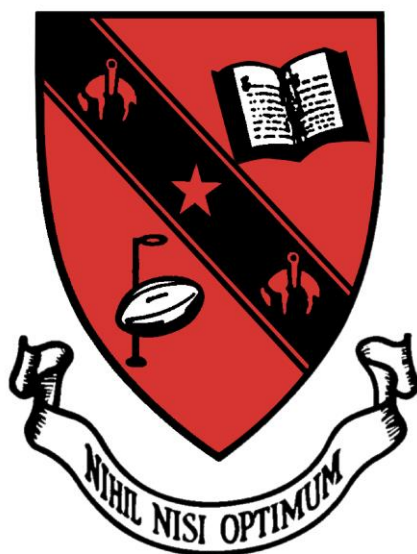


# Amuri Area School

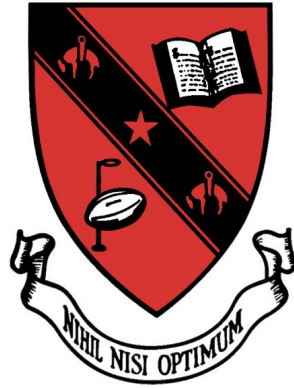


*Kia Kitea Toikaka*  
*Nothing But The Best*

## PARENT HANDBOOK

2017

# Amuri Area School



*Kia Kitea Toikaka*  
*Nothing But The Best*

## Our School Vision

Amuri Area School is a positive, supportive and enjoyable learning environment that seeks to develop self-disciplined learners to become independent and responsible citizens who always give nothing but their best

## Our School Mission

Raising achievement; Realising potential; Encouraging excellence

## Our Values

**A**muri

**S**elf-discipline

**P**ride

**I**ntegrity

**R**espect

**E**xcellence

# AMURI AREA SCHOOL – PARENT HANDBOOK

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## Introduction

The purpose of this handbook is to provide parents and/or students with information relating to the school that might be useful at different times after enrolment. It is unlikely to contain answers to all your queries but it is hoped that most of your queries can be answered by reading the appropriate section in here.

Please do contact the school if you have a question and it is not answered in this book. It is likely that others will have at some time the same question and so in future updates we will include information to help.

At Amuri, we want to encourage contact between the home and school and so please, never hesitate to contact us by phone, email or in person. This book is not designed to replace that personal contact. James Griggs, The Principal, is happy to be contacted during the evenings or weekends for urgent matters on 021 0247 9539 or by email at [principal@amuri.school.nz](mailto:principal@amuri.school.nz)



## Amuri Area School Contact Details

<b>Phone</b>	03 315 8233
<b>App</b>	Download our Amuri Area School app from Google Play (Antroid) or App Store (Apple)
<b>Email</b>	<a href="mailto:office@amuri.school.nz">office@amuri.school.nz</a>
<b>Website</b>	<a href="http://www.amuri.school.nz">www.amuri.school.nz</a>



## School History

The original Culverden Primary School was established in 1896. In 1960 the school converted to a District High School and then in 1977, the two schools were amalgamated as the Amuri Area School.



The Primary School



The Secondary School

## Emblem and Motto

The school crest or emblem shown on the front of the booklet, has in Latin the saying ‘Nihil Nisi Optimum’ which translated into English means ‘Nothing but the Best’ or in Maori ‘Kia Kitea Toikaka’.

## AMURI AREA SCHOOL – PARENT HANDBOOK

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### Board of Trustees Members

Name	Phone/email	Role	Trustee since	Term expires
Emlyn Francis	315 8208 <a href="mailto:e.hfrancis@amuri.net">e.hfrancis@amuri.net</a>	Elected Chairperson	2011	Nov 2017
James Griggs	315 8233/021 0247 9539 <a href="mailto:principal@amuri.school.nz">principal@amuri.school.nz</a>	Principal	2015	-
Penny Mossman	315 8608 <a href="mailto:penny@amuri.school.nz">penny@amuri.school.nz</a>	Staff Rep	2006	May 2019
Melanie Phillips	03 314 2251 <a href="mailto:melanie@amuri.school.nz">melanie@amuri.school.nz</a>	Secretary	-	-
Shane Dwyer	027 466 1025 <a href="mailto:shanefiona@xtra.co.nz">shanefiona@xtra.co.nz</a>	Parent Rep	2016	June 2019
Belinda McCone	315 8045 <a href="mailto:mccone@amuri.net">mccone@amuri.net</a>	Parent Rep	2016	June 2019
Paco Mones-Cazon	021 864 336 <a href="mailto:pacomonescazon@gmail.com">pacomonescazon@gmail.com</a>	Parent Rep	2016	June 2019
Ashnoor Kaur	<a href="mailto:kaura@amuri.school.nz">kaura@amuri.school.nz</a>	Student Rep	2015	Sept 2017

The Board meets approximately twice a term and meetings are advertised in the newsletter. Parents are always welcome to either attend a meeting or put an item on the agenda. For the latter, please make contact with the Chair, Principal or Melanie Phillips the BOT Secretary

## AMURI AREA SCHOOL – PARENT HANDBOOK

### Annual Plan Summary 2017

NAG 1 Fostering Student Achievement	NAG 2 Strategic Planning and Review	NAG 3 Personnel	NAG 4 Finance and Property	NAG 5 Safe Physical and Emotional Environment	NAG 6/7/8 Legislative, Charter, AOV
<p>Framework for Developing a Strategic Plan for Learning through Information Communication Technology completed.</p> <p>BYOD extended to year 7-13, use agreements established</p> <p>Staff development linked directly to using technology to support learning.</p> <p>PD with Cyclone</p> <p>PD with Audrey Tan re Mathematics</p> <p>Formalize Cyber safety plan. Set a teaching plan across the school. File storage structure finalized</p> <p>Solo Taxonomy Development with Pam Hook</p> <p>Spiral of Inquiry linked to professional development goals Initial SOLO resources compiled. Staff meetings allocated</p> <p>Collaborative teaching pilots continued STEM.</p> <p>Extend use of Windy Point facility to other subject areas, extend use by other schools. Investigate Trust and shared ownership model.</p> <p>School-wide writing plan used to inform teaching and learning supported by PD. With literacy across the curriculum.</p> <p>Performing arts added as extra curricula option.</p> <p>COS/L fully in place for CASA and our contributing schools. Achievement challenge accepted by MOE.</p> <p>Assessment timeline completed for year 1-10 and used in practice.</p>	<p>Complete Hautū self-review process Implement identified review findings</p> <p>Visual presence of vision etc improved including Hautū recommendations.</p> <p>Teaching Matrix linked to Values in public domain.</p> <p>Check links throughout school processes i.e. behavior system, presence, staff conduct etc.</p> <p>BOT STA Internal review completed and analyzed</p> <p>Complete year 9 and 10 review process</p> <p>Visits to Akid and Melbourne, basic document written up by year end.</p> <p>Regular review schedule for school docs increase staff usage for day to day forms</p> <p>Full communication plan established with yearly events stated and explicit.</p> <p>Year 9 brochure updated and open evenings improved</p>	<p>Appraisal system agreed by all staff, evidence portfolio design clear. In place and running. SCT to lead staff development sessions</p> <p>Support staff appraisal review complete</p> <p>Tweak induction programme based on 2016 Feedback. Report to BOT term 4</p>	<p>Master planning for 2018 project complete</p> <p>Design for Recreational space for students in year 9-11</p> <p>Furniture Upgrade across identified areas</p> <p>Outdoor seating improved by year 11 Carpentry students</p> <p>Values and Te Reo Signage improved</p> <p>Junior courts resurfaced</p> <p>Junior Boiler rationalised and turned to storage</p> <p>Sewage and water work</p> <p>Electrical upgrade</p> <p>New classrooms up and running</p> <p>EQ work completed</p>	<p>Cyber safety teaching plan. Primary teachers provided with resources</p> <p>School leaders trained as peer mediators and in a leadership role with incoming year 9</p>	<p>VCA checks Completed for all new staff and overnight volunteers where possible.</p> <p>Address any concerns from ongoing review of H and S committee.</p> <p>Charter submitted</p> <p>Annual Report Submitted</p>



