

# Buckland School

**Buckland School is committed to providing Quality Education  
that engages students fully in a wide range of learning  
experiences that will assist them in preparing for the challenges  
of the future**

## Information Booklet

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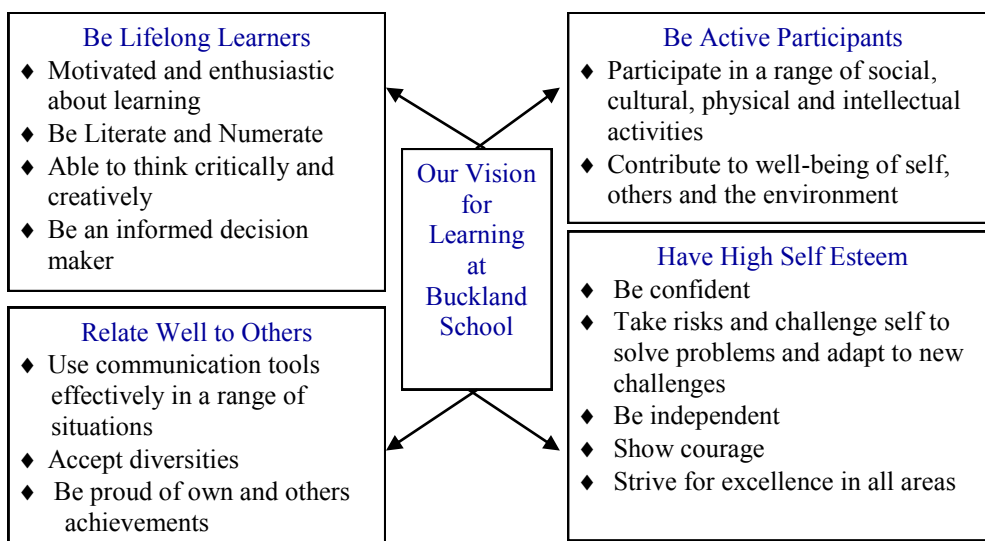
## INTRODUCTION

*The Staff, Board of Trustees and the community of Buckland School welcome you and your family to the Buckland School community. We hope your time involved with our school will be rewarding and enjoyable. The Buckland community has high expectations of the school, and close involvement and support is encouraged. The school takes pride in providing an up-to-date and well-rounded education for students from Year 1 (New Entrant) to Year 8. The staff believes that close contact and co-operation between home and school is vital for effective growth and welcome parental contact and assistance with class work, sporting and cultural activities. We work to make the school effective in its dealings, exercising our professional judgement to be helpful, diplomatic and tactful within all relationships. This booklet is designed to be informative in content to help make communication between home and school effective.*

## MISSION STATEMENT

Buckland School is committed to providing quality education that engages students fully in a wide range of learning experiences that will assist them in preparing for the challenges of the future.

## SCHOOL VISION and LOCAL GOALS



### LOCAL GOALS

- ◆ To maintain an Agricultural Day
- ◆ To develop programmes which include the local environment as part of the curriculum
- ◆ To promote the special character of the school, personal and community aspects of health and safety
- ◆ To sensitively foster personal, social, cultural, moral and ethical values
- ◆ By example, promote positive role models
- ◆ To promote ecological values, including personal responsibility for the environment
- ◆ To maintain a strong partnership between school and community

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## **1. ABSENCE**

For safety and attendance reasons, it is important that parents and teachers know where children are, and in accordance with the Education Act, parents are required to ensure that each child attends school unless that child is ill or permission has been granted by the Principal for an approved absence such as overseas travel. Parents must notify the school on the morning of the absence so teachers can be informed. When a child returns to school after an absence, a dated note is required stating the date the child was absent and the reason. If the child needs to leave for reasons other than illness a note should be sent to the school in advance of the leave required e.g. dental appointments. If an absence is unexplained the school will phone to check on the whereabouts of the child. Unexplained absences will be marked as truant.

## **2. AGRICULTURAL DAY**

This day is generally held on the first Saturday of the Term 3 holidays. All children must attend and are encouraged to participate by raising a pet calf, lamb, goat or chicken or by having a flower or vegetable garden later in the year. Details of these competitions are published well in advance. Senior Syndicate children not raising a pet for Agricultural Day are required to complete a project set by their classroom teacher.

On the Friday morning before Agricultural Day children prepare flowers etc for competition. These are on display in the classrooms on Agricultural Day.

## **3. APPOINTMENT WITH CLASS TEACHER**

Teachers are happy to discuss pupils' progress at any time during the year. However, it is more suitable if this is done without the pressure of children around so if possible phone the school for a suitable time. The Principal is also happy to discuss any concerns or worries you may have.

## **4. BANKING**

Children at our school may bank weekly, with the ASB Bank. Accounts may be opened at any time by obtaining an application form from the school or the ASB Bank.

Children bring their banking envelopes to school and place them in the box provided in the foyer of the school office by Friday morning each week.

## **5. BIBLE IN SCHOOLS**

A team of specially prepared helpers (untrained teachers) voluntarily take religious instruction for each class for half an hour each Wednesday morning. Their teachings are interdenominational and all children attend unless there is a special request that this should not happen. The school is open, but closed for instruction, during this time.

## **6. BICYCLES**

Parents are asked to make sure children are able to ride well before being allowed to ride to school. Children should also be conversant with the basic road rules. Children must ride with a cycle helmet. Only children in Years 5, 6, 7 & 8 may ride their bikes to school.

## **7. BOARD OF TRUSTEES**

This group is responsible for the governance of the school and works closely with the staff and parents.

