



# **BURWOOD SCHOOL**

## **INFORMATION BOOK**

### **Mission Statement**

*To help prepare our children for life.*

### **Vision**

*To provide a positive learning environment,  
where individual differences are recognised, the best of resources are available,  
quality teachers are employed and the wider community are involved.*

255 New Brighton Road  
Christchurch 8061  
Phone/Fax (03) 383 4842  
Email: [office@burwood.school.nz](mailto:office@burwood.school.nz)

# BURWOOD SCHOOL

## INTRODUCTION

Welcome to Burwood School

No doubt you will have many questions about various aspects of the way the school operates. We hope that within the pages of this handbook, the answers to many of these questions may be found. If you cannot find what you are looking for, please remember that the school staff and I are always available to answer your questions and talk with you. Please do not hesitate to contact us at any time.

Doug Watkinson  
PRINCIPAL

<b>Contents</b>	<b>Page</b>
Map of the School	6
School Staff	7
Board of Trustees Membership	8
P.T.A. Committee Membership	8
The Three Questions That Prospective Parents Most Often Ask	9
A Very Important Note to Parents of Prospective Five Years Olds	10

<b>Alphabetical Section</b>	<b>Page</b>
Absences	11
All Saints Church and Cemetery	11
Bicycles	11
Board of Trustees	11
Car Park	11
Change of Address etc	12
Charter	12
Cheques / EFTPOS	12
Classification of Pupils	12
Children Leaving School	12
Commercial Support from the School	12
Communication	13
Complaints	13
Curriculum	13
Dental Clinic	13
Diagnostic Screening	14
Discipline	14
Enrolments	14
Extension Programs	14
Fundraising	15
Green Policy	15

	<b>Page</b>
Head Lice	15
Holidays	15
Homework	15
Library	15
Library Bags	16
Lost Property	16
Lunches	16
Medication	16
Money Sent to School	16
Music	17
New Entrants	17
Open School	17
Parent Help	17
Parent / Teacher Association	18
Parking	18
Physical Education and Swimming	18
Playground Supervision	18
Policy Statements	18
Problems Between Children	19
Punctuality	19
Reading Recovery Program	19
Reporting to Parents	19
Road Patrol	19
Roller Skates and Roller Blades	20
Rules	20
Scholastic Book Club	20
School Banking	20
Sponsored Child	21
Sport	21
Stationery	21
Sun Protection	21
Swimming	21
Telephone	21
Times	22
Toys and Valuables	22
Trips	22
Uniform	22
Zoning	22
<b>Policy Statements</b>	
Outdoor Education	23
School Uniform	25
<b>An Historical Note</b>	28

## TYPE OF SCHOOL

Burwood School is a state, co-educational, contributing primary school.

## GENERAL DESCRIPTION OF SCHOOL

Burwood School typically starts each year with a roll of about 400 children. This grows to about 460 by December. Normally these are distributed among 19 classes. The ethnic composition of the school roll is predominantly Caucasian, with about 10% Maori, 3% Asian, smaller percentages from other ethnicity's and a number of International Fee Paying Students. The children come from families where a range of occupations is evident. The majority would fall within the middle income groups and the school's Ministry of Education decile rating is '7'. The achievements of the children tend to reflect this middle ground. Generally they are enthusiastic about school, are well supported and encouraged by their parents and are well behaved.

The school's teaching staff are experienced and dedicated to the children of the school. Turnover of staff is low. The teaching staff are supported by conscientious, experienced ancillary staff who involve themselves fully with all aspects of school life.

The school's buildings vary considerably in age and style. A state of the art library block is the newest building. This was completed in May 2007 and is fully equipped to facilitate the learning needs of children in the 21<sup>st</sup> century. It includes a significant staff resource area. Nine of the classrooms are modern re-locatable type buildings. Another block of four classrooms and two resource rooms is about forty years old. These buildings are complimented by two wooden blocks, one with three classrooms and one with two classrooms, which are about sixty years old. One of these includes the administration area, staffroom, etc. and the other has a dental clinic attached. Other buildings include a large community hall, a modern storage facilities and an ex World War Two prefabricated classroom.

The buildings are located in expansive grounds which are made more interesting by mature trees and generous shaded areas, and children's play equipment.

## DESCRIPTION OF SCHOOL'S COMMUNITY

Burwood School is located within an Eastern Christchurch suburb of the same name. Housing within the district is, for the most part, less than fifty years old and most householders own their own homes. Most adults derive their incomes from salaries or wages, with many homes enjoying two incomes.

The school's community is interested and supportive. This is evidenced by willing parental involvement in class programmes, full attendance at parent/teacher conferences, and a very active Board of Trustees and Parent Teacher Association.

A characteristic of the community is a lack of 'community focal point'. There are small groups of shops in places, the school and it's facilities, as well as a number of churches, but nothing is centralised.

Within the immediate community there are two kindergartens, one play-centre and a

number of other pre-school facilities.

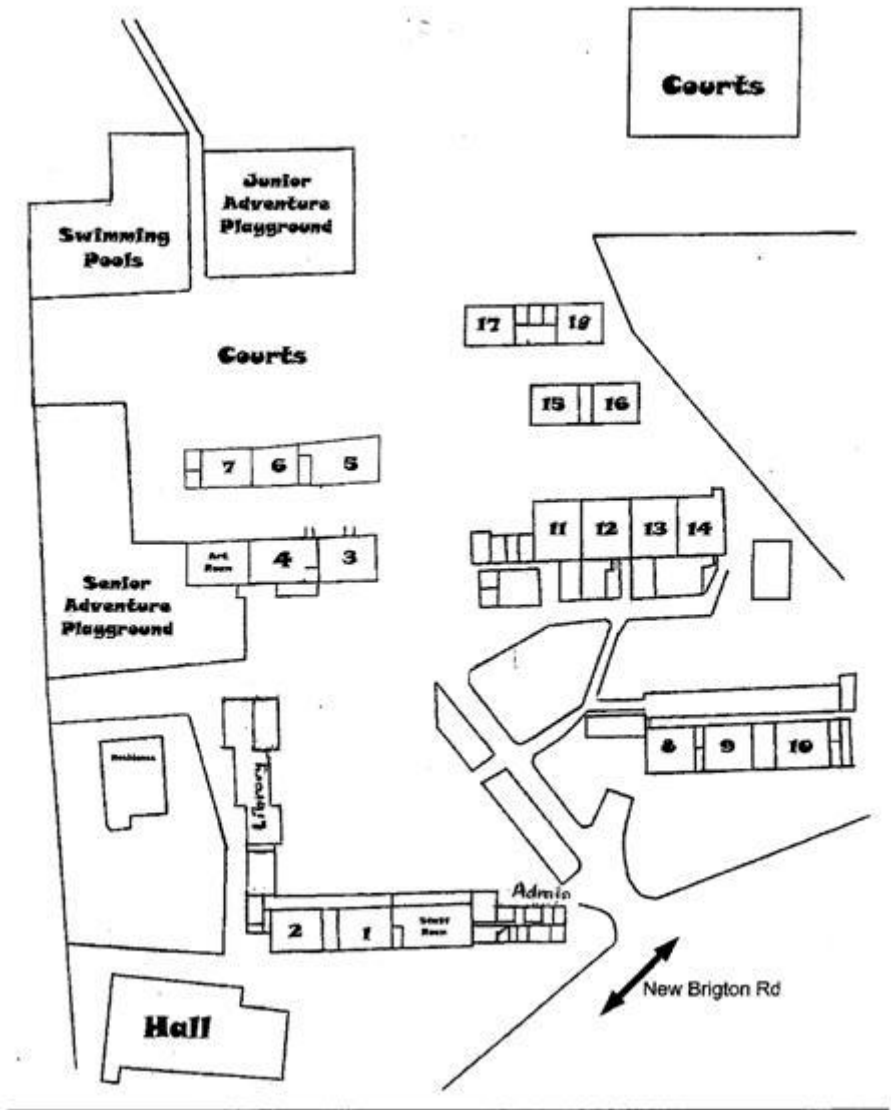
Consultation between the community and the school shows that the community is, for the most part, satisfied with the school and the school enjoys the community's support.