# AMURI AREA SCHOOL – PARENT HANDBOOK

## Amuri Area School Strategic Plan 2017-2019

NAG 1 Fostering Student Achievement	2017	2018	2019
<p><b>Key Projects</b></p> <p>1) Improve the provision of ICT to create powerful learning opportunities and seamless systems for administration.</p>	<p>1) Framework for Developing a Strategic Plan for Learning through Information Communication Technology completed.</p> <p>BYOD extended to year 7-13, use agreements established</p> <p>Staff utilisation of SITES/ONE NOTE as learning platforms for students to access content and feedback.</p> <p>Staff development linked directly to using technology to support learning.</p> <p>Formalize Cyber safety plan. Set a teaching plan across the school.</p>	<p>1) Merged with Independent learner's project Complete next steps from Framework findings</p> <p>BYOD usage linked to Teaching and Learning</p> <p>ONE Note delivery common place for year 11-13</p> <p>Staff development linked directly to using technology to support learning.</p> <p>Integrate cyber safety into curriculum document</p>	<p>1) Continue application of framework findings</p> <p>Review</p> <p>ONE note delivery mandatory for 11-13. Common for Year 9 and 10.</p> <p>Staff development linked directly to using technology to support learning.</p> <p>Review for effectiveness</p>
<p>2) Creating independent future focused learners and collaborative teaching practice.</p>	<p>2) Solo Taxonomy Development with Pam Hook Spiral of Inquiry linked to professional development goals Initial SOLO resources compiled. Staff meetings allocated</p> <p>Collaborative teaching pilots underway.</p>	<p>2) Continued integration into appraisal teaching and learning. New staff inducted and trained.. SOLO Resource bank expanded. Learning goals linked to SOLO and Spiral of Inquiry evident in learning.</p> <p>Collaborative teaching pilots reviewed and expanded based on evidence</p>	<p>2) Continued resource staffing and development whole school.</p> <p>Year 9 and 10 curriculum implementation</p>
<p>3) Extend and develop the</p>	<p>3) Extend use of Windy Point facility to</p>	<p>3) Shared Ownership model and</p>	<p>3) Continued focus on wider usage and</p>

## AMURI AREA SCHOOL – PARENT HANDBOOK

<p>use of Windy Point facility for powerful learning opportunities.</p>	<p>other subject areas, extend use by other schools. Investigate Trust and shared ownership model.</p>	<p>sustainability. High usage! Wider community contribution to upkeep.</p>	<p>development.</p>
<p>4) Continued focus on improvement of Mathematics achievement in year 1-8.</p>	<p>4) School-wide Mathematics used to inform teaching and learning supported by PD.</p>	<p>4) Continuation of use of school-wide plan. Evaluation based on achievement data, where to next.</p>	<p>4) Based on outcomes in 2017/18</p>
<p>5) Improved provision in performing arts</p>	<p>5) Performing arts added as extra curricula option.</p>	<p>5) Performing arts integrated into curriculum. 11-13 options through Net NZ and locally if possible.</p>	<p>5) Year 11-13 options for NCEA available</p>
<p>6) Involvement and engagement with a community of schools/learning.</p>	<p>6) COS/L fully in place for CASA and our contributing schools. Achievement challenge accepted by MOE.</p>	<p>6) In and across school roles appointed Shared development opportunities explored</p>	<p>6) Evaluation of challenges, re-appoint COL leader.</p>
<p>7) Assessment practices in year 1-10 clarified and communicated and used to inform Charter achievement goals.</p>	<p>7) Assessment timeline completed for year 1-10 and used in practice.</p>	<p>7) Integrated into curriculum document</p>	

## AMURI AREA SCHOOL – PARENT HANDBOOK

NAG 2 Strategic Planning and Review	2017	2018	2019
<p>1) Developing a shared understanding of the school Vision and Values placing into context for learning and cultural development.</p> <p>2) Curriculum Review</p> <p>3) School and community transitioned to School Docs for policy and procedure review.</p> <p>4) Community Communication plan designed</p>	<p>1) Complete Hautū self-review process Implement identified review findings Visual presence of vision etc improved including Hautū recommendations. Teaching Matrix linked to Values in public domain. Check links throughout school processes i.e. behaviour system, presence, staff conduct etc.</p> <p>2) Complete year 9 and 10 review process Visits to Akld and Melbourne, basic document written up by year end.</p> <p>3) Regular review schedule for school docs increase staff usage for day to day forms</p> <p>4) Full communication plan established with yearly events stated and explicit. Year 9 brochure updated and open evenings improved.</p>	<p>1) Check on progress, finish up outstanding issues.</p> <p>2) Pilot changes for year 9 and 10</p> <p>3) Regular review schedule</p> <p>4) Whole community Hui for new strategic Planning</p>	<p>1) Check progress</p> <p>2) Adapt as required from learnings and finalize curriculum document for year 9 and 10. Monitor achievement and engagement.</p> <p>3) Regular review schedule</p> <p>4) Implement new 3 year plan</p>

## AMURI AREA SCHOOL – PARENT HANDBOOK

NAG 3 Personnel	2017	2018	2019
1) Complete review of appraisal system started in 2015 to meet requirements for registration.	1) Appraisal system agreed by all staff, evidence portfolio design clear. In place and running. SCT to lead staff development sessions	1) Staff feedback on system led by SCT	1) Business as usual
2) Complete support staff appraisal review.	2) Support staff appraisal review	2) Implement	2) Business as usual
3) Redevelop and evaluate induction and PRT programme	3) Tweak based on 2016 Feedback. Report to BOT term 4	3) Report to BOT term 4	3) Report to BOT term 4

NAG 4 Finance and Property	2017	2018	2019
1) Planning and procurement of a multi-purpose teaching space / science facility on Senior side	1) Complete new class build on primary side	1) Complete	1) Complete
2) Rationalise 6 relocatable buildings and add science facility	2) Master planning	2) Action Summer of 2018/19	2) Complete landscaping etc
3) Finish the refurbishment of year 7/8 Block	3) Master planning	3) Work completed	3) Complete landscaping

## AMURI AREA SCHOOL – PARENT HANDBOOK

4) Recreational space for students in year 9-11	4) Student consultation on concept design.	4) Concept to BOT	4) Concept completed if approved
5) Outside Lighting Improved	5) Budget allocated and areas prioritised	5) Completed	5) Completed
6) Water fountain placement and functionality	6) On hold due to 2018 work	6) Part of 2018 work	6) Completed
7) Furniture Upgrade across identified areas	7) Second round of replacement and new classrooms fitted out	7) Normal Budget allocated and areas prioritised	7) Normal Budget allocated and areas prioritised
8) Outdoor seating improved by year 11 Carpentry students	8) Continue from 2016	8) Continued from 2018	8) Complete
9) Values and Te Reo Signage improved	9) TE REO signage investigated	9) Te Reo Signage installed	
10) Junior courts resurfaced	10) Completed		
11) Junior Boiler rationalised and turned to storage	11) Completed		
12) Sewage and water work	12) Completed		
13) Electrical upgrade	13) Completed		



## AMURI AREA SCHOOL – PARENT HANDBOOK

NAG 5 Safe Physical and Emotional Environment	2017	2018	2019
1) Cyber-safety protocol and educational programme developed and consistently delivered.  2) Peer Mediators integrated into the school	1) Cyber safety teaching plan. Primary teachers provided with resources  2) School leaders trained as mediators and in a leadership role with incoming year 9	1) Plan implemented consistently in year 3-10 and parent education sessions held. Integrated into curriculum review.  2) Extend programme to 7 and 8?	1) Updated as required  2) Ongoing

