misplaced.

Unnamed and unclaimed clothing at the end of each term is stored for a further term and then given to charity.

## **LUNCHTIMES**

The lunch 'hour' is from 12.40 to 1.30pm (with a bell rung at 1.25pm)

Students eat lunch with their classroom teacher supervising, before being released for the remainder of lunchtime.

## **PIE WARMER**

The school provides a pie warmer for the heating of pupils' lunches (e.g. pies, toasted sandwiches, etc.) for the use in the two winter terms (T2 & T3).

Pie warmer foods are required to be wrapped in tin foil and clearly named please.

## **REPORTING TO PARENTS**

Full written reports are issued to parents once per year in December, with an abbreviated written report at mid year. Formal parent teacher interviews are held in late term two, whilst pupil exercise books are sent home for parent viewing at the end of terms one and three.

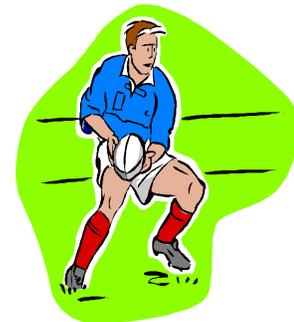
A general parent information evening with a curriculum focus has been organised during February in recent years but has not been strongly supported. This year we are returning to a previously held 'function' – an informal late afternoon / early evening school BBQ provided by the Home and School Association, as an opportunity for families and staff to meet early in the year and to welcome new families and staff to our school.

## **SATURDAY MORNING SPORTS**

The Hunterville Saturday Morning Sports Club organises the above and teams are organised totally independent of the school. An AGM is usually held in March.

At present rugby, netball and hockey are catered for.

Children's tennis (Friday after school) and cricket (juniors Thursday after school; seniors Saturday mornings) operates during summer. The school office will be able to put you onto the correct contacts for those sports.



## **SCHOLASTIC - BOOK CLUB**

Scholastic Book Club send out order forms approximately every 1-2 months, so that children can purchase reading books. This is a purely voluntary service with no pressure to buy.

## **SCHOOL ACTIVITY FEES**

School Activity fees are used to subsidise a number of school costs not covered by ministry grants including computer maintenance and computer printer ink cartridges etc. Fees for 2008 remain unchanged since 2005 and are: One child - \$45.00, two children - \$70.00, three or more children - \$75.00. Activity fees are a non compulsory donation to the school.

## **SCHOOL NEWSLETTERS**

Weekly on a Tuesday for parents, taken home by the oldest child at school and a twice termly community newsletter delivered to approximately 540 households in the school catchment. Parents/caregivers are asked to read all newsletters as this is our major communication link with you. Copies of all newsletters also appear on our website [www.huntermville.school.nz](http://www.huntermville.school.nz)

## **SCHOOL TRIPS**

School policy states that the levels of consent for school trips are as follows:

a) Day trips within the Rangitikei: Parents to be informed prior, but consent not necessary.

b) Day trips further afield or any overnight trips: Parent consent required

The school has set adult to student ratios required for all out of school trips and activities, as well as stringent risk analysis and safety measures which apply to relevant out of school activities

## **SCOOTERS/SKATEBOARDS/SKATES**

Scooters & skateboards, for safety reasons, are not permitted to be used in the school grounds during school hours (i.e. 8.30 – 3.30). Skates may be used periodically at the discretion of staff.



## **SPECIAL PROGRAMMES**

Our school funds comprehensive ‘special needs’ programmes of both a remedial and extension nature taken by teachers and/or teacher aides and is both school and out-of-school based. Programmes include:

- Reading Recovery: Caters for three students at any one time, each receiving a daily one on one 30 minute reading recovery lesson with Mrs Hatfull. This internationally acclaimed programme is designed to dramatically reduce the number of children with literacy problems. It is a second chance programme delivered to the neediest children who are finding the acquisition of reading and writing difficult by the end of their first year at school.
- Reading, Writing, Maths Boosts (Teacher): We employ a specialist trained teacher in Mrs Di Stewart to deliver targeted programmes in the above subjects, in small groups of students. Mrs Stewart works Monday to Thursday mornings.
- Reading, Writing, Maths Boosts (Teachers’ Aides): The Board of Trustees fund a combined total of over 60 hours per week of teacher aide time. Our very able and dedicated teacher aides devote the vast majority of their time to working with individual students or small groups, both in class and in a withdrawal situation, supporting the 3Rs – reading , writing and ‘arithmetic’ (maths!), under the direction of trained teachers.

