



**2021**

# **INFORMATION BOOKLET**



**West Gore School**  
Our Place to Grow  
*E Kikiri Tātou*



# Important INFORMATION

## Contact Details

**Phone:** (03) 208 7586  
**Email:** [office@westgore.school.nz](mailto:office@westgore.school.nz)  
**Website:** [www.westgore.school.nz](http://www.westgore.school.nz)

## Terms & Holidays

**Term one:** 3 February – 16 April  
**Term two:** 3 May – 9 July  
**Term three:** 26 July – 1 October  
**Term four:** 18 October – To be confirmed

**Waitangi Day:** Monday, 8 February  
**Good Friday:** Friday, 2 April  
**Easter Monday:** Monday, 5 April  
**Southland:** Tuesday, 6 April  
**ANZAC Day:** Monday, 26 April  
**Queens Birthday:** Monday, 7 June  
**Labour Day:** Monday, 25 October

## Office Hours

Kim Wilson is our Office Administrator and will be able to help you during the following office hours:

8:30am – 12:20pm  
1:20pm – 4:30pm

Senior students help out in the office from 12:20pm – 1:20pm, but there is always an adult available to assist you during these times.





## School Day

Bell	8:55am
<b>First Block</b>	<b>9:00am - 11:00am</b>
Playtime	11:00am - 11:20am
<b>Second Block</b>	<b>11:20am - 12:20pm</b>
Lunch Play	12:20pm - 1:00pm
Kai Time	1:00pm - 1:20pm
<b>Third Block</b>	<b>1:20pm - 3:00pm</b>

Students may enter the school grounds from 8.30am. It is important that all students are in classrooms by 8.55am and ready for the day.

All students are required to sit and eat their lunch. This is supervised by the duty teacher.

Students may only leave the grounds at lunchtime with parental permission and must be signed in and out at the office. All students are required to leave the grounds by 3.00pm unless they are waiting for a bus.

*Our staff are highly skilled and receive comprehensive, ongoing opportunities for professional learning.*



# Our PEOPLE

## Board of Trustees

The school Board of Trustees is elected every three years. The last election was held in June 2019 and the Board will govern the school until 2022.

Board members are very happy to discuss any issues of governance with parents/caregivers at any time.

### Elected Board of Trustee Members are:

Ceri Macleod	<i>Chairperson</i>
Torrone Smith	
Jo Ruddenklau	
Chris Giles	
Heather McNaughton	<i>Staff Representative</i>
Linda Fraser	<i>Principal</i>

Board of Trustee meetings are held regularly and dates and times are advertised in the school newsletter. Parents/caregivers are welcome to attend meetings.



CERI MACLEOD



LINDA FRASER



HEATHER McNAUGHTON



REBEKAH PRATTLEY

## Principal

The Principal is Mrs Linda Fraser. She is happy to meet with you to discuss any aspects of school life. Linda has an “open door” policy, but it is advisable to make an appointment if you wish to have a discussion with her.

## Leadership Team

Linda Fraser  
Heather McNaughton  
Rebekah Prattley

*Principal*  
*Deputy Principal*  
*Assistant Principal*



## Teaching Staff

The school is organised into three teams.

### Te Kakano

Room 2	Jill Robb	Year 1 and 2
Room 3	Kim Eckhout	New Entrant – Year 1
Room 4	Nicole Weir	New Entrant – Year 1

### Te Tipuranga

Room 14	Sue Short	Year 3 and 4
Room 15	Rachael Flaus	Year 3 and 4
Room 16	Megan Johnston	Year 2 and 3

### Te Puawaitanga

Room 10	Emma Falconer	Year 6
Room 11	Jane Matthews	Year 4 and 5
Room 12	Rebekah Prattley	Year 4, 5 and 6
	Jennie McKenzie	(Term 1)
	Fiona Gemmill	(Term 2-4)