It is particularly noteworthy that at least 40 children at the school are either the second, third, fourth and, in two cases, fifth generation through the school. This is remarkable for a city school and is a reflection on the stability of the community.

### **SCHOOL REVIEW**

The last Education Review Office review was in February 2010.

# MAP OF SCHOOL AND GROUNDS



## STAFF 2011

Principal  
Deputy Principal  
Deputy Principal  
Senior Teacher

Mr Doug Watkinson  
Mrs Sandra Jamieson  
Mrs Glenda Emile  
Mrs Bronwyn Takle

### Rimu Team

Year 6, Room 1  
Year 6, Room 2  
Year 5/6, Room 3  
Year 5, Room 5  
Year 5/4, Room 7  
Year 4, Room 6  
Year 4, Room 4

Mrs Cathy Williams  
Mrs Mandy Hadfield  
Miss Olivia Falkner  
Miss Victoria Hammersley  
Mr Hugh Hadfield  
Mrs Tanya Keeling  
Miss Daphne Squibb

### Rata Team

Year 3, Room 8  
Year 3, Room 9  
Year 3, Room 10  
New Entrants, Room 14  
Year 2, Room 18  
Year 2, Room 16  
New Entrants, Room 11  
New Entrants, Room 12  
New Entrants, Room 13  
Year 1/2, Room 15  
Year 1, Room 17  
New Entrants, Room 19

Mrs Bronwyn Takle  
Miss Emma Hodgson  
Mrs Priscilla Gibson

Miss Erin Chamley  
Mrs Annemarie Sherratt  
Mrs Bev Jones  
Mrs Rose Strettell

Mrs Caroline Greer  
Mrs Sue Cameron  
Mrs Kim Jarvis

### Part Time Teachers

Mrs Elizabeth Marshall  
Mrs Kate Hurley

Mrs Karen-Forbes Henry  
Mrs Marlene Deans

### Teacher Aides

Mrs Barbara Shipley  
Mrs Tina Coates  
Mrs Jane Winter  
Mrs Jacquie Ching

Mrs Nicki Ward  
Mr Les Roberts  
Mrs Gail Laskewitz

### Administration

Mrs Lesley French (Office Administrator)  
Mrs Karen Watson (Finance Officer)

### Caretaker/Groundsman

Mr Albert Teese

## **BOARD OF TRUSTEES**

Mrs Rachel Rowland  
Mr David Ching  
Mrs Michelle Taylor  
Mr Mark Reid  
Mr Grant Hetherington  
Mrs Mandy Hadfield  
Mr Doug Watkinson  
Ms Lesley French

Chairperson/Finance person  
Deputy Chairperson

Staff Representative  
Principal  
Minutes Secretary

## **P.T.A. COMMITTEE**

Mr Mike Richardson  
Mrs Michelle Taylor  
Mrs Phillipa Stewart  
Mrs Lara McDonnell

Chairperson  
Deputy Chairperson  
Treasurer  
Secretary

## **COMMITTEE MEMBERS**

Mrs Julie Best  
Mrs Debbie Booker  
Mrs Justine Cayless  
Mrs Jacquie Ching  
Mrs Carmen Chunn  
Mrs Janis Hamilton  
Mrs Janine Harris  
Mr Phil McDonnell  
Mrs Kathy Moor  
Mrs Kirsten Richardson  
Mr Mike Richardson  
Mrs Rachel Rowland  
Mrs Amanda Russ-Hofmans  
Mrs Janine Sharp

Mrs Tanya Keeling  
Mr Doug Watkinson

Staff Representative  
Principal

## THE THREE QUESTIONS THAT PROSPECTIVE PARENTS MOST OFTEN ASK

### 1 **Do you have a school uniform?**

*Answer:*

Yes, we do have a school uniform. It is compulsory for all children.

A voluntary uniform had been in place for many years but after widespread demand from the community to make it compulsory, it was brought in on 1 July 1996.

Details of the uniform are included elsewhere in this handbook.

### 2 **How large are your classes?**

*Answer:*

Our school is organised using the following guidelines for maximum class sizes. New Entrants - 22. Year 1 - 24. Year 2 - 26. Year 3 - 27. Year 4,5 and 6 - 30. We wish to emphasise that these numbers are guidelines only. It is likely that at the beginning of the year, class numbers will be at or below these guidelines. As the year progresses though, the situation could change. During every year we get unexpected enrolments and departures. These do not occur evenly across the school. It is possible that a class could start with one or two children less than the guideline number and by the end of the year, have one or two more than the guideline number simply because of an influx of enrolments at that particular level.

### 3 **What is your policy on bullying?**

*Answer:*

We do not tolerate bullying. That does not mean that it will not happen. It means that if it does happen, and so long as we know about it, we will deal with it decisively.

## **A VERY IMPORTANT MESSAGE FOR PARENTS OF PROSPECTIVE FIVE YEAR OLDS**

### **CLASSIFICATION OF PUPILS, JUNIOR SCHOOL**

Many of you will no doubt remember the old classifications of primers one, two, three and four followed by Standards one, two, three, four, five and six. Quite some time ago Primers 1,2 3 and 4 were replaced by J1 and J2. Later on J3 became synonymous with Standard 1. Now all children from juniors through to secondary school are classified as to years one to thirteen.