## **Special Programmes (Continued)**

The above provisions underline our commitment to the core subjects of reading, writing and maths. Other special programmes include...

- Music – all classes plus senior extension groups
- Specialist music and science classes for all Y 7/8 students through Rangitikei College
- Selected Yr 4 – 8 students (approximately 30) sit Australian maths and English exams
- Sports Institute (Y 7/8) every second year. (Includes rowing and velodrome cycling)
- Maths extension groups with Principal (8 students each Yr 5-8 daily for 8 weeks term 3)
- Leadership camp for eight whanau leaders and head boy/girl. (Two day trip to Young Leaders Conference)
- Kapa haka: one afternoon per week
- Speech / drama and music: Two private providers offer these subjects (one on site at school) during school hours
- Electives Programme (Y 5-8): Typically offering 20 hobby / interest choices – an afternoon per week for one month
- Drama Production: Every second year. Involves every student. A massive, high class affair; one of the jewels in the school crown
- Camps each year for all Year 6, 7, and 8 students
- Cluster extension programmes over the past two years have covered: sports academy, maths, movie making, writing, drama, digital photography, and gymnastics. Typically these programmes take the ‘cream of the crop’ from all local primary schools as part of a group of 20 students. Hunterville School has had between two and four students selected for each of those programmes

## **STATIONERY SUPPLIES**

Hunterville Bookshop has lists of all classes’ stationery requirements and stocks all items for our students.

## **SUN SAFETY – WEARING OF SUN HATS**

During the heat of summer (Terms 1 & 4) school policy instructs teachers to monitor the wearing of sun hats and to remove pupils to a shaded area if not wearing a sun hat. We urge parents to supply sun block as well, for pupils. Sun hats must be of school uniform type.

## **TECHNOLOGY AND OTHER CLASSES AT COLLEGE**

Year 7 & 8 pupils attend technology (and other) classes at Rangitikei College every THURSDAY morning departing school by bus at 10.25am and returning at 12.50pm.

The College charges fees to pupils to cover equipment and materials \$62.50 per pupil per year, payable through our school office. All students are required to wear covered shoes for technology classes.

Modules provided are cooking, sewing, woodwork, **science and music**

## UNIFORM

There is no specific summer or winter combination. Uniform requirements are based around wearing the uniform with pride. All students require rugby-style shorts for athletics, cross country and PE as necessary.

A change was made during 2007 allowing the rugby style shorts to be used for every day uniform. *The stipulation has been made though that the 'rugby shorts' will not be accepted on special occasions such as class trips, prizegiving assembly, etc.*

Monogrammed Items	Sizes	Price	Unmonogrammed Items	Sizes	Price
Burgundy Short Sleeved Polo Shirt	4 & 6	\$19.00	Black Knit Short (Long leg)	4 & 6	\$15.00
Burgundy Short Sleeved Polo Shirt	8 – 16	\$20.00	Black Knit Short (Long leg)	8 – 16	\$16.00
Burgundy Long Sleeved Polo Shirt	8 – 16	\$21.00	Black Drill Short (Long leg)	5 & 7	\$11.00
Black Polar Fleece Vest	6 & 8	\$31.00	Black Drill Short (Long leg)	8 – 16	\$12.00
Black Polar Fleece Vest	10 – 14	\$33.00	Black Track Pant Knit	5 & 7	\$17.00
Burgundy Polar Fleece Top	5 & 7	\$35.00	Black Track Pant Knit	8 – 16	\$20.00
Burgundy Polar Fleece Top	8 – 14	\$38.00	Black Track Pant Taslon	6	\$25.00
Burgundy (Unmonogrammed) Long Sleeved Skivvy	5 & 7	\$13.00	Track Pant Taslon Black	8 – 14	\$26.00
Burgundy (Unmonogrammed) Long Sleeved Skivvy	8 – 16	\$15.00	Black Skirt	All sizes	\$25.00
Maroon Bucket Hat 55cm, 57cm, 59cm & 61cm	(4 sizes)	\$9.00	Black Cap – adjustable back strap	All Sizes	\$7.00
Black Monogrammed Beanie	All Sizes	\$13.00	Black rugby shorts Sport/P.E.	6 – 16	\$14.00