### Part-Time Teachers

Fiona Gemmill  
Sandi Pasco  
Bex McKee  
Margaret Norton

### Support Staff

Kim Wilson	Office Manager
Margaret Evans	Office Administrator
Beth Hewlett	Teacher Aide
Kristine Wallace	Teacher Aide/Cleaner
Jenny Wallis	Teacher Aide
Pauline Henderson	Teacher Aide
Rocio Quezada Acosta	Teacher Aide
Jenny Williams	Teacher Aide
Mariska De Waal	Teacher Aide
Lisa Donnelly	Teacher Aide
Paul Gutschlag	Caretaker
John McColl	Relief Caretaker
Cleancrest	Cleaners

*The teaching team is dedicated to achieving the highest professional standards to ensure the best teaching and learning experiences for all students.*



## Home & School Committee

The aim of the Home & School Committee is to foster parent and teacher involvement in the school. This is an opportunity for parents/ caregivers to learn about the school curriculum and meet in an informal manner with other parents and teachers.

The committee supports school life by performing a variety of tasks such as providing and maintaining sports uniforms, funding various school programmes (e.g. Life Education Health Programme) and participating in fundraising events.

Upcoming meetings are advertised in the school newsletter.



# Clothing & UNIFORM

## Uniform

The uniform is available for purchase from Southern Workwear in Mersey Street, Gore. A coloured brochure is available from the school noticeboard in the office.

### The uniform items are:

- Red polo shirt with West Gore School logo
- Polar fleece with West Gore School logo
- Navy track pants (girls and boys)
- Navy rugby shorts or navy cargo shorts (boys and girls) or navy shorts (girls)\*
- Navy school socks
- Navy tights (girls)
- Red sun hat
- Safety vest
- Black or sport shoes

*\*No Canterbury pants or shorts.*

**Please ensure all uniform items are clearly named.**

## Protective Clothing

Art work and similar activities are frequent activities at school. Please ensure you send your child with suitable clothing for these activities. If you have any spare large shirts the school would appreciate them for this purpose.

Teachers will encourage students to wear protective clothing.

## Sports

Appropriate footwear for fitness is also required on a daily basis.

Students playing on the fields during winter months must bring a change of clothing and footwear to ensure classrooms are kept clean.

## Sports Activities & Competitions

The school Sports Coordinator will collate a list of sporting options throughout the year for all ages and these will be available in the office. Sports are co-ordinated by the school as well as outside clubs.





# How we COMMUNICATE

## Circulating Information

<b>Website</b>	<a href="http://www.westgore.school.nz">www.westgore.school.nz</a>
<b>Facebook</b>	@WestGoreSchool
<b>School App</b>	Download <i>Skool Loop App</i> from the App/PlayStore and select West Gore School

## Newsletters

A school newsletter is published every second Friday.

Parents/Caregivers and members of our school community are invited to sign up to receive our newsletter via email. This can be done on the contact page of our website ([www.westgore.school.nz/contact](http://www.westgore.school.nz/contact)).

We would encourage all families to receive the school newsletter via email, but a printed copy is available if required.

If your email address changes, a link is provided at the bottom of each newsletter email that will allow you to check and update your details.

Our newsletter is also available on our School App.

The newsletter is the school's main form of communication and will inform you of upcoming events as well as reporting on significant events from the past fortnight.

## Assembly

Each fortnight, a class will report on significant events from their room.

### Whole School

Whole School Assembly is held fortnightly on Friday afternoons, alternate weeks to the school Newsletter. Assembly is from 2.30pm to 3.00pm in the school hall. Parents/Caregivers are welcome to attend. The hall is open from 2.20pm and seating is available at the rear. A list of class certificates to be presented at assembly will be posted on our Facebook page from 12.30pm.

### Positive Behaviour for Learning (PB4L)

PB4L assembly will be included in the Whole School Assembly. Parents/Caregivers are welcome and seating is available at the rear of the hall.