Children who are in their first year at school are typically referred to as New Entrants although they are officially year one children as they are in their first year at school. Similarly year two means they are in their second year at school and year three means they are in their third year at school. The length of time they spend as year one depends on when their birthday falls. It would be ideal if all children were born in January and then our classifications could be rigidly applied. Generally speaking though, children will spend between nine and twenty one months as year one.

This means that the children whose birthdays are in January, February or March will spend that calendar year in year one and then move to year two. Children whose birthdays are in April will be looked at very closely to see whether they spend that year in year one or that year, plus the next year in year one. If there is any doubt we will err to the side of the longer period. This policy and the reasons behind it will be explained very carefully to the parents of these children when they enrol.

Children whose birthdays are from May to December would normally spend the rest of that year plus the following calendar year as year one.

The reasons for this policy are as follows:-

1. If children are rushed through the junior school too quickly and are amongst the youngest in their class, problems can arise, especially socially, when they get to secondary school.
2. The longer they spend in the junior school, the longer they have the benefit of smaller class sizes which are a feature of Year 1 - 3 classes.
3. Similarly, the foundations of formal learning are laid in the junior school. A longer exposure to these will always stand children in good stead.

## **ABSENCES**

If your child is going to be away for any reason, please notify the school office before 8.55 a.m. Every morning at 9 a.m. the class teachers send a list of absences to the office. This is checked off against those children whose parents have rung in. If any child is unaccounted for, the office staff would endeavour to contact the parents. It saves valuable office staff time if parents conscientiously ring to let us know of absences.

## **ALL SAINTS CHURCH AND CEMETERY**

We enjoy an amicable relationship with the local church authorities and the vicar. Children are prohibited from playing in the cemetery or taking a short cut through the church grounds on the way home.

The church authorities have long allowed parents to park in the church carpark. Unfortunately a small minority of our parents have been abusing this privilege by inconsiderate parking, speeding and disrespect for church activities. Therefore at the beginning of 2008, the church put gates on their entrance way. They have made it clear that if people are going to use the carpark they must be out by 9am in the morning and they must not use it if there is a funeral or any activity in progress. The church ministry will regularly lock the gates soon after 9am and any cars in there will remain there until 3pm. Therefore if you accept this privilege, please treat the carpark respectfully and carefully.

## **BICYCLES**

Children who ride bicycles to school must be capable of riding on the road and are required by law to wear a cycle helmet. Bicycles must always have locks and be locked into the cycle stand. We do not envisage that children below Year 4 would ride their bicycles to school.

## **BOARD OF TRUSTEES**

The Board of Trustees is a statutory body which governs the school. This means that it sets general school policy and oversees the management of the school. The Board consists of five elected parent representatives, an elected staff representative and principal. An election is held every three years. Board meetings are advertised in the school newsletter. Normally they are held once a month. The meetings are open to the public and parents are welcome to attend at any time although they do not normally have speaking rights. The Board does, however, have a "Speaking Rights" policy and anybody wishing to address the Board, should obtain a copy of this from the school office.

## **CAMPS**

Please see the policy statement "Education Outside the Classroom" later in this Information Book.

## **CAR PARK**

The car park beside the School Hall is for the use of the school staff only.

## **CHANGE OF ADDRESS, PHONE NUMBER OR EMAIL**

Please notify the office of any change of personal details such as address, phone number, work place or emergency contact. It is also very important that the school knows of changes in family circumstances such as marital break up as such events can have an enormous effect on the children involved. A quiet word to the class teacher/s or principal will suffice.

## **CHARTER**

The School's Charter is a legal document which sets out the contract between the Board of Trustees and the Minister of Education and the Community. It is based upon Burwood School's Mission Statement and Vision, and contains the goals that this community have identified as being important for this school. The Government has decreed that all charters also contain the National Education Goals (NEGS) and the National Administration guidelines (NAGS). Accordingly, these are in our charter. As well, the Charter contains an annually updated strategic plan. If anybody wishes to read the charter, a copy is available from the school office.

## **CHEQUES / EFTPOS**

Generally speaking, cheques should be made payable to "Burwood School". Occasionally we provide services which mean the cheques have to be made payable to other organisations. This is always explained in an appropriate school newsletter. EFTPOS is available at the school office. All payments must be placed in the locked box located in the foyer of the main office.

## **CHILDREN LEAVING SCHOOL**

When children leave school, they are expected to go home by the shortest direct route. We do not permit children to use the school telephone to arrange visits to other children's homes after school as we feel that this should be sorted out at home before coming to school. Children in New Entrant, Year One and Year Two classes would normally be collected from the classroom and indeed, will not be sent out to the gate to wait for parents or other adults unless the parents specifically request it. To this end, if somebody other than the parents is going to collect the child, would you please let the class teacher know. If another person comes to collect the child, for example, and says that they are the child's auntie, that is fine, but the class teacher probably won't be able to verify that. However, if a parent says in the morning that auntie is going to collect Sarah today, then that is fine.

## **CLASSIFICATION OF PUPILS**

Children at Burwood School are classified from Year 1 to Year 6. When they go to Intermediate School, they are classified as Years 7 or 8. At High School they are classified as Years 9 to 13.

## **COMMERCIAL SUPPORT FOR THE SCHOOL**

Any support is much appreciated and we encourage people to use it. From time to time businesses will support the school and any the ways which they help are advertised in the school newsletter, as is acknowledgement of their support.

## **COMMUNICATION**

We believe that education is a partnership between the school and the home. We cannot meet our goals for the children without your assistance and support. Similarly, because you have chosen to send your child/children to this school, you must believe that the school can do certain things for them. Open two way communication is vital. During the year we do organise formal parent/teacher conferences on two occasions. However, it must be emphasised that if there is anything at all that you want to talk about, whether it be to question us, criticise us or praise us, our doors are always open. If you feel your child's class teacher cannot help you, then certainly their syndicate leader or the Principal will be able to. Sometimes it may be necessary to make an appointment, but feel free to drop in and try us to see if we are available. The school newsletter is published every Monday, or on the first working day of the week if Monday is a public holiday. Except in exceptional circumstances, children will bring it home that day (although it is acknowledged that sometimes in a busy classroom the issuing of it is overlooked). If it is not forthcoming, parents should enquire as to where it is. This is our main means of communication on topical events with our parents. We wish to emphasise though that parents are welcome to the school at any time to discuss any aspects of their child's progress, ask any questions or raise any concerns.