The Board is elected for three years. The size of the Board may alter as other members may be co-opted for periods of time. The Board meetings (which are public) are held monthly and are advertised in the school newsletter.

A charter and Strategic Plan for the school is written by the Board of Trustees and can be viewed in the school office.

## **8. BOOK CLUB**

ABC, Lucky, Arrow and Star Book Clubs are a means of obtaining good quality books in paperback edition at reduced costs. Children are supplied with an illustrated list to take home where requirements are marked on an order form which is then returned to school by a required date with the payment for the books requested. Books should arrive the following week. Purchasing such books is purely voluntary - there is definitely no compulsion to buy. Cheques should be made out to Scholastic New Zealand Ltd with name, address and phone number on the back.

## **9. BUSES**

A Ministry funded run operates for eligible children. Those eligible for school transport assistance are students under 10 who live more than 3.2 kilometres from the nearest school, and students 10 and over who live more than 4.8 kilometres from the nearest school, where no suitable public passenger services are available.

Eligible students are required to make their own way, or be taken by the parents, up to 1.6 kilometres at least, to the school bus service.

(b) When parents or caregivers take children to or collect them from the bus by private car, they should:

- when dropping them off at the bus, get out of the car and go with the children to the bus stop;

- when collecting children, get out of the car and meet them as they get off the bus, on the same side of the road that the bus has stopped, and go with them to the car.

This should help to stop children from running over the road to or from the bus in the path of passing traffic.

Parents and caregivers should promote safe travel and behaviour with their children.

(c) When children are not travelling on the bus, a note or phone call must be made to the school. Where children will be getting off the bus at a different location, a note should be written to the bus teacher.

(d) Children who misbehave on the bus can distract the driver's attention, therefore, for safety reasons, any child who behaves in an inappropriate manner will be suspended from the bus. Children will be warned and parents informed before the suspension takes place. This means the transport of the child will become the responsibility of the parents.

Parents are reminded that when passing a stationary school bus the law requires them to cut their speed to 20km.

## **10. CLASS TRIPS AND VISITS**

From time to time classes will undertake trips and visits to places of interest. These are usually closely related to the class programme and as such are very valuable. Notice of such trips is usually given well in advance and costs kept to a minimum. Parental help on such trips is usually needed and always welcomed. Many of these trips are by bus or car. All children are expected to obey implicitly the instructions of the driver, teacher or parent in charge. Before going on a trip the parents and teachers should caution the children about the need to follow all the rules and instructions. Adult volunteers are invited to help supervise small groups of children under the overall control of the teacher.

All children travelling in private cars must wear a seat belt. This is a strict rule of this school. If providing transport indicate the number of children you can accommodate with seat belts. New regulations also require booster seats for those Under 7 years old. If these children are to be transported arrangements will be made. Cars carrying our children must be registered and have a current warrant of fitness. Drivers must have a current drivers licence. Children are encouraged to wear school uniform when on class trips and visits. Overnight trips and camps for the senior children will also occur.

# **BUCKLAND SCHOOL**

## **CODE OF BEHAVIOUR**

*Our school demands and promotes high standards of behaviour from all pupils at all times. We expect the children to be well mannered, to have respect for others and for property, and to respect their environment. When necessary, breaches of good behaviour may incur the loss of some school privileges, or require action on the pupil's behalf to make good a misdeed. We treat this as an important area of learning for all of our pupils. We will inform parents and seek their support when we have concerns about a child's behaviour.*

Remember at all times—**PLAY FAIR—DON'T GET UGLY**

### **PERSONAL SAFETY—Take responsibility for yourself**

- ♦ Respect other people's opinions, even though you may not agree with them.
- ♦ Stand up for yourself and your friends, so that you are not led into breaking the rules.
- ♦ **No** Physical or Verbal Abuse i.e. bullying, fighting, offensive language or swearing, spitting. The Fast Track System will operate for any of these offences.

### **PERSONAL PROPERTY—Respect other students**

- ♦ Treat others and their property, as you would like to be treated.
- ♦ Always ask permission before you borrow something from someone.else—NEVER go into anyone else's bag or desk without their permission.
- ♦ Don't bring toys to school, they may get misplaced or broken.

### **SCHOOL PROPERTY—Take pride in your school**

- ♦ Don't climb trees or swing off branches.
- ♦ Don't go into "out of bounds" areas.
- ♦ Respect the school's property and gardens.
- ♦ Take your rubbish home or recycle items of food, plastic and paper.
- ♦ No graffiti
- ♦ Return all sports equipment when you have finished with it
- ♦ Animals are not permitted in the school grounds, except on 'special occasions'.

### **GENERAL RULES**

- ♦ Don't go outside the school boundaries during school hours without permission from your teacher.
- ♦ Always walk around corners of buildings, and only walk inside classrooms.
- ♦ Take your hat off when you enter a classroom. Remember hats must be worn Term 1 & 4 when you are outside.
- ♦ Stay out of rooms at playtime and lunchtime unless special permission is given.
- ♦ Lunch eating is outside Rooms 1, 2 & 3 for middle and junior children and outside Room 8 for senior children except when it is raining. The duty teacher will dismiss you when you have finished.
- ♦ Sweets, lollies, chewing gum etc are not permitted except on 'special days'.
- ♦ Don't skid on the wooden decks.
- ♦ Wet days—rain bell—3 short rings—move inside quickly, 2 short rings you can go back outside.
- ♦ If you are absent from school, make sure your parents inform the school.
- ♦ No eating in Library or near computers.
- ♦ No use of computers unless you have your class teacher's permission.
- ♦ Use playground equipment as it was designed to be used.

**REMEMBER** : These rules apply to **YOU**—not just the other students.

Buckland School is a smokefree school.