NAG 6/7/8 Legislative, Charter, AOV	2017	2018	2019
<b>Minor Projects</b>  1) Police vetting completed to new standards for all new and existing staff by July 2016 Deadline  2) Health and safety committee complete internal review based upon new H and S Legislation.	1) Completed for all new staff and overnight volunteers  2) Address any concerns from ongoing review	1) Completed for all new staff and overnight volunteers  2) Address any concerns from ongoing review	1) Completed for all new staff and overnight volunteers  2) Address any concerns from ongoing review

## Staff List and Teaching Subjects/Role

### Senior Management Team

James Griggs	Principal
Penny Mossman	Deputy Principal, Academy, Careers, E-Dean
Kylee Habgood	Assistant Principal

### Admin Staff

Melanie Phillips	Office Manager
Glenys Hendrickson	Finance Manager
Lucy Newton	Receptionist

### Secondary Staff

Bruce Anink	Workshop, Carpentry
Robert Bain	Digital Technology
Nicole Batchelor	Phys Ed
Bronwynne Beaven	Mathematics, Physics
Simon Gannaway	Biology, Science
Tina Heaps	Social Science
Susan Ibbetson	Mathematics
Holly Jackson	Health, Mathematics, Science
Denise Judson	Art, Photography
Collette Macgregor	Japanese, Spanish, Te Reo Maori
Claire McCarthy	English, ESOL
Catherine Owens Y De Nova	Science, Chemistry
Nicola Speakman	Phys Ed, Sport, Outdoor Education
Julia Steel	English, Classics
Ann Thomas	Food Technology, Independent Living, Gateway, Health

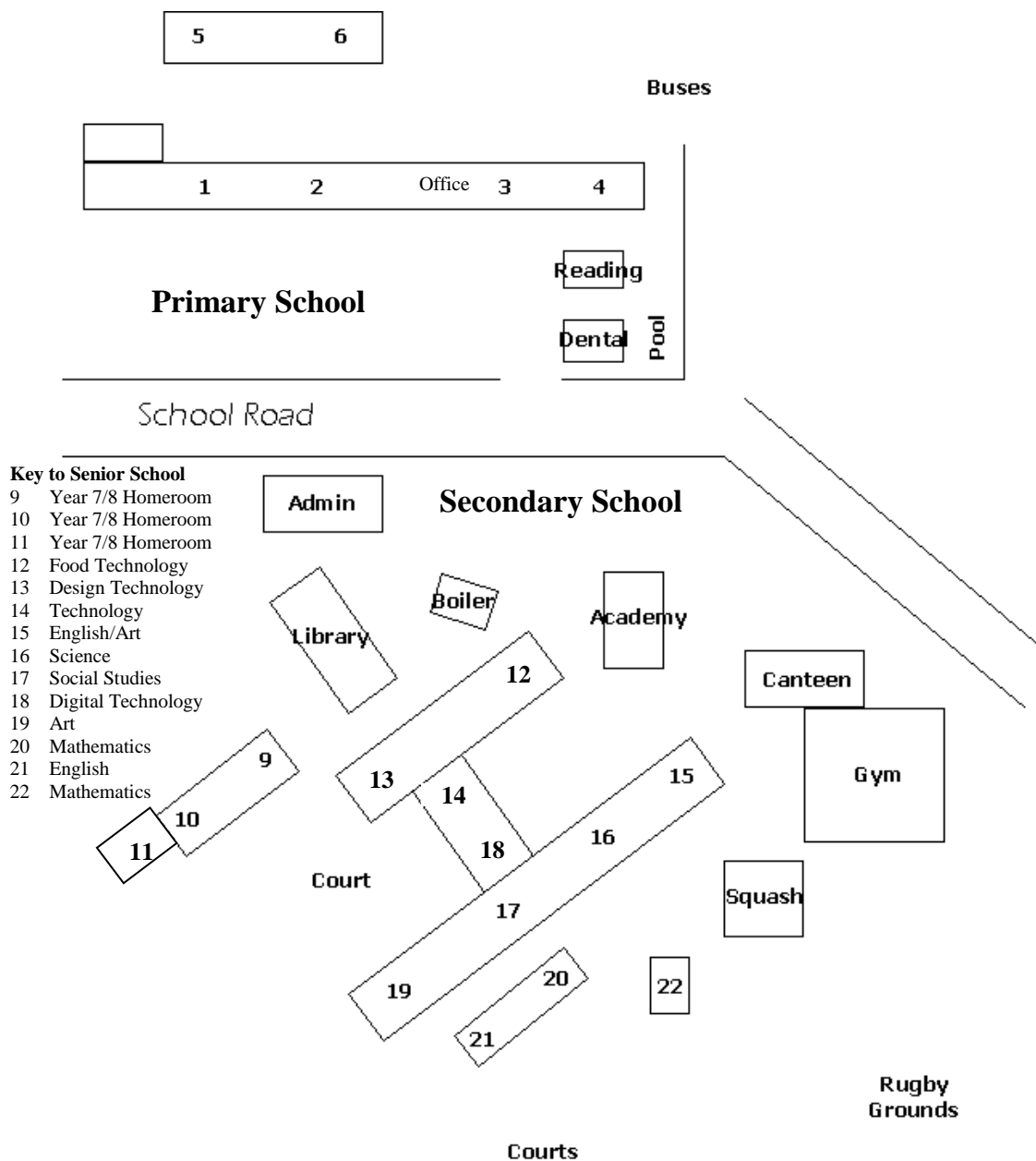
### Primary Staff

Charlotte Baldwin	Year 7 & 8 Home-room, Art
Adrian Black	Year 7 & 8 Home-room, Music
Emily Shaw	Year 7 & 8 Home-room, Te Reo Maori, Sport
Charlotte Campbell	Year 5 & 6 Home-room
Brent Hallaran	Year 4 & 5 Home-room
Tara Taylor	Year 3 & 4 Home-room
Karen Nichols	Year 2 & 3 Home-room
Tori McCulloch	Year 1 & 2 Home-room
Deannah Shanks	Year 0 & 1 Home-room
Sarah Black	Primary Release

### Support Staff

Tony Stanton	Property Manager
Diana Turner	Chaplain
Elizabeth Teulon	Special Needs, Counselling, ESOL
Alison Nimmo	Reading Recovery
Toby Brown	Teacher Aide
Dorothy Rogers	Teacher Aide
Drin Aleeway	Teacher Relief
Don Macgregor	Lab Assistant
Elesha McIlraith	Canteen Manager
JJ Gudopp	Librarian
Pam Price	Librarian
Eleanor Youngman	Cleaning
Marie Pitt	Cleaning
Stella Sales	Cleaning

## Amuri Area School Map



### Absent from School

The school should be notified for all student absences with an explanation. This can be done by leaving a message on the school answer phone (3158 233, extension 2) or through the school app whenever a student is absent. If no contact has been made, we will text or call you to check the absence.

Caregivers are asked to make contact each day of absence giving a reason for the absence.

If you know that a student is going to be away in advance, it is appreciated if you can let the school know before the absence.

Students in Years 11, 12 and 13 need to be aware of the requirements relating to absence and assessment of NCEA Standards – these are clearly explained in the NCEA Handbook issued to all students at the start of the year.

### Area Schools Sports Tournament

Each year in the first week of the July school holidays, students from all the Area Schools around New Zealand assemble for a National Sports Tournament. The country is broken into four regional teams; Northland Area Schools, Central North Island, Top of the South Island and South of the South Island. The tournament is held in each of the four regions on a rotational basis.



Students represent their zone in one or more of netball, soccer, rugby, volleyball and basketball. Our students attend the 'Top of the South' zone trials to be selected into one of the zone teams in each sport. Top of the South trials are held on the first weekend of term two on a Sunday and Monday. They alternate between a venue in the Canterbury region and a venue in the Tasman/West Coast region.