## **COMPLAINTS**

Should people be moved to make a complaint, they should feel free to make the complaint to whomever they feel comfortable with; the class teacher, their syndicate leader, the principal or a Board of Trustees member. The Board has a definite policy on complaints and as well as giving people clear access to a complaints procedure, it is designed to see that natural justice prevails. Not all complaints are justified but all will be investigated fully. As a matter of principle, the lower the level at which a complaint can be sorted out, the more satisfactory the outcome is likely to be for all concerned.

## **CURRICULUM**

The formal school curriculum is based upon the following "Seven Essential Learning Areas". These are Languages (especially all aspects of English), Mathematics, Science, Technology, Social Sciences, The Arts, Health and Physical Well-Being. It is beyond the scope of this book to go into the many facets of these but any of the school staff would be willing to explain to you how your child's programme fits into these. On a similar note, teachers recognise individual rates of learning and individual stages of development in children. Children beginning school are provided with a learning programme that addresses 'where they are at' and takes them on from there. This principle guides the provision of programmes at all subsequent class levels. At the time of writing changes are in the wind because of a "new" New Zealand Curriculum. This will be implemented during 2010.

## **DENTAL CLINIC**

When children enrol at school, they are automatically enrolled at the dental clinic unless parents have made other arrangements. Once a year, two oral therapists come to the clinic and examine all children on their roll. Six months later they return to see selected children only.

## **DIAGNOSTIC SCREENING OF CHILDREN AFTER TWELVE MONTHS**

At age six, or after twelve months at school, all children are taken through series of tests to gauge progress in reading and language. Parents are welcome to come and discuss the results of these tests with our Assistant Principal. These tests are used to determine children who may be at risk in reading and to select those children who may need to take part in a reading recovery programme.

## **DISCIPLINE (See also RULES)**

Most children at Burwood School are, by nature, compliant and co-operative. Therefore, discipline is not a major issue in the school. We prefer to emphasise the five "C's" which are Commonsense, Courtesy, Consideration, Cheerfulness, and Co-operation, and reward children for exhibiting these characteristics. Nevertheless, we do have some basic school rules, which are found elsewhere in this book, as well as some common sense guidelines which are espoused at assemblies, etc. As well, each teacher has certain requirements and standards of behaviour which the children are expected to meet.

1. Class teacher deals with the problem
2. The syndicate leader becomes involved
3. The parents are informed/involved
4. The principal becomes involved
5. Outside agencies become involved

If a child's behaviour causes concern, we follow this series of steps as far as is necessary.

## **ENROLMENTS**

We always like to know of children who may be enrolling at the school, whether they are five year olds, or whether they are coming at an older age. Please contact the principal in the first instance.

## **EXTENSION PROGRAMMES**

It is incumbent upon all teachers to monitor each child's progress and to provide suitable programmes irrespective of their ability. The provision of extension programmes is included in this. However, we do try to allocate a certain amount of staffing for this so that it gives children a bit of extra assistance from time to time and enables them to get a little extra fillip. This may be more evident further up the school where classes tend to be larger than in the Junior School.

## **FUNDRAISING**

The school's finances are managed on the basis that the Government grants will pay for the basics and the absolute necessities and we have to fundraise to provide the extras. Our P.T.A. is responsible for this fundraising and we are very grateful to our P.T.A. Committee over many years for conscientiously endeavouring to raise in excess of \$30,000 a year for the school. This certainly helps to meet the schools learning targets for the children.

The P.T.A. does this by organising three major events for the year and the occasional minor event.

The first one is the school fair. Planning for this starts in about October of the preceeding year and the fair is normally held sometime in March. It is a big event which people from all over Christchurch have come to expect and consequently it is well patronised. Normally it raises about \$14,000 net of expenses. It requires about 120 parent volunteers to assist on the day.

Other efforts differ from year to year, but whatever they are, they will be well publicised.

## **GREEN POLICY**

One of the advantages of a school that has been established for over one hundred years is that it has mature grounds and trees. In recent years we have developed this further by extensive native plantings in the grounds. To this end we have been very grateful for the support of Trees for Canterbury and the Christchurch City Council, as well as some of our parents and friends of the school. We do try to involve our older children as much as possible.

## **HEAD LICE**

Head lice are often a problem. When there is an outbreak in any class, notices are sent home with every child in that class explaining the procedures to deal with it.

## **HOMEWORK**

In the first few years at school, homework may well be limited to "taking a reading book home". However, from Year 4, a more formal approach is taken. Details of exact requirements will be communicated via class newsletters, as these requirements do vary from class to class.

## **HOLIDAYS**

The school year is divided into four 10 week terms. From time to time holiday dates for the current year and following year are published in the school newsletter.

## **LIBRARY**

As part of the class programme children will use the library regularly and are allowed to take two books home a week. We ask parents to encourage children to treat these books with care and to return books weekly.

## **LIBRARY BAGS**

All library books must be kept in a library bag. No books are allowed to go home without a library bag. Bags can be obtained through the school and are on each child's stationery list when they first start school.

## **LOST PROPERTY**

Please ensure that all items of clothing are named. A lost property bin is located near the computer suite and you are welcome to look through it. (Key available from the school office.) At the end of each term lost property is displayed & all unclaimed items disposed of.

## **LUNCHESES**

From the start of the 2007 school year, the school abandoned any opportunity to buy lunch at school.

This does not mean to say that this option will not be revisited in the future. From time immemorial, the school has retailed pies to the children. This has not proved to be a particularly viable option and it is highly questionable in terms of the current promotion of healthy foods in which schools are supposed to be engaged. Over the years other methods have been tried but none have been sustainable. Therefore we simply have to ask parents to ensure that their children are supplied with a wholesome lunch every day.

Lunch is for fifteen minutes and is supervised. On wet or cold days, children eat in their classrooms. No sweets are to be brought to the school. Drinks must be in plastic bottles.

## **MEDICATION**

Prescription medication, which is to be taken long term and on a regular basis, is to be left at the school office where a Register of all administrations will be kept. Medicine taken on a short term basis should also be taken to the school office and the child instructed to go there to receive it. For asthma inhalers, children are often taught to self manage the administration of these and they are best kept by the classroom teacher in a place known to both the teacher and the child. Each case like this will be judged on its merits.

## **MONEY SENT TO SCHOOL**

All money sent to school for stationery, trips etc must be in a sealed envelope clearly labelled with the child's name, room number, amount and purpose. Requests from the school for money will always be in written form. These payments must be placed in the locked box located in the main office foyer.