*The above prices are due to rise SIGNIFICANTLY once current stock is replaced. (E.g. polar fleeces go from \$38 to \$57!) The school's prices will continue to be the same as we pay from our suppliers. I.e. we make no profit from the sale of uniform.*

**All uniform items as above can be ordered through the school office. Although most sizes of most items are held at school, please allow up to two weeks for delivery of non stocked items.**

Footwear Requirements Are Reasonably Flexible But Require:

- Black heel strap sandals or black shoes or
- Track shoes (colour to be predominately black, grey or white)
- Black or white ankle socks
- Bare feet are also acceptable

A second hand uniform shop exists where a small supply of pre-owned items are available for purchase.

## **iPODS, MP3s, PSPs, ETC.**

The above are not permitted at school.

## **WEBSITE: [www.huntermville.school.nz](http://www.huntermville.school.nz)**

This site has been up and running in its current form since mid 2009 and contains amongst other things all weekly newsletters and the twice per term Community Newsletter.

Any parents with a strong objection to their children being photographed and named (e.g. through the newsletters) on the school website are requested to make the principal aware of this. Currently we have no students identified to us by parents as not wanting to be named / photographed in school newsletters, etc (which are then posted on the web site).

## **ZONING (ENROLMENT SCHEME)**

Huntermville School operates an enrolment scheme to avoid the possibility of overcrowding and to manage the selection of students from outside the school zone in a fair and transparent manner.

Students living within the home zone have the absolute right to enrol at any time.

Near the end of each year the BOT decides the number of places available for out of zone students for the following year and calls for applications. If there are more applications than places available a ballot is held. This year no ballot was necessary, with all out of zone applications therefore being accepted.

Full details of our Enrolment Scheme are available from the school office or on the school website. People with any queries are encouraged to speak to the principal.

Huntermville School's decision to put in place an enrolment scheme is most definitely not about stopping out of zone students from enrolling; it is about being in control of how many.

The government will not supply us with extra classrooms for increased numbers with so many out of zone students enrolled, so we need to be careful we don't grow our numbers bigger than we can cater for classroom-wise.

Currently approximately one quarter of our students are 'out of zone' and for us to maintain our numbers into the future, (which we believe will be healthy for our school) a similar number of out of zoners will be needed on an ongoing basis.

The BOT has set our maximum preferred roll (in December) to be around 206 with our enrolment scheme designed to help keep our December roll below that.

Again, interested persons are urged to seek clarification with the principal for any zoning related matters.

# BUS RULES / PROCEDURES

2 February 2010

**TO: PARENTS, PUPILS, DRIVERS, and BUS CONTRACTORS**

This annual memo is an attempt to clarify and standardise rules/procedures relating to the safe and orderly transportation of Hunterville School pupils on our four Ministry of Education funded daily bus runs, and is issued to all families at the start of each year as well as to enrolments during the year.