Once selected into the Top of the South team students then start a fund-raising programme that is put in place to help pay accommodation, meals and travel costs.

### Assemblies

These are held on every second Wednesday in the gym and begin at 8.50. Each week a different house group is featured and student achievement is recognised at assemblies. Parents are encouraged to attend and/or provide the school with information that may be promoted at assemblies.

Primary (Year 1-6) assemblies are held on Fridays at either 12.20pm or 2.05pm.

## **Australian Schools Competitions**

These competitions are held in Digital Technologies, Science, Writing, Spelling, English and Mathematics and students in Years 2-13 are encouraged to enter them. Each competition has an entry fee and a date for sitting the test which is then returned to Australia for marking. A detailed assessment of the students work is returned along with certificates of achievement at the appropriate level for each student. Competition entry closing dates and other details will be advised by Mrs Owens De Y Novoa through the newsletter.

## **Bringing Money to School**

If a student brings money to school, they are encouraged to hand it in at the office at the start of the day for collection when needed. Money should not be left in bags, locker or desks etc.

Money for trips/camps should be handed in to the main office straight away. Preferably in a named envelope clearly stating what the money is for.

## **Buses**

There are six bus runs that service the district and the Bus Controller deals with all aspects of bus travel. This is currently Miss Teulon, and all matters relating to buses should be directed to her.

In the event of the buses going home early or not running at all because of adverse weather conditions a group text and app notification will be sent and any families we are aware of not having mobile reception at home will be phoned. All students in Year 7-9 with prior permission will be sent home with younger siblings. The same applies for Year 10-13 students. If we are unable to make contact with home Year 1-9 students without prior permission or older siblings will stay at school until such time as someone is available to come and collect them.

## **Calendar**

School dates are available from the school newsletter which are available weekly via email, school website or app.

## **Canteen**

A school canteen operates on all school days out of the community room kitchen. Many items need to be ordered before lunchtime and order forms are available at the canteen, or next to the primary order box, they are also on our web site or can be collected from the office to make life easier for all. Please ensure that order forms are current before you use them.



### Careers

Mrs Penny Mossman is the schools Careers Adviser and is the first point of call for any matters relating to careers. She is always willing to talk with students and/or parents about options for the future and when students make course selections in the senior school, she considers the choices made against possible career choices. Work experience can be arranged through Mrs Mossman to enable students to see what a particular job involves.



### CASAfest

CASAfest is a three-day cultural and sporting event where students from the CASA (Canterbury Area Schools Association) group meet at one venue, are billeted and participate in activities and events during the day and in the evening. Students will participate in seven activities during the festival so need to be multi-talented. 40 students from Year 9 – 13 in each school are selected to represent the school and among the criteria for selection are the following factors:

- An ability to represent the school responsibly and in a mature manner.
- An ability to participate in cultural events as well as sporting events.
- A commitment to practices and preparation as well as attendance at the festival.
- Possession of the qualities of sportsmanship, honesty, and support for team mates.
- A sound work and behaviour ethic at Amuri as well as involvement in school and extra-curricular sports events.



The head of Physical Education is the teacher in charge of CASAfest and will have responsibility for selecting the team and making the arrangements for travel.

## **Cell Phones**

It is recognised that for many students who have sports practices etc after school, that a cell phone is a useful tool for contact with the home. Cell phones can be brought to school but their use in class time is prohibited and if used, will on the first occasion be confiscated and left at the office for the day. On a second or subsequent misuse, they will be confiscated and can be collected by the students' parent/guardian only.

Use of cell phones is discouraged at intervals and lunchtimes and parents are asked to consider carefully the need for them at school. The school takes no responsibility at all for any cell phone brought to school.

Any student using a cell phone improperly that impacts on student learning i.e. sending inappropriate text messages; will be dealt with under the schools discipline procedures.

Unfortunately, there is developing a form of bullying using text messaging and from time to time it causes concerns at school and probably at home. The following suggestions may be useful for dealing with incidents of text bullying:

1. Take a screen shot!
2. Report it to a parent or caregiver
3. Change your permissions, passwords, friends online and usage!
4. Do not engage, reply or comment!
5. Do not let anyone else on your social media account. Keep your password safe.
6. Do no SHARE IT!

### Complaints

If an informal meeting does not resolve your concern or complaint, you can make a formal complaint.

In the interests of fairness, any formal complaint or serious allegation must be made in writing and resolved in a timely fashion. All parties should respect confidentiality.

Follow this process:

Responsibility	Action
<b>Complainant</b>	1. Put your concerns in writing, either as a signed letter or an email. Give as many details as possible, including details of efforts that have been made to resolve the issue. Include names and contact phone numbers.
	2. Send the letter marked Confidential to the school principal or, if the complaint is about the principal, to the chairperson of the board of trustees. The contact details are available from the school office.
<b>Principal</b> (if complaint is about a staff member)	3. Acknowledge receipt of the complaint in writing or by email to the complainant. Give a copy of the complaint to the staff member concerned. Inform the chairperson of the board of trustees.
<b>Board chair</b> (if complaint is about the principal)	4. Acknowledge receipt of the complaint in writing or by email to the complainant. Give a copy of the complaint to the principal.

When a formal complaint is received, the school may choose to investigate it if it is deemed serious enough to warrant it after considering the initial response from the person the complaint is about. Not all complaints require an investigation but all written complaints should be disclosed to the staff concerned at the earliest opportunity.

Relevant collective employment agreement provisions for dealing with complaints and discipline must be observed including allowing representation of staff at any meeting to discuss a written complaint.

## Curriculum

Students are taught in a homeroom situation up to and including Year 8. The homeroom teacher teaches most of the subjects although Music and PE are taken in some classes by specialist teachers.

At Year 7 and 8, the ‘core subjects’ of English, Maths, Social Studies and Health are taught by the homeroom teachers. Science and PE are taught by specialist teachers.

All Year 7 and 8 students study the following subjects two times a week for 13 weeks at a time - this will give them a taste or introduction to each subject.

Art, Food, Japanese, Te Reo, Spanish and Materials.

At Year 9, the students study for one period a week the following subjects in addition to their core subjects.

Materials, Art, Food, Music, Digital Technology and Technology.

At Year 10, in addition to the core subjects listed above, students are offered a chance to study for three periods a week all year, two of the following subjects. This enables preparation for Year 11 and NCEA.

Art, Food, Digital Technology and Technology.

At Years 11 – 13, a range of subjects are offered and what is taught depends on student demand. An options booklet is sent out to all Year 10 – 12 students in Term 3 seeking choices and a final list of subjects is prepared from this.

All students in Years 4 – 13 have sport for one period a week and in this time, the emphasis is on preparation for school events such as swimming, athletics, CCHS events and inter-schools or house competitions in various events.



## **The Discipline System**

The Principles on which the system is based

1. There is one discipline system for the school
2. There is one school expectation - everyone here has the right to learn
3. Staff are able to use their own system in a classroom
4. The system should be simple and understood by all
5. Students are to be treated as individuals at all times
6. There will be early contact between the school and home
7. The system will recognise positive as well as negative behaviour
8. Guidance will be a feature of the system
9. Form teachers will be the first informed of any issues affecting students in their form
10. The system will cover both in class and out of class behaviour
11. There are incremental levels of referral and/or action in the system

The expectation is printed on a banner and is at the front of every room in the school.

## **Distance Learning (Correspondence School/Net NZ)**

Where there are insufficient students to run a subject here, students can be enrolled to study that subject through either Net NZ or the Correspondence School. Net NZ is a group of schools in the South Island who have video-conferencing facilities that enable a subject to be taught to a range of schools from one site. For subjects not offered by Net NZ, the Correspondence School can be used as a provider. Mrs Penny Mossman is in charge of Distance Learning options and any inquiries should be directed to her. She oversees enrolment, work completion and reporting for both forms of delivery.