## **MUSIC**

Music is a vital part of every classroom programme and, from about the Year 4 level, children are likely to learn a simple musical instrument, for example the recorder, in school. Secondly, the school is a member of the Shirley District Music School which provides tuition in a range of orchestral and brass instruments to children in schools that contribute to Shirley Intermediate for a very reasonable instrument hire fee and a very reasonable tuition fee. It needs to be emphasised though that arrangements for this are private arrangements between the tutors and the children's parents. Full details of all of these schemes are advertised at appropriate times in the regular school newsletter.

## **NEW ENTRANTS**

Prior to starting school, New Entrant teachers will arrange for a series of visits to the classroom. These begin three or four weeks prior to starting. For the first eight weeks at school, all five year old children will go home at 2.00p.m. Children will not be released from class until someone comes to pick them up. If somebody else, for example a grand parent, comes to pick them up, please advise the teacher beforehand. This applies to all Year One and Two children, as well.

## **OPEN SCHOOL**

Parents are welcome in our school. The principal and the teachers are always willing to talk with parents, answer their questions and address any concerns that they may have. It is probably best to make an appointment as it can sometimes happen, if you arrive at a classroom at 3 p.m. hoping to speak with a teacher that the teacher has to rush out to supervise the road patrol or something like that.

When children come along for pre-entry visits, parents are welcome to stay in the classroom with them as is explained elsewhere.

Once children start school, however, we ask that parents say their goodbyes before the children move on to the mat which they do when the bell rings at 9.00 a.m. and then leave the room. Mat time is very important for the development of various skills, especially listening and we want the children to be able to get on with this without distraction. Similarly, when collecting children at the end of the day, we ask parents to wait outside the classroom until the bell rings.

## **PARENT HELP**

Parent help with school programmes is a vital part of our school. In the Junior School, parent help in the classroom is perhaps more evident than in the Senior School. The reasons for this are that firstly as children get older they become more independent in their work and intensive one to one help is not so necessary. Secondly, it is actually more difficult to obtain parents who have the freedom to offer this help as their children get older, especially when all members of the family are at school. Thirdly there seems to be some reluctance on the part of children as they get older to have their parents in the classroom. Nevertheless, we still need parent help for such things as class camps, class outings, sport etc. If you are interested at any level, please inform the class teacher. It may be necessary at the junior level if too many parents offer to help for the teachers to draw up a roster but we do not willingly turn people away as we appreciate this involvement in the school. For those who do help, written guidelines will be provided.

## **PARENT/TEACHER ASSOCIATION**

We are fortunate at Burwood that we have a very active Parent Teacher Association. The Parent Teacher Association A.G.M. is normally held in March and the Committee is elected for the next twelve months. The P.T.A. is a legally incorporated society and its goals, membership, organisation and conduct, are governed by a set of properly authorised rules. Before each A.G.M. the Principal, through the school newsletter, invites all parents to come to the A.G.M. It is explained that no pressure is put on them to become members of the committee, but if they do wish to do so, they certainly won't be discouraged. Normally, the P.T.A. committee meets on the first Wednesday of each month.

## **PARKING**

In this day and age, it is only to be expected that the majority of children will be brought to school by private car. With, at the time of writing, 315 families at the school, this creates a major problem for parking for which there is no solution. The school does not provide off street parking for parents. The only option is to park in New Brighton or in other surrounding streets. People are urged to refrain from parking on the yellow no parking lines outside the school and the bus stop. The school car park is for staff cars only.

## **PHYSICAL EDUCATION AND SWIMMING**

P.E. and swimming are an integral part of the curriculum and all children are expected to participate. Should there be a medical reason why a child cannot take part, a note must be sent to the class teacher. All swimming clothing should be named and carried in an appropriate bag.

## **PLAYGROUND SUPERVISION**

There are three teachers on duty in the playground at morning tea time and lunch time. Should any problems arise, children should be encouraged to consult the duty teacher.

## **POLICY STATEMENTS**

The Board of Trustees have policy statements which guide the general direction of the school within a wide range of contexts. Some of these are required by our Charter. Some are to guide the work of the Board of Trustees. Some are of wider impact and interest. The ones that we believe to be of interest to all parents are reproduced on the following pages. They are:-

<b>Outdoor Education</b>	<b>Page 23</b>
<b>School Uniforms</b>	<b>Page 25</b>

If anybody would like to peruse any other school policies, please ask at the school office.

## **PROBLEMS BETWEEN CHILDREN**

Obviously from time to time, events occur at the school which amount to children annoying each other, perhaps even bullying each other, etc. Sometimes these problems occur and the school staff are not aware of them. In this case we ask parents to contact us and let us know. It is totally inappropriate for parents to come in to the school and take the law into their own hands by remonstrating with other peoples children.

## **PUNCTUALITY**

To gain maximum benefit from classroom programmes, it is essential that children are ready to begin work at 8.55 a.m. Late arrivals will disrupt programmes. If for some unavoidable reason you know your child will be late, please notify the office before 8.55 a.m.

## **READING RECOVERY PROGRAMME**

This is an individual intensive daily half hour programme for six year olds who are at risk in reading. Parents of children selected are contacted by our reading recovery teacher. Parents will also be invited to come along and observe their children in the programme.

## **REPORTING TO PARENTS**

Five year old New Entrants receive a written report after about eight weeks at school which indicates initial progress at school. In February or March, a series of informative class meetings are held for parents. Parent teacher conferences are time-tabled once a year in June. At the end of the year, written reports are issued for all children except for some New Entrants who may have only been at school for a short time. Parent teacher conferences are not timetabled at the end of the year but if any parent wishes to discuss progress with the class teacher, they are more than welcome to do so. Also, for all parents at all times, it is not necessary to wait for the formal reporting times to approach class teachers to discuss pupil progress or any other questions or concerns that you might have.

## **ROAD PATROL**

This operates on the Lake Terrace Road and New Brighton Road Crossings with a teacher in charge. Patrols operate from 8.30 to 8.45 a.m. and from 3.00 to 3.10 p.m. Children are not permitted to cross in the morning before 8.30 a.m. if unaccompanied. It is really important that parents obey the no parking lines outside the school's main entrance and adjacent to the crossing on Lake Terrace Road to facilitate this task.

## **ROLLER SKATES AND ROLLER BLADES**

From time to time each year, there is a surge of interest amongst the children in roller skating and roller blading. When this happens we occasionally set aside an area of playground for their use at morning tea time and lunch time but the following rules apply.

1. Roller skates, roller blades and skate boards have to be carried to school, not worn or ridden.
2. Only children with adequate protective gear which includes a helmet, elbow and knee pads permitted to use this equipment at school.
3. This equipment is not to be used on the verandas, or worn inside the classrooms or toilets/cloakrooms and only in the prescribed area.