## Reach Out

From time to time, problems can arise which require our attention. It's important to us that these are resolved in an effective manner.

If you ever have a concern, we invite you to reach out to us.

For more information, you can download our *Concerns and Complaints Policy* on the 'Info for Parents' page of our website.



# Your Child's SAFETY

## Attendance

It is compulsory for your child to attend school each day unless they are sick or absent for a justified reason. The school policy outlines justified reasons for absence.

If your child is away from school, there are three ways to notify us:

- Visit Miss Wilson at the school office
- Phone us and leave a voice message
- Skool Loop App (fill out absentee form)

As per our safety policy, it's important to notify us prior to your child being absent or before 9.00am on the day of the absence. Miss Wilson will phone home if we have not been notified by an adult of your child's absence, and if we're not able to establish the safety of your child, the Police may be called.

## Truant Behaviour

Lateness is considered truant behaviour. The Truancy Officer will be contacted if students are repeatedly late or absent without a justified reason.

## Road Patrol

The safety of our students is of paramount importance. Traffic wardens operate between 8.30am and 8.50am in the morning and between 3.00pm and 3.10pm in the afternoon.

Kitchener and Robertson Streets are patrolled, but require support from parents and community members. Supervising students operating these crossings is a partnership between parents and teachers. We would welcome any support for this from parents and other members of our community.

## Bus Transport

Ritchie's Motors and Jenkins operate bus services to West Gore School for eligible students. The Principal will assist with organisation for students to travel on these bus services at the time of enrolment. Feeder buses stop at West Gore School to collect students and transport them to Gore High School where the students may transfer on to their appropriate bus for transport home. Assistance is given to new pupils by senior students or staff.

Parents may arrange transport with the bus companies for ineligible students. The Principal can give you the appropriate contact details. Please note that in this situation this is a private arrangement between you and the bus company and a fee may be charged.

All bus students are accounted for each afternoon by a duty teacher. It is essential that you let Miss Wilson know if your child is not going to be travelling by bus.

## Bicycles

Children who ride bikes to school must be able to ride competently and must know the rules of the road. Bicycles must be safe and appropriate helmets must be worn. Bike stands are provided for students to use, and bikes need to be locked during the day.

Parents, please check your child's riding skills and road knowledge before allowing them to ride to school. It is recommended by Police that students should be at least nine years of age before cycling to school as they may not have the skills and judgement to ride in traffic prior to this age.

## Sun Hats and Vests

Sun hats and vests are now a compulsory part of the school uniform. Southern Workwear in Mersey Street, Gore have the items available for purchase.

Sun hats must be worn during terms one and four, and vests are to be worn by all students both to and from school and to any out of school activities.



## Behaviour

As a Positive Behaviour for Learning School (PB4L), we use restorative practices to strengthen relationships and create positive learning environments to support our students.

The focus is on preventing problem behaviour, developing social skills, reinforcing desired behaviour and having restorative conversations or class meetings to repair relationships.

Students are involved in social skills programmes such as Life Education, Keeping Ourselves Safe, Kia Kaha, and a mentoring programme called PALS (Physical Activity Leaders).



## Positive Behaviour for Learning

PB4L provides systems and support for all students and staff, and enables students to learn academic, social and life skills in a safe and respectful environment.

It is built on the foundation that positive behaviour can be learnt and difficult and disruptive behaviour can be unlearned.





# General INFO.

## Stationery

A stationery list is provided for each student at the time of enrolment or at the end of each school year. The school sells some items of stationery not able to be sourced from local shops.

While parents are free to purchase stationery at any outlet, Paper Plus in Gore offer the school a rebate for the school. It is necessary for you to inform their staff that you are supporting West Gore School in order for us to receive this benefit.

All students are encouraged to cover exercise books to ensure that they last the whole year.

Students who are transferring from another school during the year should bring any stationery and discuss the needs of the class programme with their class teacher. Some additional items may be necessary.