## **Dux**

A weighting system of points is used to determine the dux at the annual prize-giving. Only credits from school approved courses will be considered.

At the end of the year for the internals:

- For each unit in which an excellence is obtained, a x5 factor
- For each unit in which a merit is obtained, a x3 factor
- For each unit in which an achieved is obtained, a x1 factor

Plus

- For each unit that is at level 3, a x5 factor
- For each unit at level 2, a x3 factor
- For each unit at level 1, a x1 factor

Plus to provide for performance in the externals:

- The points gained from the interim exams sat in September using the same weighting factors



## **Early Closure**

From time to time, the school may need to be closed before opening or bus students may need to be sent home early. Such action is usually caused by weather factors such as snowfall or flooding. A process for this needs to be understood to ensure an orderly process can occur.

### **GUIDELINES**

1. Any decision to close early or not open at all is made by the Principal who should always endeavour to consult with the Board chair, providing conditions are not deteriorating rapidly and a delay would cause problems. In any event, the BOT Chair should be advised as soon as possible.
2. The Bus Controller shall maintain accurate passenger lists at all times and have a process of ringing homes in place in the event of an emergency. A list of Culverden township students will also be maintained by the Bus Controller.
3. In the event of closure before 7.30am, alerts will be sent via text and on the school app. A list is kept of all parents that do not have a cell phone or cell phone reception at home, please call the office if you need to be added to this list. The school will take all reasonable steps to contact each family but shall have no responsibility in the event contact is unable to be made. Parents are encouraged to ring the school if in doubt.
4. A record of Bus company contacts shall be kept at the office to enable the school to contact the contractor and advise if buses will not run.
5. In the event of buses being sent home early, arrangements will be made as appropriate on the day using staff available. The following conditions will apply:
  - Year 10 and above students will be able to go home without pre contact being made with parents.
  - Where there is a Year 10 or above family member present, younger family members will also be able to go home.
  - Parents of students in Year 7-9 will be invited annually in Term 2, to give permission for their son/daughter to go home early in the event of an early closure of the school without pre contact being made.
  - Students from Year 1-9 who do not meet the criteria above will only be able to go home if pre contact with parents is made and approval is given.
  - Where a Year 1-9 student's parent is not able to be contacted, they shall remain at school and further efforts to contact parents shall be made.
  - The school will make every endeavour to contact all parents if the school closes early either before or after the buses have left.
6. Where the school is closed for one or more half day(s), application shall be made to the local Ministry office requesting a variance to the need to be open for the required 380 half days.

## **Education Outside the Classroom (EOTC)**

This term is usually used to refer to camps but it includes any trip outside the school gate. For all trips, staff are required to complete a Risk Management Analysis that considers all the factors that could have an impact on the safety of the group travelling. Amongst this material will be a permission form and a request to disclose any information that might be relevant. Students will not be permitted to go on any EOTC trip without this approval.



Camps are a feature of the Year 6 – 10 programme and the current schedule sees Year 6 explore aspects of Kaikoura, Year 7 visit the Hanmer Forest, the Year 8's travel to Christchurch and the Year 9 & 10 students stay at Windy Point.

## Emergencies

**The importance of having up to date contact details is vital in these situations!**

Where the school needs to close because of an emergency eg snow or flooding, a text message and app notification will be sent and parents who we know are not contactable via mobile will be phoned to advise that students will either be coming home on the buses early or that their children can be collected from school. Such an event tends to happen once a year and if parents have concerns in the event of snow falling etc, they are asked to contact the school so that we can consider getting buses away early.

Emergencies caused by a fire, earthquake or some other event are thankfully very rare but the school does practice drills regularly to ensure students know what to do in such an event. Again, if the school has to close early a text message and app notification will be sent and those who we know do not/cannot receive text messages will be contacted via other means.

Your patience is appreciated in such situations as our first responsibility is to ensure the students and staff are safe and this can take time to check and provide for.

Students and parents are asked not to use cell phones to make direct contact before the school has put in place procedures and actions to ensure we can account for all students.

## Fees

The school donation is currently \$40 per student or a maximum of \$60 per family. The money is used to pay for many items that students use e.g. photocopying, sports gear and activities, class resources etc. Invoices are sent home in Term 2 for donations along with course costs.

Course costs cover any item that students make that can be taken home, these costs are always outlined before a course begins and are compulsory payments. They are found mainly in technology but camps, music hire fees, academy courses and trips for sports events etc. are other examples.

For trips away from school to sports or other events, the cost must be paid to the office before going on the trip unless prior approval has been given by the Principal or the teacher in charge.

The school recognises the many demands parents have on their finances and is always willing to assist families with requested fees for school activities. For assistance, contact the Principal who will treat any requests on a confidential basis.

## **Fundraising**

Fundraising is often undertaken by groups within the school who are going on a camp or some other activity within their class. Approval for any fundraising activities needs to be gained from the Principal. The sale of chocolate or other confectionery items is not permitted in any fundraising programme.

The PTA currently run two major fundraising events annually – the calf and lamb scheme in August/September and the trail bike ride in October. Both have the ability to raise significant funds for the school and support for one or both is appreciated.

## **Guidance**

Our school councillor is trained in the provision of guidance and counselling needs and she also has access to a wide range of providers who may be able to assist where appropriate. Students and/or parents are encouraged to discuss any issues to do with school or home, relationship issues or any other matter with her with total confidentiality assured. The school is anxious to be proactive in this regard and guidance is associated with our discipline procedures as can be seen in the discipline section – if you are contacted by the school, your support and understanding will be appreciated and our aims are the same as yours.

## **Harassment**

To ensure students are able to learn and achieve, the school must at all times be a site where students and staff feel physically and emotionally safe. Harassment of others (commonly called bullying) in any form is unacceptable at Amuri and the school has in place procedures to deal with those identified as harassers.

## **Head Students**

Our Head Students are appointed by an appointment group consisting of two students, two staff and a member of the BOT and after application, candidates are short-listed and interviewed. Their main roles are to promote the school in the public eye and to promote positive choices and activities for the students. The Head Students chair meetings of the school council and meet with the Principal following these meetings to advise of any concerns or commendations!

## **Health Nurse**

The Public Health Nurse is scheduled to visit the school every two weeks. If there have been no students request to see the Health Nurse before Monday morning she may not make the journey from Rangiora. Appointments are taken in confidence at the office before Monday mornings if students wish to use this service.

## **Homework Policy**

In the Year 1- 8 classes, homework is issued by the home room teacher and they ensure that students are not overloaded at any one time. If you have any concerns with homework at these levels, contact the home room teacher. The issuing of home work is at the discretion of the individual teacher.

At Year 9 & 10 level, homework is issued by subject teachers.

At Year 11 – 13, students are expected to maintain a regular programme of homework set and revision of work covered in class. If you have any concerns with homework at these levels, contact Mrs Mossman

For all levels, the following guidelines have been issued:

- When homework is issued, it is marked either by the teacher, the students or a combination
- Homework should be at a level that is relevant to the learners abilities and needs
- Homework completion is recorded each time it is set
- Students who complete homework are recognised, praised and rewarded from time to time
- Students who do not complete homework are not penalised with detentions or extra work
- The teacher issuing homework is responsible for marking and returning homework with feedback to the child within a timely manner.

When a student has failed to complete 3 homework assignments, their parents are contacted by phone or letter (return slip needed) explaining that homework has been set, has not been done three times and the schools policy is to advise you of this. This contact would not be repeated after another 3 misses!



## Houses

Three house groups operate and are named after early local settlers in the district – Caverhill (Red), Hamilton (Green) and Mitchell (Yellow). Students are placed into one of these houses on arrival and the house groups meet every second Wednesday in a whanau meeting instead of having assembly. The house groups are used for playing inter-whanau sport and other events while building a sense of school spirit.



Students are encouraged to wear a T-shirt in their house colour on various days during the year so it is a good idea to have a coloured top suitable for wearing.