## **12. COMPLAINTS**

Children can often cause unnecessary concern at home with stories about situations at school. They may concern other children or situations they have found themselves in with their teachers. On the occasion of any suspected trouble, please contact the School as soon as possible. No problem is too small to discuss.

1. Should a complaint require attention an approach to the teacher concerned is the first contact
2. If satisfaction is not obtained an appointment with the Principal is to be made.
3. Complaints regarding staff should be addressed to the Principal.
4. Complaints regarding the Principal should be addressed to the B.O.T. Chair.
5. A range of procedural processes take over from this point.

## **13. DENTAL SERVICE**

Checkups are completed every 12-18 months at school. Any children requiring dental work will receive notification to attend the Dental Clinic at the Pukekohe Intermediate School. Children requiring additional appointments can phone the clinic directly on 237 1070.

## **14. DISCIPLINE**

The aim of the school is to develop self-discipline and children are encouraged at every opportunity, to develop forethought with regard to actions and possible subsequent consequences.

Both school and classroom climates are influential in developing acceptable standards of behaviour. Pupils are aware of these behaviour standards and the attitudes that are desirable.

Poor attitudes and behaviour are seen as problems concerning both school and home. For this reason it is school policy to contact parents when there is concern through the Fast Track system.

## **15. EDUCATIONAL AND RELATED SERVICES**

The school maintains contact with and utilises where necessary a variety of outside specialist agencies. These include:

- a) Department of Health/Health Nurse/Dental Therapists
- b) Psychological Service
- c) School Library Service
- d) Ministry of Education Advisers
- e) Speech Therapists
- f) Visiting Teachers
- g) Teachers of the Deaf
- h) Resource Teacher for Learning Behaviour
- i) Resource Teacher of Literacy
- J) Police Youth Aid Officers

Should any child need any of the above services parents are informed.

Ministry of Education Special Education Service

The Special Education Service assists the teacher in diagnosing problems, testing and giving valuable service by way of advice to teachers and parents. Before a teacher makes a referral, parents permission is sought.

## **16. EMERGENCY NUMBERS**

It is very frustrating in times of emergency to try and contact parents and find that their phone numbers, addresses, work numbers etc have changed. Please let the school know as soon as possible if any changes have taken place so that we can change our records.

## 17. ENROLMENT PROCEDURES

Your child must be 5 years old on or before the date of admission. No child may be enrolled under 5 years. Attendance at school is compulsory between the ages of 6 to 15.

For a new entrant enrolment you will need to fill out the official enrolment papers which include a Declaration of Residency Statement. Enrolment is dependent upon parents/caregivers providing proof of address. This may include a Sale & Purchase Agreement, Rental Agreement or a power or telephone account addressed to the parents at their home address. A Newsletter & Website Consent Form, Cybersafety Form, Milk Consent Form and Dental Enrolment Form will also be given to you to complete. Parents/caregivers are required to provide a copy of the child's birth certificate. Enrolment is not complete until that time. You will also be asked to provide a copy of Immunisation Records.

Parents of children arriving from another school, are required to complete the school enrolment form and Declaration of Residency Statement plus the other consent forms listed above.

### **School Practice Mornings**

The school encourages children to attend school several mornings before their official enrolment to help them adjust to school life. As there is a question of liability if an under 5 is involved in an accident or incident, parents **must** accompany children during this time. Practices take place on Thursday mornings.

The Ministry of Education has made it clear to Boards that it does not support the practice of early attendance of under 5's.

## 18. ENROLMENT ZONE

These procedures have been adopted by the Board of Trustees to ensure that the enrolment scheme is administered consistently and correctly.

### **Home Zone**

All students who live within the home zone (see map) are entitled to enrol at Buckland School.

Each year, applications for enrolment in the following year from in-zone students will be sought by a date which will be published in the school newsletter or Franklin County News in the area served by the school. This will enable the Board to assess the number of places which can be made available to students who live outside the home zone.

### **Out of Zone Enrolments**

Each year, the Board will determine the number of places which are likely to be available in the following year for the enrolment of students who live outside the home zone. The Board will publish this information by notice in the school newsletter and Franklin County News. The notice will indicate how many places are available and will specify a date by which all applications must be received. If there is to be a ballot the application form in the back of this booklet may be used.

### **Applications for enrolment will be processed in the following order of priority:**

- Priority One:** This priority category is not applicable at this school because the School does not run a special programme approved by the Secretary
- Priority Two:** Will be given to applicants who are siblings of current students
- Priority Three:** Will be given to applicants who are siblings of former students
- Priority Four:** Will be given to applicants who are children of former students of the school
- Priority Five:** Will be given to applicants who are children of Board employees
- Priority Six:** Will be given to all other applicants

If there are more applicants in the second, third, fourth or fifth priority groups than there are places available, selection within the priority group will be by a ballot conducted in accordance with instructions issued by the Secretary under Section 11G(1) of the Education Act 1989. Parents will be informed of the date of any ballot by notice in the Franklin County News.

### **Description of Geographic Area**

Starting at the intersection of Manukau and Subway Rds (58 and above included), travel south along Station Rd to, and east along Yates Rd, North-east along Logan Rd to Harrisville Rd (406-592 and 461-559 included). Travel south along Harrisville Rd to, and west along Buckville Rd, south on Logan Rd and Buckland Rd (2208-2249 and below included) to Black Bridge (Friedlander Rd included). Follow the stream south and west across country to, and west along the Waikato River to Cameron Town Road. Travel North along Cameron Town Rd (Clifford Rd and Knight Ln included) to Upper Queen Street (Bayly Rd and Burrow Rd included). Travel north along Upper Queen St to Woodlands Rd. Travel west across country to the intersection of Jellicoe Rd (excluded), and Anzac Rd (all addresses included). Travel North along Anzac Rd to, and east along Kitchener Rd (174, 181 and below included), north along John St (20, 19 and above included), east along Nelson St (54, 53 and below included), to, and north along Collie Rd, cross John Street to, and east along Glasgow Rd to, and east along Subway Rd back to the starting point.

