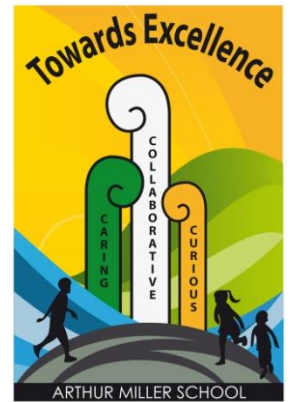


ENROLMENT INFORMATION – 2012

Welcome, new Parents and Caregivers

The information in this section is to give you a brief snapshot of our school, our values, our priorities and how we do things. Please visit us for a tour of the school and I'll take you into classrooms so you can see "Arthur Miller School" in action. I'm always available to meet parents, and am happy to answer any queries about our school.



We're proud of our students, our teachers and support staff all of whom work together to make your child's education here a positive experience. We have a reputation for excellence and innovation validated by successful Education Review office reports. ([link here to the ERO reports section](#))

We encourage you to take an active part in the life of the school and distribute weekly newsletters to keep you in touch with the numerous events and activities that take place at our school. Each term all teachers send out class newsletters letting you know about particular class expectations, homework and work to be covered for that term.

Teachers are always willing to make time to talk to you about any aspect of your child's life at school, just ring the office and make a suitable time for an appointment. We encourage children to share their work with you before and after school and classrooms are open for this purpose.

If your child is beginning school as a five year old we understand it is a big step. To ease the transition to school we suggest a number of pre-school visits. Just come down to the office and make a time for the first visit. You are encouraged to stay during this visit and see for yourself how a new entrant classroom caters for your child's needs. If you wish further visits, our new entrant teacher is happy to arrange these at times to suit you.

Enclosed in this pack is further information you may find helpful.

Kind regards

Sandy Anderson
PRINCIPAL

ARTHUR MILLER SCHOOL

SCHOOL PHONE NUMBER

(06) 844 6099

FAX

(06) 844 0157

Office email

admin@ams.school.nz

Principal email

sandy@ams.school.nz

Website

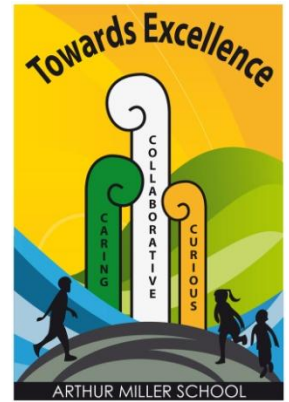
www.ams.school.nz

Address

Guppy Road, Taradale

Afcare

027 3872604/6502068



SCHOOL HOURS

8.55am to 12.30 pm and 1.25 pm to 3.00 pm.

We encourage students to arrive no sooner than 8.30 a.m. as teacher supervision does not start until then. Our children are not permitted to enter the classrooms prior to this time. We do not have short lunch hours on wet days. Please collect children promptly at 3.00 p.m.

ATTENDANCE AT SCHOOL

Please notify the School as early as possible if your child is to be absent. Prior to 8.00 a.m the answer phone will pick up your message. If we have not heard from you by 8.55 a.m. we will make contact to ensure your child is safe. Please make sure your child arrives to school before school commences. If your child is late, they must report to the school office prior to going to their classroom.

AFTER SCHOOL CARE

Afcare operates after school and is run by the YMCA on our school site – for enrolment phone 027 3872604 or 6502068

STAFFING

Grading Roll for 2012

285

Staffing Entitlement for 2010

14.2 (12 classrooms, 1 Principal, and part-time teachers)

Decile

8

Teaching Staff

Principal

Sandy Anderson

Associate Principal

Chris Durham

Associate Principal

Lynn Davies

Teachers

Glenda Stuart, Lauren Pitts, Kerran Williams, Jenni Beaven, Hannah Wilson, Gary Exeter, Terry Maloney, Cathy Middleton, Lisa Anderson, Kerry Howse, Chris Durham, Sam Bell (maternity leave 2012), Lynn Davies and Mandy Ellis (returns from leave April, 2012)

Ancillary Staff

Office Manager

Ngaire Kawhe

Teacher Aide/Librarian/Office Assistant

Jo Hayes

Teacher Aide

Jenny Robertson

Teacher Aide

Olivia Sneddon

Teacher Aide

Brenda Spivey

Groundsperson

Ross Keats

Cleaners

Crest Commercial Cleaners

Maintenance person

Len Francis

SCHOOL GOVERNANCE - Board of Trustees

The Board of Trustees elected in April 2010 consists of five elected parents:

Tracey Tidswell, (Chairperson), Nick Chard, Ricki Freemantle, Dr. Virgil Troy, Andrew Siddles and co-opted member Bob Hawley, the Principal Sandy

Useful information about Arthur Miller School

FAMILY RECORDS

A contact telephone number is essential in the event of an emergency and particularly where both partners/caregivers are working and may not be available at home. Please inform us when phone numbers change.

EMERGENCY

In the event of a major flood, fire or earthquake, pupils will remain in the care of staff until released into the custody of an adult family member.

ABSENCES/ILLNESS/ACCIDENTS AT SCHOOL

Parents or caregivers are expected to inform the school of all absences by telephone as soon as possible in the morning as absences are recorded electronically in the Ministry of Education's database. Parents whose children's absence is unexplained will be contacted by the office as soon as possible.