House Captains are elected in house groups at the start of the year – they are elected at both junior and senior level.

In each house in the senior school, there are four vertical form classes with each class having a form teacher and a student form leader.

## Internet and E Mail

A school log-in and Microsoft Office 365 suite (i.e. Word, Excel, OneNote etc) including an email address are available for every student. This will be actioned by the office once our school cybersafety form has been read and signed by the student and parent/caregiver. These forms are completed on enrolment; however, students have an ongoing responsibility to use this resource sensibly. Misuse will see them taken off the system for a period of time in addition to any other consequences that may be appropriate.

## Itinerant Music

Denise Judson has responsibility for the provision of this programme and currently tuition in clarinet, vocals and flute is offered to students. Instruments may be hired from the school and a hire fee paid but they can also be hired through a Christchurch music store. The scheme is designed to provide tuition for students in groups to encourage further learning.



Tuition is also offered in piano and guitar, this is not part of the itinerant scheme at present and there is a charge to learn.

## **Jewellery**

2 plain studs or sleepers, a watch and a single necklace are the only jewellery that may be worn.

Bangles, rings and other items of jewellery are not permitted. Parents are asked to ensure students do not come to school wearing such items.

## **Late to School?**

We understand this may happen occasionally, students are required to sign in at the main office on arrival to ensure we know they are on site in the event of an emergency.

## **Leaving School During the Day?**

Students are not permitted to leave the grounds during the day without a note from parent/caregiver, this needs to be brought to the Deputy Principal or Assistant Principal. Students who are leaving school grounds during the day are required to sign out at the office. Again this is to ensure that we know who is on site in the event of an emergency. Year 13 students and senior leaders are able to leave without permission but still need to sign out (and in when they return).

## **Leaving School Permanently**

Students who are leaving school permanently are asked to sign a leavers form available from the office at least a week before they go. This enables any debts to be settled, library books returned and gives us a forwarding address for any items that may need to be sent on. Students are discouraged from leaving school at 16 years of age without having employment or further training to go to.

## **Library**

The school shares the library facility with the community and this brings many advantages to both the school and the community. On enrolment, a library enrolment form needs to be completed to gain access to the wonderful resources in the library. For any questions relating to the library, contact one of the librarians (ext. 813).

## **Lockers**

Lockers are issued to all students in Year 9-12. There is no cost and students are expected to keep the lockers tidy and not deface them. Locks are not permitted on lockers.

## Lost Property

Finding clothing without a name on it is a common experience. It would be easier for both staff and parents if all items of clothing were named enabling a quick and easy return. Parents are urged to name clothing either with a label or in permanent ink somewhere on the garment.

Clothing that is found without a name is kept in the office and parents are encouraged to check the box if clothing has been lost.

## Lunchtime Activities

Positive lunchtime activities are arranged in Terms 2 & 3. They rely on the students participating and a variety of activities are held with nothing set down in concrete – activities can be as varied as the imagination allows given the skills available. Sport and cultural activities are both run and events are advertised in the newsletter.



## Magazine

The Amurian is published annually and is distributed on the day of prize-giving. The editor this year is Lucy Newton. The magazine relies on advertising to help meet the costs of printing but a portion of school fees is also needed as advertising alone is not enough.



## Medication

At enrolment time, parents are asked to give any information on medication students may be required to take but over time this may change. The school should be advised through either the form teacher or the office if there is a change or new medication is needed. Any students bringing medication to school are asked to leave the items at the office and staff there will ensure medication is taken at appropriate times. Students are not permitted to take medication from staff without parental approval and this needs to be sent to school when the need arises.

Also on enrolment, parents are asked if the office staff may issue Panadol to students who occasionally report pain or request a Panadol tablet. We will not issue Panadol without permission and if your position on this changes after enrolment, please let the office know either in writing or by phone.

## **NCEA**

All matters relating to NCEA are dealt with by the NZQA co-ordinator who is currently Mrs Mossman. Parents are sent written information relating to course costs, applying for financial assistance and all other relevant information. All students participating in NCEA courses will be given a written course statement outlining the standards and assessment times, methods and procedures in the first two weeks of the course.

## **New Entrants**

Children are entitled to start school between their fifth and sixth birthday and we welcome new students. Enrolment forms are available at the office for students starting school and can be obtained and completed any time before the anticipated start date. Once enrolled a student must attend school regularly. We do appreciate knowing at least a month in advance so that pre-visits can be arranged.

## **Newsletter**

A newsletter is published every Friday. The newsletter is predominantly sent out via email, but is also put on the school app and website. If you are unable to view an electronic newsletter please contact the school so a paper copy can be sent home. This is the schools most regular and practical form of communication with the home.

## **Office**

The main office is staffed from 8am to 4pm daily and outside these hours, there is no guarantee of anyone being present. The phone is switched to a different mode after 4pm and messages can be left on the answer phone - messages are cleared each morning and during the day.

## **Parent Information Evenings**

An opportunity for parents and students to learn about the programmes offered at Amuri Area School. This is usually held in Term 1.

## **Pets Day**

One of the features of rural schools is Pets Day and every second year, an opportunity is provided for junior school students to bring their pets to school and take part in a fun day culminating in a grand parade at the end of the day. Parents are encouraged to come in for a picnic lunch and enjoy the wonderful and wide display of animals. Pet days are held on odd numbered years.



## **Photocopying/Printing**

The school consumes reams of paper in a year and while computers were designed to reduce the paper use, they seem to be increasing it! The costs of printing computer generated material and photocopying is a major part of the schools expenditure in a year.

We are always happy to photocopy items for people needing such a service either in large or small numbers – a fee for this is payable and currently is 20c a single sided sheet of A4 sized paper for black and white.

The school has a colour printer and material including photos can be printed on it – the cost for this service is 50c a page of A4 and material needs to be either emailed or brought to school on a pen drive.

## **Parent Teacher Association (PTA)**

The PTA committee aim to meet on the third Tuesday of each term in the staffroom with meetings starting at 7.30pm. Their second meeting of the year, usually held in March, is the Annual General Meeting. The group focuses on supporting the school through fundraising and run two major events – the calf and lamb scheme and a Trail Bike ride. The calf and lamb scheme sees local farmers encouraged (coerced!) into donating a calf and/or lamb. The calves are identified at calving and ear tags are provided - in November the PTA arranges for the collection of the stock and after a social evening where the support is recognised, the stock is sold with proceeds going to the PTA.

The Trail Bike ride is part of a local series and is usually held on the last Sunday in October. The emphasis is on families and food is provided to all entrants and helpers on the day as part of their support for the PTA.

Other activities supporting the school either financially or in some other way are also taken on by the PTA as and when assistance is asked for.

## **Prizes**

Prize giving will be ONE event that includes the whole school.

Teachers in the year group will use academic data to determine the awarding of the General Excellence' prize at each year level and this would be recognised at prize-giving with presentation of the same. (See DUX)

Teachers in each year group have the opportunity to discuss the awarding of 4 certificates to students in the year group who deserve specific recognition at prize giving related to the following criteria:-

- Significant progress or achievement
- Effort and diligence
- Citizenship
- Or any other positive characteristic that the teachers feel should be recognised.

All other awards have specific criteria to be met for presentation.

## **Religious Education**

The Board has approved religious education being delivered to Year 0- 6 students on a weekly basis for 30 minutes and each Friday morning, a team from the local churches attends at 9.00am and take the students for the first half hour. Any parents wishing to withdraw their children may do so at any time.

## **Reports**

The following timelines outline the reporting process but please remember that if you have a concern, you do not have to wait until the set times – contact the teacher/s to discuss the concern at the time.

Module reports for Year 7 & 8 students will be posted mid April, early July and late September.

Mid-year reports for Year 4-13 will be posted mid June.

End of year reports for Year 4-13 will be posted during early December.