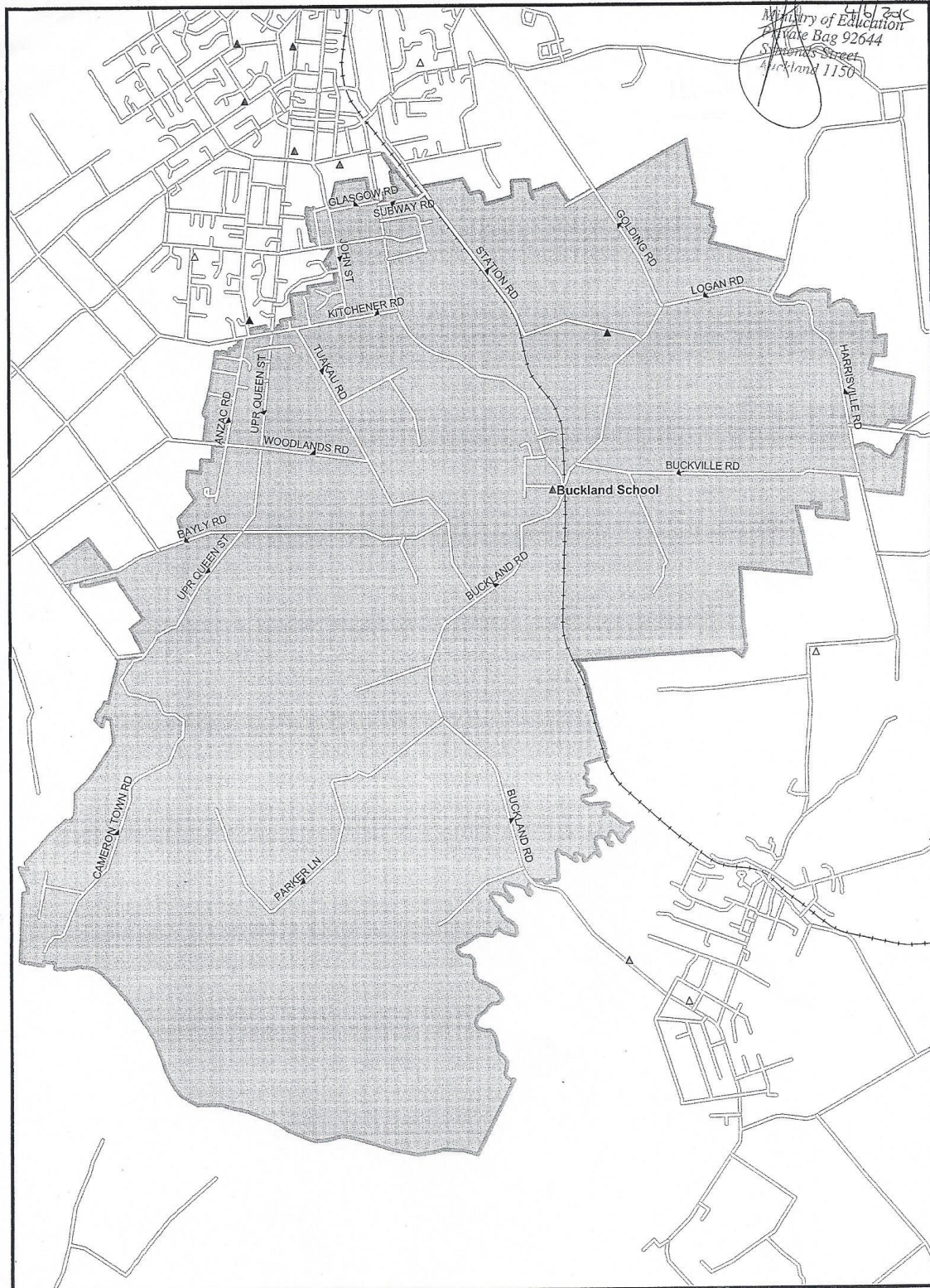


Where the Buckland School zone overlaps with another school, we recognise that parents have the choice of which school their children will attend.

#### Other Requirements

The Principal requires confirmation of address, either by a power account, telephone account, bank statement, rental agreement or other suitable account.

#### **Buckland School - Enrolment Scheme Home Zone**



## **19. ENVIRONMENTAL GROUP**

To foster responsibility for the environment, the school has an environmental team that work on environmental issues and projects. Children and parents are welcome to join this group and become involved in the school.

## **20. FAX / PHOTOCOPIER**

These machines are available to be used by parents on a commercial basis.  
The photocopy charges are : 15c per copy or 20c double-sided, colour copies \$1.00.  
The fax machine is available for local purposes only at 20c per page.  
The Executive Officer will operate these for you.

## **21. GROUNDS**

The school grounds are available for children to play on. People are welcome to use the school facilities at all times but children must be supervised by an adult. Please take care of the grounds, trees, buildings and gardens and leave them tidy at all times so that all the community may enjoy them. Dogs must be on a lease and any droppings collected and taken off the school grounds. Dogs are not permitted on the playgrounds.