## **RULES (See also DISCIPLINE)**

The following are prohibited:

1. Any form of fighting, bullying or intimidation
2. Dangerous play
3. Deliberate damage to property or theft of property
4. Blatant disobedience
5. Swearing
6. Leaving the school grounds without permission.

The school has a discipline policy which encompasses these school rules. We prefer to use the five "C's", which are: Commonsense, Courtesy, Consideration, Cheerfulness and Co-operation as a means of developing desirable attitudes in the children. In the event of breaches in discipline occurring, we do have a policy in place part of which is outlined elsewhere in this Information Book.

## **SCHOLASTIC BOOK CLUB**

At regular intervals children receive order forms for books available through the Scholastic Book Club at very reasonable prices. While there is no obligation at all to buy, we do encourage it as it helps to promote the reading habit and gives children access to books in which they might be interested. Some of the books available on each order form are on display in the School Library. The school benefits through a bonus system which enables us to receive more books. When ordering, the order form should be filled in clearly and placed in a sealed envelope, clearly labelled on the outside with Scholastics Book Club, the child's name and room number, along with the correct money or a cheque which should be made out to Burwood School. The closing date for each order is always advertised in the School Newsletter.

## **SCHOOL BANKING**

Since 2007 the school have had an arrangement with the SBS that we will promote their 'Kids Incentive Saver' account. An application brochure and a customer representatives card is included with each enrolment package and more are always available from the school office. If you wish to open one of these accounts, just ring the SBS for further details and application forms. Banking day is Thursday and there is a large SBS money box in the office foyer. Place your deposit in the box by 9am on Thursdays to ensure your banking is collected that day.

## **SPONSORED CHILD**

At the time of writing the school sponsors a child in India through Child Fund. Over the last few years we have tried various means of funding to meet our annual commitment. All have been successful. We believe that it is important that the children look beyond themselves and a certain amount of charity is vital to their Education.

## **SPORT**

A sports programme is a provision through the school. In the Junior School we teach Kiwi Sport skills with the emphasis on enjoyment and skill learning. In the Middle School the children progress to modified games based on Kiwi Sport. This continues in the Senior School with children also having the opportunity to participate in inter-school competition in the traditional sports. At all levels, appropriate (named) clothing should be worn. Sports times are timetabled regularly, particularly in the middle and senior school. We have found that in the junior school we tend not to pursue organised sport during the winter, but classroom P.E. programmes continue.

## **STATIONERY**

At the end of each year children bring home a list of basic stationery requirements for the following year and we ask parents to purchase these over the school holidays. At the beginning of the next year class teachers will issue a list of requirements which are to be purchased through the school as they are not available from the major retailers and also contain supplementary items which children need at school. We simply ask that the stationery form, and the money, are returned in a sealed envelope to the class teacher. During the year incidental items can be purchased from the school between 8.30 a.m. and 8.55 a.m. daily.

## **SUN PROTECTION**

The school addresses the need to protect children from the sun in three ways. Firstly, every child is encouraged to have a supply of sunscreen at school. Secondly sunhats are an integral part of the school uniform and of the dress code for those children for whom uniform is optional. Our policy is, for the summer months, no "No sun hat - no sport" and "No sun hat - no play". Thirdly, we are developing plantings of shade trees in the grounds. At the time of writing, these have not been fully developed with seating and so on. But that is a medium term goal.

## **SWIMMING**

Swimming is part of the school curriculum and unless there are good reasons for not participating, all children are expected to take part. Obviously there will be occasions when this will not be desirable and on these occasions a note from home is necessary. All swimming clothing should be named and carried in an appropriate bag. At the time of writing this, the school swimming pools have been closed owing to the large number of compliance issues which now surround school pools. For all children swimming instruction is provided by Aquagym in town or at QEII.

## **TELEPHONE**

The school telephone is not for the use of the children. However, there are times when children will need to ring home but may only do so with the permission of a member of the school staff. (It is classified as a business phone and therefore a cost is incurred for each call.) *See also "Children Leaving School"* unless parents are notified beforehand.

## **TIMES**

We discourage children from arriving at school before 8.30am. If they do arrive before 8.30am they are required to wait quietly on the veranda in front of the library. Classes operate from 8.55am to 3.00pm and the day is timetabled in three blocks as follows:

8.55am to 10.40am

11.00am to 12.30pm

1.30pm to 3.00pm

Children are **never** released from the school grounds early, or sent home early, unless parents are notified beforehand.

## **TOYS AND VALUABLES**

The school will accept no responsibility for expensive toys, games or valuables brought from home. Transistor radios and Walkman's are not allowed.

## **TRIPS**

Visits away from the school are an integral part of our class programmes. They provide experiences for the children upon which much meaningful class work can be based.

We are however conscious of the financial demands that we place on our families and to this end we have a definite policy "Outdoor Education". A copy of this can be found towards the end of this book.

## **UNIFORM**

Towards the end of this book is a school policy statement on uniform. This is hopefully self explanatory. Shop is open Monday 3 p.m. to 3.30 p.m. and Tuesday 8.30 a.m. to 8.55 a.m. for Uniform Sales.

## **ZONING**

At present the school has an enrolment scheme which means that we have a geographical zone. Children inside the zone can attend the school as of right and those outside the zone can attend if we have room (subject to certain set criteria).

# **BURWOOD SCHOOL**

## **POLICY STATEMENT: OUTDOOR EDUCATION**

### **RATIONALE:**

We believe that resources and experiences beyond the immediate school environment can be very worthwhile in realising our educational objectives in many areas.

These resources can be accessed, and experiences provided, by either bringing people to the school (in the case of entertainers in the cultural area) or taking the children to other environments by way of class trips and class camps.

### **PURPOSES:**

1. To provide resources and experiences which will stimulate children's senses, intellects and curiosities.
2. To provide a balanced use of these resources and experiences in meeting our objectives.
3. To ensure that in the planning and execution of ventures beyond the immediate school environment adequate emphasis is given to risk management, and the safety of pupils, staff and volunteers is always a prime consideration.
4. To provide guidelines that will enable parents to plan ahead for the expenses involved.

### **GUIDELINES:**

#### **General**

#### 1. Approval

- a. All activities which require children to leave the school grounds require the prior approval of the principal or, in his absence, the deputy principal.

Some ventures within a short distance of the school, where children walk and the crossing of main roads is not involved, or when a chartered bus is used, may only require informal approval. This will be discussed with each teacher when approval is sought.