\*\* Year 1 – 3 students will receive reports after 20, 40, 60, 80, 100 and 120 weeks of school. At these times parents are invited to meet with teachers to discuss the reports

### Scholarships

The school offers one or more scholarships, funded through the Nancy McMillan Trust, each year. This scholarship provides \$2,000 to a student to use for course costs for tertiary study. Applications are invited in November each year and the recipient is selected by a committee consisting of staff and Board representatives.

Other scholarships are from time to time offered through local agencies such as the Hurunui Council and staff are always willing to help students complete such applications.

The PTA also offer an annual scholarship to students in Year 13.

### Scholastic Book Club

Throughout the year, pamphlets are issued by this club to students in Years 0 – 8 giving opportunities to buy books, CD's and other items at very reasonable cost. Students complete the order form with the pamphlet and return this to the office with a cheque or cash by the due date (cheques made out to Scholastic are preferable). Mrs Hendrickson has responsibility for this process.

### School Day Organisation

Year 7-13		Year 1-6	
Entry to the grounds	8.30	Entry to the grounds	8.30
Warning Bell	8.40	Period 1/Assembly	8.45
Form time/Assembly/Whanau	8.45	Snack Break	9.45
Period 1	8.55	Period 2	9.55
Period 2	9.55	First Break	10.55
First Break	10.55	Period 3	11.20
Warning Bell	11.15	Period 4	12.20
Period 3	11.20	Second Break	1.20
Period 4	12.20	Period 5	2.05
Second Break	1.20	Finish/Bus Prep	3.00
Warning Bell	2.00		
Period 5	2.05		
End of School Day	3.05		

A warning bell for Year 7-13 rings five minutes before classes start at the start of the day, interval and lunchtime. On Wednesdays, a whole school assembly is held at 8.50am instead of form time and whanau meetings are held every other Wednesday in this time.



## **Sick – Feeling Unwell at School**

Students who fall sick during the day are taken to the sick bay. Where appropriate, parents are rung to come and collect their son/daughter and they should be signed out before leaving school.

In the interests of other students, students who show symptoms of being unwell at home, should not be sent to school.

## **Special Education**

Special Education is the over-arching term used to describe any form of education for students with learning needs that are outside the normal mainstreamed class curriculum delivery situation. At Amuri, it is a term used to cover those with learning difficulties and those who are known as the gifted and talented according to the definition developed by the school. Students involved in this education often attract funding which can be used to buy teacher aide time to assist the students or resources/opportunities etc that meet their learning needs. Ms Teulon, has responsibility for this area and should be contacted if you have any questions or inquiries.

For the students identified as Gifted and Talented, a programme is prepared and overseen by Mrs Catherine Owens Y De Novoa who should be the first contact for matters in this regard.

## **Sport/Drama**

Sport and drama are held weekly. Year 7-8 have sport in period 5 on Tuesdays and Year 9-13 in period 5 on Wednesdays. Students are expected to be changed into their sports uniform as prescribed for sports. For students unable to participate there is a drama or digital technology option available.

The sport programme is based around the programme of events organised for Country High Schools and the Hurunui Primary School Sports Association who have an annual series of events throughout the year. Exchanges with other schools are also a feature and this time enables preparation for these events.



## **Sporting Affiliations**

**CCHS= Combined Country High Schools** – This is our country school cluster for Canterbury region. Involving Y7-13 in activities like swimming, athletics, outdoor winter tournament (Hagley Park), indoor winter tournament (Christchurch venues), equestrian.

**CSS = Canterbury Secondary Schools** – Activities for Y9-13 – swimming, athletics, cross country, road race, equestrian.

**HPSSA = Hurunui Primary Schools Sport Association** – Involves Y4-8. North Canterbury cluster of primary schools involved in swimming, 7-a-side, tee ball, triathlon, cross country.

**CPSS = Canterbury Primary School Sports** – Y4-8 – Students who win their grades in the above Hurunui Championships have a chance to compete against others from the Country Primary Schools.

**NZASA = New Zealand Area Schools Association** – For more information refer to ‘Area Schools Sports Tournament’.

## **Stationery**

The school office holds stocks of all stationery used at school and books, rulers, pens, pencils etc can be purchased from the stationery room. There is no compulsion to use school stationery but it is easily available.

## **Struggling Financially with the Schools Requests?**

Schools do ask parents for a lot and despite the concept of a ‘free education’, for many activities it is still ‘user pays’ particularly for trips away, camps etc. For some families these opportunities put pressure on the home finances and parents are encouraged to contact someone at school to ask for either a time extension to pay or for financial assistance that the school can provide and has budgeted for. Anyone can help in the first instance but the Principal or the Finance Manager, Mrs Hendrickson, will receive and sign off any requests in total confidence so they are always available to be contacted.

## **Student Executive**

Our Student Executive meets with the Head Students, each form group is represented. Student Executive is a place where students can take requests and find out the views of other groups within the school to determine what should happen next. Feedback from the Executive that get agreement there usually go to the Principal for further consideration.

## Student Leadership

There are many leadership opportunities open to students at Amuri, beginning on the junior side with Peer Mediation and equipment monitors moving through the school to Bus Monitors, School Council Form Leaders, Whanau Leaders, BOT rep and Head Students.

The leadership roles are as follows

- **The Head Students** –these positions are available to senior students, they must apply in writing and the short listed candidates are put through a formal interview process. The Head Students are expected to be role models to all other students and must be seen to be approachable and also above reproach by all members of the school community. They will be expected to liaise closely with the Principal and management team and BOT student rep. They will also head the student executive.
- **BOT student rep.** Nominated and elected by the student body the BOT rep is responsible for ensuring student concerns are raised at Board of Trustees meetings.
- **Form Leaders** – are selected by staff as being the most suitable senior Year 11, 12 or 13 students to take on the leadership of the vertical form group. This is a pastoral type role and students are expected to support and help the form teacher and students. They will lead by example, maintaining good communication links with staff and uphold the school values particularly in respect to uniform, behaviour and positive attitude. These leaders are appointed at the end of the year so that they can make contact with new form members at the end of the holidays.
- **Whanau Leaders** – these 3 senior students will be elected from a vote taken in early November by the whanau. The role of the whanau leader is to encourage house members to be actively involved in the range of whanau activities available. This includes sporting and cultural activities. Whanau leaders will also help facilitate, run and organise activities with staff and would form a group called ‘lunchtime activities group. In the Primary School, two whanau leaders will be elected from Year 5 & 6 students.
- **School Council** – Each form group will be asked by the Head Students for a representative. This student will be decided upon by the whole form and approved by the form teacher.

All senior students involved in leadership roles will take part in leadership training activities both on and off site. There will also be times when they are required to assist out on school camps and with lunchtime duties.

One student can hold a maximum of two leadership roles in any one year.

### Sun Protection

The school has a role in educating students and staff on the dangers of unprotected exposure to the sun's rays.

In New Zealand ultraviolet radiation is at its peak from September to April, especially between 10am - 4pm. Therefore, the following guidelines are implemented during terms 1 and 4 only. However from September UV levels are increasing so sun protection should be used if students are outdoors for extended periods.

#### **GUIDELINES:**

1. Sun hats of a legionnaire or bucket type (minimum 6cm brim) are compulsory in Terms 1 and 4 for Year 1-6 students whenever children are outside in the sun. Students in Year 7-13 are to be encouraged to wear a similar hat.
2. Students without a hat in Year 1-6 will be required to stay in a shaded area when outside.
3. Sunsmart tips information will be publicised in the school newsletter from time to time and parents will be made aware of our "protection from the sun" procedures, particularly when enrolling.
4. The school will have SPF 30+ broad-spectrum sunscreen available in the junior and senior administration offices for student use provided parents permission has been given. Sunscreen will also be available for use at prolonged sporting events such as the athletics and swimming sports.
5. Wearing of sun protective clothing will be encouraged (e.g. sleeves, collars and rash vests when swimming)
6. Staff and parents are role models in the school and are expected to support this procedure by using protective behaviours themselves (sunhats etc). The school will regularly remind adults of these responsibilities.
7. The Board of Trustees will endeavour to provide adequate shaded areas. This will be considered in planning for buildings and grounds development.
8. Sun Smart awareness will be part of the health education curriculum throughout the school with lessons occurring bi-annually.
9. Consideration will be given to scheduling outdoor activities and sports for early in the morning whenever appropriate.
10. Sun shelters will be used at prolonged sports events for personal or as wide a use as possible.
11. A sun exposure assessment will be included in Risk Analysis and Management processes for any EOTC activity planning for outdoor activity
12. Ongoing assessment of SunSmart behaviour, curriculum emphasis and shade provision will occur.