## **22. HEALTH—ACCIDENTS AND SICKNESS**

The staff at the school will to the best of their ability protect the health of your child. All children will be expected to observe the following:

- a) Come to school clean at all times
- b) Carry a handkerchief/tissues
- c) Remain at home if not well
- d) Children with communicable diseases should remain at home and have a note from the doctor or health nurse or health officer before being re-admitted to class.

If your child has an allergy to bees or wasp stings or similar, you should notify the principal on enrolment or when the allergy is diagnosed. Please advise the class teacher if pupils need to take any form of medical prescription during the school day. The medication should be in a container clearly marked with name and medication details. For children requiring medication a separate medication request form is required to be filled out and signed by caregivers. All medicine must be kept at the school office, not in the child's bag.

In the event of illness or injury during school hours, parents will be contacted immediately or the emergency number held by the school will be used. Alternatively, if necessary, a doctor may be called and/or the child taken to a doctor and the parents informed as soon as possible.

## **23. HOMEWORK**

It is our school policy to encourage children to do some revision at home on week day evenings. General homework activity can always improve and consolidate learning. Activities include reading to or having children read to parents and most importantly, listening to and talking with children, basic maths facts and spelling practice. Homework should not be a burden to the children. If the parent does not understand what the child was to have accomplished and the child is unable to complete the homework, a note explaining the same would be appreciated, otherwise parents should feel free to contact the teacher the following day. For the best possible results in homework, a quiet, uninterrupted time and place to carry out the work activities is necessary, together with encouragement and indirect supervision by an adult.

At the primary school level of education, children are being introduced to extra curricular activities and in order to live a full life they should be encouraged to take part in these as well.

In the Junior School, children will be encouraged to develop the reading habit by reading at home. As teachers, we expect the child to be responsible for bringing his/her book to school each day in their book bag.

Each night your child will have something to read. A variety of reading material will be used:

- e.g.
- poetry sheets
  - interest books which you can read to your child
  - your child's own work which he/she can read with your help
  - a reader
  - a book box reader chosen by the child

## **PLEASE READ TO YOUR CHILD OFTEN**

For the little ones, some dos and don'ts:

Do read over the day's work

Don't cover the picture - it is there to help

Don't expect him or her to know all the words

Don't rush in when a child makes a mistake, give them time to re-read and correct it

The important task in hearing your child read is to make the experience an enjoyable one. Please take time to discuss the story with your child. The development of oral language is vital to success in reading.

Senior School children are expected to learn their spelling words and practice their basic facts. They will also be given weekly tasks to research topics. Reading of library books is also to be encouraged. All children are enrolled in the Athletics Programme. Children are encouraged to use this at home as part of their homework. Year 7 & 8 students will also be assigned extra homework tasks.

## **24. HOUSE SYSTEM**

Children are placed in one of our four whanau (family) houses to encourage a spirit of togetherness and competitiveness while at school. Points are awarded for participation and success to each of the four houses which are named Kauri, Totara, Kowhai and Rimu.

## **25. JEWELLERY**

Ear studs and sleepers are acceptable. We would appreciate that other jewellery such as rings and necklaces not be worn to school as this saves any problems with lost items.

## **26. LEAVING SCHOOL GROUNDS**

Under no circumstances whatsoever may children leave the school grounds during school hours without the permission of the principal.

## **27. LIBRARY**

The school has a well resourced library that we are proud of, from which children have an opportunity to select books associated with topics they are studying and for enjoyment. Please make sure children care for these books and return them by the specified date. Lost books will be charged for. Parental help and teacher aide time is used in the library to maintain it. Parents are given the opportunity to donate books to the library during the book fair week. Please encourage your children to use our library.

## **28. LOST PROPERTY**

The school operates a Lost Property Basket. We endeavour to return misplaced articles and clothing as they are found.

NAMING OF CLOTHING ensures prompt return.

ALL clothing should be named, including footwear. Please feel free to check the lost property basket whenever you visit the school.

PLEASE encourage children to be responsible for their own belongings.

Uncollected clothing items will be washed and uniform items will be held as second hand uniforms, while other items will be given to the Salvation Army.

## 29. LUNCHES

Children should be encouraged to bring healthy food for lunch.