## Library

All students are encouraged to make full use of the school library. Each class will visit the library at least one time per week to issue new books. Mrs Wallis is in the library for half-an-hour at lunchtimes on library days and is happy to assist children with choosing and issuing books.



## Lunches

Rosmini House (The St Peter's College Hostel) offers a cafeteria service to West Gore School on Thursdays and Fridays. Students may order lunches by placing their order in the appropriate place in each block of classrooms.

Rosmini House is required to adhere to the Healthy Eating Standards for schools.

Orders must be in a clearly marked envelope with the child's name, room number, order and the correct money and handed in before 8.50am. Late orders can not be accepted. Please ensure your child knows if they have a lunch order.

A price list is included regularly in the newsletter or is available at the school office.

A parent roster operates to collate the orders each morning. We would welcome your assistance with this task.

## Heat Ups

Every Wednesday, children can bring a "heat up" that can be heated in the pie warmer. Heat ups must be wrapped in foil or other suitable wrapping, with the child's name and room number clearly written on it. They need to be put in the box in the office prior to 8.55am.

## School Photos

Photographs are taken annually, usually at the beginning of term four, by a local photographer. Notification of timing, costs and other details will be communicated via the school newsletter.

You will have the option of class, individual or family groupings.

This service is offered through the school who acts as an agent.

You are under no obligation to purchase school photos.



*Tē Reo Māori is integrated into classroom programmes and our Kapahaka group, led by staff and community members, has a strong sense of mana.*



# Health & WELLBEING

## Administering Medication

If your child has medication that must be administered at school, please see Miss Wilson and she will give you the appropriate documentation to complete. The school will take all reasonable steps to ensure your child's health needs are met.

The school retains the right to refuse to administer medication to a student if circumstances put staff members or the student at risk. In such circumstances, parents/caregivers may be required to provide specialist, professional assistance and adequate training to school personnel.

## Illness During the School Day

If your child becomes unwell during the day, Miss Wilson or a member of staff will contact you or one of the nominated people on your child's records and request that you collect your child.

All care will be taken to look after your child until you get to school, but it is important to note that the school is unable to provide constant supervision of your child for any length of time. We appreciate you ensuring that your child is collected as soon as possible for this reason.

Please ensure you have notified the people you have nominated as emergency contacts so they are aware they are likely to be phoned.

We will ask you to update these details at the beginning of each term.

## Extreme Emergency

In the event of an extreme emergency, the school will, in the first instance, call 111 and then immediately notify the parent/caregiver.

## Minor Accidents During the School Day

Miss Wilson or a teacher on duty will administer simple first aid to your child for minor accidents. These will be recorded in a register.

A copy of the cause and treatment of any head injuries will be sent home with your child or a member of staff will phone you to inform you of these details as a precaution.

It is our intention that all teaching staff members and most support staff members hold current first aid certificates.

## Public Health Nurse

West Gore School has a health nurse who visits the school regularly and is available to meet and discuss any child health issues with you. You will be encouraged to complete a health form on enrolment of your child.

The Principal and teachers may also refer health issues to the Public Health Nurse for follow up with families.

The Public Health Nurse can be contacted through the school office or at the Community Health Centre in Hokonui Drive, phone (03) 208 7015.



## Hearing/Vision Therapist

The Hearing/Vision Therapist will visit the school approximately once each term. She will assess the hearing and vision of all new entrant children. She may also assess the hearing and/or vision of other students in the school where a concern has been expressed by a teacher or parent. This service is diagnosis only. Follow up appointments will be the parents/caregivers responsibility.

## Speech Language Therapist

Learning Support, through the Ministry of Education, provide Speech Language Therapists for our students for the diagnosis and support for speech difficulties.

This service is limited due to high priority given to students under five years of age.

Referrals are made by the Principal, teachers and parents/caregivers. Please speak to a classroom teacher or Heather McNaughton for support with referrals.