1. Government School transport policy provides assistance for pupils under ten years of age who live more than 3.2km from their nearest school, and for pupils ten years and over who live more than 4.8km from that school, and also (under the above distance criteria) pupils who attend a school that is not their nearest school, but who make their own way to the midpoint between the school being attended and the next closest school.
2. Pupils not fitting the above criteria are officially 'ineligible' and are only transported with the approval of the bus contractor by private arrangement.
3. The school as well as the bus contractor and driver is responsible for the safety of pupils whilst being transported by bus.
4. Bus monitors are appointed by the school and have specific duties, namely:
  - a) Assist the driver by seeing that pupils observe safety rules (see below).
  - b) Report misbehaviour to the Principal.
  - c) Assist with the orderly assembly of pupils in the afternoon and mark off the roll.
5. Although the responsibility for disciplining pupils rests with the Principal, bus drivers are expected to assist in controlling pupils travelling on buses as follows:
  - a) If the misdemeanour is minor and isolated, warn the pupil (politely but firmly) that misconduct will not be tolerated and that further instances will be reported to the Principal.
  - b) If misbehaviour persists, report the incident to the Principal.
  - c) If there is gross misconduct or any tendency towards general disorder the driver should select a safe place and stop the bus.  
The driver should then tell the pupils he/she will not proceed until order is restored.  
The Principal should then be informed of the incident.
  - d) In cases of repeated or gross misconduct the driver may, on subsequent days, refuse to take the pupils concerned until such time as the parents have been interviewed by the Principal and the driver has been informed that disciplinary action has been taken.  
In no instance should a pupil be put off a bus during a journey as a disciplinary measure.
6. Disciplinary action for inappropriate behaviour on any school bus may include a pupil being denied transport on the bus for a period of time.

7. Bus drivers are asked to report even minor mishaps to the Principal (Eg. If a bus has to stop suddenly and a child falls out of his/her seat; a 'near miss' situation even if caused by another vehicle; etc).
8. Bus drivers are required to most definitely not allow students to be dropped off or picked up from town.
9. In the event of a break down pupils should, if deemed safe and sensible remain in the bus. When pupils must leave the bus (e.g. punctured tyre necessitating changing a wheel), they must stand clear of the bus and off the road – even over a fence in a paddock.  
Where visibility is restricted senior pupils must be posted to warn other road users.

## 10. Other Specific Rules/Procedures For Pupils

- a) Stand well back from the bus and wait until the bus has stopped before walking towards it to get on.
- b) Before getting off the bus pupils must remain in their seat until the bus has stopped.
- c) After getting off the bus in the afternoon Hunterville School insist pupils must wait away from the bus and in full view of the driver before moving off.  
*DRIVERS SHOULD NOT DRIVE AWAY UNLESS DISEMBARKING PUPILS CAN BE SEEN.*
- d) Those needing to cross the road after being dropped off must wait for the bus to travel 200metres (say... two power poles) before crossing the road.
- e) Stay in the same seat throughout your journey unless instructed otherwise by the driver.
- f) When sitting down pupils must sit on their bottom with their feet over the front edge of the seat. Definitely no kneeling on seats.
- g) No eating or drinking on the bus.
- h) Keep bags etc., out of the aisles.
- i) Noise to be kept to a minimum – talk quietly to those around you.
- j) Obey all requests by drivers and monitors regarding compliance of the bus rules.
- k) Be courteous and considerate to all others on the bus. Greet your driver when you get on each morning and say goodbye in the afternoon!



**Stephen Lewis**  
**(Bus Controller and Principal)**  
**2 February 2010**

# Most Recent ERO Report

The school's most recent Education Review Office visit was in May 2007. The following is an unedited copy of the heart of the written report which includes all 'Areas of Good Performance' and all 'Areas for improvement'

The full report is available from the school office or online at [www.ero.govt.nz](http://www.ero.govt.nz)