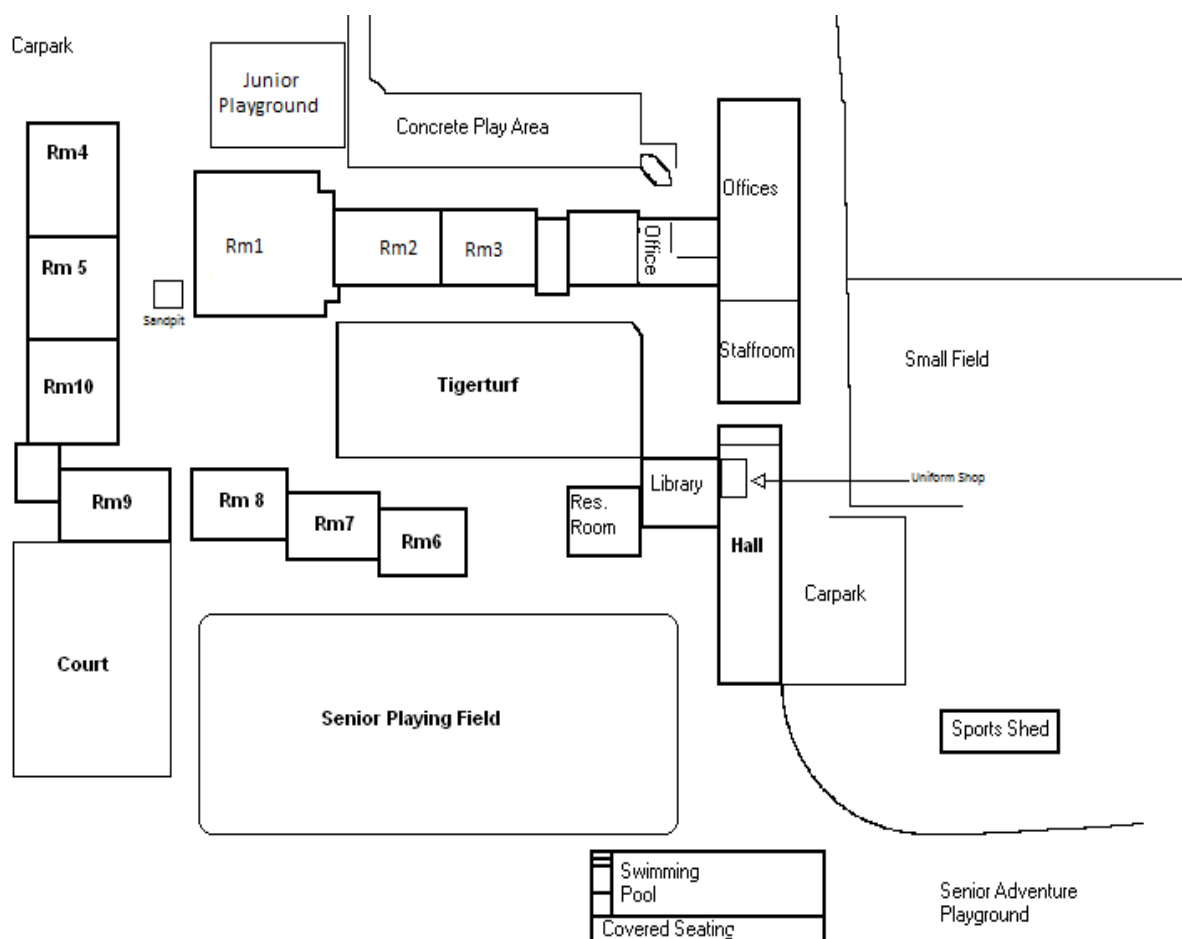
School lunches are available from Just Good Lunches via an online system each Monday only. Orders need to be placed the night before. For further information visit [www.justgoodlunches.co.nz](http://www.justgoodlunches.co.nz). Lunches are delivered to the staffroom before morning interval.

From time to time the school runs special lunch days. These will be advertised in the school newsletter and/or by separate notice.

Milk through the Fonterra Milk in Schools scheme is running on Monday, Wednesday and Friday. This is entirely voluntary.

Lollies, chocolate and fizzy drinks are not permitted.

## 30. MAP OF SCHOOL



## 31. MINISTRY OF EDUCATION

The Ministry of Education is responsible for providing funds and assistance to the Board of Trustees.

## 32. NEWSLETTERS

These come out on Monday of each week to inform you of the coming events at school. Please keep the ones that are marked 'Important Dates' so that you are aware of your child's commitments. You are welcome to use this newsletter for any information you would like the community to know about. Please have this to the school by the Friday before. Please notify us of any people without children at school who would like to receive a newsletter. Newsletters are now available via email, and on the website. Please advise the school office if you would like an electronic copy emailed.

### **33. PARENT HELP**

This school has had a long tradition of voluntary parental help in many different ways and we welcome the support and help of parents. Parental assistance can add to the quality of education we can provide for your child. From time to time we will seek your assistance with classroom involvement and related school activities.

Confidentiality is vital. Things that happen in the school/classroom need to remain in the school.

### **34. PARKING**

To ensure the safety of all children and adults it is important to keep the bus bay in front of the school clear during the afternoon until the mini vans have departed. Parents picking children up after school are to collect them from the front entrance. Please do not park in the Room 4 car park, in the main school driveway or over our neighbours' driveways. Parents are reminded that the speed limit in the school driveway is 5 kilometres per hour..

### **35. PATROL OF CROSSING**

The crossing over George Crescent is patrolled and supervised daily. Please cross with the Patrollers, this will set a good example for children to follow. Parents are asked to drive around the crescent the way they are facing rather than turn around in front of the school. This is very congested at the beginning and end of the day.

The main road - Highway 22 - is patrolled in the afternoon. Children **must not** cross the road unassisted. It is the responsibility of parents to cross their children safely in the morning.

### **36. PAYMENTS**

Cheques are preferable to cash whenever possible and should be made out to Buckland School and crossed Not Transferable unless otherwise stated. The school does not have an EFTPOS facility. Payment can also be paid via internet banking by arrangement.

### **37. POLICIES**

Policy folders are available for parent perusal. These contain school policies approved by the Board. Requests can made to the Principal to peruse these.

### **38. PTA**

The school has a PTA made up of parents, and staff who assist with the running of school events and help with the raising of extra funds for our school. Parents are welcome and encouraged to join this group. It is a good way to get to know other people and find out how the school operates.

### **39. PREPARATION FOR SCHOOL**

Does your child:

- know his/her full name, address and telephone number and how to repeat it if necessary?
- put away play things when not using them?
- take off and put on outer garments without help?
- tie his/her own shoe laces?
- know how to use his/her handkerchief and always have one?
- know how to wash and dry hands and remember to flush the toilet without assistance?
- know how to hold scissors and how to use them?
- know how to count at least from one to ten?
- know how to sit and listen to a story?
- know the days of the week?
- recognise his/her name?
- look after his/her own belongings?
- know his/her birthday and birth month?