For all other ventures, an appropriate Risk Management Form will need to be completed. Once the principal has signed this off, it constitutes formal approval. These forms are available in the teacher resource area.

- b. For Class Camps, the Board of Trustees will grant the final approval. In considering whether or not approval should be given, the board will consider the recommendation of the principal who will present the board with a comprehensive check list which is designed to give assurance that all aspects of planning and risk management have been covered.

#### 2. Transport

- a. Where parent transport is used for any outdoor education venture, it will be necessary for parents providing transport to complete a declaration as to the status of their vehicle's registration and warrant of fitness, number of seatbelts available and the status of their personal driver's licence.
- b. Where parents supply transport for visits, each child should be charged a nominal amount; usually \$1.00 for local trips, and this should be given to those who provide transport as a token reimbursement. For longer trips, this should be discussed with the principal so that a decision can be made based on the particular circumstances of each trip.

#### 3. Risk Management

For all ventures, a Risk Management Analysis must be completed. For those requiring informal approval, this will be discussed with the principal when approval is sought. For those requiring formal approval, a suitable form has been devised and is available. See Guideline 1.(a) above.

#### 4. Class Camps

- a. Year 5 classes should have a camp of two nights duration to a venue outside of Christchurch.
- b. Year 6 classes should have a camp of not less than three nights duration to a venue which will provide a more challenging experience than that provided in Year 5.
- c. The cost of these camps should be reasonable and fair and will be approved by the principal.
- d. Where there is a composite class at Year 5/6, it should be treated as one class and the class should have one camp using the guidelines for the older age group.
- e. Where private vehicles are used for transport parents should be reimbursed for their expenses. This should be discussed with the Principal so that an appropriate level of reimbursement can be set.
- f. A comprehensive Risk Management Plan must be devised for each camp. Guidelines for this will be set separately.
- g. Objective criteria must be used to select parent helpers for class camps. A suitable letter will be sent out to parents who offer to help, asking them to complete a form identifying their skills and willingness to be involved. From this, a selection will be made.
- h. Where a teacher has not previously used a camp site, s/he will be reimbursed for expenses incurred in making a pre-camp visit. This will also apply where a site has been used previously but circumstances dictate that a pre-camp visit is desirable. Such arrangements are to be approved by the Principal.

#### 5. General

- a. Class Trips and Performances by outside individuals or groups should be selected to complement the school programme as well as each individual class programme.
- b. No guideline is offered as to the balance between entertainers and trips. This depends entirely upon needs and opportunities.
- c. Experiences should be distributed throughout the year as far as possible and as appropriate.
- d. Parents must receive the longest possible notice as to the cost of forthcoming events and the due date for payment.
- e. Where a child's behaviour prior to any trip or camp would clearly place other children at risk, the Principal has the right to prevent that child from attending the camp.
- f. Where a child's behaviour on a trip or camp places others at risk, is unsafe, or affects the enjoyment of others, the class teacher, in consultation with the Principal, will contact the parents and send the child home.

#### **CONCLUSION:**

This policy is intended to meet the purposes outlined previously.

#### **TIME FRAME:**

This policy was altered in 2006 to enhance the safety provisions when parent transport is used for trips, other than class camps. It should be reviewed annually in March."

Signed.....

Date.....

(Chairperson, Board of Trustees)

Signed.....

Date.....

(Principal)

**BURWOOD SCHOOL**  
**POLICY STATEMENT: SCHOOL UNIFORM 2009**

**RATIONALE:**

During October 2008, a uniform survey was sent home with every child. We received overwhelming feedback and have incorporated this information to make several changes to our current uniform policy.

**PURPOSES:**

- To give the pupils a sense of identity, belonging and pride in their school.
- To ensure that dress is of an appropriate standard.
- To provide a unifying and equitable standard of dress so that students can all learn comfortably.
- To eliminate competition between pupils in the area of dress.
- To provide certainty to parents in terms of uniform requirements and enable planning for costs etc.

**GUIDELINES:**

1. School uniform will be compulsory for all children who enrol at the school.
2. When children enrol at the school, the statement that parents sign on the enrolment form "I/We agree to abide by the school's policy and regulations" is intended, amongst other things, to cover this requirement regarding compulsory uniform.
3. There will be times when uniform cannot reasonably be worn. When these occur, parents are expected to send a written note of explanation.
4. In the case of genuine financial hardship, precluding the purchase of a uniform, alternative arrangements may be made with the school Principal.
5. A separate schedule is attached which specifies exactly what the uniform is.
6. A member of the ancillary staff will organise appropriate items to be stocked and sold through the school office. However, we will provide you with alternative places where it may be purchased.
7. Where children represent the school, the school will provide an appropriate uniform, on loan, where it is required, although at times children's normal school uniforms may suffice.
8. Every child should have an art shirt. Teachers will insist that this is worn for all painting and gluing type activities where clothing could be marked.
9. Every child will, during terms 1 and 4, wear a legionnaire or slouch style sun hat. Baseball caps, starter caps, or hats with turned up brims, or hats with any alcohol advertising are not acceptable. This formalises the policies that have existed in the school for some time of "no hat, no play" and "no hat, no sport" and has been adopted as a result of our health and safety standards.
10. It is strongly recommended that all items of clothing are named.
11. Any dispute over uniform, which cannot be settled by the Principal, can be referred to the Board of Trustees using the established Complaints Policy.
12. The wearing of our school uniform promotes a positive visual image of our school.

**CONCLUSION:**

This policy will meet the purposes outlined above.

Signed.....  
(Chairperson, Board of Trustees)

Date.....

Signed.....  
(Principal)

Date.....

## **BURWOOD SCHOOL UNIFORM**

All pupils will be expected to wear school uniform. This is to ensure your child(ren)'s uniform conforms to school policy. In 2008 the Board of Trustees undertook a review of our school uniform and has approved the following recommendations.