## Areas of good performance

- **Engagement**  
Most students are highly engaged learners. Students working with teachers in small groups are focused, motivated and celebrate success. Teachers know their students well and generally provide high interest learning opportunities. Students willingly support each other. Most are able to work independently, in pairs and in groups. A strong culture of learning is evident in all classes.
- **Understanding learning**  
Students are purposefully involved in the learning process. Many are able to articulate learning intentions for different curriculum areas. Teachers share the focus of lessons, effectively building on prior learning. Students develop skills in goal setting and review as they progress through the school. A wide range of experiences contributes to increasing their thinking skills. Students' developing understanding increases motivation and promotes independence in learning.
- **Developing learners**  
Staff effectively encourage learning through well-developed teaching practices. Examples include teachers' enthusiasm, skilled questioning and well-planned and paced activities that clearly motivate students. Many independent activities relate directly to the lesson focus and allow students to consolidate new learning. Students are competent learners.
- **Catering for students needs**  
Students learning needs are effectively identified using valid, well-analysed assessment information. Teachers plan programmes well matched to students' learning levels and needs. Flexible grouping and ongoing monitoring of progress assists teachers to respond to students promptly. Students' progress is promoted by focused, appropriate teaching.
- **Addressing underachievement**  
Students at risk of underachievement are identified efficiently and strategies are implemented to assist their learning. Teachers plan intervention programmes, led by teacher or teacher aides, for individuals or groups of students. Strategies are clearly designed to respond to the specific learning needs of students. Students are referred to outside agencies when necessary. Most students make significant progress with the support of well-focused intervention.
- **Relationships**  
Friendly, relaxed, respectful relationships are a feature of the school. Students and teachers enjoy positive and affirming interactions in and out of class. Trustees and staff regularly respond to students' ideas and concerns through liaison with student leaders. Supportive relationships promote student confidence.
- **Learning environment**  
Students work in vibrant, stimulating classrooms. Readily accessible, appropriate resources, including ICT, support learning. Students' work is displayed and celebrated. Learning prompts and clear routines maximise learning time. Students take pride in their surroundings.
- **Curriculum**  
Student engagement and achievement is enhanced through an integrated curriculum. Teachers relate content from extra-curricular events or other curriculum areas to core learning. Learning contexts reflect

the interests and prior knowledge of students, with some student involvement in planning programmes. Students benefit from a balanced range of academic, social, cultural and sporting experiences.

## **Areas for improvement**

- **Assessment review**  
Teachers collect a comprehensive range of useful data in literacy and numeracy. However, the usefulness of other collections of data is unclear. A review of assessment practices should support the professional development direction already planned for in the next two years. Such review should include an evaluation of the student achievement information given to parents, so that parents are well informed of the actual progress of their children. Development of consistency in sharing the learning focus with students should also further assist students' ownership of learning.

***The above is not the full ERO report. It is the unedited heart of the report. Copies of the full report are available from the school office or online at [www.ero.govt.nz](http://www.ero.govt.nz)***

# CALENDAR OF EVENTS 2010

The dates below allow for two Teacher Only Days during the year, where school will be closed.  
Some dates are subject to confirmation or change

<b>February</b>	2: <b>Day one of term one</b>
	16: School BBQ 5.30pm
	24: Junior (1.00pm) and senior (4.30pm) swimming sports
	26: Interschool triathlon, Hunterville Domain
<b>March</b>	7: Hunterville School Golf Tournament, Rangatira Golf Club
	11: Cluster swimming sports, Marton
	18: Junior athletic sports (Year 1 – 3)
	19: Senior athletic sports (Year 4 – 8)
	26: Interschool athletics at Hunterville
<b>April</b>	1: Final day of term two
	19: <b>Day one of term two</b>
	23: School ANZAC service
	25: (Sunday) Anzac Day – school reps at Anzac dawn service
<b>May</b>	16/17: Ten student leaders to Young Leaders Conference, Rotorua
	17: Room 1A starts up – Mrs Brenda Stewart & 14 Yr 1 students
<b>June</b>	7: School closed for Queen's Birthday
	21-24: Year 6 Wellington trip
	30: Mid year parent / teacher interviews 1.30 – 8pm
<b>July</b>	2: Final day of term two
	19: <b>Day one of term three</b>
<b>August</b>	13: School Spelling Bee finals
	18: Cluster Spelling Bee finals, Marton
<b>September</b>	7: Yr 7/8 winter sports tournament, Marton
	9: Yr 5/6 winter sports tournament, Marton
	16: School production performances
	17: School production performances
	24: Final day of term three
<b>October</b>	11: <b>Day one of term four</b>
	25: School closed for Labour Day
	28: School speech finals 7pm (TBC)
	29: School cross country
	31: H'ville Lions Interschool Speech competition 4pm (TBC)
<b>November</b>	2: Lamb and Calf Day
	5: Interschool cross country, Hunterville
	26: Yr 7/8 softball tournament, Hunterville
	29 - 3: Yr 7/8 camp to Resolution Bay, Marlborough Sounds
<b>December</b>	10: School picnic
	14: Year 8 Dinner
	16: Prizegiving assembly, Town Hall 7pm
	17: School closes for the year at 12 midday