#### **40. PRINCIPAL**

The Principal is responsible for the day to day management of the school and has the following main functions to carry out:

- Professional Leadership and Directions of the School
- Personnel Management
- Managing School Administration
- Curriculum Management
- Physical and Emotional Environment Management
- Property/Financial Management

#### **41. PUBLIC HEALTH NURSE**

Parents may refer their child to the Public Health Nurse at anytime for examination. Parents may be present at the time of examination, but this isn't necessary.

Sight and hearing inspections of new children, students at Year 7 level and retests take place annually. Requests from either teacher or parents for examination may also be made through the Public Health Nurse, phone 237 0660.

#### **42. READING RECOVERY**

All six year old pupils are given a diagnostic test of their reading ability and associated skills. If it is appropriate, and space is available, children are placed into the Reading Recovery programme which operates at school. The programme involves intensive one-to-one teaching for approximately 15-20 weeks. Children receiving Reading Recovery need to have a high attendance rate.

#### **43. REPORTING TO PARENTS**

Each year two written reports will be issued to parents indicating the progress and level of attainment reached by each child. These will be prepared and distributed mid year and in December of each year.

As well as these written reports, a parent information evening and 3 way conferences will take place. All parents are invited to attend. These interviews will be oral and last approximately fifteen minutes in duration. If any parent wishes to have further time, arrangements will be made to continue the interview at a convenient time.

Parents are welcome to request an interview at any stage of the year to discuss their child's progress. Please contact the principal to arrange an appointment time with teachers and/or principal.

#### **44. ROAD SAFETY**

It is the responsibility of both parents and the school to ensure that children are adequately instructed and/or supervised in the safe crossing of roads to and from school. The school is a Travelwise School and will involve the police in units of work on road safety. Parents/caregivers have a responsibility to be good role models and cross at the patrolled crossing.

#### **45. SCHOOL DONATION**

The Board of Trustees fixes a voluntary donation each year for the purpose of supplying equipment or material not provided for by the Government grants. Such a levy is normally payable by the end of March so that parents may take advantage of the tax deductibility of such payments.

At present donations are \$75 per child for the first two children and \$30 for each subsequent child. Families coming into the school during the year are asked to pay a reduced amount of \$18.75 per remaining terms.

Donations paid during the year may be handed into the Executive Officer who accepts them on behalf of the Board of Trustees and issues a receipt.



#### **46. SCHOOL HOURS**

8.15 a.m.	children may enter school grounds
8.55 a.m.	Hand bell rings for children to go to class
9.00 a.m.	- School starts
10.10—10.30 a.m.	- Morning Interval
10.30—11.35 a.m.	- 2nd Morning Session
11.35—11.40 a.m.	Fitness / Drink Break
11.40—12.40 p.m.	3rd Morning Session
12.40—1.30 p.m.	- Lunch
1.30—3.00 p.m.	- Afternoon Session

School commences at 9.00 a.m.

Dismissal for all children 3.00 p.m.

Religious Instruction - Wednesdays 10:30 - 11.00 a.m.

There are NO short days even if it is wet.

Parents know that unless they are contacted, children will leave school between 3.00 and 3:15 p.m. However, after having been home, children may, after 3:30p.m. return to school to play. The grounds are open, but unsupervised out of school hours.

#### **47. SCHOOL RULES**

See Code of Behaviour.

#### **48. SCHOOL SOCIAL OCCASIONS**

There are a number of occasions when parents and community members can come together to share social gatherings at the school. You will be notified of these through the newsletters and you are always most welcome.

#### **49. SCHOOL UNIFORM**

Buckland School has a compulsory school uniform that is to be worn daily by all children. The items of the uniform can be purchased only from the School Uniform Shop. Only items of uniform can be worn except for footwear which should be sensible. The uniform consists of:

Polo Shirt	Skorts (girls)	Polo Fleece
Polo Shirt—long sleeves	3/4 Cargo Pants (boys & girls)	Jacket
Cargo Shorts	Track Pants	Cargo Pants
Hat (Terms 1 & 4)	Voluntary - Beanie (Terms 2 & 3)	Voluntary—Scarf

Over time second hand clothing will become available. If the uniform is unable to be worn a note must be sent by parents and approval given by Teacher / Principal.

An order form for uniform is in the back of this booklet and on the website.

Sports Uniform—the school provides a yellow sports shirt for out of school events. Children are required to wear blue shorts with this for sports days.

#### **50. SPECIAL NEEDS/ABILITIES**

Each year special teaching programmes are put into place to assist youngsters who have special learning needs and abilities.

These needs cover a wide range and benefit pupils with learning difficulties and those who need extension programmes.

The procedures used to identify special needs are very broad and involve parents.

GATE (Gifted and Talented Education) groups are run by the school

Application to One Day School for gifted children can also be sought.

## **51. SPORTS**

All children before they leave primary school should know the rules of major games and have had a personal playing experience. The aim is to give people a later choice not inhibited by the lack of basic skill or knowledge of good sporting attitudes. Games at this school include rugby, cricket, netball, soccer, softball, hockey, volley ball, badminton, tennis, padder tennis and table tennis. Children are also involved in athletics, folk dancing , squash, gymnastics, orienteering, swimming and cross country running. We welcome parents' expertise in coaching and assisting with sports.

This school belongs to the North Group, along with Bombay, Paerata, St Josephs and Pukekohe North. This group runs sports tournaments throughout the year. Winning teams or individuals often then take part in the Franklin Zone sports competitions.

Children in Y7 & 8 who excel at Franklin level may also attend Auckland Champion of Champion events.

Costs for transport and entrance fees may be required. Normally transport to other schools and venues is by bus, but parents may be asked to provide transport if numbers are insufficient to warrant hiring a bus. Notice is given on sporting occasions and parents are welcome to attend.