## Dental Therapist

The Dental Therapists are now located at a clinic at the Gore Health Centre. Their contact details are provided below.

Your child(ren) will receive an appointment in the mail or by phone. You will need to collect your child(ren) from school if necessary, and take them to the appointment. Please inform your child's teacher when you need to do this.

### Gore School Dental Service

Birch Lane

(03) 203 9042

PO Box 313, Gore

## Resource Teacher of Learning & Behaviour

The school is supported by the services of Resource Teachers of Learning and Behaviour. This service is for students who require extra support for learning or behaviour needs. The Principal or class teacher may discuss a referral if a need is identified. All applications require parental/caregiver consent.



# Homework & REPORTING

## Reporting to Parents

Parents/caregivers receive a written report in the middle and end of each year for Years 4 to 6. New Entrants to Year 3 will receive their reports every six months from the anniversary of their 5th birthday.

At the beginning of the year we have a “meet and greet” evening and three-way interviews are held both mid year and at the end of the year. These interviews are between the student, his/her parents/caregivers and the class teacher and are usually ten minutes in duration. Mid and end-of-year reports provide an opportunity to discuss a student’s goals and progress. Appointments are booked online.

Parents are welcome to come into school at any other time during the year to discuss their child’s progress with the class teacher and Principal. Please phone the school office for an appointment if you require this.



## Homework

The purpose of homework is to revise core learning in Literacy and Numeracy. Reading, Kiwi Phonics and basic facts should be given priority.

Teachers will explain homework routines at the beginning of the year. A Reading Log, purchased via the school office, is used to record reading at home. It is expected that homework will be completed on Mondays to Thursdays.

Teachers are happy to discuss any issues relating to homework as soon as they occur.







# High-Quality LEARNING

*We believe our students will grow by developing the strategies, skills and knowledge to become lifelong learners.*

## Strategic Plan

The main function of the Board of Trustees is to develop the Charter in consultation with the school community. The following information outlines our vision, kawa, values, principles and strategic goals.

Annual targets will be identified and parents will be informed of the focus areas through the school newsletter.





## Strategic Intentions

### Vision

Our place to grow.

### Values

- Respect
- Responsibility
- Resilience

### Key Competencies

- Thinking
- Using language, symbols and texts
- Managing self
- Relating to others
- Participating and contributing

### Principles

Our principles put students at the centre of teaching and learning, asserting that they should experience a curriculum that engages and challenges them. It is forward-looking and inclusive and affirms New Zealand's unique identity. Our principles underpin all decision-making within our school.

Our principles are:

- High expectations
- The Treaty of Waitangi
- Cultural diversity
- Inclusion
- Learning to learn
- Community engagement
- Coherence
- Future focus

## Strategic Goals

### Student Learning

All students will engage and achieve success in learning, across all areas of the NZ Curriculum, giving priority to Literacy, Numeracy and Physical Activity.

### Priority Learners

- Māori learners will enjoy and achieve educational success as Māori.
- Gifted and Talented learners are recognised, valued and empowered to develop their exceptional abilities and qualities through equitable access to differentiated and culturally responsive provisions.
- Learning opportunities for students with special needs will be provided so they can reach their potential.

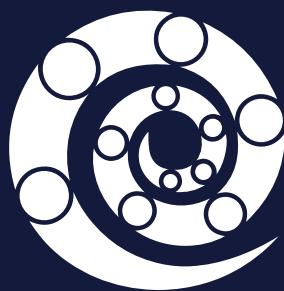
### Community

- Our school community holds positive expectations in order for West Gore School to be “our place to grow”.
- West Gore School is a community school.
- We are responsive to the needs of the 21st century learner.

*West Gore School has a commitment to being an innovative place for learning, leading the way in Education.*

*We send young people out into the world feeling empowered, standing tall and with a well-rounded education that they know has prepared them for their future.*





# West Gore School

Our Place to Grow  
*E Kikiri Tātou*

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