In the event of children taking ill or having an accident at school, every endeavour is made to contact and notify parents/caregivers. If parents/caregivers are not available, then we will follow the guidelines for referral as set out in the Injury Prevention, Safety and Sickness policy. A record of injury (except minor injuries eg stubbed toes) is kept and can be viewed at the office.

SCHOOL DONATION

The School donation set by the Board of Trustees for 2012 is \$100 per child or \$180 per family - payment of which is voluntary. The school donation provides extras not provided for in our grants from the Ministry of Education. There are a variety of payment options, please see the Office Manager to discuss one that suits you.

TERM DATES

2012

Term 1 31 January to 5 April

Term 2 23 April to 29 June

Term 3 16 July to 28 September

Term 4 15 October to 18 December

SCHOOL ROAD PATROL

The school operates a patrol on Guppy Road from 8.30am - 8.50am and 3pm-3.20pm (or until all children have crossed) in the afternoon. A staff member supervises the children.

SCHOOL LUNCHES

Children can order Subway lunches on Wednesdays and Heavens Bakery any day. Order online before 9am Wednesday for Subway and before 9am any day for Heavens Bakery, and it will be delivered to the office before 12.30pm for your child to collect. To order go to www.lunchonline.co.nz and follow the easy steps. This is also a school fundraising activity.

CLOTHING & VALUABLES

All clothing should be clearly named as this prevents unclaimed lost property accumulating at school. Parents should ensure that children do not bring jewellery or other valuables or money, other than for school activities, to school. When money is needed for activities it should be brought in a named envelope.

SUN HATS

Children must wear a compulsory school sunhat which is included in the new entrant stationery pack or can be purchased separately for \$10.00 from the school office. Hats are worn in Term 1 and Term 4.

SPORTS/MUSIC

The children are encouraged to participate in a range of extra curricular activities. We currently offer choir, guitar or recorder lessons and Kapahaka culture group. We have school sports teams in cricket, softball/T ball, hockey, rippa rugby and netball. Other codes are catered for through clubs on Saturday mornings.

SWIMMING

December, February and March are our official school swimming months and we encourage all children to participate in the class swimming programme. Children should have a plastic bag for holding named towel and named swimming togs.

POOL KEYS

These are available to families during the swimming season and can be purchased from the office for \$100.00. Please be quick as there are limited keys available.

STATIONERY

All your children's stationery needs are catered for through HB Office Products, Onekawa and information is sent home at the end of each year regarding costs and packs. New entrant packs can be purchased from the school office.

USE OF SCHOOL GROUNDS

We are proud of our attractive facilities and the children and families are welcome to use the school grounds after school hours. **No dogs** are to be brought onto the school grounds, and please keep away from the buildings, respect the school property and quickly report any vandalism. Families can use the swimming pool outside school hours with a pool key – refer swimming pool section.

LIBRARY

We have an attractive and comfortable library with a wide range of reading material, both informative and recreational. Each class has an allotted library time and students are encouraged to use the library facilities during lunch breaks on supervised occasions.

INFORMATION AND COMMUNICATION TECHNOLOGIES

All classrooms have modern computers (notebooks) and with fundraising, we have been able to develop a computer suite with 15 computers which provides for whole class use. All teachers have their own school laptop and each class has its own blog which we encourage students to use regularly

REPORTING STUDENT ACHIEVEMENT TO PARENTS

This is done three times a year with written reports in March, June and December and optional mid-year interviews in June. Additionally, informative parents' evenings are held periodically during the year. Parents are most welcome to attend the Board's monthly meeting. Copies of the Agenda and Minutes are in the foyer and copies of the School's Charter, Policy Statements and Education Review Office reports are available on request.

AFCARE (After School Care)

This is available from 3pm to 5.30pm and is run independently by the YMCA OSCAR Hastings. For more information, contact the Supervisor during Afcare hours on 06 6502068.

SCHOOL BANKING MANCHESTER UNITY

Manchester Unity, Taradale branch offer school banking for students. Enrolment forms are available from the school office. Banking is every Thursday and student passbooks are placed in the Manchester Unity bag at the school office, returned on Fridays.

ENROLMENT SCHEME

The school has an enrolment scheme in place. We recommend you discuss any zoning issues with staff at the school office and if you are out of zone you will be required to complete an out of zone blue form.

SUPPORT STAFF who work alongside teachers, as required

School Dental Therapist Operating at school in term 4, otherwise phone 8447023

Special Education Service Education Psychologist, Speech Language Therapist
Reading/ Recovery Assistance Teachers
Resource Teacher of Learning and Behaviour (RTLB)
Advisers (Curriculum) Palmerston North College of Education: EIT Campus.
Public Health Nurse
Hearing and Vision Officer

POLICIES

We have number of policies available to view at the school office, including a "no tolerance to bullying" policy.

BEGINNING SCHOOL SEMINARS

We encourage all parents of new entrant children to attend a seminar lead by Year one teachers. These informative evening sessions cover the fundamentals of literacy, numeracy, what the school day is like for new entrant children and strategies for helping at home.

PEER MEDIATION

Peer mediators are trained Year 5 & 6 students whose job it is to help sort out low level issues in the playground. They assist children work through a problem using active listening. If the problem is not resolved at this level, the duty teacher is always available in the playground.

PHYSICAL ACTIVITY LEADERS (PALs)

Some Year 5 & 6 students are trained to run games with younger children at lunchtimes. They are rostered on to supervise team games that younger children choose to participate in.