## **52. STATIONERY**

Stationery supplies for can be purchased at school. Bulk purchasing allows our prices to be competitive. Packs can be purchased from the school office on set days before term 1 commences each year. Dates will be advised in the school newsletter and on the website. Lists will also be displayed on the school website.

Replacement stationery can be purchased throughout the year from the school office. The children must bring money and/or request forms with them for these purchases. Stationery prices are advertised on the school noticeboard and website. Children are encouraged to cover books.

## **53. SWIMMING POOL**

Daily class swimming lessons are taken for each class during Term 1 and the later part of Term 4 (weather permitting). Please make sure that your child has a towel and togs every day during the swimming season.

The pool is not open after school hours except in the case of special arrangements made with the Board of Trustees. Trespassers will be prosecuted.

## **54. TECHNOLOGY TRAINING**

Year 7 & 8 students are transported by bus to Pukekohe Intermediate every second Thursday morning from 8.55am to 12.30 pm. Fees are set annually by the B.O.T. at Pukekohe Intermediate. Our B.O.T. pay \$21.00 per child for administration and plant maintenance. Parents pay an annual fee to cover the costs of all materials used.

Current parent fees are \$50.00. These fees should be paid before the end of the first term.

Each child will also require stationery (depending on the subject.) All children must wear footwear such as sneakers on technology days. Jandals or bare feet are unsuitable.

## **55. USE OF SCHOOL FACILITIES**

The school facilities and grounds are available for the use of parents, children or children's groups outside normal school hours by application to the Board of Trustees through the Principal. We ask that you care for and respect the facilities the school has.

Persons wishing to visit the school (or teacher) for any reason, should contact the Principal upon arrival or earlier to avoid unnecessary interruption to class programmes.

Dogs must be under control and on a leash at all times in the school grounds. Dogs are prohibited on our two playgrounds and the tiger turf. Dog faeces must be immediately removed by the dog owner and disposed of, off the school site.



## **BUCKLAND SCHOOL STAFF 2017**

Mrs Mavis Glasgow	Principal
Mrs Angela Lindgreen	Deputy Principal—Room 1
Mrs Marlene Fletcher	Deputy Principal—Room 10
Mrs Ann Cottle	Room 10
Miss Erin Armstrong	Room 9
Mrs Sam McPherson	Room 9
Mr Matthew Taylor	Room 8
Mrs Dale Machin	Room 7
Mrs Lisa Goldsack	Room 6
Mrs Sonja King	Room 5
Miss Liz O'Brien	Room 4
Mrs Kerry Bartlett	Room 3
Mrs June Lockyer	Room 3
Mrs Genevieve Layzell	Room 2
Mrs Christina Reddish	Room 1
Mrs Brenda Bennett	Room 1
Mrs Lisa Robertson	Reading Recovery Teacher/Classroom Teacher
Mrs Glenis Mills	Executive Officer
Miss Ailsa Howard	Teacher Aide
Mrs Barbara Hotson	Teacher Aide
Mrs Shona Miln	Teacher Aide
Mrs Kim Ngavavia	Teacher Aide
Mrs Karen Adams	Teacher Aide
Mrs Linda Hackett	Teacher Aide Library
Mr William Lindgreen	Caretaker

## **BOARD OF TRUSTEES**

Mrs Hannah McCarthy	Chairperson
Mr Andrew Foote	Treasurer
Mr Darryl Goldsack	Property
Ms Liz Roozendaal	
Mr Andrew Tautari	
Mrs Mavis Glasgow	Principal
Mrs Ann Cottle	Staff Representative



## BUCKLAND SCHOOL

### OUT OF ZONE BALLOT APPLICATION

Name of Parents \_\_\_\_\_

Name of Child \_\_\_\_\_

Date of Birth \_\_\_\_\_

Residential Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Date of Application \_\_\_\_\_

Please tick the appropriate box for your child:

**Priority 1** This priority category is not applicable at this school because the School does not run a special programme approved by the Secretary

**Priority 2** Resides outside the Buckland School geographic zone, but is the sibling of a current student of the school


**Priority 3** Resides outside the Buckland School geographic zone, but is the sibling of a former student of the school

**Priority 4** Resides outside the Buckland School geographic zone, but is a child of a former student of the school

**Priority 5** Resides outside the Buckland School Geographic zone. Is the child of a Buckland School Board of Trustees employee or a child of a member of the board of the school

**Priority 6** All other applicants

Thank you for your interest in enrolling your child at Buckland School. Within three days of the ballot date the Board of Trustees will write to all parents involved in the ballot to inform them of the outcome of the ballot.

<div style="display: flex; justify-content: space-between; align-items: center;"> <div> <b>BUCKLAND</b> </div> <div>  </div> <div> <b>UNIFORM ORDER</b> </div> </div>								
CONTACT NAME			STUDENT NAME					ROOM #
CONTACT PHONE			PAYMENT METHOD <div style="float: right; font-size: small;">             Cheque Cash Internet- A/c No 12 3023 0660531 01           </div>					RECEIPT #
DATE	PRICE \$ <small>Note that adult size prices are higher</small>	Size 4	Size 6	Size 8	Size 10	Size 12	Size 14	SUB TOTAL
BEANIE	10.00							
FLEECE	40.00							
HAT	10.00	Medium						
		Large						
JACKET	45.00							
PANTS - LONG CARGO	39.00							
PANTS - 3/4	35.00							
PANTS - TRACK	35.00							
POLO - LONG SLEEVE	25.00							
POLO - SHORT SLEEVE	22.00							
SCARF	10.00							
SHORTS	32.00							
SKORTS	32.00							
Prices may be subject to change								TOTAL \$ DUE