### **GIRLS:**

#### **Summer:**

- Crimson gingham dress - small checks. Self collar and cuffs (Bambi Drapery)
- Plain navy skirt/skort – Year 5 and 6 girls only – (Bambi Drapery)
- Plain navy blue shorts - (Bambi Drapery or Postie Plus)
- Powder blue polo shirt (as supplied by school shop)
- Burgundy crewneck/tunic style sweatshirt with logo (as supplied by school shop)
- Plain navy track pants (as supplied by school shop)
- Sunhat (navy blue) Aussie hat (as supplied by school shop) or Legionnaire

#### **Winter:**

- Pinafore or culottes – Poly Viscose Fabric (tartan) #155 – (Bambi Drapery)
- Powder blue polo shirt - (as supplied by school shop)
- Powder blue skivvy (Postie Plus)
- Burgundy crewneck/tunic style sweatshirt with logo (as supplied by school shop)
- Plain navy track pants (as supplied by school shop)
- Burwood School sleeveless maroon polar fleece – (school fundraiser)

### **BOYS:**

#### **Summer:**

- Powder blue polo shirt - (as supplied by school shop)
- Plain navy shorts - (as supplied by Postie Plus or Bambi Drapery)
- Burwood School tunic/sweatshirt - (as supplied by school shop)
- Burwood School navy track pants - (as supplied by school shop)
- Sunhat (navy blue) Aussie hat (as supplied by school shop) or Legionnaire

#### **Winter:**

- Powder blue polo shirt - (as supplied by school shop)
- Powder blue skivvy (Postie Plus)
- Burwood School maroon sweatshirt - (as supplied by school shop)
- Burwood School navy track pants - (as supplied by school shop)
- Burwood School sleeveless maroon polar fleece - (school fundraiser)

### **SUNHATS:**

The children are expected to wear Burwood School approved sunhats ie Aussie and Legionnaires, which provide protection for the face and neck during Terms 1 & 4.

### **FOOTWEAR**

Sport shoes, black, brown or navy sandals or shoes to be worn with white or navy socks. Dress shoes Ugg boots and jandals are not acceptable to wear at anytime. Navy tights for girls in winter. Coloured or striped laces, tights or socks are not to be worn. If gumboots are worn to school in wet weather, slippers or shoes should be provided to wear inside the classroom.

## **JEWELLERY, HAIRCUTS AND ACCESSORIES**

Pupils are not to wear any jewellery to school other than a watch or stud earrings. A small number of children, because of ethnic background, may wear an ornamental necklace. Haircuts are to be suitable for primary aged children and not of an extreme style or colour. Shoulder length or longer hair must be tied back securely at all times. Head bands and hair ties must be plain blue, black or brown.

## **GENERAL**

No make up

No nail polish (finger or toe)

No add-ons, eg: cycle shorts/leggings worn under items of school uniform. In the winter months a polypropylene may be worn but only if plain navy blue.

This is for the health and safety of all children at Burwood School.

## **SPORTS ACTIVITIES:**

eg: In-school Athletic Sports Day, Cross Country

Navy shorts.

Powder blue polo shirt.

- Burwood School maroon tunic/sweatshirt.
- Burwood School navy track pants.

Appropriate footwear. **NO DRESS SHOES JANDALS OR SANDALS.**

## **FOR SCHOOL REPRESENTATION THE FOLLOWING SCHOOL UNIFORM WILL BE WORN:**

### **Choir**

Girls – Burwood School Pinafore and powder blue polo shirt (the school has a small supply of these)

Boys – Powder blue polo shirt and navy trousers or shorts

### **Cross Country: Zone and Canterbury Athletics**

Burwood School sports top (as supplied)

Navy blue shorts (as supplied)

Team tracksuits tops will be provided

### **Winter Sports Tournament:**

Uniforms to be supplied for

Rugby, Soccer, Netball, Hockey

THESE MUST BE RETURNED AFTER EVENTS AND WILL BE LAUNDERED BY THE SCHOOL.

PLEASE RESPECT THIS.

## **AN HISTORICAL NOTE**

All of the area now known as Burwood was once included as part of New Brighton. The division between the two did not occur until the 1880's. Originally both areas were part of the great 'Sandhills Run'. This region consisted of all the land between the Styx River and the Estuary and east of Marshland Road. The first lessees of the Run were William Chisnall and William Wood, brothers-in-law and Canterbury Pilgrims. They took the run over in 1852 but remained only a few months. Dr Moore and Mr Peter Kerr took over and Mr Kerr was soon left as sole lessee. The northern part of the run continued in existence until well into the 20th century. Settlers arrived in the Burwood - New Brighton area very early on however. The first pioneers arrived on 20th April 1860. Their names were David Hamilton, Stephen Brooker, Thomas Free, William Free and Enoch Barker. They settled near the Bower Hotel, building a house of munuka plastered with clay.

In the 1870's George King settled in Lake Terrace Road and named his home 'Burwood' after a Sydney suburb in which he once lived. Eventually the name of the house became the name of the district.

In 1877 the population of the Burwood-New Brighton area was sufficient to warrant the building of a Church. And so on 9 September 1877 All Saints' Church was dedicated. Horse drawn trams and later steam, and then electric trams arrived in the district early on. One line passed through Burwood en route to New Brighton. The others passed en route to North Beach.

## **AND WHAT OF SCHOOLS?**

A school was established on the present site in 1872 to service the educational needs of the early settlers in the district. It was known as the New Brighton School. In 1889 a side school known as the New Brighton Beach School was established. In 1890 it was renamed New Brighton School and the parent school was renamed Burwood School.

During the years that the school has existed, the nature of the district has changed markedly. Until the early 1950's farming and market gardening were predominant local activities. Since then the land has been utilised for urban development and consequently the school roll rose from 120 in 1947 to 780 in 1962 (Including forms one and two). It then slowly declined until it "bottomed out" at 216 early in 1990. At the time of writing this we have an opening roll of about 400 and expect to reach about 460 by the end of the year. This will increase further in the years ahead.

A wide variety of people, with varying personalities and approaches served the school well during its first century. This diversity continues to contribute to the health of its second 100 years. Copies of the school's various Jubilee booklets are available from the school office should anybody be interested.

## **THE COMMUNITY TODAY**

As the role of the school has changed to cater for the needs of the modern child, so has the nature of the Burwood Community. No longer does the majority of the community indulge in farming, although we still see some evidence of it in Burwood today.

Our parents are now representative of the urban workforce with involvement in industrial, commercial, professional and private business activity.

In many families both parents work and this can be a problem in the organisation of activities in school time. We must make allowance for this. Nevertheless, we are indeed fortunate, in the strong support provided by the parents of the children of Burwood School.

## **FINALLY**

Throughout this information booklet, our charter and our curriculum statements you will find reference to philosophies, policies, programmes and day to day procedures developed for the good of the pupils, their parents, their teachers and the School.

We are very conscious of the strong historical links that the school has with the local community. This is most clearly exemplified by the significant numbers of children at the school who are second, third, or fourth generation pupils.

Consequently, we strive to ensure that the strong tradition of service to the community provided in the past continues in this, the school's second century.

## **ACKNOWLEDGMENTS**

Church On A Sandhill - All Saints - Burwood 1877/1967 by R.L.N. Greenaway

Burwood School Jubilee 1872/1962

Burwood School Jubilee 1872/1972