## Term Dates & School Closures

2017

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<b>Term 1</b>	<b>January 30<sup>th</sup> - April 13<sup>th</sup></b> February 6 <sup>th</sup> - Waitangi Day
<b>Term 2</b>	<b>May 1<sup>st</sup> - July 7<sup>th</sup></b> June 5 <sup>th</sup> - Queens Birthday
<b>Term 3</b>	<b>July 24<sup>th</sup> - September 29<sup>th</sup></b> August 25 <sup>th</sup> – Teacher Only Day
<b>Term 4</b>	<b>October 16<sup>th</sup> - December 11<sup>th</sup></b> October 23 <sup>rd</sup> - Labour Day November 17 <sup>th</sup> - Canterbury Anniversary

## Uniform

At Amuri Area School, uniform is compulsory for all students except for Year 13 students and details are listed below.

The shoes for all Year 7-12 students are the same – plain brown or plain black school shoes or sandals (not sports shoes). In Year 1-6 shoes should be appropriate for all school activities.

A separate sports uniform is required and details of this are also listed. For sporting events with other schools, part or all of the uniform is supplied and students are expected to wear correct uniform at all times.

Most items of brand new uniform are available at the school office. The school also has a selection of second hand uniform available. Please call into the office to have a look at what we have got.

While the uniforms are classed as ‘winter’ and ‘summer’, students are permitted to wear either style at any time of year. However, they must not mix and match winter and summer uniforms. Students are strongly encouraged to wear their winter uniform during Terms 2 and 3.

\*\*\*If students need extra layers they are permitted to wear a long sleeved polyprop to match the shirt colour.\*\*\*

\*\*\*Hats, scarves, gloves and jackets are able to be worn to and from school but not during school.\*\*\*

**Boys Uniform**

**Primary (Winter)**

Grey polo shirt or grey skivvy.

Grey shorts or bottle green trackpants.

Grey socks with red/black/red stripes at the top.

V necked jersey or cardigan (#21 Red) or school polar fleece (green with emblem).

**Primary (Summer)**

Grey polo shirt.

Grey shorts.

Grey socks with red/black/red stripes at the top.

V necked jersey or cardigan (#21 Red) or school polar fleece (green with emblem).

**Years 7 – 10 (Winter)**

Long sleeved grey shirt or grey polo

Grey shorts (or long grey pants).

Grey socks with red/black/red stripes at the top.

V necked jersey or cardigan (#21 Red) or school polar fleece (green with emblem).

**Years 7 – 10 (Summer)**

Grey polo shirt.

Grey shorts.

Grey socks with red/black/red stripes at the top.

V necked jersey or cardigan (#21 Red) or school polar fleece (green with emblem).

**Years 11 & 12 (Winter)**

Long sleeved white shirt and optional tie (collar worn down).

Bottle green shorts.

Camel socks.

V necked jersey or cardigan (#21 Red) or school polar fleece (green with emblem).

**Years 11 & 12 (Summer)**

White shirt or polo shirt or white long sleeved shirt and optional tie (collar worn down).

Bottle green shorts.

Camel socks.

V necked jersey or cardigan (#21 Red) or school polar fleece (green with emblem).

**Year 13 – No uniform requirements**

**Girls Uniform**

**Primary (Winter)**

White skivvy.

Winter pinafore Simplicity (bib front) or kilt for year 6 made in McInnes tartan.

Black tights or long socks.

Bottle green tracksuit pants.

V necked jersey or cardigan (#21 Red) or school polar fleece (green with emblem).

**Primary (Summer)**

White polo shirt.

Bottle green culottes or green checked dress or green checked skirt for Year 6.

White socks.

V necked jersey or cardigan (#21 Red) or school polar fleece (green with emblem).

**Years 7 – 10 (Winter)**

White long sleeved shirt or white polo shirt.

Tartan kilt (McInnes tartan).

Black tights or long socks.

V necked jersey or cardigan (#21 Red) or school polar fleece (green with emblem).

**Years 7 – 10 (Summer)**

White cotton short sleeved blouse or white polo shirt (collars worn down).

Green checked skirt or bottle green culottes.

White socks

V necked jersey or cardigan (#21 Red) or school polar fleece (green with emblem).

**Years 11 & 12 (Winter)**

White long sleeved shirt and optional tie (collars worn down).

Tartan kilt (McInnes tartan)

Black tights or long socks.

V necked jersey or cardigan (#21 Red) or school polar fleece (green with emblem).

**Years 11 & 12 (Summer)**

White cotton short sleeved blouse (collars worn down).

Bottle green skirt.

White socks

V necked jersey or cardigan (#21 Red) or school polar fleece (green with emblem).

**Year 13 – No uniform requirements**



### Sports Uniform

The PE/sports uniform requirements are a black polo shirt and black shorts (above the knee). The polo is sold at school only and has the logo on it paid by the PTA. A track suit is available through the school office for interschool fixtures and official sports events or alternatively, the school polar fleece and plain black track pants can be worn.

### Further Information

- Uniforms are available from Mainland Uniforms, 511 Wairakei Road, Christchurch. 03 360 3037. [www.mainlanduniforms.co.nz](http://www.mainlanduniforms.co.nz)
- V necked jerseys/cardigans (#21 Red), emblomed polar fleeces and PE polo shirts are available at school only.
- Grey polos and shorts, white polos and some other uniform is available from The Warehouse, Rangiora (as well as the school office).

### Uniform Problems?

If a student has any problem with an item of uniform, they should take a note from the parent/guardian to the Class/Form Teacher in the morning for a 'green slip' excusing them for a brief period until the problem is corrected. The student should carry this slip with them and it saves potential lengthy inquiries from staff all on the same issue! The same procedure applies for sports uniform problems.

For any uniform issues, contact Penny Mossman (Year 9-12) or Kylee Habgood (Year 1-8).

### Vehicle Use

Students wishing to bring a vehicle to school must complete a Permission to Drive to School form available from Mrs Mossman. Students are expected to drive according to the conditions of their license and any breach of these while travelling to and from school that are observed could result in permission being withdrawn and/or reporting to the police. Vehicles brought by students must be parked in the car park by the Community Supper room.

### Who to Contact?

The person you wish to contact is determined by the nature of your request. For subject matters, contact the class teacher; for most other matters, especially in the senior school the form teacher is the best starting person. The office can always help you with who you should talk to and the Assistant Principal/Deputy Principal/Principal are always available to help.

### Windy Point

Windy Point is the site of the schools outdoor education lodge that was built some years ago to offer students at Amuri opportunities to enjoy the outdoor environment in a low cost setting. The lodge which is on the Lewis Pass road at the entrance to the Lake Sumner Forest Park, can accommodate up to 40 people and has power, showers, two large bunkrooms and a well resourced kitchen. The lodge can be hired by parents as well as groups – contact the school office for further details.



### Work Experience

Work Experience placements for short periods can be arranged through the school with local employers and if accommodation is available in Christchurch, placements can be organised there. Students wishing to go on a work experience placement should talk with the Careers Adviser, Mrs Mossman, who will discuss the reasons for going, the requirements and the expectations. Work missed at school must be caught up by students on their return. (See also Careers.)